WST 4940
INTERNSHIP

Summer C 2024

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Office hours: by appointment in person or on Zoom; email to set up a time

COURSE DESCRIPTION

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

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 (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 grades 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

Attendance and make-ups
Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx.

Accommodations
Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center by visiting https://disability.ufl.edu/students/get-started/. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

Course 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 Canvas course menu under GatorEvals, or via https://ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/.

Cheating and plagiarism
UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the 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." The Conduct Code specifies a number of behaviors that are in violation of this code and the possible sanctions. https://sccr.dso.ufl.edu/process/student-conduct-code/. If you have any questions or concerns, please consult with the instructor or TAs in this class.

For a list of additional campus resources, see section C 5 here: https://syllabus.ufl.edu/media/syllabusufledu/syllabi_policy_09_09_2022.pdf

The Office for Accessibility and Gender Equity https://titleix.ufl.edu/

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)

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

Week	Date work due	Work due
1	5/17	Update time sheet with hours earned at practicum site **Discussion 1**
2	5/24	Update time sheet with hours earned at practicum site **Discussion 2** **Reflection 1**
3	5/31	Update time sheet with hours earned at practicum site
4	6/7	Update time sheet with hours earned at practicum site
5	6/14	Update time sheet with hours earned at practicum site
6	6/21	Update time sheet with hours earned at practicum site **Midterm evaluation of student by site**
7	6/28	Update time sheet with hours earned at practicum site **Reflection 2**
8	7/5	Update time sheet with hours earned at practicum site
9	7/12	Update time sheet with hours earned at practicum site
10	7/19	Update time sheet with hours earned at practicum site
11	7/26	Update time sheet with hours earned at practicum site **Reflection 3**
12	8/2	Update time sheet with hours earned at practicum site **Discussion 3**
13	8/9	Update time sheet with hours earned at practicum site **Final evaluation of student by site,** **Final evaluation of site by student**

DISCLAIMER
This syllabus represents my current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly in via Canvas, are not unusual and should be expected.