

Internship Enrollment Application | WGSST 3191
Department of Women's, Gender and Sexuality Studies
The Ohio State University

Students seeking to enroll in WGSST 3191 must submit this internship application to the WGSS Academic Advisor, Jackie Stotlar (wgssadvising@osu.edu), by the Friday BEFORE the first week of the semester. Students are required to obtain input from their internship site for sections 3 and 6; therefore, they should allot sufficient time to complete this form.

Section 1 | STUDENT INFORMATION

To be completed by the student intern. Please type your information or print clearly.

Name.# :

First Name:

OSU E-mail Address:

Cell Phone (please include area code):

Major(s):

Minor(s):

Expected Graduation (Semester/Year):

List the WGSS classes that you have completed or that are in progress:

Section 2 | APPLYING FOR CREDIT

To be completed by the student intern. Please type your information or print clearly.

Semester and year of internship:

Hours per week you will be at the internship site (estimate):

Start Date:

Expected End Date*:

Paid? Yes No

*Hours begin to accrue from the start of the semester. Total hour requirements should be met by week 14 of AU/SP semester or week 7 of SU.

How many semester credit hours are you requesting?

- _____ 1 credit hour (if you will be working the equivalent of 25+ hours at the site across the semester)
- _____ 2 credit hours (if you will be working the equivalent of 62+ hours at the site across the semester)
- _____ 3 credit hours (if you will be working the equivalent of 80+ hours at the site across the semester)

Have you completed a previous WGSST 3191 internship? If so, when and for how many credit hours?

Are you seeking to apply this internship credit to a WGSS major or minor? Yes No

Section 3 | INTERNSHIP SITE INFORMATION

To be completed by the student intern with help from the internship supervisor. Please type your information or print clearly.

Name of Organization:

Location of internship (city/state/zip code):

Organization's website:

What is the organization's mission?:

Supervisor name and title:

Supervisor email and phone:

Name/Title of internship position or internship program:

What specific projects, tasks, assignments and responsibilities will you have at this internship?

Section 4 | STUDENT GOALS AND RELATIONSHIP OF INTERNSHIP TO WGSS

To be completed by the student intern. In 1-3 separate pages, please answer the following short essay questions. Submit responses with this application.

1. WGSST 3191 internship credit is awarded for field-based learning experiences that explore the relationship between WGSS coursework and feminist practice. Describe how this internship experience provides a meaningful opportunity to make connections to the field of WGSS and participate in social justice work. When writing this description, please keep the following WGSS learning objectives in mind:
 - *Students will be able to think critically and intersectionally about WGSS scholarship.
 - *Students will be able to pursue interdisciplinary inquiries and to pose questions that cut across disciplinary fields
 - *Students will be able to perform WGSS research through developing an argument, organizing data, displaying evidence for that argument, and expressing ideas in writing.
2. If you are a WGSS major or minor, discuss how this internship will fit into your overall WGSS program. How will this internship complement and augment your WGSS major or minor? How does this internship fit into your future life goals?
3. List 3 specific things you hope to learn, accomplish and/or complete during this internship.

Section 5 | INTERNSHIP STUDENT AGREEMENT

To be completed by the student.

Students seeking to enroll in WGSST 3191 must complete and submit this internship student agreement to the WGSS Academic Advisor, Jackie Stotlar (wgssadvising@osu.edu), by the Friday BEFORE the first week of the semester. Students should allot sufficient time to complete this internship student agreement.

