

## RELS 484 Internship Application and Proposal

Your name \_\_\_\_\_

Your UIN \_\_\_\_\_

Advisor with whom you discussed your 484 \_\_\_\_\_

- Meet with a Global Languages & Cultures advisor before completing and submitting this form.
- Send the completed form *with all signatures* to Dr. Robin Veldman ([rgv@tamu.edu](mailto:rgv@tamu.edu)), coordinator of the Religious Studies Program, several weeks before you wish to register. Once the internship is approved by Religious Studies, the RELS program's academic advisor will set up a RELS 484 section and register you for the Internship.
- Be sure your Supervisor, your Faculty Director, and you keep copies of this form and your proposal.

### Internship Location/Supervision

Organization Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Internship Supervisor \_\_\_\_\_

Contact Phone \_\_\_\_\_ E-mail \_\_\_\_\_

### Faculty Director

TAMU Faculty Director \_\_\_\_\_ E-mail \_\_\_\_\_

**Your Goals** List three (3) goals that you (the intern) have for this internship.

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**Your Work** Fall or Spring internship require approximately eight (8) hours per week for 14 weeks. Summer internships require approximately 23 hours per week for 5 weeks or the equivalent. You are expected to complete the internship during the university semester or summer session. Additional hours are elective. Additional hours do not result in additional academic credit.

First day of internship \_\_\_\_\_ Last Day of internship \_\_\_\_\_

Number of weeks \_\_\_\_\_ Hours per week \_\_\_\_\_  
 Number of credits \_\_\_\_\_ A-F or P/F \_\_\_\_\_

- Attach to this application your proposal, which you have designed with your Faculty Director. The proposal should include:
  - a description of your internship, including duties you will perform
  - a syllabus including assignments, papers, projects, or other things you will turn in for your grade
  - your thoughts on how this internship will contribute to your life

### **Mid-term and Final Reporting and Evaluation**

- **The Internship Supervisor** will send a mid-term report by week 6 of the semester and a final report by the last class day of the semester to the Faculty Director. The reports should address: **Reliability/Punctuality, Steadiness of Work, Quality of Work and Student's Attitude and Contributions overall, and a grade recommendation (pass/fail).**
  - The Religious Studies Program sincerely appreciates the participation of the supervisor.
- **You, the Intern**, will send a self-assessment to your Faculty Director by week 6 of the semester (2-5 pages), and by the last day of classes. At minimum, your self-assessment should reflect on how you are meeting your goals for the internship, and successes and challenges you have experienced.
- **You, the Intern**, will schedule an appointment with your Faculty Director by week 7 of the semester to assess your progress. Course credit will be based on the Director's evaluation of the two reflection papers and on the Director's assessment of the two supervisor reports.
  - The Faculty Director may add additional papers, reports, documentation, a syllabus, readings, meetings or other requirements as the basis for evaluation. You, the Intern, and your Faculty Director should be absolutely clear about what is expected. Additional expectations must be attached to this form and available to the Supervisor and RELS Coordinator prior to their signatures.

Signatures acknowledge acceptance of these terms and confirmation of the accuracy of all information provided for enrollment in RELS 484.

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Intern (Printed/Signed)

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Date

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Major Academic Advisor (Printed/Signed)	Date
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Faculty Director (Printed/Signed)	Date
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Religious Studies Coordinator (Printed/Signed)	Date
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Supervisor (Printed/Signed)	Date
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