

Center for Women's Studies and Gender Research (CWSGR)
Internship Information Form

This form asks organizations that are considering offering internships through CWSGR for information about what the internship will entail. You can copy the form into a Microsoft Word document and complete and return it electronically to the address below, or print it, fill it out, and mail the old-fashioned way. Information from this form will give students a sense of your organization's mission, and let them know what you will expect from an intern, including the skills and time commitment necessary, how to go about applying, etc. CWSGR students can do internships of 1-3 credits. A 1-credit internship involves 45 hours on-site or at work/semester, 2 credit = 90 hours/semester, and 3 credit = 135 hours/semester. **Please be specific with your potential interns about the number of hours you expect them to put in and about your organization's needs.**

1) Please complete the following:

Organization Name:

Address:

Email address:

Website:

Brief description/mission:

Contact Person:

Phone:

Best time to call:

2) What activities will the intern take part in, and how do they relate to Women's/Gender studies?

Please indicate whether the intern will work on a specific project (creating a database, planning an event, preparing PR materials, etc.) or will play a part in the day-to-day operation of your organization. (If you have more than one internship position to offer, and the interns will do different tasks, please indicate.)

Please note that to receive credit for an internship, a student must do at least 50% hands-on, pre-professional, non-clerical work.

3) Please check all that apply (cont'd next page):

____ The internship described in #2 above will entail _____ hours of work/week, for _____ number of credit hours.

____ We are flexible and can offer internships for anywhere from 1 to 3 credits.

_____ We have more than one internship position to fill, and the interns will do different amounts of work/receive different amounts of credit.

4) Please check all that apply:

Interns work at the site address given above _____ Interns work from wherever _____
Interns work off-site at another location (please specify) _____

Interns work a fixed schedule (set hours and time each week, e.g., Mon., 1-6, Fri., 9-2, etc.) _____
Interns set own schedule _____

5) Please check the description that best describes your organization:

_____ The only qualifications required for our internship are knowledge about and interest in the issues our organization deals with; a good attitude and professional demeanor; and willingness to work.

_____ We need an intern with the following skills and/or knowledge base (please specify):

The CWSGR will provide this information to students interested in internship possibilities. Students who hope to do an internship with you will contact the person named above to work out the details. In order to register, they will need the person who will supervise them to sign a “CWSGR Undergraduate Internship Application” that details the nature of the work they will do and the number of hours/credits they are signing on for. At the end of the semester, the supervisor will need to provide the CWSGR with a signed letter briefly describing the work done over the course of the term and confirming the number of hours worked. It is the student’s responsibility to provide you with this Application form in a timely fashion, and to advise you as to when the letter needs to be received by the CWSGR.

Thanks for taking the time to complete this form. Your information will help us to create an internship experience that is beneficial to your organization and to the student involved. You may return the completed form by email or regular mail to the addresses below. If you have any questions about how to complete or return the form, please don’t hesitate to contact me.

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