

WGST 393: REQUIRED FORMS

1. Internship agreement
2. Agency supervisor evaluation of WGST intern
3. Intern evaluation of agency, internship experience, and course

See below

WGST 393: Internship Agreement

Due by the end of the second week of classes

DATE: _____

Department of Women's and Gender Studies
208 Smith Building, CB 3135
University of North Carolina at Chapel Hill

The purpose of this agreement is to establish the working relationship, goals, objectives, and expectations for the work experience of the intern. The student should retain a copy of the agreement once all signatures are obtained. A copy of this agreement will be sent to the agency representative and the faculty instructor. Upon completion, the original agreement remains on file in WGST department.

STUDENT/INTERN

Student Name:

Local Address:

Major:

Year in School:

PID:

Email Address:

Phone:

Past experience or course work relevant to this internship:

AGENCY

Agency name:

Agency Representative:

Address:

Email Address:

Phone:

INTERNSHIP PLAN (to be completed by intern and agency representative)

A. Statement of Purpose – briefly state what you (the intern) hope to gain from this experience:

B. Objectives of Internship - specific goals toward which your efforts will be directed:

C. Activities – means by which objectives will be met:

D. Student's Work Time Frame:

1. Number of hours to be worked per week at agency:
2. Weekly work schedule:
3. Number of hours of training involved, if applicable (note that training periods cannot be considered part of the 84 hour minimum):
4. Supervision Time Frame – when and how often agency representative will meet with intern to review projects, etc:

E. Other expectations of intern as perceived by supervisor (Optional):

REQUIRED SIGNATURES:

Student _____

Agency representative/supervisor _____

Faculty instructor of WGST 393 _____

AGENCY EVALUATION OF WOMEN'S AND GENDER STUDIES INTERN

Please sign and send as a pdf to pages@email.unc.edu

Name of Intern: _____

Agency: _____

Agency Supervisor: _____

Date: _____

This evaluation should be completed by the agency supervisor. The agency supervisor should discuss the evaluation with the intern.

A. The following items are to be rated on a scale from 1 (unsatisfactory) to 5 (superior). Please circle the appropriate number for each item. Do not rate an item if it is not applicable to the intern's situation.

1. The intern maintained adequate contact with the supervisor throughout the semester.
1 2 3 4 5

2. The intern was punctual in turning in all assignments.
1 2 3 4 5

3. The intern reliably performed all job assignments.
1 2 3 4 5

4. The intern showed initiative in the undertaking and completion of assignments.
1 2 3 4 5

5. The intern showed skill in dealing with persons or difficult situations in a tactful manner.
1 2 3 4 5

6. The intern showed consideration and regard for the feelings and circumstances of others.
1 2 3 4 5

7. The intern was able to accept constructive criticism.
1 2 3 4 5

8. The intern demonstrated an appropriate attitude towards the agency, projects, and people involved.
1 2 3 4 5

9. The intern demonstrated the ability to analyze problems.
1 2 3 4 5

10. The intern demonstrated the ability to organize and use available resources.
1 2 3 4 5

11. The intern was able to establish measurable goals and objectives.
1 2 3 4 5

12. The intern was punctual in reporting for work, appointments, training sessions, etc.

1 2 3 4 5

13. The intern was able to effectively communicate their feelings to co-workers and/or clients.

1 2 3 4 5

14. The intern's work demonstrated understanding of both concepts and practical experience.

1 2 3 4 5

B. Please list the intern's activities or projects as outlined in the internship agreement and circle the number which best indicates the quality of the intern's performance using the same ranking system as above.

1. ACTIVITY:

ranking: 1 2 3 4 5

COMMENTS:

2. ACTIVITY:

ranking: 1 2 3 4 5

COMMENTS:

3. ACTIVITY:

ranking: 1 2 3 4 5

COMMENTS:

4. ACTIVITY:

ranking: 1 2 3 4 5

COMMENTS:

C. General comments on the intern's performance for the semester:

D. Recommendations to the Women's and Gender Studies Department regarding the internship program:

E. Would you be interested in having interns in the future? _____yes _____no

If yes, how many interns could your agency utilize at one time? _____

If no, please provide any additional feedback

Thank you for your support

Student evaluation of agency, internship experience, and course

As part of our efforts to make the internship experience as meaningful as possible, the Department of Women's and Gender Studies needs your evaluation. Since your experience is related to a specific agency, the information you provide will be much more relevant if the name of the agency is provided. A space is provided below for your name and the agency; it is not required if you feel it will discourage an honest evaluation.

Please return the completed form to the Department of Women's and Gender Studies, CB# 3135, Smith Building.

Your Name _____

Agency Served _____

What did you find to be the most positive aspects of the internship course?

What did you find to be the most negative or the weakest aspects?

What do you feel you have gained from this experience? (List specific skills as well as more general comments.)

How effective was the agency supervisor?

How effective was the faculty instructor?

What suggestions do you have for improving the internship component of WGST 393?

What suggestions do you have for improving the course component of WGST 393?

Would you recommend this course to others? If so, why or why not?

Do you have any suggestions for publicizing the course?

Would you be interested in speaking to student groups to promote the course by telling about your experience?

11. How did you find out about the internship course?

12. Do you have any additional comments?

THANK YOU FOR YOUR EVALUATION AND THE SERVICE YOU HAVE GIVEN AS AN INTERN!