

Department of Religious Studies Internship Program Guidelines

RELS 4400/6400, Internship (3.0 hours). Prerequisites: None; requires approval of a faculty supervisor and the Director of Undergraduate Studies or Director of Graduate Studies, as appropriate.

RELS 4400/6400 provides students with the opportunity to combine academic study with unpaid practical experience in an organizational setting. Through internships, students are exposed to the ways in which religion affects policy decisions and business practices in non-religious institutions in both the public and private sectors.

- a. Students should work at least 10 hours a week during a regular semester or 20 hours a week during summer term.
- b. If the site is not chosen from the approved list of Religious Studies sites, it should be approved by the faculty advisor and by the Undergraduate Director (for undergraduate students) or by the Graduate Director (for graduate students). The site must provide assignments that are varied, meaningful, and responsible. The site must provide an on-site supervisor for the intern.

Grades: The grades are based on 3 main criteria:

- a. The on-site supervisor should provide the faculty advisor with 3 e-mail reports over the course of the semester and a final written report at the end of the semester (30%).
- b. A journal kept by the intern, in which s/he reflects upon his/her daily work in a clear and systematic fashion. The journal might also tie together the work experience and one's professional goals (20%).
- c. A research paper (7-10-pp.) written by the intern on a topic related to the organization's work. The paper should follow an accepted academic style (APA, MLA, etc.) and should include academic references, such as books and articles in recognized journals. The paper might also include interviews with on-site personnel and/or publications by the organizations. The paper should be analytical and not merely report on the day-to-day activities of the intern (50%).

The Department uses a "+" and "-" grading system as follows:

98-100% = A+	94-97 % = A	90-93% = A-	87-89% = B+
84-86% = B	80-83% = B-	77-79% = C+	74-76% = C
70-73% = C-	60-69% = D	59% or below = F	

Interns are responsible for finding their own intern sites.

Graduate students may enroll in RELS 6400 for up to 6 hours over 2 terms, but they will only receive a maximum of 3 hours credit toward the masters degree. Similarly, undergraduate students may enroll in RELS 4400 for up to 6 hours over 2 terms, but they will only receive a maximum of 3 hours credit toward the masters degree.

RELS 4400/6400 is offered during the regular Fall and Spring semesters, during Maymester, and during the 7-week Summer Session. It is not offered during minimesters.

APPLICATION FOR INTERNSHIP
(rev. Fall 2012)
Department of Religious Studies

I am applying to take:

Rels 4400_____ Rels 6400_____

In the spring/summer/fall semester of _____ (indicate year).

This course is for 3.0 semester hours credit.

I understand that I must submit this form first to my faculty advisor, then to Ellen Logan for GoSolar authorization and then register for the course in the usual manner.

Program of Study (to be completed by student and supervising faculty member)

1. Site of internship_____

2. On-site supervisor (signature, phone number, and e-mail required)

3. Faculty advisor in Department of Religious Studies _____

4. Description of internship responsibilities at the internship site _____

5. Due dates for academic work:

a) On-site supervisor e-mail reports: Sept. or Feb. 15th; Oct. or March 15th; Nov. or April 15th
(for Fall or Spring semesters respectively)_____ *(Initial here to acknowledge this)*

b) On-site supervisor final written report (1-2 pages): Due to Internship faculty advisor on last day of instruction for the internship semester:_____

c) Student journal _____

d) Final research paper _____

Student name (please print)

Student ID number

Student signature

Student GSU e-mail address

Faculty advisor signature

Undergraduate/Graduate Director