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**

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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/](http://www.csuchico.edu/careers/).
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 Fall 2017 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 Sept. 11)

☐ (Most) Tuesdays from 5:00–6:50 p.m. **MCGS 489 Internship Seminar**

☐ September 2, Saturday 12:00-4:00 p.m.; September 3, Sunday: 12:00–4:00 p.m. **Activist Retreat**

☐ September 5, Tuesday 7:00–9:00 p.m. **Internship Orientation**

☐ September 13, Wednesday: 3:00-5:00 p.m. **LGBTQ+ Welcome Reception**

☐ September 24, Sunday: 12:00-4:00 p.m. **Office Development**

☐ October 9-14, Monday-Saturday: Times TBD **QUEER WEEK**

☐ October 22, Sunday: 12:00-4:00 p.m. **Office Development**

☐ November 9, Thursday: 7:00 – 9:00 p.m. **Lip Sync Showdown**

☐ November 11, Saturday: Times TBD (Late Morning/Early Afternoon) **Women’s Conference**

☐ November 13-17, Monday-Saturday: Times TBD **Trans Week of Resilience**

☐ December 2, Sunday: Time TBD (Late Morning/Early Afternoon) **Queer Conference**

☐ December 8, Saturday: Time TBD **Intern Appreciation Ceremony**

*We will let you know the times for the events that are currently to be determined (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 Tuesday from 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.

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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 Tuesday, August 22 from 5:00–6:30 p.m. in BMU 004. Applications are due **Monday, August 28 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.

The following is the schedule of the seminars for Fall 2017:

**Tuesdays, from 5:00–6:50 p.m. in Butte Hall, Room 307** (the time and location can be confirmed online in the Class Schedule):

- August 29
- September 5
- September 12
- September 26
- October 10
- [October 16-27-individual student meetings with molly]
- October 31
- November 14
- November 28
- December 12

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:

______________Tuesday, August 29, 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: ________
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
_______________________________________________________________________________________________
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[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 ______