

## **Guidelines for Internships in Judaic Studies**

1. Judaic Studies majors may receive credit for two internship experiences, for a maximum of three credits per internship. Minors may receive credit for one internship experience.
  - a. Certain internships are only available for seniors or advanced students with the permission of the department head. These include internships at the American Jewish Archives and the Center for Holocaust and Humanity.
  - b. To receive credit for an internship, a student must get the agreement of a faculty advisor within the department (see below) prior to arranging the internship.
2. In order to receive credit, a student must have
  - a. An on-site mentor acceptable to the Judaic Studies department
  - b. A faculty advisor who will be the instructor of record for the course, and who will work with the student to develop an academic component to the internship including a written project.
  - c. Three copies of the internship contract (attached), one for the student, one for the on-site mentor, and one for the faculty advisor, detailing the purpose and terms of the internship, and the nature of the project to be completed. The contract must be signed by all three parties, and approved by the faculty advisor.
3. Students should register for 15-JUDC-365, 366 or 367, Practicum in Judaic Studies.