



A PROGRAM OF ASSOCIATED STUDENTS
CALIFORNIA STATE UNIVERSITY, CHICO

AS Gender & Sexuality Equity Center **Intern Application**

530.898.5724

BMU 004

asgsec.outreach@csuchico.edu

Interview Date & Time _____

Semester _____

Name _____ Phone # _____

Email Address _____ Major _____

Emergency Contact _____ Phone _____

Classification: ***Circle One***

FR SOPH JR SR GRAD INT'L STDNT

	YES	NO
1. I have volunteered for this Program before. If yes, which program _____ Semester/Year _____		
2. I am volunteering in another AS Program this semester. If yes, which one _____		
3. I am participating in this program in order to fulfill a course requirement. Course dept. & number _____ Instructor's Name _____		
4. I have been employed by the Associated Students.		
5. I understand all internship units are considered to be regular University courses, and that all standard fees apply.		

There is no unit requirement to participate in the internship. However, interns will be enrolled into the 3-unit course, MCGS 489. Please refer to page 4 for more information.

Along with this application we are requiring that you attach a cover letter.

*A resume is encouraged but not mandatory.

In the cover letter be sure to address what you can contribute to the AS Gender & Sexuality Equity Center by including criteria like: any specific skills that could benefit our office, organizations of which you are a member, previous experience working in marginalized communities, and *why you want to be involved*. If you need assistance writing a cover letter or resume, we recommend utilizing the CSU, Chico Career Center. It is a great, free resource accessible on campus and online: <http://www.csuchico.edu/careers/>.

EVENT DATES

A large part of interning at the AS Gender and Sexuality Equity Center is programming events to educate the student body and surrounding community. Below is our Spring 2018 calendar of events that you are expected to attend as an intern. Please check off any event that you **would not** be able to attend due to a prior engagement.

- ☐ Mondays from 5:30–7:30 p.m. ***Weekly Intern Meetings*** (Beginning Feb. 5)
- ☐ (Most) Thursdays from **11:00 a.m.-12:50 p.m. or 5:00–6:50 p.m.** ***MCGS 489 Internship Seminar***
- ☐ Saturday, February 3 from 12:00–5:00 p.m. & Sunday, February 4 from 12:00-4:00 p.m. ***Activist Training***
- ☐ February 5, Monday: 5:30–7:30 p.m. ***Internship Orientation***
- ☐ Friday, Feb. 16 at 7:30 p.m. & Saturday, Feb. 17 at 2:00 p.m. and 7:30 p.m. in BMU ***The Vagina Monologues***
- ☐ February 25, Sunday: 12:30-4:30 p.m. *Office Development*
- ☐ March 2, Saturday: 8:00-11:00 p.m. *Queer Prom*
- ☐ March 6 & 8, Tuesday & Thursday: Times TBD – *LET’S TALK ABOUT PERIODS!*
- ☐ March 25, Sunday: 12:30-4:30 p.m. *Office Development*
- ☐ April 14, Saturday: Apprx. 10:00-5:00 p.m. *Trans Conference*
- ☐ April 19, Thursday: 7:00-8:30 p.m. *“Disrupting the Silence” Art Collective Event*
- ☐ April 26-27, Thursday–Friday: *TAKE BACK THE NIGHT* Thursday Evening 5pm-10pm & Friday ~ 10-1pm
- ☐ May 3. Thursday: 11:00-5:00 p.m. *Sexposium*
- ☐ May 6, Sunday: Apprx. 11:00-1:00 p.m. *Maggie & Marsha Awards Ceremony*
- ☐ May 12, Saturday: 6:00-8:00 p.m. ***Intern Appreciation Ceremony***

*We will let you know the times for the events that are TBD at least two weeks in advance.

Signature: _____

Date: _____

Please mark the times you ***ARE AVAILABLE*** with a check in the appropriate day and time box.

Please keep in mind; in order to be eligible to intern you must be available every Monday from 5:30–7:30 p.m., every Thursday from either 11:00 a.m.-12:50 p.m. OR 5:00–6:50 p.m., and be available for at least six office hours between 10 a.m. and 5 p.m. Monday through Friday.

	Monday	Tuesday	Wednesday	Thursday	Friday
10:00-10:30					
10:30-11:00					
11:00-11:30					
11:30-12:00					
12:00-12:30					
12:30-1:00					
1:00-1:30					
1:30-2:00					
2:00-2:30					
2:30-3:00					
3:00-3:30					
3:30-4:00					
4:00-4:30					
4:30-5:00					

I understand and agree that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from service to the Associated Students and the program for which I am applying. I give the AS and GSEC the right to investigate all references and to secure additional information as necessary about my suitability for service. I understand that this may include a criminal background check and that all reports, whether oral or written, will be kept strictly confidential and only shared with those persons required by law or those who participate in the decision-making process related to my placement as an intern. Placement is not guaranteed—it is contingent upon the screening and approval process. It is the sole discretion of the GSEC and AS to place or remove me from an agency.

