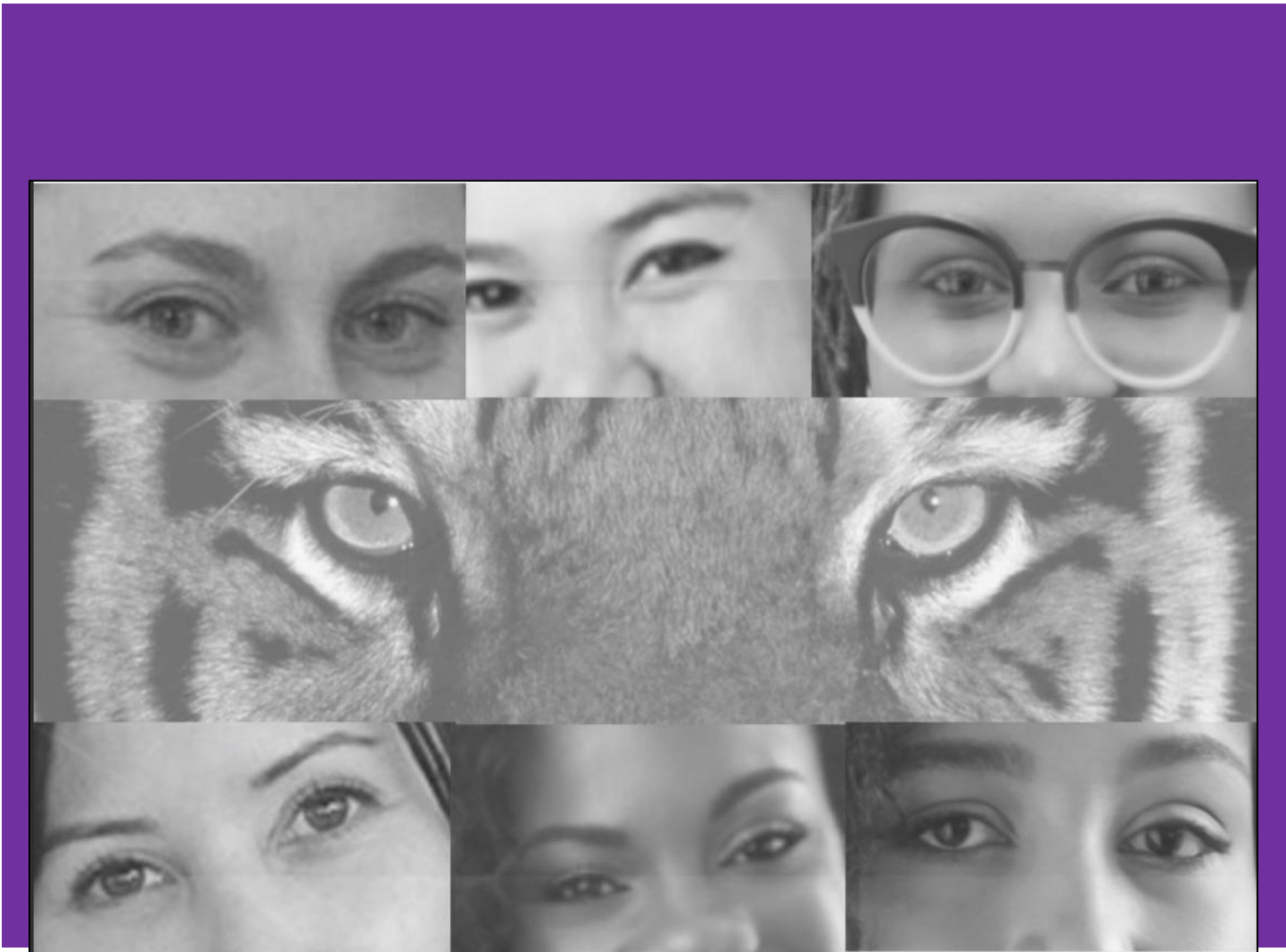




# WOMEN'S LEADERSHIP

*College of Arts and Humanities*

## *Internship Packet*



Dear Student,

The *Women's Leadership Internship* at Clemson University is designed to allow you to see leadership in action and to cultivate the workplace skills you need to be successful after college. Your internship should help you strengthen your understanding of a possible career field, assess your leadership potential, and challenge you to look toward the future.

In this packet, you will find necessary information and requirements that you'll need to fulfill during your internship. Think of this as your informational guide as you navigate your way through your internship. Included is a brief overview of internship responsibilities as they pertain to class credit, a description of the final portfolio you will submit for internship credit, an agency agreement that will be signed by the internship coordinator of the host organization for which you will be interning, and, lastly, an internship evaluation.

