

**COMMUNITY INTERNSHIP HANDBOOK**  
**DEPARTMENT OF GENDER & WOMEN'S STUDIES**  
**MINNESOTA STATE UNIVERSITY, MANKATO**

An internship in Gender & Women's Studies provides an opportunity to gain experience within an organization or business. Each student selects her/his own placement in consultation with the internship coordinator. The internship site may be located on or off campus; it may be a governmental agency, a non-governmental organization (also called an NGO), or a for-profit business in the private sector. The internship may be paid or unpaid, full- or part-time, and completed over any period of time that is agreeable to the internship mentor and student.

Three credits of internship are required of students pursuing both the B.S. the M.S., but many Gender & Women's Studies B.A. students and minors also complete an internship (credits to be counted as electives). Students may choose to complete a community internship, teaching internship, or both. Students may take up to six hours of community internship credit.

Community internships are customized for each student and internship site. An intern has the opportunity to

- Pursue an interest in a field of work or within a particular organization;
- Gain work and/or activist experience and practical skills;
- Enhance existing skills in a new work environment or develop new skills in a familiar work environment;
- Learn how concepts from gender and gender & women's studies apply in organizational and business settings;
- Gather insight and/or data for a research project, including Undergraduate Research Conference presentations and Alternate Plan Papers;
- Make contacts relevant to future employment.

This handbook is available online at [sbs.mnsu.edu/women](http://sbs.mnsu.edu/women) or from Cindy Veldhuisen, office manager, Department of Gender & Women's Studies, 109 Morris Hall.

**Internship Who's Who**

student intern . . . any undergraduate or graduate student pursuing a Gender & Women's Studies degree and completing an internship for academic credit in GWS

internship coordinator . . . Gender & Women's Studies faculty member, currently Dr. Barb Carson, 109 Morris Hall, 507-389-5026, [barbara.carson@mnsu.edu](mailto:barbara.carson@mnsu.edu)

internship mentor . . . Person who will provide guidance and evaluation of your work at the internship site

## STEPS FOR COMPLETING AN INTERNSHIP

Before starting the internship:

1. obtain the internship handbook
2. meet with internship coordinator to discuss department and student expectations
3. visit the campus Career Development Center (CDC) for guidance identifying your strengths and skills; developing or updating your resume; discovering local, national, or international opportunities; selecting an internship placement; and making contact with the organization or business.
4. contact potential internship mentor to discuss terms of the internship, preferably meeting in person
5. email the internship coordinator for permission to register. Include Tech ID, number of credits requested, and course number (498 for undergraduates or 698 for graduate students). B.S. students must do a minimum of 4 credits and M.S. students a minimum of 3 credits as part of their program. You may do a teaching internship instead (see Gender & Women's Studies TI Handbook). The total number of internship credits that may be applied toward your program is 10. Once permission is entered, coordinator will reply via email with the registration call number. The student must then register for the course.

Each credit hour equals 40 hours of on-site internship work. A 3-credit graduate internship, for example, is 120 hours. If completing an internship during a 15-week semester, a student works approximately 8 hours each week.

Within the first two weeks of the internship:

1. submit Internship Agreement (form below), with student and mentor signatures, to the internship coordinator
2. make arrangements to meet regularly, ideally once a week, with your internship mentor

During the internship:

1. meet regularly with internship mentor
2. keep a log of dates, hours, and activities; maintain a journal (guidance below)

In the final two weeks of the internship:

1. finish Log and Journal
2. complete Internship Self-Evaluation (form below)
3. obtain Internship Mentor's Evaluation (form below), or request that mentor submit evaluation directly to internship coordinator ([bevacqua@mnsu.edu](mailto:bevacqua@mnsu.edu))
4. submit log, journal, & evaluations to the internship coordinator (no later than last day of finals week)

**Check each step above as you complete it.**

**Consult with the internship coordinator if questions arise along the way.**

**INTERNSHIP AGREEMENT**  
**Minnesota State University, Mankato**  
**Department of Gender & Women's Studies**

**Student information**

Name:  
Tech ID #:  
Email:  
Phone:  
Semester/year of internship:  
Number of credits:

check one:

- GWS undergraduate major
- GWS undergraduate minor
- GWS graduate student
- Other \_\_\_\_\_

Responsibilities

What are the student's responsibilities for the internship?

**Internship site & mentor information**

Organization or  
business name:  
Location:  
Name and title of internship mentor:  
Mentor phone:  
Mentor email:

Dates and Hours

Internship start date:

Internship completion date:

Hours to be worked per week:

Weekly meetings:

What will the internship mentor provide the student during the internship?

Signature \_\_\_\_\_  
On-site mentor

Date \_\_\_\_\_

Signature \_\_\_\_\_  
Student

Date \_\_\_\_\_

## LOGS AND JOURNALS

**The log** is an account of daily activities. This should be completed in a dated entry listing hours, activities, and their purposes. The log is useful for allowing the student, mentor, and coordinator to assess how the activities are contributing to the student's learning experience as well as the needs of the organization. The log can also be reviewed in assessing the extent to which some specific objectives are being met.

