

WST 4940 INTERNSHIP

Summer C 2023

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Office hours: by appointment in person or on [Zoom](#); email to set up a time

COURSE DESCRIPTION

This course is designed to provide students with opportunities for learning and working in organizations in ways that connect their coursework in gender, sexuality, and women's studies to community settings. The applied portion of the course allows students to work in a community or academic setting, assisting in the key endeavors of the organization, while gaining professional experience. The academic component will provide a framework to think critically about feminist praxis, that is, how feminist theory is put into action.

Students are encouraged to employ critical thinking and to rely on data and verifiable sources to interrogate all assigned readings and subject matter in this course as a way of determining whether they agree with their classmates and/or their instructor. No lesson is intended to espouse, promote, advance, inculcate, or compel a particular feeling, perception, viewpoint or belief.

COURSE OBJECTIVES

Students who successfully complete this course will be able to:

1. Gain first-hand experience working in an organization that is focused on gender, sexuality, and/or women's issues.
2. Apply knowledge of gender, sexuality, and/or women's studies to practical and professional experiences outside of the classroom and vice versa.
3. Clarify career goals.

CREDIT HOURS, COURSE REQUIREMENTS, AND MODALITIES

Course Time Requirements:

This course is for variable credit, which means that students can sign up for 1, 2, or 3 credits of WST4940. Each credit level requires students to work a particular number of hours at the internship site:

- 1 credit: 40 hours/semester (~3 hours/week)
- 2 credits: 80 hours/semester (~6 hours/week)
- 3 credits: 120 hours/semester (~9 hours/week)

In addition to working the required number of hours, students will need to complete reflection and discussion assignments on Canvas, manage their time sheets, and work with their site to obtain two performance evaluations.

Required Materials: All assigned readings, course forms/records and evaluations are on Canvas.

Instructional Format: Experiential learning in community agencies with asynchronous companion assignments on Canvas.

ASSIGNMENTS

Time Worked: Students will keep track of the hours they work at their site over the course of the term, using the Google sheet provided by the instructor. Alternate time sheets used by the site may be accepted upon request. Supervisors will be asked to attest to the hours completed on the mid-term and final evaluations of the students.

Reflections: These assignments are designed for you to reflect on your internship experiences, tie those experiences to your other coursework, and consider your career goals. More instructions, and specific prompts for the different reflections, are on Canvas.

Discussions: These assignments are designed for you to engage with your peers. You will write on various experiences of your internship. Discussion boards are a place to share your thinking and materials with the class and to provide and get feedback. More instructions, and specific prompts for the different discussions, are on Canvas.

Evaluations: At both the mid-term and end of semester, you will need to work with your supervisor to have them complete the evaluation form via DocuSign and discuss it with you. You will also complete a final evaluation of the site and your experiences via Qualtrics (this is for our information only and will not be shared with the site).

GRADING

SUMMARY OF GRADING PERCENTAGE POINTS

Assignment	Point value	Number of assignments	Total points accruable
Earning all needed hours at site	67	n/a, ongoing	67

(40, 80, or 120 depending on # of credits)			
Reflections	4	3	12
Discussion boards	4	3	12
Evaluations	3	3	9
Total			100

FINAL GRADE

This course is graded using the S-U grading system.

An S grade is equivalent to a C (2.) or better, while a U grade is equivalent to C- or lower (<https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>). Therefore, a student earning the equivalent of a C-, D+, D, D-, or E in a course would earn a U grade in an S-U grading framework. Regardless of whether a student earned an S or U grade in the course, the grade for that course does not calculate into the GPA. S-U grading is not equivalent to Pass-Fail grading. If a student earns a U for a class, credit is not granted for that class, and the course will not count toward degree requirements.

94% and higher = A	80-83% = B-	67-69% = D+
90-93% = A-	77-79% = C+	64-66% = D
87-89% = B+	74-76% = C	60-63% = D-
84-86% = B	70-73% = C-	59% = E

In cases where the number of percentage points falls in between letter grades, points will be rounded to the nearest whole number.