The Women's Leadership program is here to encourage, support, and help you thrive in any way we can, but you should remember that *you* are the one responsible for communicating with your organization and ensuring the completion of your internship.

We're excited to see where this opportunity takes you and encourage you to take full advantage of what your internship offers.

Yours,

Dr. Cooper  
Women's Leadership



# WOMEN'S LEADERSHIP

*College of Arts and Humanities*

## **Internship Description for Sponsors**

*Overview.* The Women's Leadership Internship is an opportunity for Women's Leadership majors and minors to gain valuable work experience and to be mentored by leaders in business, law, politics, and non-profit organizations throughout the Upstate.

*Hours and Credits.* Students typically spend 8 hours per week during the 14 week semester in their field placements. Usually, this involves either two 4-hour shifts per week or one 8-hour shift. The hours will need to remain consistent throughout the term as interns are juniors and seniors carrying a full load of courses (4-5 classes in addition to the internship). Interns will have an additional contact hour during the week with the Internship. Students receive 3 credits for the internship. Summer interns work up to 120 hours in their internship and receive credit for the internship in the following fall semester.

*Who are our students?* Women's Leadership students are high achieving students motivated to succeed. They often are double majors with a secondary discipline in the humanities or social sciences (for example, a student might double major in Women's Leadership and Communication Studies). They bring diverse skills and knowledge to their positions and have a proven track record as hard workers with strong critical thinking, writing and communication skills.

*Sponsors and Activities.* Internship sponsors are free to arrange interns' work experiences in the manner they think will best profit the students. Shadowing different positions within an organization, taking on independent projects, working hands-on with the community served by an organization, and being exposed to various aspects of the intern sponsor's practice or work-life are all valuable ways for interns to spend their semester. Be sure to take pictures during your internship to include in your portfolio.

*Evaluation of Students.* Students will keep a weekly journal of their experiences and submit a final portfolio at the end of the term. End of term evaluations will be sought from internship sponsors and will be taken into consideration in the grading process.

## **Women's Leadership at Clemson University Internship Description for Students**

### **Finding an Internship:**

While we are here to aid and support you in this process to the best of our ability, it should be understood that responsibility falls upon the student to find and obtain their internship of choice.

### **Getting Sponsor Agreement Form Signed:**

The following page is the Sponsor Agreement Form. Before your internship can begin, you must get this form signed by the Agency Representative who you will be interning under as soon as possible and returned to the designated internship coordinator, who will be responsible for signing the form as well.

### **Internship Hour Requirements:**

There are two parts to this internship. First, you must complete 112 hours in the internship placement. Second, you need to spend an additional 8 hours in preparation for the final portfolio that will be submitted to the internship coordinator upon your completion of the internship.

### **Weekly work for students:**

- You are responsible for logging your hours for each week and keeping exact track of those hours. Travel time to and from your placement is not included in your hours.
- Each Monday, by 9 a.m., you must submit a Weekly Log Summary to Canvas. Your summary should be about one page, double-spaced. It should cover what you did in the past week, in some detail, reflect on what you learned, and mention any problems you may have encountered. Be sure to also include the hours worked that week in the log summaries. Remember, these weekly logs and the account of hours worked will be part of the final portfolio you submit for credit.
- Throughout the duration of your internship, be sure to save any work you do for your internship sponsor that can be shared in your final internship portfolio, which will be explained on the following page.

## **Women's Leadership Internship Final Portfolio Requirements**

The last component of your internship requires you to submit a final internship portfolio to the internship coordinator. Below is a description of what should be included in the portfolio:

1. *Cover Page:*

An attractive cover page that includes your name, the semester(s) during which you completed your internship, as well as where you interned. Pictures are strongly encouraged. Keep in mind that while this is for class credit, these portfolios can potentially be used for other audiences, such as other students, donors, advisory board members, etc.. Get creative!

2. *Table of Contents:*

An organized and readable table of contents of what will be included in your internship portfolio.

3. *Internship Essay:*

This should be a 3 paged, single spaced reflection that explains the nature of the organization you interned for and what kind of work they do. It should also include what you did for them during your time as an intern (more narrative than blow by blow) as well as reflection on what you learned and how the internship has impacted your future career planning. Include pictures to supplement your narrative.

4. *Log of Hours:*

A complete log of the hours worked each day of each week.

