Training Students to Make Policy in Women’s, Gender, and Sexuality Studies Interests

TO: Agency, organization, or project directors & internship coordinators
FROM: The George Washington University Women’s, Gender, and Sexuality Studies Program
RE: Internship placements for Women’s, Gender, and Sexuality Studies students for spring semester (January -April)

The Women’s, Gender, and Sexuality Studies Program at The George Washington University offers master’s degrees in Public Policy and Women’s, Gender, and Sexuality Studies. As part of these degrees, we conduct a nationally recognized internship program designed to link our graduate Women’s, Gender, and Sexuality Studies Program to policymaking institutions and community organizations in order to prepare students for work in the public arena. Graduate students and selected undergraduate seniors participate in a field placement in a women's/gender focused policy, advocacy, or community organization. We ask the organization to provide a substantive, professional level assignment for the student. This placement is for a minimum of 60 hours (some organizations may require more hours). Student stipends paid by the organization are encouraged, but not required.

We are currently soliciting internship placements for the spring Semester (January – April). We hope that you will consider one or more of our students for an internship with your organization. Please visit the GW Women’s, Gender, and Sexuality Studies Program website to fill out a form of interest.

We will meet with interested students in mid-November to review possible placements. Students will contact organizations and arrange interviews in December. If a student opts to work with your organization, she/he will start sometime in January. You and the student, who will ask you to sign a negotiated contract, should agree upon specific arrangements.

If you have any questions or wish to discuss possible placements, please feel free to contact us at wgss@gwu.edu or email Professor Janine Moussa at jmoussa@gwu.edu.

Additional Information

Students who participate in our internship program take part in a weekly seminar, the Practicum in Women's, Gender, and Sexuality Studies Program (WGSS 6283/3183), for either 3 or 6 credits during the spring semester. The seminar coursework is designed to enhance and relate to the internship experience.

Organizations that accept The George Washington University Women's, Gender, and Sexuality Studies Program interns agree to assume certain responsibilities, which are listed below along with obligations of the intern and the Women's, Gender, and Sexuality Studies Program. These items will be listed on a contract that the student intern, the supervising faculty, and the field
WE ASK THE AGENCY SUPERVISOR TO PROVIDE:

- Substantive, professional-level work assignments.
- Appropriate orientation to the organization for the intern, and the training, guidance and resources needed for the intern to carry out assignments.
- Regular supervision and feedback to the intern.
- Opportunities for the intern to attend meetings, gather information, and observe activities of the organization that will enhance general understanding of its work and of the policy process, and will support the intern's preparation of class assignments, including (for some students) preparation of case study materials.
- A written evaluation of the intern's performance on a form provided by the Women's, Gender, and Sexuality Studies Program.
- Timely communication with the Women's, Gender, and Sexuality Studies Program about any difficulties with the intern that cannot be resolved or need to be renegotiated.

THE STUDENT INTERN WILL AGREE TO:

- Work the agreed-upon hours over the course of this placement on tasks/projects assigned. Meet work standards and schedules established with her supervisor.
- Represent the sponsor and the Women's Studies Program in a professional manner, and protect the confidentiality of information obtained as an intern.
- Participate in the Practicum seminar and complete assignments for that course, including for some students, preparation of acceptable case study materials deriving from the placement.
- Bring to the attention of the faculty supervisor, in a timely fashion, any difficulties that cannot be resolved with her supervisor and/or need to be renegotiated.

THE GW WOMEN'S, GENDER, AND SEXUALITY STUDIES PROGRAM WILL:

- Organize and supervise the placement process.
- Provide materials, guidance, and training in the Practicum seminar that will support the student in her internship role.
- Provide appropriate liaison between agency staff, intern, and Women's Studies Program, including a format for the final evaluation.
- Provide appropriate evaluation forms and feedback for student and agency evaluation of the placement process.