

## **CHAPLAINCY SUMMER INTERNSHIP GUIDELINES**

### **Eligibility**

Receipt of a Chaplaincy Summer Internship is contingent upon securing a suitable internship placement. 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/or spirituality 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 Zoom, 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 spiritual commitments with their professional aspirations. Preference will be given to applicants who have been active participants in Chaplaincy programming.

### **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 orientation session

Interns will be required to attend an orientation session 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 Zoom, with a Chaplaincy staff member for the duration of the summer internship.

8. 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.

9. 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 before classes begin in the fall semester.

10. 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 as outlined within the UR Summer Fellowships guidelines.
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.