5. *Weekly Logs:*

Print out the weekly log summaries you emailed to Professor Cooper each week and put place them in chronological order.

6. *Work Produced:*

Be sure to include a section with any work you produced throughout the duration of your internship! We want to show off the hard work you do! Whether they be printable materials or electronic materials that you can include on a USB drive, make sure to prepare a few tangible work products to include in this portfolio.

As previously mentioned, these portfolios are intended to appeal to different audiences, ranging from potential student recruitments to donors. That being said, keep them professional. Definitely include page numbers. Dividers would be a nice touch, but are not required. Most importantly, be creative! The due date for portfolios, generally speaking, will be the Wednesday of final exams at 4pm.

**CLEMSON UNIVERSITY  
WOMEN'S LEADERSHIP  
AGENCY INTERNSHIP AGREEMENT  
AND MEMORANDUM OF UNDERSTANDING**

**I. PURPOSE**

The Women's Leadership Internship provides an educational strategy whereby students complement their academic study with direct practical experience and opportunities to work with leaders in business, law, and non-profit agencies who make a difference in the lives of women in the Upstate and beyond. The purpose of this Memorandum of Understanding is to state clearly the responsibilities of the partners in the Women's Leadership Internship program. Toward that end, the function of this Memorandum is to serve as a positive instrument through which the benefits of the field placement program can be realized for your agency, the Women's Leadership program, and the student intern. It is not intended as a legally binding contract. Your participation in the Internship Program by sponsoring/employing students exhibits your interest and commitment to this educational strategy and to the growth and development of students as future professionals. We thank you for your support of this program and look forward to collaborating with you in this professional learning endeavor.

**II. RESPONSIBILITIES**

To help insure the interests and promote the benefits of an internship agreement for all parties involved, the Program in Women's Leadership has developed this memorandum of understanding to describe the mutual responsibilities and expectations of the Program and your agency which has agreed to host student interns from our Department.

**Responsibilities of the Program in Women's Leadership**

1. Certify the student's academic eligibility to participate in the internship program;
2. Encourage the student's productive contribution to the overall mission of the agency;
3. Establish guidelines and standards for the conduct of the internship program;
4. Designate a faculty member to serve as advisor to the student with responsibilities to assist in setting learning objectives, to confer with agency personnel, and to evaluate the academic performance of the student;
5. To monitor the progress of the internship through telephone and/or in-person contact with the field supervisor throughout the work period, including a site visit, if desired;
6. Maintain communication with the agency and clarify program policies and procedures;
7. Make appropriate interventions involving the student's internship when problems occur, including recommendations for altering or terminating the experience when necessary;
8. Maintain the confidentiality of any information obtained about the agency; and
9. Enforce any additional rules and procedures that are mutually agreed upon in advance in writing between the Program in Women's Leadership and the agency.

**Responsibilities of the Host Agency**

1. Encourage and support the educational and learning aspect of the student's internship assignment;
2. Designate an employee to serve as student advisor with responsibilities to help orient the student to the agency and its culture, to assist in the development of learning objectives, to confer regularly with the student, and to monitor progress of the student;
3. Ascertain the overall goals and specific objectives of the student during the introductory conference;
4. Orient the student intern to the policies and procedures of the host organization;
5. Provide adequate supervision for the student and assign duties that are career-related, progressive and challenging;
6. Use the organization's resources and expertise to create a work/learning environment in which the student can acquire marketable skills and experiences and make a valuable contribution to the organization;
7. Provide a safe working environment for student interns;
8. Make available equipment, supplies, and space necessary for the student to perform his/her duties;
9. Assure that regular full-time or part-time workers are not displaced with the student labor secured through internship referral;
10. Ensure that students are not assigned tasks for students that require special training and/or a professional license;
11. Notify University personal of any changes in the student's work status, schedule, or performance in a timely manner, so that appropriate interventions can be made;
12. Verify and sign the log and time sheet of the student's activities on a weekly basis;
13. Provide two written appraisals of the student's performance, one at the mid-term point and the other by the

end of the student's internship assignment (forms will be provided by the Program in Women's Leadership); and  
14. Communicate agency policies and standards, as necessary, to University personnel.

### III. TERMS OF INTERNSHIP ARRANGEMENT

An internship arrangement for each student will be one academic semester. Generally, students work over a period of 13-15 weeks for 8-10 hours a week. In the event that the agency is dissatisfied with the performance of a student, termination of the internship arrangement can be requested by the agency, but only after University personnel have been notified in advance and a satisfactory resolution cannot be obtained. Conversely, the University may request termination of the internship arrangement for any student not complying with University guidelines and procedures, or the internship program, as long as agency personnel have been notified in advance and satisfactory resolution cannot be obtained.