By submitting this application for WGSST 3191 internship credit, I understand and agree to the following:

1. Your internship will occur during the semester in which you are applying for credit. **Credit is NOT given to internships that are already finished. Deferred credit is NOT available.**
2. You will use this internship application ONLY to apply for course credit in Women's, Gender and Sexuality Studies at The Ohio State University. Your internship supervisor might require you to fill out an additional application.
3. You will not be added to WGSST 3191 if the addition of those credit hours puts you over the 18 hours maximum load permitted by the university (unless you successfully petition Arts and Sciences to add credit beyond the max of 18.) Please check your course schedule before submitting this application to make certain that adding 1-3 credits will not take you over 18 hours which can result in increased tuition.
4. WGSST 3191 is repeatable up to a maximum of 6 hours, and counts as upper division credit in the College of Arts and Sciences. Up to 3 hours from 3191 can count toward the requirements for a WGSS minor or 6 credits for a WGSS major.
5. Your internship job responsibilities must be WGSS-related. This course is meant to extend the in-classroom experience of WGSS to the field-based application of WGSS theories and practices.
6. You must work the equivalent of the hours specified in this application.
7. All hours must be completed by the final day of classes during the AU, SP, or SU term you're enrolled in.
8. As a student and representative of The Ohio State University, you are required to abide by the university's Student Code of Conduct (found here <http://studentaffairs.osu.edu/csc/>) during the entirety of your internship. This applies to internships off-campus, as well.
9. You must immediately notify the WGSS Academic Advisor of any problems or concerns that arise with the internship. You also must notify the WGSS Academic Advisor immediately if you are unable to fulfill the internship duties, hours requirement, and/or if you drop the course.
10. I understand that failure on my part to complete any of the requirements in a timely manner will result in the assignment of an unsatisfactory grade.
11. Academic credit will be awarded
 - a. Based on satisfactory fulfillment of conditions listed in this agreement
 - b. Satisfactory performance as signed off by your supervisor
 - c. The completion of an Exit Survey provided by the WGSS Department, due by the last day of classes in the term for which credit is applied.
12. Approval/denial of any internship application for any reason is at the discretion of the Internship Coordinator and faculty member of record in the Department of Women's, Gender & Sexuality Studies.

Student Intern's Signature

Date

Section 6 | INTERNSHIP MEMORANDUM OF UNDERSTANDING “MOU”

To be completed by the internship supervisor and student intern.

Students seeking to enroll in WGSST 3191 must submit this “MOU” to the WGSS Academic Advisor, Jackie Stotlar (wgssadvising@osu.edu), by the Friday BEFORE the first week of the semester. Students are required to obtain input from their internship site; therefore, they should allot sufficient time to complete this “MOU.” Please type your information or print clearly.

Supervisor’s name _____ E-mail _____

Supervisor’s phone # (include extension if applicable): _____; Fax #: _____

Supervisor’s postal address: _____

Will the intern report to you at the above address? Yes No *If no, specify the address of the internship site:*

Street address: _____

City/State/Zip Code: _____

Title of internship position or internship program: _____

Start Date: ____/____/____ End Date: ____/____/____ Hours per week the student will work (estimate): _____

Compensation: ___Unpaid ___Paid

In 2-3 sentences, please describe each of the following internship components (or, attach related documents):

Typical intern duties:

Supervision and training planned for this student:

Career exploration support to be offered (e.g., opportunities to shadow staff, mentoring discussions, etc.):

Connections to WGSS learning objectives:

Supervisor Agreement

My signature is consent that I will serve as the supervisor for this student and seek to structure the internship experience in a way that supports the student’s learning goals. At the conclusion of the internship, I will evaluate the student’s performance via the form provided by the department. Please contact Jackie Stotlar, the WGSS Undergraduate Academic Advisor, at wgssadvising@osu.edu or 614.292.4385 if you have questions about appropriate learning goals for this student. I also agree to agree to contact the WGSS Undergraduate Academic Advisor and/or the faculty member on record with any concerns about the student’s performance or if the student fails to complete the internship terms articulated on this verification form.

Internship Supervisor’s Signature

Date

Student Intern’s Signature

Date

Department of Women’s, Gender and Sexuality Studies’ Signature

Date

Section 7 | FOR OFFICE USE ONLY

Course: WGSST 3191

Date Application Received: _____

Internship Status: Approved Not Approved

Notes:

Instructor's Signature: _____ Date: _____

Enrollment Units: 1 credit hour 2 credit hours 3 credit hours