INTERNSHIP INFORMATION

About Internships:
An internship is work in the community for which you receive academic credit. In the Women’s and Gender Studies Program, we strongly encourage students to do an internship at some point during their academic career. Previous students have found them an excellent way to find out what kind of work they might want to do after graduation, and to make connections with people in the community interested in the empowerment of women. Occasionally, job offers have even resulted from internships.

Internships can be taken as WMNS 497/897. A Women’s and Gender Studies faculty member must agree to sponsor the internship. Students should contact a faculty member they have already worked with, or the Women’s and Gender Studies advisers: Rose Holz (WGS Associate Director) at rholz2@unl.edu or Shari Stenberg (WGS Director) at sstenberg2@unl.edu.

How Internships Work:
Undergraduate students may take up to 6 credit hours of internships; graduate students up to 3. For both undergraduate and graduate students, these can only be taken P/N. In order to receive 3 hours of credit in one semester, students need to:

- Work: 10-12 hours/week* with the agreed upon organization;

- Write (all work must be submitted to the supervising instructor):
  - monthly write-ups describing your work. These should include:
    - record of the hours you worked;
    - description of your activities;
    - description of what you observed; learned.
  - a final synthetic paper describing your work and how it relates to your interest in Women’s and Gender Studies and advances your personal, academic, and/or professional career. In this paper, please include a section which describes the organization, how it is organized/run, and its funding. For undergraduates, this must be 7-8 pages in length; for graduate students, 10-12. Should you want more information, we have guidelines.

- Submit all necessary paperwork (in addition to written assignments):
  - a completed copy of the “Women’s & Gender Studies Internship Contract”
*For those who wish to pursue fewer academic hours, the following rule applies. Please note, however, that all written requirements and procedures remain the same:

- 1 credit hour = 4-6 hours/week
- 2 credit hours = 6-9 hours/week

**Procedures for Internships:**
1. Read through this booklet (“Internship Information for Women’s & Gender Studies Students”).

2. Contact the agency you are interested in working with and talk about what kinds of things you would like to do, what they would like you to do, etc.

3. Contact the Women’s & Gender Studies Associate Director or Director in order to get a copy of the “Women’s & Gender Studies Internship Contract.” You’ll then fill this out completely.

4. Take completed copy of the contract to the WGS Associate Director or Director who will then give you the permission code and you can register in the usual way. Original copies of all forms will be kept at the WGS office. Copies of the contract should be made for the student, the organization supervisor, and the supervising instructor (if other than the WGS Associate Director or Director). All written assignments will be kept on file by the supervising instructor.

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**INTERNSHIP CONTACTS**

**UNL LGBTQA+ Resource Center**
**Description of Agency:** The LGBTQA Resource Center provides education, resources, outreach and advocacy to help build and sustain a socially just campus community that is welcoming and inclusive of all people of all sexual orientations, gender identities and expression.

**Internship Opportunities:** The LGBTQA+ Resource Center internships allow students to design their own project based on the student’s areas of interest. The LGBTQA Resource Center is very flexible.

**Contact Person:** Pat Tetreault
**Telephone Number:** 402-472-1752

**UNL Women’s Center**
**Description of Agency:** The Women’s Center provides students with a large resource library and educational resources concerned with changing roles of women and men in today’s society. Ongoing discussions and support groups are aimed at meeting the needs of diverse groups of students.

**Internship Opportunities:** The Women’s Center internships allow students to design their own project based on the student’s areas of interest. In the past students have worked with the library and counseling services. The Women’s Center is very flexible.

**Contact Person:** Jan Deeds
**Telephone Number:** 402-472-2598
American Civil Liberties Union
Description of Agency: ACLU is concerned about and promotes civil liberties in many aspects of life. Legislation and research are important aspects of the agency.
Internship Opportunities: Positions are suited to the student’s interest and desire for a particular aspect of civil liberties. Past interns have done intake, a very hands-on position. Legislative interns have worked closely on legislative bills of concern to ACLU; office administrative interns are responsible for the daily grind sort of tasks; research interns have researched issues of concern for the Director and Associate Director.
Contact Person: Amy Miller
Office Telephone Number: 402-476-8091
Address: 941 “O” Street, Suite 706, Lincoln, NE 68508

Community Action Partnership
Description of Agency: CAP’s mission is to improve the quality of life and the economic self-sufficiency of people with low incomes and other eligible people in Lancaster and Saunders Counties. LAP develops and implements services for people with low incomes which help them meet their basic human needs and increase their opportunity to be self-sufficient, assists people to participate in community activities and decision-making through advocacy and provision of information, informs the public about the needs and obstacles of people with low incomes and coordinates services with the agency and with other public and private organizations.
Internship Opportunities: CAP has a variety of internship opportunities, with flexible hours and an excellent chance to gain knowledge and exposure to the human services field. All internships require sensitivity to low-income and multicultural issues. Internships are available working with Emergency Food Delivery, the Head Start Program, assisting CAP case managers in follow-up calls to homeless or near-homeless families, providing assistance with the Volunteer Program and doing numerous duties in relation to the Family Preservation Team.
Contact Person: Georgeann Ross, Volunteer Resource Coordinator
Telephone Number: 402-471-4515
Address: 210 “O” Street, Lincoln, NE 68508

Friendship Home
Description of Agency: Friendship Home provides shelter and support for battered women and their children. Services include emergency and long-term shelter, crisis counseling, support groups, and advocacy, education and agency information referral.
Internship Opportunities: Interns with Friendship Home are required to attend several training sessions (totaling approximately 25 hours) and are subject to interviews and record checks. Friendship Home prefers interns who can work at least six hours a week, can work without direct supervision and can prioritize duties. Interns work one on one with women as advocates, respond to crisis situations, facilitate conflict resolution, and take phone calls. They may help educate women about domestic violence, provide information and referral services, and also provide transportation. General training dates are January, May and September. Friendship Home seeks students with initiative, flexibility and investment in ending domestic violence.
Contact Person: Leah Droge
Telephone Number: 4024379312
E-mail Address: leahd@friendshiphome.org
League of Women Voters

Description of Agency: The League’s aim is to promote political responsibility through informed and active participation of citizens in their government. The League’s major project is registering voters. The League also selects issues that are important to the community for in-depth study, gathers the data into a written document, and distributes it to interested parties.

