

Women's Studies & Gender Studies



Preparing people to lead extraordinary lives

WOMEN'S STUDIES & GENDER STUDIES PROGRAM

Guidelines for Practicums and Internships

Statement of Philosophy

Women's Studies and Gender Studies encourages the practical application of feminist principles to public sector problems or audiences. Like any field of study, it has its theoretical concerns; however, at its core is also a commitment to action. Internships and practicums are extensions of the coursework, but, unlike coursework, they take place not in the classroom but in the field. The Practicum or Internship is an independent venture outside of the academy that may provide the capstone of the student's academic program. It should be designed to give the student professional experience and contacts in one facet of service, advocacy or policy making. The Graduate Program Director supervises all practicums and internships. Upon successful completion of an internship or practicum, students will earn 3 hours of credit.

Practicum/Internship in Women's Studies & Gender Studies, WSGS 498

Guidelines

1. Practicums/Internships are undertaken either under the direct supervision of Loyola faculty or the joint supervision of the Graduate Program Director (GPD) and a cooperating off-campus supervisor.
2. Students desiring a practicum/internship must arrange the course with a faculty member or the GPD. The Practicum/Internship agreement must be completed and signed off on by all parties prior to the start of the project. A Practicum/Internship Form may be obtained on-line or from the GPD.
3. The practicum/internship must include a written report to be prepared by the end of the semester. If it is under the direct supervision of a Loyola faculty member, additional requirements may be included. The practicum/internship is available during any semester and its timing is related to an individual student's progress in the program. The number of weeks it will last and hours per week entailed will vary from experience to experience, although it must run a minimum of 150 hours.

4. Finding an internship/practicum is the joint responsibility of the student and the Graduate Program Director.
5. The internship/practicum generally should take place outside of Loyola University and with the involvement of another organization or institution such as a business, a service or advocacy agency or a government office.
6. The internship/practicum must entail a high percentage of professional tasks. Clerical duties may be a part of the work regime, but they must not be the bulk of the experience.
7. It is not necessary that the internship/practicum be a paid experience.
8. Before an internship/practicum is fully arranged, a written position description must be agreed upon by the student, Director of the Public History Program, and the institution involved.
9. A specific individual at the internship/practicum site must be identified as the intern's supervisor.
7. The internship/practicum agreement should be filled out and signed by all parties.

Evaluation

1. Students will keep a journal or log of their work during the internship/practicum. It is not intended to be just a diary of what one does each week. It should also be a summary of the significant learning that takes place. This journal/log will be submitted (electronically) to the Program Director at three to four week intervals and in full at the completion of the project.
2. Students will turn in a typewritten (double-spaced) paper, at least 10 pages in length, at the completion of the internship/practicum. The paper offers students the opportunity to discuss their internship/practicum and assess their experience. The assessment component should include a description of the internship/practicum and a consideration of (1) how well student objectives were met; (2) the significance of the internship as a part of the overall educational experience; and (3) the strengths and weaknesses of the internship. Observations on the use and effectiveness (or absence) of feminist principles and methodologies should be included. If appropriate, illustrative supporting materials should be attached to the paper.
3. The Program Director will meet with the internship/practicum supervisor as necessary during the internship to monitor progress.
4. The Program Director will receive journal updates at three to four week intervals throughout the duration of the internship/practicum.
5. The internship/practicum supervisor will submit an evaluation of the intern at the conclusion of the internship.

6. The internship/practicum can be terminated only by consultation between the Program Director and the internship supervisor. If it is terminated, the student will receive either a grade of “I” or will be graded on his/her work-to-date.

7. The student’s overall grade will be determined by the Program Director following consultation with the student, review of the student’s journal/log and written report, and consultation with the internship supervisor. The grading formula is as follows:

Journal/Contact with Graduate Program Director (10%)

Paper (40%)

Supervisor Evaluation (50%)