Intern Signature _____ **Date** _____ **Semester** _____

If you have any needs or require accommodations related to a disability, please inform the Program staff person what your specific needs are, and we will do our best to accommodate you.

There will be an Internship Fair on Thursday, January 25 from 5:00–6:30 p.m. in BMU 004.
Applications are due **Monday, January 29 by 5:00 p.m. to BMU 004.**

Early applications are appreciated

Enrollment in MCGS 489: Internship in MCGS

The partnership between the AS Gender & Sexuality Equity Center (GSEC) and the Center for Multicultural & Gender Studies (MCGS) includes the requirement that interns at the GSEC will enroll in MCGS 489 in order to increase their knowledge of MCGS and Women's Studies theoretical approaches to activist and advocacy work.

MCGS 489 is designed to be part of your capstone major/minor experience, in which you bring together your academic knowledge about diversity and systems of power with actual work in community organizations working to address human needs and concerns. Non MCGS majors and minors, as well as first and second year students may also be enrolled in MCGS 489, in which case significant effort must be made on the part of the student to gain an understanding of complex theoretical approaches to activist work.

Students will complete the attached MCGS 489 Internship Application in order to be enrolled in the course. The completed application (with signatures) will be submitted to molly heck, instructor for the course, after an internship placement has been confirmed. Students will then be enrolled in the course during the 2 week add/drop period at the beginning of the semester.

The course includes the hours spent in the internship as well as a 'seminar', or class setting, in which students will critically analyze their internship experience. Attendance and participation in the seminar is required, like any other class.

Thursdays, from 11:00 a.m.-12:50 p.m. or 5:00-6:50 p.m. in Butte Hall, Room 307 (the time and location can be confirmed online in the Class Schedule). *We prefer that students request the 5:00-6:50 p.m. course time.*

Student interns are required to be enrolled in one section of the course. You may note a preferred section on the top of the MCGS Internship Application, however, space in a specific section is not guaranteed. Attendance in all seminars is required. Contact the instructor for further enrollment details.

Section 1: Thursdays from 5:00-6:50 p.m.

February 1
February 8
March 1
[Spring break March 17-25]
March 29
April 5
April 26
May 3
May 17

Section 2: Thursdays from 11:00 a.m.-12:50 p.m.

February 1
February 8
March 1
[Spring break March 17-25]
March 29
April 5
April 26
May 3
May 17

If you have further questions about MCGS 489 please contact the instructor, molly heck mheck@csuchico.edu.

CENTER FOR MULTICULTURAL AND GENDER STUDIES

Application for MCGS Service Learning Internship—MCGS 489

Complete this form before the end of the second week of classes. Signature of the fieldwork supervisor must be obtained before form is returned to the MCGS Internship Coordinator, molly heck, in Tehama 225 for final approval. Once signed and approved, and forms are turned in, you will be hand-enrolled into the course within the first 2 weeks of classes.

NOTE: You MUST attend the mandatory new interns meeting the second week of classes:

_____ **Thursday, August 29 from 11:00 a.m.-12:50 p.m. or 5:00–6:50 p.m. Butte 307** _____

Please print clearly.

Full Name _____ **Student I.D. #** _____

Address _____

Email _____ **Phone** _____

Major/Minor _____ **Class Level:** _____

Semester: Fall or Spring **Year:** _____

Section: Section 1 at 11:00 p.m. or Section 2 at 5:00 p.m.

Circle one: (If you have not taken MCGS 489 in the past, you must choose an option WITH seminar)

3 Unit: (a) 120 hours fieldwork plus bi-weekly 2-hour seminar

(b) 135 hours fieldwork plus written requirements; no seminar

Fill out this section with your fieldwork supervisor.

Organization/Company Name _____

On site/Immediate Supervisor _____

Supervisor's Title _____

Supervisor's Email _____

Supervisor's Phone _____

Organization/Company Address _____

City _____ **State** _____ **Zip** _____

Description of Internship Project/Duties

[Continue on back or attach separate page if necessary]

SIGNATURES – Must be obtained in order listed.

Student _____ **Date** _____

Organization/Company Supervisor _____ **Date** _____

Faculty Supervisor _____ **Date** _____

Upon completion, this form will be filed in the MCGS Advising Office. Copies provided to the student, the Fieldwork Supervisor, and the MCGS Internships Coordinator.

Evaluation Procedures (filled out by MCGS Faculty Supervisor &/or MCGS Internships Coordinator):

Seminar Participation ____ **Writing Component** (see attached) ____ **Fieldwork Supervisor's Report** ____