IMPORTANT GRADE NOTE

A grade of C- or lower will not qualify for credit toward a major, minor, Gen Ed, Gordon Rule or College Basic Distribution credit. For more information, see "Grades and Grading Policies" at <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

COURSE AND UF POLICIES

Course technology

All students are required to access course materials on Canvas via e-learning. Additionally, I expect you to check your UF email daily for any updates I send out.

Attendance and absence policy

Attendance at the internship site is mandatory (unless otherwise agreed upon with your supervisor) and students need to report as scheduled and on time. Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog.

Late policy

You may not receive extensions on work in the class or take make-up exams, except in the most extraordinary circumstances (in which you will need documentation from the Dean's Office or Health Services). **Work which is turned in late for any other reason will lose five percent of its points for each day that it is late.** The "day late" begins immediately after the time the assignment is due.

Netiquette and communication courtesies

All members of the class are expected to follow rules of common courtesy while at their internship placement, in all email messages, threaded discussions, and chats.

Academic etiquette

Respect for opinions voiced in class is essential and I expect everyone to treat each other professionally. In order for us to

learn from each other, we have to allow each other to make mistakes, and to offer unpopular positions for debate. However, name-calling, other forms of verbal harassment, sexual harassment and microaggressions will not be tolerated and will result in being asked to leave the class.

UF Academic Integrity

This course will subscribe to the University of Florida Student Honor Code. A central part of the [UF Honor Code](#) is the Honor Pledge: *“The Honor Pledge: We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding by the Student Honor Code. On all work submitted for credit by Students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.”* Further information about the UF Honor Code and guidelines for Academic Honesty are [here](#). In this course, plagiarism or cheating of any kind will not be tolerated and will result in failing the course and other disciplinary action. In all instances, you must do your own work. There is no excuse for plagiarism, or for submitting another's work, ideas, or wording as your own. This includes using direct quotes from online sources without citation or submitting a paper you bought but did not write. Ignorance is not an excuse. Please be aware that there are various anti-plagiarism techniques available for use by University of Florida faculty that enables faculty members to determine if research papers have been plagiarized. There is a difference between plagiarism and collaboration. Collaboration, for purposes of this class, is the act of discussing ideas with classmates, debating issues, and examining readings from the class together so that each of you arrives at your own independent thought. Collaboration in this class is encouraged.

Student conduct code and sexual harassment

This course also operates under UF's Student Conduct Code. The Student Conduct Code is a set of standards and regulations which describe the rights, privileges, and responsibilities for all currently enrolled students at the University of Florida. For more information, click [here](#). UF provides an educational and working environment for its students, faculty, and staff that is free from sex discrimination and sexual harassment. For more information, see [UF policies regarding harassment](#). Furthermore, in order to make this an effective course for everyone, all participants will be expected to meet the professional standards of integrity expected for members of the Center for Gender, Sexualities, and Women's Studies Research. This means I expect all participants to interact with peers “professionally,” meaning with honesty, ethical behavior, cultural sensitivity, teamwork, and effective communication. Additionally, I expect all course participants will fulfill work obligations in a thoughtful and timely way, and display collegiality and sensitivity to faculty and other students.

UF gender equity

The Office for Accessibility and Gender Equity provides support to anyone affected by sexual or gender-based misconduct, harassment, or discrimination. Please know that both your instructor and TA in this course are considered Officials with Authority who are required to report violations of the gender equity policy. “Title IX is a federal law that requires officials with the authority to take action, to report violations of the gender equity policy. Officials with authority must report these violations to the Title IX Coordinator or their deputies. The obligation to report applies whenever an Official with Authority receives, in the course and scope of employment, information about the alleged misconduct and policy violation. The report must include all information known to the employee which would be relevant to an investigation or redress of the incident, including whether the alleged victim has expressed a desire for confidentiality.” For further information, including how to make a report, click [here](#). Below are some specialist support services. You might not need them, but you might know someone who does. For specialist support in the aftermath of sexual assault, the Office of Victim Services on campus offer confidential, free support 24 hours a day, 7 days a week.

