

## **Office of the Chaplaincy Summer Internship Application**

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### Directions:

1. Complete the required UR Summer Fellowship Common Application first.
  2. Answer the questions below and save as a Word document. Be as specific and detailed as possible in your answers. 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. When the application is complete, save the file as "[Your Name] - Chaplaincy Summer Internship Application." Upload it to your "Documents" tab in [SpiderConnect](#); under "Document Type," please select "URSF Application."
  3. A resume is required for this application. Use the [Career Services' resume rubric](#) to draft and edit your resume. \*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. You will not be able to apply for the Chaplaincy Summer Internship program if you do not complete the resume check.
  4. Two letters of recommendation are required for this application. One letter of recommendation should come from a UR faculty member with whom you have taken a course, and one letter should come from a religious leader from your tradition who can speak to your religious or spiritual commitments. Please ask the faculty member and religious leader to save the recommendation as a PDF or Word document and email it directly to [Bryn Taylor](#) by March 30. Upon receipt, the letters will be uploaded to your Documents Tab in SpiderConnect so that you may submit them with the remainder of your application materials.
  5. To apply, return to the Chaplaincy Summer Internship opportunity posting and click "Apply." Attach your resume, letters of recommendation, and application document. Click "Submit."
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### **STUDENT INFORMATION**

Full name:

E-mail:

Anticipated graduation date:

Are you returning to UR during the 2017-2018 academic year?

### **PROPOSED INTERNSHIP SITE INFORMATION**

#### **Proposed Internship Site #1 (First-Choice Site)**

Site name:

Site address:

Site telephone number:

Name of site supervisor:

Title/position of site supervisor:

Email of site supervisor:

Phone number of site supervisor:

How many hours do you plan to work per week?

How many weeks will your internship last?

Have you spoken with this proposed supervisor about the purpose and goals of this internship, your role and contribution to the organization, your anticipated learning outcomes, your responsibilities as an intern, and what the expectations are of the supervisor in being a part of the internship?

Do we have your permission and the supervisor's permission to contact him/her regarding plans for the internship and questions about your application?

#### **Proposed Internship Site #2**

Site name:

Site address:

Site telephone number:

Name of site supervisor:  
Title/position of site supervisor:  
Phone number of site supervisor:  
Email of site supervisor:  
How many hours do you plan to work per week?  
How many weeks will your internship last?

Have you spoken with this proposed supervisor about the purpose and goals of this internship, your role and contribution to the organization, your anticipated learning outcomes, your responsibilities as an intern, and what the expectations are of the supervisor in being a part of the internship?

Do we have your permission and the supervisor's permission to contact him/her regarding plans for the internship and questions about your application?

### **INTERNSHIP DESCRIPTION**

*For the following questions, please provide information only about your first choice internship site. If you are unable to secure an internship with this organization, then we will ask that you complete these questions for another site at a later date.*

***Please limit your responses to 250 words per question on the following questions.***

1. Please explain why you are interested in this particular internship and describe how this internship connects your faith commitments with your professional aspirations.
2. Why are you interested in pursuing this internship during this particular summer?
3. Outline the mission, goals, and activities of the organization with which you would be serving as an intern. If applicable, please include a web address where we may find additional information.
4. What type of work will your internship entail? Please name and describe your responsibilities in detail.
5. Please list 2-3 personal or professional goals that you hope to accomplish through this internship.

### **STUDENT BACKGROUND AND EXPERIENCE**

*For the following questions, please provide information only about your first choice internship site. If you are unable to secure an internship with this organization, then we will ask that you complete these questions for another site at a later date.*

***Please limit your responses to 250 words per question on the following questions.***

1. What has been your involvement in religious life before you came to the University of Richmond and while attending UR?
2. How has your engagement with religious life informed your interest in pursuing this internship?
3. List coursework or research that you have completed relevant to this internship.
4. Please provide additional information that you would like for the committee to consider during the selection process.

### **SUMMER COMMITMENTS**

Please list any employment or other significant time commitments that you anticipate for summer 2017.