



Program in Jewish Studies  
UNIVERSITY OF COLORADO BOULDER

## **Internship in Jewish Studies (JWST 4900) Communication Expectations and Requirements for Student Interns**

The Internship in Jewish Studies (JWST 4900) is a professional development course. As such, the Program in Jewish Studies sets certain expectations and communication requirements for all student interns in our program in order to:

- 1) help you establish and maintain a professional relationship between you and your internship site supervisor, and
- 2) teach you the communication skills and expectations vital to navigating the professional working world.

As an intern in this course, it is mandatory that you meet these requirements. Failure to do so may result in you not being placed in an internship.

We want to make this a positive experience and are happy to help you along the way! Please do not hesitate to reach out to us with questions during any stage of the internship placement process. You are welcome to email, call, or set up a meeting with us.

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### **Internship Communication Requirements:**

1. As a student in the Internship in Jewish Studies (JWST 4900) course, you are expected to communicate promptly with your internship supervisor and/or the Jewish Studies office, including responding to any inquiries or requests, in a timely fashion. This means responding within 24 business hours (and no more than 72 business hours) after receiving a request (weekends excluded), unless your supervisor/the office gives you an earlier or later deadline.
2. You must give notice to both your internship site supervisor and the Jewish Studies office if you will be unreachable for a period longer than 72 hours (flying to another country, on a silent retreat, visiting with family, etc.). Please provide the dates during which you will be unavailable.

3. You are required to meet set deadlines. If you will be unable to meet a deadline, please inform us ASAP so that we can plan accordingly.
4. Although your internship placement may not formally start until the following semester, your supervisor may request information from you such as a work schedule, etc. You are expected to communicate promptly with your site supervisor's inquiries prior to your internship start date, just as you would if you were being set up in a new employment position at a company.
5. You are expected to maintain communications with your internship supervisor and/or the Jewish Studies office throughout the duration of your internship.
6. Emails to your site supervisor are expected to be professionally formatted (see below).
7. Please provide us with an alternative means of communication, such as a cell phone number or non-CU email, that you will be reachable at during breaks or absences in the event that we need to contact you.

**Failure to communicate in a responsible fashion with your internship site supervisor and/or the Jewish Studies office may result in you not being placed in an internship.**

We understand that unfortunate circumstances or emergencies may arise that prohibit you from responding in a timely fashion. Please contact us as soon as possible to let us know if something comes up.

The Jewish Studies office informs our internship site supervisors about university holidays and breaks. While, to a reasonable extent, we understand that students may not be engaged in regular email communication during such breaks, we do ask that you alert your supervisor and the Jewish Studies office if you will be unable to respond for a period of time (see above).

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**Formatting Emails to your Internship Site Supervisor:**

Emails to your site supervisor are expected to be professionally formatted, proofread, and clear. They should begin with a formal salutation (“Dear”) and the supervisor’s preferred title and last name and end in “sincerely” or “thank you” followed by your name. Here is an example:

Dear Ms. O’Brien,

[BODY OF EMAIL]

Sincerely,

Linda

Your internship site supervisor may invite you to call them by their first name, at which point you are welcome to do so.

If you receive an email from a group, when appropriate, please reply all. For example, Linda will frequently email you and cc Prof. Sacks – please reply all in your response.

If you have questions about formatting your emails, or are unsure of your supervisor's preferred title, please email [Linda.Park@colorado.edu](mailto:Linda.Park@colorado.edu).