

# Women's Center Internships

Instructions:

New applicants:

Read all information before completing your application.

Returning interns:

Please submit a letter of intent detailing why you want to continue interning with the Women's Center, what you specifically contributed to the program this year (number of times you facilitated workshops, met deadlines in a timely manner, went above and beyond the call of duty, etc.), how you plan to contribute next year, and an idea for a program you would like to implement.

## Application Deadline: Friday, March 26th at 12:00 PM (noon)

If you have any questions, please contact [brianna.nesbitt@vanderbilt.edu](mailto:brianna.nesbitt@vanderbilt.edu) or [bailey.h.via@vanderbilt.edu](mailto:bailey.h.via@vanderbilt.edu)

### Women's Center Internship Application

This is a general application for all Women's Center internships (Vandy Sex Ed, Women's Center Ambassadors, and the Body Project). You may indicate a preferred internship, but we will place you in a position depending on your experience, skill, time commitment, and need. Please type your information and answers in a word document and email it to [brianna.nesbitt@vanderbilt.edu](mailto:brianna.nesbitt@vanderbilt.edu) no later than noon on Friday, March 26. Please include all of the following:

First Name:

Last Name:

Preferred Name:

Pronouns:

E-mail:

Telephone Number:

Major and Year (First Year, Sophomore, etc.)

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1. Why are you interested in being a WC intern?
2. Have you ever received any peer education training? If yes, please describe the type.
3. Using a feminist lens, highlight one issue affecting college students that you feel most passionate about.
4. What is an idea or topic you have in mind for a program the Women's Center can implement? Please provide a title and brief description.
5. What are your time commitments for the 2021-2022 school year? Break these up by hours per week and include coursework, jobs, organizations, and anything else that is relevant.
6. Do you consent to all of the expectations of a WC intern?
7. Do you intend to study abroad at all during the 2021-2022 school year?
8. If you have a preferred internship, please state that here.

Thank you for taking the time to fill out this application We will contact you by **Tuesday, March 30** to set up an interview.

## **Internship Expectations**

Because of the high volume of applicants, the Women's Center will only be considering those who are able to meet all of the expectations listed below. If you are selected to intern with the Women's Center and fail to meet these expectations, you will be asked to leave your position.

### **Weekly Meetings**

Weekly meetings are an integral part of the internship experience. These are typically 45 minutes to an hour long, but students should plan to block off an hour and half each week in case they run over.

Because this is an internship, not a student organization, interns are given two unexcused absences per semester. Valid excuses are the same as you would give for missing any other job.

Missing meetings due to napping, not hearing alarms, or studying for exams are unexcused absences. Just like skipping a class to study for an exam would be considered unexcused in your academic courses, it is considered unexcused in this position as well. Not only will you be unable to develop the skills these internships aim to foster if you regularly miss meetings, but you will also be hurting fellow interns who attend all meetings regardless of their busy schedules.

Regularly skipping meetings to attend another club, student organization, or athletic team will not be considered excused. We understand that you as students are involved in many activities across campus, but getting the most out of this internship requires dedication. This is not to say that we do not want applicants to apply if they are involved in multiple different organizations, but rather to prevent you from spreading yourselves too thin.

If you will be missing a meeting, excused or unexcused, you must email your supervisor 24 hours in advance. Communication is an absolute necessity.

### **Programming**

Interns must plan and facilitate at least two workshops or programs per semester. Facilitation gives the opportunity to become more comfortable speaking publicly and answering difficult questions. This is where the bulk of the experience comes from.

As a Women's Center Intern, you will also be required to table at events and on Rand Wall throughout the semester. This will provide extensive experience in becoming comfortable interacting with strangers.

### **Professionalism**

We recognize that the term "professionalism" is coded language and is often used in classist and racist ways to get people to conform to certain looks, ways of speaking, and other "standard" things. We use the term professionalism only to describe the expectations of communication, timeliness, and accountability.

Thus, aside from following the previously explained expectations, this means that you adhere to given deadlines and complete tasks you have been assigned on time. Failure to do so will result in your being asked to leave the program. Of course, we understand that life happens and there may be emergencies that prevent you from turning something in, but that must be communicated to your internship advisor.

### **Card Access**

As an intern for the Women's Center, you will be given 24/7 card access to the center. If you are selected for an internship, we will go into further detail about the rules for card access.