

*This is a preliminary syllabus, incomplete and subject to change.*

WOMS 4393: Internship  
Fall 2012

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**Course Description:** Supervised internship through which students apply the academic skills they have acquired in Women's and Gender Studies courses by working in a related business or non-profit environment.

The student intern commits to working for a designated organization for approximately 9 hours a week for 13 weeks during Fall 2012 in an **unpaid** position. During that time, s/he will be trained and supervised by an employee of the organization, who will keep track of his/her hours, as well as evaluating his/her work. The student will also meet regularly with the Director of Women's & Gender Studies to report on his/her progress, and will turn in a written report on his/her experiences at the end of the semester.

**Learning Outcomes:** Upon completion of this course students will be able to:

- Identify the relevance of women's and gender studies to their internship experiences.
- Articulate how a women's and gender studies education provides skills and resources for working in non-profit organizations.
- Analyze how his/her internship experience provided an opportunity to apply, refine, or enhance his/her understanding of Women's and Gender Studies as a field.

**Grading Policy/Requirements:** Final course grade will be determined by:

1. Completion of scheduled commitment at internship site = 30%
2. Assessment by internship supervisor = 30%
3. Final Project, Self-Assessment and Site Evaluation = 40%

**Descriptions of major assignments and examinations with due dates:** At the end of the semester, students will turn in a Final Project (4-5 page essay), Self-Assessment, and Site Evaluation, deadlines TBA.

**Attendance/Late Policy:** Attendance and promptness are critical elements of the internship. You are expected to honor your hourly commitment to the internship provider, to arrive on time, fulfill your scheduled hours, and to notify the internship supervisor in advance if you will be late, must change your schedule, or otherwise cannot fulfill your commitment. Good communication is necessary to guarantee a successful internship experience for yourself and the provider. Please also notify Dr. H if you experience any difficulties fulfilling your internship commitment.

**Internship Etiquette:** It is important to remember that an internship is a job. You are creating a contact that may either choose to employ you or may know someone who would. You are building your reputation and a valuable set of references. You are gaining skills that will help you build your resume and strengthen your ability to gain future employment or acceptance to graduate school. In addition, you represent the University of Texas Arlington and the Women's & Gender Studies Program. You need to accomplish the tasks and goals the internship provider determines for you, and you need to do this on time and responsibly. Organizations will want someone whom they can work with, who does the job well, who completes tasks on time, and who goes above and beyond base expectations. Organizations may decide on their future involvement with the WOMS Internship based upon your performance. Please behave responsibly, respectfully, and with an awareness of the unique opportunity you have been provided.

## UNIVERSITY POLICIES

**Academic Dishonesty:** It is the philosophy of The University of Texas at Arlington that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University. "Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts." (Regents' Rules and Regulations, Part One, Chapter VI, Section 3, Subsection 3.2, Subdivision 3.22).

**Americans With Disabilities Act:** The University of Texas at Arlington is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 - The Rehabilitation Act of 1973 as amended. With the passage of federal legislation entitled *Americans with Disabilities Act (ADA)*, pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. Information regarding specific diagnostic criteria and policies for obtaining academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability). Also, you may visit the Office for Students with Disabilities in room 102 of University Hall or call them at (817) 272-3364.

**Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds

of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. Contact the Financial Aid Office for more information.

**Electronic Communication Policy:** The University of Texas at Arlington has adopted the University "MavMail" address as the sole official means of communication with students. MavMail is used to remind students of important deadlines, advertise events and activities, and permit the University to conduct official transactions exclusively by electronic means. For example, important information concerning registration, financial aid, payment of bills, and graduation are now sent to students through the MavMail system. All students are assigned a MavMail account. *Students are responsible for checking their MavMail regularly.* Information about activating and using MavMail is available at <http://www.uta.edu/oit/email/>. There is no additional charge to students for using this account, and it remains active even after they graduate from UT Arlington.

**Student Support Services Available:** The University of Texas at Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. These resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals to resources for any reason, students may contact the Maverick Resource Hotline at 817-272-6107 or visit [www.uta.edu/resources](http://www.uta.edu/resources) for more information.

### **Preliminary Fall 2012 Course Schedule: Subject to Change**

**Week One:** Meet with Dr. H to review internship parameters and sign course contract.

**Weeks Two-Fourteen:** You should begin your internship by the second week of classes, if not before. The specific days and times of your schedule will be determined in consultation with your internship supervisor.

Two in-person meetings will be scheduled with Dr. H during this period (days & times TBA).

You will finish your internship duties by the fourteenth week of the semester

**Week Fifteen:** Take this week to complete your Final Project.

**Finals Week:** Final Project, Self-Assessment and Site Evaluation Due