

## *The Meltzer Jewish Studies Program Internship*

University of Pennsylvania

### TIMELINE/DEADLINES FOR FALL SEMESTER 2022

*All Meltzer Internship meetings and events will be conducted in-person, though students can choose to bring in speakers via Zoom.*

Events may take place anytime before the final day of classes for the Fall Semester: **December 12, 2022.**

Please note that *project proposals* must be submitted in a timely manner in order for projects to be approved before their scheduled date.

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#### **Schedule:**

By Friday, September 30, 2022:

Submit a completed Jewish Studies Internship Application to Chrissy Walsh ([chwalsh@sas.upenn.edu](mailto:chwalsh@sas.upenn.edu))

Monday, October 10, 2022:

Accepted interns meeting

By Friday, October 30, 2022:

Cement all plans for program/ event and submit a **written project proposal** (via email) at least 2 weeks in advance of your proposed date. Once the project has been approved, make all arrangements for technology needs, publicity, etc.

By Wednesday, November 9, 2022:

Last possible date on which to submit a **project proposal** for a program you wish to organize this semester.

Monday, December 12, 2022:

Last possible date on which you may hold an event this semester. **No events/ programs may take place after Monday, December 12, 2022, with no exceptions.**

Friday, December 16, 2022:

Last day to submit all paperwork for reimbursements, honoraria, etc. We strongly recommend that you submit your paperwork to Chrissy Walsh as quickly as possible after your event.

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If you have questions, please do not hesitate to contact Meltzer Internship Graduate Coordinator, **Sasha Zborovsky** ([azbor@sas.upenn.edu](mailto:azbor@sas.upenn.edu)).

Please contact administrative coordinator, **Chrissy Walsh** ([chwalsh@sas.upenn.edu](mailto:chwalsh@sas.upenn.edu)), with any questions regarding room rental, potential conflicts on your proposed event date, honorariums, reimbursements/budget issues, and stipends.

*All projects are subject to the approval of Prof. Kathryn Hellerstein, Director, and Joseph Benatov, Associate Director, of the Jewish Studies Program at the University of Pennsylvania*