Internship Opportunities: Interns with the League may work on a variety of projects depending on the activities of the League. Students may help compile a voter’s guide to issues in the Lincoln Journal/Star, work with voter education in the school system project (which may include participation in mock elections), and help register voters in nursing homes, at the state fair and in other locations around the community. Depending on their area of interest, interns may assist with the televised forums and speakers the League sponsors as moderator, or technical assistants.

Contact Persons: Sherry Miller, the State President, or Mary Boschult, the Lincoln/Lancaster chapter President via Sharon Nemeth, Office Administrator

Office Telephone Number: 402-475-1411
Address: 140 N. 8th Street, Suite 215, Lincoln, NE 68508
E-mail Address: lwv-ne@inebraska.com

Planned Parenthood of the Heartland

Description of Agency: Planned Parenthood provides health care for women in the areas of gynecological exams, pap smears, STDS, birth control, and provides information and education programs for parents and teenagers about human sexuality - encouraging communication. It provides a valuable service for low-income women and others seeking diverse options as they look at their reproductive rights.

Internship Opportunities: Planned Parenthood can use interns in a variety of areas, including clinical work, community education, public affairs, preparation of education materials for families and children. Also, volunteers are needed for stuffing envelopes, advocacy work, telephone calling, etc. Planned Parenthood cannot offer payment for their interns; however, the environment is woman-centered and feminist.

Contact Person: Lauren Williams
Telephone Number: 402-441-3323
E-Mail Address: lauren.williams@ppheartland.org

PFLAG - Parents and Friends of Lesbians and Gays

Description of Agency: PFLAG has a threefold mission: support, education, and advocacy. Monthly meetings have support groups by interest (youth, parents, AIDS, general) and a program, usually a speaker, panel or firm. Meetings are attended by lesbian and gay people as well as by parents, family members, friends, ministers, teachers, and others who want to be supportive. PFLAG has a series of pamphlets for both lesbian and gay people coming out, and for parents and friends. They have bibliographies, a lending library, a speaker’s bureau, and arrange for showings of lesbian and gay programs on the local cable access channel. They also have a help line.

Internship Opportunities: PFLAG volunteers would assist with Tuesday night meetings, do research, and initiate and participate in special projects. Students with computer/IT and web development experience are highly desired. It is necessary to realize that the meetings of PFLAG are confidential. People’s privacy must be respected.

Contact Person: Thia Hartley, Board President
St. Monica’s
Description of Agency: St. Monica’s offers a supportive and therapeutic environment for women dealing with the issue of substance abuse. It provides a halfway house for women and an out-patient program. A new program at St. Monica’s is the Project Mother & Child in which children live with their mothers who are going through treatment. From 9:00 AM - 3:30 PM each day the children come to the Early Childhood Center for therapeutic, individual learning.
Internship Opportunities: St. Monica’s needs three to four volunteers to work in the Early Childhood program area. Students can also plan and assist in health and recreational programs for the women in treatment.
Contact Person: HR Department
Email: hr@stmonicas.com
Telephone Number: 402-434-2814
Address: 120 Wedgewood Drive, Lincoln, NE 68510

Voices of Hope
Description of Agency: Voices of Hope is a crisis intervention agency, which provides support, counseling, court, and hospital advocacy to victims/survivors of rape, domestic violence and incest. VOH offers an educational component to its work, through programs aimed at awareness, prevention, and resources.
Internship Opportunities: Voices of Hope has openings for unpaid student interns in various advocacy and office work capacities. Training requires approximately 30 hours. Advocacy and speakers bureau require the 30 hours plus 3-4 hours of additional training respectively. After training sessions, students may serve as a women’s advocate, work on the crisis line, or be a part of the speaker’s bureau. Depending on the student’s background and time commitment, there are counseling opportunities in both individual and group facilitation. The environment is pro-woman.
Contact Person: Tracy Russell (undergraduates) or Nancy Holmquist (graduates)
Telephone Number: 402-476-2110
Address: 2545 N Street, Lincoln, NE 68510

YWCA
Description of Agency: The overall mission of the YWCA, through a variety of programs, is to empower women and eliminate racism.
Internship Opportunities: A variety of internship opportunities are available with the YWCA. Students could work with the Y’s Parent Center assisting with classes, arranging for speakers or working with class participants. The Survival Skills and Operation SMART programs offer opportunities to work with youth groups, assist children with math and science skills and assist the program coordinators. The Take a Break and Respite Care programs need students to provide childcare, assist the program coordinators, and recruit volunteers.
Contact Person: Melissa Lewis Nuss
Telephone Number: 402-434-3494
Email Address: info@ywcalincoln.org
Address: 2620 “O” Street, Lincoln, NE 68510