

## WGST 499 Registration Process

To register for WGST 499, you must complete the following steps.

1. **Choose an internship site/organization** - there is an 80-hour internship requirement along with weekly class meetings (you will meet with Dr. Campbell once a week on Tuesdays 10:05-11:20am). An approved list of internship sites/organizations will be provided. The major requirement for the internship is that it must have a women/girl/gender component. \*If you would like to intern at a site not listed on the approved list, you will need to discuss with Dr. Campbell to receive approval. \*It is each student's responsibility to contact the site/organization and secure the internship (see site list for supervisor contacts). I highly recommend you choose 2-3 sites to contact, as some sites have altered policies due to COVID.
2. **Letter from Supervisor** - Once you have confirmed the internship, you will need to have the internship supervisor type a letter (using the provided letter template) and have the supervisor email the letter to Dr. Campbell.
3. **Contract** - Fill out the contract and sign. Here is the direct link to the PDF contract: [https://sc.edu/about/offices\\_and\\_divisions/registrar/documents/internship\\_contract.pdf](https://sc.edu/about/offices_and_divisions/registrar/documents/internship_contract.pdf)

(When talking with your supervisor, be sure to collect information that you will need for the contract – their contact information, your duties, etc.)

### **Use the following information for the contract:**

My name: Dr. Dawn Campbell; Internship Coordinator, Department of Women's and Gender Studies (You do not need to include my USC ID.)

Textbook for the course: Various articles and essays related to service-learning/internships

Method of Evaluation: Reflection Papers, Final Poster Presentation, Class Discussions, Internship Check-ins, Internship Evaluations

Department Chair: Dr. Stephanie Mitchem

Undergraduate Director: Dr. Dawn Campbell

Include: Internship name and location of organization, supervisor contact information and Internship details and duties

4. **Email your contract to me so that I can collect signatures.**
5. **Online form** – After you receive the contract from me with signatures, follow these steps:  
[https://www.sc.edu/study/colleges\\_schools/artsandsciences/internal/undergrad\\_students/forms.php](https://www.sc.edu/study/colleges_schools/artsandsciences/internal/undergrad_students/forms.php)

1. Click on "I need a form signed."
2. You will be directed to the Academic Advising forms page. On this page, do the following:
  - a. choose your college.

- b. choose your major.
  - c. choose "internship contract" for the form you need signed.
  - d. upload the **pdf contract with signatures**.
  - e. After you upload the contract, **click Submit**.  
The contract will go to the Dean's office for signature. They will send to the Registrar's office, and **you will be notified via email that you may register for the course**.
3. When you receive the confirmation email, login to self-service and register for WGST 499. 😊

\*Please begin the process as soon as possible and adhere to the following due date timeline:

**Students registering for Spring 2023 semester, adhere to the following timeline:**

**October 25** - internship site/organization chosen and confirmed with internship supervisor and Dr. Campbell

**Nov 1** - signed letter from internship supervisor due to Dr. Campbell

**Nov 3** - contract (PDF) filled out, signed, and emailed to Dr. Campbell for signatures

**Nov 10** - contract with signatures emailed to student for student to submit directly to Dean's office; student follows the steps from above

\*It is important that you begin the process as soon as possible and adhere to the timeline. Please contact Dr. Campbell at [dawnc@mailbox.sc.edu](mailto:dawnc@mailbox.sc.edu) if you have any questions/concerns.