



Department of Gender & Women's Studies
GWS 393
Internship Work Plan

Internships offer students opportunities to apply lessons learned in the classroom in a professional setting and to gain hands-on experience, demonstrate and develop technical skills and professional skills including teamwork, effective communication, social interaction, networking and business procedures. Students will use and develop critical thinking skills and may learn leadership. This practical experience takes place in a semi-formal academic format that bestows official course credit from the University of Arizona.

Students should be aware of the U.S. Department of Labor seven factor primary beneficiary test related to unpaid internships. The guidelines updated as of January 2018 are available at:

<https://www.dol.gov/whd/regs/compliance/whdfs71.htm>

For more information, or to discuss internship ideas, email or make an appointment to speak with the GWS Director of Undergraduate Studies or Internship Coordinator, or visit <http://gws.arizona.edu/UndergradInternships>.

Finding an Internship: In addition to opportunities on campus, there are 2 important resources for internship opportunities in the local community:

1. The College of Social & Behavioral Sciences maintains a listing of Career Related Events, Internships, and Job Opportunities (<https://sbs.arizona.edu/internships/listings>); and
2. Community Information and Referral (<http://www.cir.org/givehelp>).

Unit Restrictions:

1. No more than 12 units of Internship, Independent Study, or Preceptorship (293, 299, 299H, 391, 393, 399, 399H, 493, 499, 499H) may be used for the GWS major; no more than 6 units may be used for the GWS minor.
2. With approval of the GWS Undergraduate Director, 3 units of a relevant Internship may fulfill a Major Concentration requirement; appropriate Independent Studies may also fulfill Major Concentration requirements.

Deadline:

It is recommended that students secure their internships and submit their Intern Plan to the GWS Internship Coordinator no later than the Monday of the 3rd week of the semester.

Internship Grades and Unit Restrictions:

The only grades available for internship credit are: S, P, E, I, and W.

Student Intern's responsibilities:

1. At least 45 hours of site work at the Internship Agency per unit of credit (approximately 10 hours/week for 3 units of credit). An "hour of work" in relations to an internship means 60 minutes of required training, required provision of services to the internship site, AND/OR independent work required to complete the course assignments that will be graded by the instructor of record.

2. Hours of work on site for the internship may be supplemented by (1) additional course work within reason, which are not required to be performed at the internship site and (2) additional training or provision of service agreed to by the student, for which the student does not plan to earn credit. These additional hours may include commitment on behalf of the student to provide services outside the dates of the term for which the student is registered. However, academic departments may not require students work significantly more hours on site than required by the minimum 45 hours of work for each unit of credit.
 3. An internship work log.
 4. A mid-semester and end-of-semester internship assessment.
 5. Regular meetings with your Agency Supervisor, including mid-semester and end of semester reviews.
 6. A critical reflection on your internship and its relationship to things you've learned in your coursework, either in the form of a critical essay or as a journal kept over the semester.
- Complete requirements and due dates will be provided in a course syllabus.

Agency Supervisor's responsibilities:

1. Supervise internship experience.
2. Provide appropriate mentoring and feedback on internship performance.
3. At least two performance reviews, at mid-semester and end of semester.
4. Work with intern to develop an appropriate critical reflection essay or reflection journal.
5. Provide GWS Internship Coordinator with an evaluation of intern's performance at end of semester.

Internship Timeline: Below is a basic timeline of the internship semester. Complete and official descriptions of course requirements and due dates will be provided in a course syllabus.

- All semester:
 - Student keeps a **work log** of time spent and internship activities for the entire semester.
 - If keeping a **reflection journal** (optional), student writes entries at least once per week
- Week 8:
 - Student submits **work log** and **assessment** of individual performance and internship experience to date.
 - GWS Internship Coordinator solicits feedback on intern performance from Agency Supervisor.
- Week 15:
 - Student meets with Agency Supervisor for final review and evaluation of internship.
 - GWS Internship Coordinator solicits evaluation of intern's performance from Agency Supervisor.
- Exam Week:
 - Student submits **critical reflection essay or reflection journal**.
 - Student submits **work log** from the entire semester and **assessment** of the internship experience.

Terms:

- Internship Agency = the organization or agency at which you want to intern.
- Agency Supervisor = the person at the internship agency who agrees to be your supervisor; this person signs the Internship Contract.
- GWS Internship Coordinator = The GWS professor who is overseeing GWS internships; this person is the official instructor for GWS 393.

Enrollment:

By the Monday of week 3 of the semester, students should submit *to the GWS Internship Coordinator*, this GWS Student Intern Plan completed in full and signed by the student and the Agency Supervisor.

When the GWS Internship Coordinator has confirmed that application materials are complete, s/he will sign all forms, authorizing internship. *At that time, the Internship Coordinator will email instructions for enrolling in GWS 393 through UAccess.*

UA Gender & Women's Studies Student Intern Plan

Student Information

First Name _____ Last Name _____

Student ID Number _____ Phone: _____ Email: _____

Course Prefix: _____ Term: _____ Semester (Fall or Spring) and _____ Academic Year

Course Number: _____ Campus: Main Campus UA Online Distance UA South

Number of Units Desired _____ (1-6 optional)

UA policy requires a minimum of 45 hours of work on-site or to complete course assignments per unit of credit earned. The minimum of 45 hours per unit must be met during the dates of the term for each unit of credit desired.

