

WST 4940
Internship
Fall 2025

INSTRUCTOR INFORMATION

Instructor: Dr. Joanna Neville (She/her)

Office: See Canvas for Office **Office Phone:** 352 273 0390

Email: jneville@ufl.edu

Office hours: Mondays and Wednesdays from 10:35 am to 11:35 am in the office or by appointment if needed. Zoom is available if needed.

COURSE GOALS AND OBJECTIVES**Course Description**

Practical experience in the community with a local agency, group or business involved in women's issues.

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.

COURSE REQUIREMENTS, CREDIT HOURS, 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

ASSESSMENT AND GRADES

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).

Graded Course Activities

SUMMARY OF GRADING PERCENTAGE POINTS

Assignment	Point value	Number of assignments	Total points accruable
Earning all needed hours at site(40, 80, or 120 depending on # of credits)	67	n/a, ongoing	67
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.

Grade Scale and link to UF grading policy <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>

Letter Grade	Points
A	100-93
A-	92-90
B+	89-87
B	86-83

B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
E	<59

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 CALENDAR

This calendar is subject to change for pedagogical or logistical reasons. To the extent possible, students will be notified in advance of any such changes.

Date		Work Due
August 21-22, 2025		Update time sheet with hours earned at practicum site Discussion 1
August 26-30, 2025		Update time sheet with hours earned at practicum site Discussion 2 and Reflection 1
September 2-6, 2025		Update time sheet with hours earned at practicum site
September 8-13, 2025		Update time sheet with hours earned at practicum site
September 15-20, 2025		Update time sheet with hours earned at practicum site
September 22-27, 2025		Update time sheet with hours earned at practicum site
September 29-October 4, 2025		Update time sheet with hours earned at practicum site
October 6-11, 2025		Update time sheet with hours earned at practicum site
October 13-18, 2025		Update time sheet with hours earned at practicum site Midterm evaluation of student by site

Date		Work Due
October 20-25, 2025		Update time sheet with hours earned at practicum site Reflection 2
October 27- November 1, 2025		Update time sheet with hours earned at practicum site
November 3-8, 2025		Update time sheet with hours earned at practicum site
November 10-15, 2025		Update time sheet with hours earned at practicum site Reflection 3
November 17-22, 2025 *Nov24-28 Thanksgiving		Update time sheet with hours earned at practicum site Discussion 3
December 1-5, 2025		Update time sheet with hours earned at practicum site Final evaluation of student by site, Final evaluation of site by student

UNIVERSITY POLICIES AND RESOURCES

This course complies with all UF academic policies.

For information on those policies and for resources for students, please see:

<https://syllabus.ufl.edu/syllabus-policy/uf-syllabus-policy-links/>