

CHAPLAINCY SUMMER INTERNSHIP GUIDELINES

Eligibility

Receipt of a Chaplaincy Summer Internship is contingent upon securing a suitable internship placement. Applicants must secure an internship in a faith-based or non-profit organization or within a church, parish, or other religious institution. Selected internships should provide meaningful work that allows students to develop leadership responsibility, to observe mentors in their field, to explore their sense of vocation, and to examine the connection between faith and their chosen profession.

The selected internship agency must provide a supervisor who will meet with the student for mentoring and reflection. Students will also be required to meet regularly, in person or via Skype, with a Chaplaincy staff member for the duration of the summer internship.

Applicants must be able to commit to 6-10 weeks of full-time work in their internship in addition to time devoted to required written assignments and reflection with a Chaplaincy staff member.

Chaplaincy staff are available to assist students in exploring their interests and identifying internship opportunities, but it is the student's responsibility to secure and arrange an internship that supports his or her professional aspirations.

Successful applications will provide information about the student's proposed internship site, identification of the site supervisor, a description of the work experience, and a thorough explanation of how this work connects with his or her faith commitments and professional aspirations.

Funds will be awarded to select students who demonstrate the potential to integrate their faith commitments with their professional aspirations. Preference will be given to applicants who have been active participants in Chaplaincy programming and have not previously received University of Richmond Summer Fellowship funds.

Award Terms and Program Requirements

As a condition of receiving an award, interns must complete the following requirements:

1. Secure an internship offer in accordance with the eligibility requirements outlined above
2. Submit a signed award contract

This agreement signifies the consent of both the student and the internship site supervisor to participate in the internship program. Information regarding direct deposit and/or check requests should be submitted along with the award contract.

3. Submit a learning covenant

This covenant will be developed by the student in conjunction with the proposed internship site supervisor and will outline at least three learning outcomes that the student hopes to achieve through the work and experience of the internship. The covenant should include specific tasks, hours, goals, and expectations for the duration of the internship.

4. Attend two orientation sessions

Interns will be required to attend two orientation sessions for all Chaplaincy Summer Internship recipients and are also expected to attend or schedule an orientation session at their internship site.

5. Satisfy the requirements and terms of the internship as outlined by you and your site supervisor

6. Meet regularly with your internship site supervisor

Interns are expected to meet regularly with site supervisors for mentoring and reflection and to review progress on the learning covenant.

7. Meet regularly with Chaplaincy staff member

Students will also be required to meet regularly, in person or via Skype, with a Chaplaincy staff member for the duration of the summer internship. A minimum of five meetings will be held throughout the course of the internship – one at the beginning and end, and at least three during the internship.

8. Attend meetings with other Chaplaincy summer interns

Interns will be paired with other students who are a part of the Chaplaincy Summer Internship program. Interns are expected to correspond, call, and/or meet with their partner throughout the summer. These meetings will be coordinated by the Chaplain and Director of Spiritual Formation and are designed to provide interns with an opportunity to discuss their internship experiences with peers. A concluding meeting for all Chaplaincy summer interns and staff mentors will be held in September 2017.

9. Submit a site supervisor evaluation and self-evaluation

Upon completion of the internship, students must submit a self-evaluation, and site supervisors must submit an evaluation of the student intern to the Office of the Chaplaincy.

10. Submit reflection papers

Interns will be required to submit two-page theological reflection papers about their experiences every two weeks during the internship. A final five-page reflection paper will be due by August 11, 2017.

11. Participate in donor acknowledgement

Chaplaincy interns will be expected to write the donor who has generously provided for this summer internship opportunity.

Application Procedure

1. Students must submit all required application materials to the UR Summer Fellowships web portal via Qualtrics. Applications and supporting materials are due by 5:00 p.m. on Mon, April 5, 2019.
2. Applications will be reviewed and evaluated by the Chaplaincy Summer Internship Program Committee. Applicants may be invited for an interview with the committee in the week following the application deadline.
3. The Chaplain for Spiritual Life will communicate with students about award decisions by mid-April.