Plans for Contact Hours: Please note that all contact hours counted toward internship credit must occur during the official dates of the UA term for which credit is requested. You can verify term dates at Date and Deadlines page of registrar.arizona.edu.

Start Date: _____ End Date: _____

Duration (# of Weeks): _____ Expected Hours Per Week: _____

International Student: Yes No

International students may be required to apply for and receive work authorization approval from International Student Services (ISS) before participating in an internship. More information can be found on the ISS website under F-1 Student Employment or J-1 Academic Training pages.

Site Supervisor / Preceptor Information

Name: _____

Agency: _____

Work Phone: _____ Email: _____

Physical Office Address City: _____

State: _____ Zip Code _____

Mailing Address (if different than physical office address) _____

City _____ State _____ Zip Code _____ Country _____

Students completing an internship abroad are required to register their travel with UA Study Abroad and follow policies and procedures related to international insurance coverage.

GWS Internship Coordinator (Faculty Supervisor)

Date

Student's Goals for the Internship: The student should identify one to three professional goals explaining what s/he wants to gain from the internship experience.

Site Justification: The student is required to provide a short paragraph about how an internship at this site will assist with attaining his/her career goals and will be a learning experience that enhances the academic program.

Internship Purpose: The student should work with the site to develop a mutually-agreeable internship purpose, three to five learning objectives, and a list of related activities that will be completed during the internship. It is recommended that the student discuss with the site supervisor his/her goals and progress toward objectives at the start, mid-point and end of the internship. For examples, see the final page of the work plan.

Purpose Statement:

Learning Objectives (Minimum of three)	Proposed Activities (Typically no more than five activities per learning objective)

Section to be completed by the Preceptor/Site Supervisor

Note: At the discretion of the academic department, a formal letter of offer on organizational letterhead or organizational email bearing the supervisor's signature may be attached in lieu of this section. A position description may also serve as useful documentation of expected activities and qualifications.

<p>Status of Intern (a brief description of the intern’s status within the agency – for example, expected number of hours worked/weekly, any wages or benefit compensation)</p>	
<p>Intern Minimum Qualifications (for example, major, previous work experiences, other special skills)</p>	
<p>Training Plans (for example, orientation to site and responsibilities)</p>	
<p>Requirements for the Intern (for example, any expectations regarding job functions, office conduct, attendance policies)</p>	
<p>Identifying possible risks (for example, any significant obvious and non-obvious risks of participation)</p>	
<p>Other</p>	

By signing this document as the site supervisor for an intern earning University of Arizona academic credit, I understand that the work plan outlines the mutually agreed upon proposed activities which the intern will be responsible for fulfilling and which the site will be responsible for providing as a part of the experience. Changes to work plans are a normal part of any internship, and are permissible as long as the activities remain with a relevant learning focus and all parties agree to the changes.

SITE SUPERVISOR: _____

DATE: _____

By signing this document, I understand that I am responsible for fulfilling the proposed activities at the internship site plus all assigned coursework in order to earn academic credit for this internship experience. I acknowledge that I have reviewed and understand the University of Arizona Risk Management Disclosure: Insurance Coverage for University Internships for Credit (pages 6-8 of this document).

STUDENT: _____

DATE: _____

Reminder: Students will not be enrolled in the internship units until the signed work plan is also approved by the Internship Instructor.

INTERNSHIP INSTRUCTOR NOTES:

INTERNSHIP INSTRUCTOR APPROVAL: _____

DATE: _____

RISK MANAGEMENT SERVICES

University Services Annex 300B
220 W Sixth St., East Building 2nd Floor PO
Box 210300
Tucson, Arizona 85721-0300

Ofc: (520) 621-1790
Fax: (520) 621-3706

<http://risk.arizona.edu/>

**DISCLOSURE:
INSURANCE COVERAGE FOR UNIVERSITY INTERNSHIPS FOR CREDIT**

INTRODUCTION

This document is prepared to provide guidance to students and academic programs regarding the types of insurance coverage available to students enrolled in university internship opportunities. The University of Arizona participates in a statutory program of insurance administered by the Arizona Department of Administration, Risk Management Division, as authorized in Arizona Revised Statutes §41-621 *et seq.* Insurance coverage described herein is governed by the provisions outlined in this statutory insurance program.

WHAT ARE INTERNSHIPS?

An internship is a guided learning experience offered by an organization with the student’s academic program and preparation for future employment in mind. An internship is a temporary practical assignment, usually lasting only 1-2 academic terms, with no guarantee of ongoing or future employment. To award credit for internships, academic departments require academic assignments, assess learning, and determine whether/how much academic credit is due.