**The journal** can be combined with the log or kept separately. The journal should be a narrative about your experience in the internship, including both description and analysis. The purpose of the journal is to connect the knowledge, concepts, and ideas from your academic courses to your internship experience as well as to reflect on the frustrations, joys, and discoveries that accompany it. The journal can be organized by dates (with, for example, weekly entries that analyze what happened during the week) or by theme (perhaps dedicating separate entries to separate projects or aspects of the internship).

Consider the following questions when you compose your journal:

About the internship site . . . What are you learning about your internship site? How does the organization or business function? What is its focus and what are its goals? How does it relate to women and gender? Were there any surprises? How effective is the organization/business, and what ideas do you have for improvement or alternatives?

About yourself . . . How do you fit into the organization/business? How do you feel about working with the group? What have you found most gratifying about the internship? What has been most challenging? What have you learned about yourself in the process? How have your skills developed over time? Did you obtain concrete work skills, improved communication skills, or problem solving skills? What has become clearer to you over the course of the internship? What might you have done differently on further reflection?

About Gender & Women's Studies . . . What concepts from Gender & Women's Studies course work resonate with your internship experience? What connections can you make between your internship experience and social change or collective action? feminist theory? gender as a social construction? intersecting identities and oppressions? privilege and marginalization? global perspectives? difference? How might Gender & Women's Studies concepts become more relevant to your internship experience? How might your internship experience become more relevant to Gender & Women's Studies concepts?

The log and journal will be evaluated by the Internship Coordinator at the end of the internship.

## **GUIDELINES FOR INTERNSHIP MENTORS**

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### **DEPARTMENT OF GENDER & WOMEN'S STUDIES MINNESOTA STATE UNIVERSITY, MANKATO**

Thank you for considering a Gender & Women's Studies student as an intern in your organization. The following are typical expectations that the Gender & Women's Studies department at Minnesota State University, Mankato has of agencies providing internships to students.

1. Internship mentor (and/or other qualified personnel) agrees to introduce and orient students to agency objectives, structure, policies and procedures, and assignments and responsibilities of the student, and to interpret them as needed.
2. Internship site agrees to provide adequate space and equipment to enable the student to perform assigned tasks.
3. Internship mentor has the interest and time to assume responsibility for student's on-site mentoring, supervision, and/or instruction. This includes providing the student with regular feedback regarding performance, providing a written evaluation of student performance at the end of the internship, and discussing this evaluation with the student.
4. Internship mentor agrees to consult with the Gender & Women's Studies faculty internship coordinator if any problems arise and before taking any final action regarding student progress or problems.

Barbara Carson, Internship Coordinator  
Minnesota State University, Mankato  
109 Morris Hall  
Mankato, MN 56001  
Phone: (507) 389-2077 or 5026  
Fax: (507) 389-6377  
[barbara.carson@mnsu.edu](mailto:barbara.carson@mnsu.edu)

**STUDENT EVALUATION OF INTERNSHIP**

To be completed by the student upon completion of the internship.

STUDENT \_\_\_\_\_ TECH ID # \_\_\_\_\_

INTERNSHIP SITE NAME \_\_\_\_\_

INTERNSHIP MENTOR (name and title) \_\_\_\_\_

DATE OF COMPLETION OF INTERNSHIP \_\_\_\_\_

1. Evaluation of your work on the internship:  satisfactory  unsatisfactory

Comments:

2. Evaluation of your internship site:  satisfactory  unsatisfactory

Comments:

3. Evaluation of your internship mentor:  satisfactory  unsatisfactory

Comments:

4. Would you recommend this internship experience for other students?  yes  no

Comments:

Below please make other comments about your internship experience. Please include suggestions that might contribute to the success of the Gender & Women's Studies internship program. Attach additional pages of necessary. If you make suggestions for improving the work of the internship site, please provide a copy of the evaluation to your internship mentor.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

## INTERNSHIP MENTOR'S EVALUATION

To the student: Complete items in the box below and provide this form to your internship mentor two weeks prior to the end of your internship. Ask the mentor whether she would like to submit the evaluation to you or directly to the internship coordinator and check the appropriate box.

STUDENT \_\_\_\_\_ TECH ID # \_\_\_\_\_

INTERNSHIP SITE NAME \_\_\_\_\_

INTERNSHIP MENTOR (name and title) \_\_\_\_\_

DATE OF COMPLETION OF INTERNSHIP \_\_\_\_\_

CHECK ONE:

- Student will deliver evaluation to internship coordinator
- Internship mentor will deliver evaluation to internship coordinator

To the internship mentor: We greatly appreciate the mentoring you provide to our Gender & Women's Studies students.

Please provide a letter of evaluation for the student named above. Your letter and this form may be delivered by mail, fax, or email. In your letter, please evaluate the intern's accomplishments, the quality of work performed, reliability, and professionalism. The student should have a final meeting to discuss your assessment of her/his work.

The letter, along with any additional comments about the internship program for the Department of Gender & Women's Studies, should be delivered to (email or post):

Barbara Carson, Internship Coordinator  
Gender & Women's Studies Department  
Minnesota State University, Mankato  
109 Morris Hall  
Mankato, MN 56001  
[barbara.carson@mnsu.edu](mailto:barbara.carson@mnsu.edu)