



**DEPARTMENT OF THEOLOGY & RELIGIOUS STUDIES  
INTERNSHIP CONTRACT**

To be completed by the student in consultation with the faculty internship advisor and internship mentor.

**Student Information**

Name:  
Banner ID:  
Email Address:  
Home Phone:  
Cell Phone:

**Registration Information**

Semester/Year:  
 TRS 491 (0 credits)  
 TRS 491A (1 credits)  
 TRS 491B (2 credits)  
 TRS 491C (3 credits)  
Faculty Internship Advisor:  
Instructor of Record:

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**Topic of Internship:**

(e.g., youth ministry, community organizing)

**Start Date:**

**End Date:**

**Site Information**

Mentor's Name:  
Mentor's Title:  
Mentor's Email Address:  
Office Phone:  
Office Fax:

Office Name:  
Organization Name:  
Street Address:  
City, State, Zip:

**Description**

In about 100–150 words, describe the purpose(s) of the internship and provide a job description, a list of tasks that you will be expected to perform, and other pertinent details.

**Timetable**

Include internship schedule, mentor and advisor meeting dates, due dates for written assignments (e.g., reflection journal), the intended final completion date, and other important milestones.

**Learning Outcomes**

List the skills and knowledge that you hope to gain from this internship. Be as explicit as possible and provide concrete measures for measuring each of the anticipated outcomes.

**Performance Assessment Criteria**

List and briefly describe the pieces of evidence that will be used in determining the final course grade, and their relative proportion. What criteria will be used to determine the quality of the student's internship performance?

**IRB Compliance**

Does this project require IRB approval for research on/with human subjects?<sup>1</sup>   Yes   No

If so, attach the complete IRB application and the letter from the IRB indicating that this study has been approved.

Student Signature	19 November 2013
	Date
Faculty Internship Advisor Signature	
	Date
Internship Mentor Signature	
	Date
TRS Chair Signature	
	Date

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**DEADLINES FOR FORM SUBMISSION AND INTERNSHIP REGISTRATION:**

- August 15 for a Fall semester registration
- December 15 for a Spring semester registration
- May 15 for a Summer registration

**RETURN THIS FORM TO THE TRS OFFICE**

Department of Theology & Religious Studies ❖ Suite B250 ❖ John Carroll University ❖ 1 John Carroll Blvd ❖ University Heights, OH 44118 (216) 397-4700 ❖ trs@jcu.edu ❖ go.jcu.edu/trs

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<sup>1</sup> Consult the IRB Administrator at 216-397-1527 for more information.