Students must coordinate with the designated individual within their academic department to determine if the internship will be eligible for academic course credit, and what documentation will be required to support award of credit. The nature of the for-credit internship, and the arrangement in place between the UA and the training site will also influence the availability of one or more types of insurance coverage listed below.

INTERNSHIP DOCUMENTATION

Insurance coverage for university internships for credit may be applicable if there is written approval from the academic advisor or faculty member that documents a connection between the training opportunity and the student’s academic program curriculum. The University of Arizona recommends that this approval be documented by the UA Student Intern Work Plan form and include acknowledgement by the student of receipt of this insurance disclosure.

A training affiliation agreement between the UA and the training site is the preferred method to document an ongoing relationship, and establish the responsibilities of all parties, when the training site does not consider student interns to be employees of their organization.



Affiliation agreements specify which party provides insurance coverage, and the type and extent of that coverage. If there is an expectation that an internship relationship with a training site will be continuing, and the site does not consider interns to be employees of the organization, the academic program should consider formalizing an affiliation agreement with the training organization. Contact Sponsored Projects and Contracting Services or Arizona Health Sciences Contracting for guidance.

If there is no written approval documentation establishing a UA connection to the internship or training activity as a part of the student's academic program, such as the UA Student Intern Work Plan form, UA insurance is NOT APPLICABLE to that activity. In such cases, the student participant assumes all risk of participation.

TYPES OF INSURANCE

Several types of insurance may be applicable to an internship opportunity. These are listed and discussed in detail below:

Liability Insurance (General and Professional Liability) – This coverage insures an individual or an organization against claims alleged to be the result of negligent acts or omissions. An intern, acting in the course of their authorized duties, is insured by the State of Arizona for liability claims that allege injury or harm caused by the negligence of the intern. Liability insurance pays for legal counsel to defend that claim, and pays damages awarded to the claimant either through settlement or jury award if the case goes to trial. The statutory insurance program described above covers both general and professional liability.

Worker's Compensation – This insurance covers on-the-job injuries to employees, including authorized medical treatment expenses and lost wages if the injury requires missing work. If an internship training site hires a student intern as an employee, then that employer is responsible for providing worker's compensation coverage.

International Insurance – University insurance covers international travel only when it is conducted as a part of official university business. University processes for travel authorization and itinerary registration must be followed to identify the travel as having an official UA purpose, and to ensure rapid access to insurance and assistance if needed while abroad. Most internship experiences are not considered university business. Students registered for Study Abroad units are automatically enrolled in an international insurance program that provides emergency medical care, emergency evacuation, etc. All other students interning internationally are responsible for their own travel and emergency coverage. Contact UA Study Abroad for guidance.

Health Insurance – University students are expected to arrange for their own health insurance through Campus Health, through a family relationship, or directly from a health insurance provider.

UA Risk Management Services (RMS) coordinates university insurance coverage with the State of Arizona, and can assist university departments with coverage questions, and determining which type of insurance is applicable to a particular situation. Contact RMS at 520-621-1790 or risk@email.arizona.edu for assistance.



Examples of Goals, Purpose, Learning Objectives and Activities

Goals: Long-term aims that the intern wants to accomplish.

Purpose Statement: The reason that the intern and agency are collaborating.

Learning Objectives: Concrete attainments that can be achieved by following a certain number of activities.

Goals, purpose statements, and objectives are often used interchangeably, but the main difference comes in their level of concreteness. Learning objectives are very concrete, whereas goals and purpose statements are less structured.

Activities: The specific steps or actions the intern will take to achieve the objectives. (Note to intern: these activities can be steps/actions you will take on your own AND/OR steps/actions you will take *with* your preceptor or team from your agency.)

Example Goals:

- I hope to gain knowledge about walkability, which is an importable public health issue because of the impact that it has on my community (physical health and environmental health).
- I would like to develop survey/evaluation and health communication writing skills so that I can improve my chances of getting a job with a public health non-profit after graduation.
- I plan to increase my public health professional network by making positive connections at my internship site and partner organizations.

Example Purpose: The intern and agency will collaborate to (1) increase the intern’s knowledge and skills in the public health area of the built environment; (2) benefit the agency since a desired outcome of the internship is a walkability recommendation report and community brief that the intern co- authors.

Example Learning Objectives

Example Proposed Activities

Research and describe the following: what walkability means; tools for measuring walkability; and existing reports on Tucson’s walkability	<ul style="list-style-type: none"> • Conduct a literature review to understand walkability and the impact of built environments on the public’s health • Review tools for measuring walkability • Review factors and policy that are unique to Tucson’s built/walkable environment • Prepare and deliver a presentation on my findings for my internship agency
Evaluate Tucson’s walkability	<ul style="list-style-type: none"> • Design a survey (based on existing tools) • Collect survey data • Analyze survey data • Make recommendations • Prepare a report and presentation on survey findings that my internship agency will use with local government officials
Educate the public about the importance of walkable communities	<ul style="list-style-type: none"> • Write community brief based on recommendations • Ask community partners to support brief by sharing it with their stakeholders • Send brief to local media outlets