

Jewish Studies Internship Authorization Form

1. Identify an internship opportunity.
2. Fill out the form in consultation with the internship site supervisor. Obtain site supervisor signature.
3. Contact a faculty sponsor, usually in the Jewish Studies Program. Discuss the internship and the final assignment. Obtain faculty sponsor signature.
4. Submit for approval to Sarah Imhoff, Director of Graduate Studies, Jewish Studies Program, Global & International Studies Building 4005, seimhoff@indiana.edu.
5. Once approved, provide copies of the form to your site supervisor and to the faculty sponsor, and keep one copy for your own records. Submit the original to Carolyn Lipson-Walker, Assistant Director, Jewish Studies Program, Global & International Studies Building 4005, clipsonw@indiana.edu, who will give you permission to register for JSTU-J 598 for the number of credits approved.

Name: _____

Student ID: _____

Semester: _____ Section # _____ Credits* : _____

Faculty sponsor: _____

Internship title: _____

Organization/company name and contact information:

Period of internship: _____ Weekly hours: _____

Please provide a brief description of the organization or company:

Please provide a brief description of the responsibilities you will be expected to perform as an intern:

* 50-99 hours=1 credit; 100-149=2 credits; 150-199 hours=3 credits

Please describe the goals of the internship and the criteria for evaluation:

Specify the final assignment to be submitted by the student at the end of the internship. The assignment will be submitted to the faculty sponsor.

Faculty sponsor name and contact information

Site supervisor name and contact information

Student signature: _____ Date: _____

Site supervisor signature: _____ Date: _____

Faculty sponsor signature: _____ Date: _____

To be filled out by Director of Graduate Studies:

Approved for ___ credits

Signature: _____ Date: _____

Time Sheet

Student: _____

Semester/year: _____ / _____

Dates of internship: from _____ to _____

Please indicate the hours worked and have the site supervisor initial for each week and sign the form at the completion of the internship. After completing the internship, please submit this form to Sarah Imhoff, Director of Graduate Studies, Jewish Studies Program, Global & International Studies Building 4005, seimhoff@indiana.edu

| | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Site supervisor initials |
|---------|-----|-----|-----|-----|-----|-----|-----|--------------------------|
| Week 1 | | | | | | | | |
| Week 2 | | | | | | | | |
| Week 3 | | | | | | | | |
| Week 4 | | | | | | | | |
| Week 5 | | | | | | | | |
| Week 6 | | | | | | | | |
| Week 7 | | | | | | | | |
| Week 8 | | | | | | | | |
| Week 9 | | | | | | | | |
| Week 10 | | | | | | | | |
| Week 11 | | | | | | | | |
| Week 12 | | | | | | | | |
| Week 13 | | | | | | | | |
| Week 14 | | | | | | | | |
| Week 15 | | | | | | | | |

Student signature _____ Date _____

Site supervisor signature _____ Date _____

Internship Site Evaluation

*Site Supervisor: Please submit an evaluation **twice**, once mid-way through the internship period **and** once after completion of the internship to the Jewish Studies Program.*

Robert A. and Sandra S. Borns Jewish Studies Program
Indiana University
Global & International Studies Building 4005
355 N. Jordan Avenue
Bloomington, IN 47405-1105

Student: _____ Date: _____

Company/Organization: _____

Site Supervisor: Please complete the evaluation form below. Your honest and thorough answers will help the student's internship coordinator in the Jewish Studies Program evaluate the student's internship experience. When you have completed it, please sign the form and send it to Sarah Imhoff (seimhoff@indiana.edu) Thank you!

1. Please describe the major activities of the Student Intern:

2. Please comment on the Student Intern's general work competence, including attitude, responsibility, independence, initiative, and follow-through.

3. Please rate the Student Intern's performance in the following areas:

| | Excellent | Very good | Good | Satisfactory | Unsatisfactory | |
|--|-----------|-----------|------|--------------|----------------|-----|
| | 5 | 4 | 3 | 2 | 1 | N/A |
| Possess necessary writing/communication skills | | | | | | |
| Shows ability to work independently | | | | | | |
| Completes assignments thoroughly | | | | | | |
| Exhibits responsibility | | | | | | |
| Able to accept and use constructive feedback | | | | | | |
| Shows creativity and originality | | | | | | |
| Exhibits professional attitude and maturity | | | | | | |
| Cooperates with others | | | | | | |
| Presents appropriate personal appearance | | | | | | |
| Overall assessment of Student Intern | | | | | | |

Site Supervisor: _____ Date: _____

Robert A. and Sandra S. Borns Jewish Studies Program
Indiana University
Global & International Studies Building 4-East, Room 4005
355 N. Jordan Avenue
Bloomington, IN 47405-1105

JSTU-J 598—Internship in Jewish Studies Policy and Procedures Statement

JSTU-J 598 Internship in Jewish Studies is designed as an enriching educational experience to help students connect their coursework with the professional world. Students can earn a maximum of 6 credit hours in Jewish Studies credit for internships. Through internships, students make practical use of their skills, learn new skills, and start to build professional contacts in the field of their interest.

Students who wish to receive credit through Jewish Studies for their internship need to have a Jewish Studies faculty sponsor and a site supervisor. Before registering, they need to submit an Internship Authorization Form that specifies the student's responsibilities during their internship, the goals of the internship, and the criteria that will be employed for evaluating the successful completion of the internship. The form needs to be signed by the student, the faculty sponsor and a site supervisor. The completed form should be submitted to the Associate Director of the Jewish Studies Program, who can approve the internship and determine the appropriate number of credit hours.