Office of Victim Services

1515 Museum Road, (352) 392-5648 (Monday – Friday, 8:00 a.m. – 5:00 p.m.)
(352) 392-1111 (after business hours and on weekends)

Alachua County Victim Services & Rape Crisis Center

352-264-6760 Monday-Friday, 8:30AM - 5PM, some services available 24/7

Peaceful Paths Domestic Abuse Network 352-377-8255 (24-hour helpline)

Accommodations

The University of Florida is committed to providing equal educational access to students with disabilities. The Disability

Resource Center (DRC) collaborates with campus partners to facilitate access and inclusion for Gators with disabilities. Students with disabilities requesting accommodations should first register with the [UF Disability Resource Center](#) (0001 Building 0020-Reid Hall, accessuf@dso.ufl.edu; Voice 352-392-8565; Fax, 352-392-8570) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodations. Students with disabilities should follow this procedure as early as possible in the semester. Information for students from the DRC is available [here](#). In this course, I am committed to providing equitable education access through reasonable accommodations as outlined in your accommodation letter. Please notify me within the first two weeks of class about any accommodations needed for the course. Late notification may cause the requested accommodation to be unavailable.

Community resources

Your well-being is important to the University of Florida. The [U Matter, We Care](#) initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor are available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helpful resources available including, but not limited to, Victim Advocates, Housing staff, and the [Counseling and Wellness Center](#). Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1. Here are additional resources:

- Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or visit shcc.ufl.edu.
- UF Health Shands Emergency Room/Trauma Center: For immediate medical care in Gainesville, call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; ufhealth.org/emergency-room-trauma-center.

Extra course fees

There are no additional fees for this course.

Academic resources

The following are academic resources that may be helpful for completing this course:

- [E-learning technical support](#) - 352-392-4357 (select option 2) or email to Learning-support@ufl.edu. [Student help FAQs](#)
- [Library support](#) - Ask-a-librarian. Various ways to receive assistance with respect to using the libraries or finding resources
- [Teaching Center](#) - Broward Hall, (352) 392-2010 or 392-6420. Study skills workshops, study groups, and tutoring.
- [University Writing Studio](#) - 2215 Turlington Hall, (352) 846-1138, The [UF Writing Program](#) offers all UF students help in the ongoing process of becoming better writers. One-on-one tutoring, online tutoring, and workshops.
- [Career Connections Center](#) - 352-392-1601. Career assistance and counseling services.

Evaluations

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Elearning/Canvas course menu under GatorEvals, or via <https://ufl.bluer.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>

SCHEDULE

Please note that all work is due by 11:59 p.m. on the date listed below.

Week	Date work due	Work due
1	5/19	Update time sheet with hours earned at practicum site Discussion 1
2	5/26	Update time sheet with hours earned at practicum site Discussion 2 Reflection 1
3	6/2	Update time sheet with hours earned at practicum site
4	6/9	Update time sheet with hours earned at practicum site
5	6/16	Update time sheet with hours earned at practicum site
6	6/23	Update time sheet with hours earned at practicum site Midterm evaluation of student by site
7	6/30	Update time sheet with hours earned at practicum site Reflection 2
8	7/7	Update time sheet with hours earned at practicum site
9	7/14	Update time sheet with hours earned at practicum site
10	7/21	Update time sheet with hours earned at practicum site
11	7/28	Update time sheet with hours earned at practicum site Reflection 3
12	8/4	Update time sheet with hours earned at practicum site Discussion 3
13	8/11	Update time sheet with hours earned at practicum site Final evaluation of student by site, Final evaluation of site by student