### IV. DURATION OF AGREEMENT

This memorandum of understanding shall remain in effect until the end of Clemson University's academic year, including summer, and shall automatically renew for additional terms consisting of Clemson University's academic year, including summer, or until the host agency expresses they are no longer interested in hosting Women's Leadership interns.

Agency Representative/title \_\_\_\_\_  
(please print)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Internship Coordinator: Diane Perpich, Director of Women's Leadership

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Any questions regarding the Field Placement Program, its procedures, or this memorandum should be referred to:**

**Dr. Diane Perpich**  
**Director, B.A. in Women's Leadership**  
**224 Hardin Hall**  
**Clemson University**  
**Clemson, SC 29634-0528**  
**864.656.1532**  
**[dperpic@clemson.edu](mailto:dperpic@clemson.edu)**

(Portions of this agency internship agreement were adapted from the Messiah College agency agreement and the Clemson University Department of Sociology agency agreement.)



**Clemson University Women's Leadership Internship Program  
FINAL EVALUATION**

Student Intern: \_\_\_\_\_

Date: \_\_\_\_\_

Agency: \_\_\_\_\_

Supervisor: \_\_\_\_\_

**PART 1. Please rate your student intern on the following characteristics:**

	<b>Check the appropriate rating:</b>	<b>Additional Comments:</b>
<b>RELATIONS WITH OTHERS</b>	<input type="checkbox"/> Exceptionally well accepted <input type="checkbox"/> Works well with others <input type="checkbox"/> Gets along satisfactorily <input type="checkbox"/> Difficulty working with others <input type="checkbox"/> Works very poorly with others	
<b>JUDGMENT</b>	<input type="checkbox"/> Exceptionally mature <input type="checkbox"/> Above average decision-making <input type="checkbox"/> Usually makes the right decision <input type="checkbox"/> Often makes poor judgments <input type="checkbox"/> Consistently uses bad judgment	
<b>ABILITY TO LEARN</b>	<input type="checkbox"/> Learns very quickly <input type="checkbox"/> Learns rapidly <input type="checkbox"/> Average in Learning <input type="checkbox"/> Rather slow to learn <input type="checkbox"/> Very slow to learn	
<b>ATTITUDE/ APPLICATION TO WORK</b>	<input type="checkbox"/> Outstanding enthusiasm <input type="checkbox"/> Very interested and industrious <input type="checkbox"/> Average in diligence and interest <input type="checkbox"/> Somewhat indifferent <input type="checkbox"/> Definitely not interested	
<b>DEPENDABILITY</b>	<input type="checkbox"/> Completely dependable <input type="checkbox"/> Above average dependability <input type="checkbox"/> Usually dependable <input type="checkbox"/> Sometimes neglectful or careless <input type="checkbox"/> Unreliable	

<b>QUALITY OF WORK</b>	<input type="checkbox"/> Excellent <input type="checkbox"/> Very good <input type="checkbox"/> Average <input type="checkbox"/> Below average <input type="checkbox"/> Very poor	
<b>PROFESSIONALISM (Dress, demeanor, etc.)</b>	<input type="checkbox"/> Completely professional <input type="checkbox"/> Above average professionalism <input type="checkbox"/> Usually professional <input type="checkbox"/> Sometimes unprofessional <input type="checkbox"/> Unprofessional	
<b>ATTENDANCE</b>	<input type="checkbox"/> Regular <input type="checkbox"/> Irregular	
<b>PUNCTUALITY</b>	<input type="checkbox"/> Regular <input type="checkbox"/> Irregular	
<b>OVERALL RATING</b>	<input type="checkbox"/> Excellent <input type="checkbox"/> Very good <input type="checkbox"/> Average <input type="checkbox"/> Below average <input type="checkbox"/> Very poor	

**PART 2.** Please use the space below for additional comments that you feel would assist the course instructor in assessing the student's performance at the internship site:

**PART 3.** Please use the space below to make any suggestions for improving the Women's Leadership Internship Program.

**PART 4.** Please sign and date the form in the space below.

Name of person completing this form (please print): \_\_\_\_\_

\_\_\_\_\_

Signature

Date

Thank you for your participation in the Women's Leadership Internship Program. Please mail or PDF this form to:

Professor S.M. Cooper  
[Scoope5@clmson.edu](mailto:Scoope5@clmson.edu)

**Please return no later than one week after the completion of the internship.**