

WGS 499 INTERNSHIPS
WGS 395 COMMUNITY INVOLVEMENT PROGRAM
Syllabus

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INTERNSHIP REGISTRATION CONTRACTS ARE DUE BY
THURSDAY 2ND WEEK OF CLASSES.

Faculty Instructor Contact Information

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Number of hours required to receive credit (CR/NC only)

WGS 395 (CIP units)	WGS 499 (Internship Units)
1 unit = 30 hours	1 unit = 45 hours
2 units = 60 hours	2 units = 90 hours
3 units = 90 hours	3 units = 135 hours
4 units = 120 hours	4 units = 180 hours

FAQs (Frequently Asked Questions)

WHAT IS THE DIFFERENCE BETWEEN A CIP AND AN INTERNSHIP?

WGS 395: Community Involvement Program (CIP). The Community Involvement Program (CIP) allows students to earn units for their volunteer community service work. CIP is intended to assist students in clarifying career and/or academic interests in a variety of work settings. The CIP placement should involve direct contact with and meaningful service to people within the community, usually in an off-campus setting.

The placement is strictly volunteer. Students may not receive monetary compensation for work that leads to CIP academic credit. Credit/No Credit basis only. Students may enroll in CIP for a maximum of four units in any one semester.

NOTE: A maximum of six units of CIP credit may be applied towards graduation.

WGS 499: Internship. An internship is a pre-professional experience designed in close consultation with a faculty advisor, which gives the student an opportunity to apply knowledge from the classroom in an employment setting consistent with the student's chosen career field. Internships may pay a wage or stipend or may be unpaid. The internship program is designed for students as a means to incorporate qualified and supervised work into their educational program and gain

academic credit while making valuable career connections. You may complete 1-4 units of internship during a semester.

HOW DO I FIND AN INTERNSHIP/CIP AND SIGN UP FOR UNITS?

1. Find an internship/CIP site. A list of some possible internships is attached. Also see the listings in Rachel Carson Hall 18 and in Career Services (Salazar 1070 or www.sonoma.edu/sas/crc/). It is also possible to arrange your own CIP/internship setting in consultation with any WGS faculty supervisor. Be sure to consider what new skills and abilities you would like to develop from the CIP/internship.

2. Phone one or more potential internship settings. Discuss 1) the duties the internship might include and 2) the number of hours you are available (and need) to work during the semester in order to complete your CIP/internship.

3. Meet with your on-site supervisor to complete official forms. Bring with you either the "internship agreement" form (for WGS 499) or "volunteer agreement" form (for WGS 395). Both forms are available from RCH 18 or your instructor. Discuss how you will maintain an official log of your hours. Be sure to discuss any special requirements (expectations for individuals working in that setting, such as confidentiality or safety issues).

4. Submit completed forms to RCH 18 (put in Charlene Tung's box) by **3:00, THURSDAY OF 2ND WEEK OF SEMESTER**. WGS will obtain signatures from the Dean, assign you a WGS instructor (Romesburg or Tung) and file the internship agreement with Admissions and Records.

Note: If you do not submit the paperwork in a timely manner, you may not receive credit for the internship/CIP course.

COURSE REQUIREMENTS

1. Find your Instructor. You will be assigned a WGS instructor for your internship. You can find your instructor by checking your schedule sometime in the middle of September or February (after the paperwork for your CIP or internship is processed and posted on-line). You should contact your WGS instructor if you have any problems at your internship site. Please turn your end-of-semester paperwork into your WGS instructor's box (*not necessarily the same person as your WGS academic advisor*).
2. Log/Schedule. Maintain a log of hours spent working on the internship/CIP. Keep in mind the total number of hours necessary to earn your units.
3. Progress Report. Each student must schedule a meeting with your assigned instructor to provide a progress report on the internship *at least once* during the semester. The meeting should occur **BY MID-SEMESTER, WEEK 8**. It is your responsibility to do this!
4. Internship Supervisor Letter. You must provide your WGS instructor with a letter from your supervisor verifying that you have completed the necessary hours and duties to complete the units. This letter (typed or hand-written) should: 1) be on the organization's letterhead and 2) state the number of hours you completed during the internship. **DUE by FRIDAY OF WEEK 16 (5:00) to your WGS instructor's mailbox/via e-mail.**

5. Summary paper. (1 unit =3-5 pages, 2 units =4-6 pages, 3 units =5-7 pages, 4 units =6-8 pages). **DUE BY FRIDAY WEEK 16 (5:00) to your WGS instructor's box.** Assignment details are on the following page.

WGS 395/499 Summary Paper Instructions

DUE FRIDAY of Week 16

This essay asks you to reflect on your internship experience. It also provides the WGS department with information about the different ways students apply WGS concepts to "real world" settings.

Requirements:

The length of your paper corresponds with the number of units you will receive credit for:

1 unit = 3-5 pages

2 units = 4-6 pages

3 units = 5-7 pages

4 units = 6-8 pages

1. Your paper should be typed and double-spaced with normal size font and margins. One the top left-hand corner of your paper, please include the following information:
 - a. your name
 - b. date
 - c. your placement, including specific units and location
 - d. your on-site internship supervisor's name

2. Please address each of the following questions in your paper:
 - a. Briefly describe your internship setting. What are the goals of the agency or organization in which you participated?
 - b. Describe what you actually did in the internship. What worked well for you in the placement? What were some of the problems you encountered? How did you resolve problems?
 - c. How helpful was your on-site supervisor? Did you feel adequately trained for your internship?
 - d. In your opinion, is your internship agency or organization effective in meeting its organizational goals? Why or why not? Did you feel that you were able to help the organization meet its goals?
 - e. Did you find yourself applying information from you WGS classes to the internship setting? Did your experience as a WGS major prepare you in any way for the internship? Did you find yourself bringing your internship experience(s) back to your classmates/classrooms in a meaningful way? Please explain with specific examples and details.