

Department of Religious Studies  
RELS 4/6400 OR 4/6789: Applied Religious Studies: Internships, Projects, & Papers  
Internship Guidelines

Prerequisites: None; requires approval of the instructor and the Director of Undergraduate Studies or Director of Graduate Studies, as appropriate.

RELS 4400/4789 and RELS 6400/6789 provides students with the opportunity to engage in Applied Religious Studies through an internship. Students enrolled RELS 4/6789 will periodically meet as a group with the instructor while they engage in internships or independent academic work on projects or papers. Students must have permission to enroll in an internship course. The following guidelines apply to students taking the internship courses.

Internships combine academic study with 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.

- Students should work at least 10 hours a week during a regular semester or 20 hours a week during summer term.
- Students may be in paid or unpaid internships. *For work-study paid internships, must contact GSU's Federal Work Study Coordinator Ashley Gresham to establish a contract that stipulates that the student would work no more than 20 hours/week and that the site is providing a community service.*
- Before the Director of Undergraduate Studies or the Director of Graduate Studies signs the attached form,
  - The student must reach out to the site to find a site supervisor and negotiate the work of the internship. The site must provide assignments that are varied, meaningful, and responsible.
  - The student must negotiate the academic work of the internship course with the instructor.
  - The internship course readings, assignments, deadlines, and grade distribution should appear on the internship registration form.

Grades: The grades are often based on four main criteria and should be finalized on the internship form (see "academic responsibilities." The typical criteria include:

- The on-site supervisor should provide the instructor with 3 e-mail reports over the course of the semester and a final written report at the end of the semester (30%).
- A journal kept by the intern, in which the student reflects upon the daily work of the internship in a clear and systematic fashion. The journal might also tie together the work experience and the student's professional goals (20%).
- A final reflection (5-8-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 (25%).
- Regular attendance and active participation, including clear preparation, in class meetings (25%).

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 internship sites.

Graduate students may enroll in RELS 6400/6789 for up to 6 hours over 2 terms, but they will only receive a maximum of 3 hours credit toward the MA. Similarly, undergraduate students may enroll in RELS 4400/4789 for up to 6 hours over 2 terms, but they will only receive a maximum of 3 hours credit toward the BA.

RELS 4/6400 or 4/6789 may be 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 IN RELS 4/6400

(rev. Spring 2022)

Department of Religious Studies

Student's name: \_\_\_\_\_

Panther ID: \_\_\_\_\_

GSU email: \_\_\_\_\_

Rels 4400\_\_\_\_ Rels 6400\_\_\_\_ in spring/summer/fall semester of \_\_\_\_\_ (indicate year). This course is for 3.0 semester hours credit.

The student should complete this information in conversation with the instructor of RELS 4400/6400. After completing the form, the form must be signed by the site supervisor, the instructor of RELS 4400/6400, and the Department of Religious Studies Director of Undergraduate or Director of Graduate Studies. This form must be completed *before* the withdrawal period begins in the semester in which the student is taking the internship and RELS 4400/6400. See the Registrar's semester calendar for the withdrawal period dates.

**Program of Study**

1. Internship site and address \_\_\_\_\_

This is a site proposed by the student \_\_\_\_ or a site suggested by a faculty member \_\_\_\_\_. (Check one.)

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

\_\_\_\_\_

3. Description of internship responsibilities at the internship site \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Description of academic responsibilities, including readings, assignments, deadlines, and grade distribution (may attach bibliography): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Communication between on-site supervisor and the instructor:

a) On-site supervisor e-mail reports: Sept. or Feb. 15<sup>th</sup> or June 15<sup>th</sup>; Oct. or March 15<sup>th</sup> or July 15<sup>th</sup>; Nov. or April 15<sup>th</sup> (for Fall, Spring, and Summer semesters respectively) \_\_\_\_\_

(Circle appropriate dates. The site supervisor's signature below acknowledges these dates and responsibilities.)

b) On-site supervisor final written report (1-2 pages): due to Internship instructor on last day of class: \_\_\_\_\_ (date)

\_\_\_\_\_  
Site supervisor signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Course instructor signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Undergraduate/Graduate Director

\_\_\_\_\_  
Date

APPLICATION FOR INTERNSHIP IN RELS 4/6789

(rev. Spring 2022)

Department of Religious Studies

Student's name: \_\_\_\_\_

Panther ID: \_\_\_\_\_

GSU email: \_\_\_\_\_

Rels 4789\_\_\_\_ Rels 6789\_\_\_\_ in spring/summer/fall semester of \_\_\_\_\_ (indicate year). This course is for 3.0 semester hours credit.

The student should complete this information in conversation with the instructor of RELS 4789/6879. After completing the form, the form must be signed by the site supervisor, the instructor of RELS 4789/6789, and the Department of Religious Studies Director of Undergraduate or Director of Graduate Studies. This form must be completed *before* the withdrawal period begins in the semester in which the student is taking the internship and RELS 4789/6789. See the Registrar's semester calendar for the withdrawal period dates.

Program of Study

1. Internship site and address \_\_\_\_\_

This is a site proposed by the student \_\_\_\_ or a site suggested by a faculty member \_\_\_\_\_. (Check one.)

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

\_\_\_\_\_

3. Description of internship responsibilities at the internship site \_\_\_\_\_

\_\_\_\_\_

4. Description of academic responsibilities, including readings, assignments, deadlines, and grade distribution (may attach bibliography): \_\_\_\_\_

\_\_\_\_\_

5. Communication between on-site supervisor and the instructor:

a) On-site supervisor e-mail reports: Sept. or Feb. 15<sup>th</sup> or June 15<sup>th</sup>; Oct. or March 15<sup>th</sup> or July 15<sup>th</sup>; Nov. or April 15<sup>th</sup> (for Fall, Spring, and Summer semesters respectively) \_\_\_\_\_

(Circle appropriate dates. The site supervisor's signature below acknowledges these dates and responsibilities.)

b) On-site supervisor final written report (1-2 pages): due to Internship instructor on last day of class: \_\_\_\_\_ (date)

\_\_\_\_\_  
Site supervisor signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Course instructor signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Undergraduate/Graduate Director

\_\_\_\_\_  
Date