There are no prerequisites and students do not have to be majors or certificate students in Jewish Studies. Students are responsible for finding and securing their own internships. Internships are graded S/F.

Students will be evaluated by the internship site supervisor twice during the course of the internship (once at the midpoint of the internship and once at its conclusion) and will complete a final assignment, to be determined in consultation with the faculty sponsor from the Jewish Studies Program. The grade is to be determined by the Associate Director in consultation with the Faculty Sponsor.

If you have any questions regarding JSTU-J 598, please contact Dr. Carolyn Lipson-Walker, the student advisor and assistant director of the Jewish Studies Program.

Application process

1. Identify an internship opportunity.
2. Fill out the authorization form in consultation with the internship site supervisor. Obtain site supervisor signature.
3. Contact a faculty sponsor, usually in the Jewish Studies Program. Discuss the internship and the final assignment. Obtain faculty sponsor signature.
4. Submit for approval to Sarah Imhoff, Director of Graduate Studies, Jewish Studies Program, Global & International Studies Building 4005, seimhoff@indiana.edu.
5. Once approved, provide copies of the form to your site supervisor and to the faculty sponsor, and keep one copy for your own records. Submit the original to Carolyn Lipson-Walker, Assistant Director, Jewish Studies Program, Global & International Studies Building 4005,

clipsonw@indiana.edu, who will give you permission to register for JSTU-J 598 for the number of credits approved.

Credit hours

- 50-99 hours = 1 credit hour
- 100-149 hours = 2 credit hours
- 150-199 hours = 3 credit hours

Objectives

- Students will apply theories and skills, learned in coursework, to practical experiences in professional or research settings.
- Students will develop new knowledge and skills as a result of their involvement in the internship program.
- Students will begin the process of building professional alliances and relationships, thus initiating an essential element for continued success.
- Student learning from the internship experience will enhance career and educational objectives.

Eligibility

- Students must identify and meet with a faculty sponsor from the Jewish Studies Program to discuss their internship.
- Students must identify and meet with a site supervisor willing to oversee the internship in accordance with the educational objectives
- The faculty sponsor and the student need to agree upon the details of the student's specific internship experience, the criteria for evaluation, and the nature of the final assignment to be submitted to the faculty sponsor before the student can register for the internship course.
- Students must contact the Associate Director of the Jewish Studies Program for approval of their internship and to determine the credits they will earn.
- Acceptance of internship for credit will be dependent upon: the presence of proper on-site supervision, the professional nature of the duties the intern is asked to perform and the intern working the required number of hours.
- Under no circumstances will credit be given for internships in which a formal application was not made to the Associate Director of the Program before the experience begins. Make all arrangements with the Program in advance of beginning the internship if you want course credit for it.

Responsibilities of the Student

- Utilize existing resources provided by the University, the College of Arts and Sciences, and the Career Development Center to seek out and secure an appropriate internship position.
- Develop learning objectives for the internship experience as directed by the Jewish Studies Internship Authorization Form.
- Identify and meet with faculty sponsor.
- Secure approval of the internship from the Associate Director of the Jewish Studies Program before beginning the internship.

- Identify and meet with site supervisor to discuss educational and professional objectives of the internship
- Follow all policies and fulfill all expectations of the Internship Program.
- Maintain periodic contact with the faculty sponsor throughout the internship experience.
- Keep track of the internship working hours on the time sheet and have it verified and signed by the site supervisor.
- Submit the final assignment as determined in consultation with the faculty sponsor at the conclusion of the internship.

Responsibilities of the Site Supervisor

Internship site supervisors are considered partners in the Jewish Studies Internship Program and are expected to

- Provide meaningful learning experiences for students by developing appropriate job descriptions, project assignments, and training opportunities.
- Maintain regular contact with the internship coordinator by responding to requests for information, submitting intern evaluations, and providing program feedback.
- Submit an Internship Site Evaluation twice during the course of the internship (once at the midterm point and again at the conclusion of the internship).
- Review and sign the time sheet verifying the internship hours.

Responsibilities of the Faculty Sponsor

- Ensure that the student's internship experience upholds the integrity, spirit and intent of the internship program.
- Evaluate materials produced by the student and by the student's internship site supervisor and submit appropriate grades to the Associate Director of the Jewish Studies Program after the conclusion of the internship.

Student evaluation

- Students are evaluated by the site supervisor who submits an evaluation form mid-way through the internship experience and again after the conclusion of the internship.
- Students will submit a final assignment, to be determined in consultation with the faculty sponsor. The assignment can take one of the following forms:
 - A reflective paper, evaluation the internship experience in terms of the learning goals and objectives specified in the internship application, to be submitted by the student to the faculty sponsor at the end of the internship;
 - A content-oriented paper, demonstrating the student's knowledge of a particular topic and explaining how the internship experience contributed to that knowledge;
 - A portfolio of work accomplished or materials developed during the internship, compiled by the student in the course of the internship experience.
- The grades assigned in JSTU-J 598 are either S (satisfactory) or F (fail). An S grade does not affect your GPA; an F grade lowers your GPA. Refer to the Registrar's grading policies for further details.