



Women's Leadership
at CLEMSON UNIVERSITY

Internship Packet



Dear Sponsor,

The *Women's Leadership Internship* at Clemson University is designed to cultivate the skills and foresight students need to be successful after college. Their internship should help them strengthen their understanding of a possible career field, assess their leadership potential, and challenge them to look toward the future.

This packet includes a description of the internship requirements, an internship agreement form, and a final evaluation form.

We thank you for helping provide this opportunity for our students and look forward to seeing where it takes them! I encourage you to reach out if any questions or difficulties arise during the course of the internship

Sincerely,

Dr. Diane Perpich
Director, B.A. in Women's Leadership
dperpic@clemson.edu
864-656-1532 (Women's Leadership Office)



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 four 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.

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.

**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

(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:

	Check the appropriate rating:	Additional Comments:
RELATIONS WITH OTHERS	<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	
JUDGMENT	<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	
ABILITY TO LEARN	<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	
ATTITUDE/ APPLICATION TO WORK	<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	
DEPENDABILITY	<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	

QUALITY OF WORK	<input type="checkbox"/> Excellent <input type="checkbox"/> Very good <input type="checkbox"/> Average <input type="checkbox"/> Below average <input type="checkbox"/> Very poor	
PROFESSIONALISM (Dress, demeanor, etc.)	<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	
ATTENDANCE	<input type="checkbox"/> Regular <input type="checkbox"/> Irregular	
PUNCTUALITY	<input type="checkbox"/> Regular <input type="checkbox"/> Irregular	
OVERALL RATING	<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:

Diane Perpich
dperpic@clemson.edu
Associate Director of Women's Leadership
Department of Philosophy & Religion
126 Hardin Hall, Clemson University
Clemson, SC 29631-0528.

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