

## **Chaplaincy Summer Internship Application Requirements**

Please submit your completed application and supporting materials **by 11:59 p.m. on Mon., April 3, 2017**, via SpiderConnect.

### **To apply for a UR Summer Fellowship, you must:**

1. Complete the UR Summer Fellowships Application Form at <http://tinyurl.com/URSFCCommonApp2017>
2. Log into [SpiderConnect](#). If this is your first time logging in to SpiderConnect, you will be required to update your profile and submit the Office of Alumni and Career Services' user agreement before proceeding to the application.
3. Click the Documents tab. Upload any application materials required by your URSF program(s). A list of the application materials for the Chaplaincy Summer Internship program is included below. Note: All UR Summer Fellowships require an application or proposal document. When uploading this document, under "Document Type," please select "URSF Application."
4. Click Opportunities, then UR Summer Fellowships. Review the fellowship posting directions carefully, then use your uploaded documents to apply to the fellowship.

### **Required application materials for the Chaplaincy Summer Internship program:**

#### *A. Chaplaincy Summer Internship Application*

Download the application as a PDF or Word document. Completed applications must be uploaded and submitted in SpiderConnect. On your application, you will be asked to identify two potential internship sites. Please provide information about your first-preference site in the questions regarding proposed site #1. You should also have a second site with which you have made arrangements in the event that you are not selected for your first-choice site. The information about this secondary site should be included in the questions about proposed site #2.

#### *B. Career Services-approved résumé*

A professional résumé is required. Please highlight leadership and involvement in religious life, cross-cultural study or experiences, academic or other honors, and distinctive experiences, skills or interests. Please meet with a Career Services advisor (staff or peer) to review your résumé prior to submission. \*Note: If you are a member of the classes of 2018, 2019, or 2020, you must complete [Résumé Check](#) prior to March 30 in order to apply. If you fail to do so, you will not be able to apply for this fellowship.

#### *C. Letter of recommendation from a UR faculty member*

One letter of recommendation should come from a UR faculty member with whom you have taken a course. Please ask the faculty member to save the recommendation as PDF or Word document and email it directly to [Bryn Taylor](#) by March 30. Upon receipt, the letter will be uploaded to your Documents Tab in SpiderConnect so that you may submit it with the remainder of your application materials. The recommendation will be labeled "Faculty Recommendation – Your Name" so that it is easily distinguished among your documents.

#### *D. Letter of recommendation from a religious leader*

One letter of recommendation should come from a religious leader from your tradition who can speak to your spiritual or religious commitments. Please ask the faculty member to save the recommendation as PDF or Word document and email it directly to [Bryn Taylor](#) by March 30. Upon receipt, the letter will be uploaded to your Documents Tab in SpiderConnect so that you may submit it with the remainder of your application materials. The recommendation will be labeled "Religious Leader Recommendation – Your Name" so that it may be distinguished among your documents.

#### *E. Optional letter of recommendation from a UR staff member*

Applicants may also submit an optional third letter of recommendation from a UR staff member who knows you well and can address your contributions to the campus community. Please ask the staff member to save the recommendation as PDF or Word document and email it directly to [Bryn Taylor](#) by March 30. Upon receipt, the letter will be uploaded to your Documents Tab in SpiderConnect so that you may submit it with the remainder of your application materials. The recommendation will be labeled "Staff Recommendation – Your Name" so that it is easily distinguished among your documents.

If you have questions regarding the application or internship requirements, please contact [Bryn Taylor](#).