

WGST 499: Community Service Internship  
Registration Process

In order to register for WGST 499, you must complete the following process. First, you will need to 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 for an hour). 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. \*You will need to meet with Dr. Campbell to discuss your chosen internship site/organization.

Once you have confirmed the internship, you will need to have the internship supervisor type a letter (using the provided letter template) and email to Dr. Campbell. Note: When talking with your supervisor, be sure to collect information that you will need for the contract – their contact information, your duties, etc. Then, you will need to fill out and sign the hard copy contract; once this is complete, you will email the contract to Dr. Campbell for signatures. She will collect signatures and email the contract to the Dean's office. *You also will need to fill out the electronic contract and submit it online.* (Note: The online contract contains the same information as the paper contract. You do not need to collect signatures for the online contract; the paper copy satisfies that requirement.) Once the Registrar's office enters your information, you will be able to register for WGST 499.

Use the following information for the contract:

**My name:** Dr. Dawn Campbell; Adjunct Professor, Women's and Gender Studies Program (You do not need to include my USC ID.)

**Textbook for the course:** *Rage Becomes Her* by Soraya Chemaly

**Method of Evaluation:** Reflection Papers, Midterm Research Presentation, Final Poster Presentation, Class Discussions, Check-ins

**Department Chair:** Dr. Carla Pfeffer

**Undergraduate Director:** Dr. Stephanie Mitchem

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

You can access the online contract here:

[https://www.sc.edu/study/colleges\\_schools/artsandsciences/internal/undergraduatestudents/internships/casinternship\\_form.php](https://www.sc.edu/study/colleges_schools/artsandsciences/internal/undergraduatestudents/internships/casinternship_form.php)

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

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**Students registering for Spring semester:**

**Nov 15** - internship site/organization chosen and confirmed with internship supervisor; signed letter from internship supervisor due

**Dec 1** - hard copy contract filled out, signed, and emailed to Dr. Campbell for signatures; WGST will send the contract to the Dean's office.

**Dec 15:** submit an electronic/online contract via the provided link. No additional signatures required.

**Once the Registrar's office enters your information, you may register for WGST 499 (prior to the beginning of classes)**

\* If you fail to complete the steps by the required deadline, you may be required to postpone completion of WGST 499.

Please contact Dr. Campbell at [dawnc@mailbox.sc.edu](mailto:dawnc@mailbox.sc.edu) if you have any questions/concerns.

All best,

Dr. Campbell