

**DEPARTMENT OF NEAR EASTERN AND JUDAIC STUDIES**

**Checklist for Academic Internship in NEJS (NEJS 92)**

Based on *Brandeis University Bulletin*

NAME \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cellphone: \_\_\_\_\_

Mailbox: \_\_\_\_\_

Advisor: \_\_\_\_\_ Class Year: \_\_\_\_\_

NEJS 92a or b Year \_\_\_\_\_ Term: Fall  Spring

**Check the following to ensure requirements have been completed:**

Are you a junior \_\_\_\_\_ or senior \_\_\_\_\_?

Are you a NEJS Major \_\_\_\_\_ or NEJS Minor \_\_\_\_\_?

What is your GPA in your NEJS courses? \_\_\_\_\_

List any additional internships for credit that you have completed or are enrolling in this semester: \_\_\_\_\_

**Note the date on which each of the following items is completed, and hand in a copy of these approvals to the NEJS office:**

- \_\_\_\_\_ written Internship Contract
- \_\_\_\_\_ Contract approved and signed by NEJS Advisor
- \_\_\_\_\_ written approval of the NEJS 92 by NEJS undergraduate advising head

**In addition, please give the NEJS office the following:**

- contact information of the sponsoring agency
- contact information of the Internship Site Supervisor
- number of days/hours per week on the site
- job description and responsibilities
- schedule of meetings with your NEJS advisor
- reading list to accompany the field experience
- copy of diary of the internship experience
- copy of culminating research project