

The Meltzer Jewish Studies Program Internship

University of Pennsylvania

TIMELINE/DEADLINES FOR SPRING SEMESTER 2023

Events may take place anytime before the final day of classes for the Spring Semester: **April 26, 2023.**

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

Schedule:

By Friday, February 10, 2023:

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

Wednesday, February 15, 2023:

Accepted interns meeting

By Friday, March 3, 2023:

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, March 22, 2023:

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

Wednesday, April 26, 2023:

Last possible date on which you may hold an event this semester. **No events/ programs may take place after Wednesday, April 26, 2023, with no exceptions.**

Thursday, May 4, 2023:

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.

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

Please contact administrative coordinator, **Chrissy Walsh** (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