ST MICHAEL'S COLLEGE
CHRISTIANITY & CULTURE PROGRAM

UNIVERSITY OF
ST. MICHAEL'S COLLEGE
IN THE UNIVERSITY OF TORONTO

INFORMATION AND APPLICATION FOR CHC471H
CHRISTIANITY & CULTURE INTERNSHIP

To the student:

1. You must find an internship placement for credit.

2. Internships will ordinarily be volunteer placements. Paid internships will be considered on a case by case basis.

3. Contract hours for the internship should normally total between 90 and 120 hours, with no more than 10 hours per week during a 12-week fall or winter term (or 20 per week in the six-week summer sessions). In the case of an international immersion experience or another intensive placement, the student should consult with the supervisor to determine appropriate equivalence.

4. The internship placement should ordinarily take place within a regular 12-week academic semester, or a 24-week academic year, in the case of CHC471H1Y.

5. Course requirements will ordinarily include reading reflections and a research essay completed before and/or during the early part of the placement; a placement log and reflections on placement experiences completed during the placement; and a final integration or synthesis project. Your supervisor will work with you to determine the exact assignments, weights, and deadlines.

6. Because of the academic component, you must find an appropriate professor, with a continuing University of Toronto appointment in Christianity & Culture, to supervise the internship, and the appropriate form must be signed by the student, supervising professor, program co-ordinator and the Principal of St Michael's College.

7. Registration for internships is done in the first two weeks of the Fall and Winter terms when course registration is open. In the summer session (April-August) a course fee is applied.

This application should be completed as early as possible before the academic session in which the internship is to be undertaken. Identify a CHC faculty member (professor or lecturer; not a sessional) willing to supervise the academic component of your internship and discuss the project together. Complete Sections A, B, and C of this form, then sign and date Section D. Obtain the signature of your academic supervisor (also Section D). The form must then be submitted to the Program Coordinator for approval by the Coordinator and the St Michael's College Principal (Program Director). Once the project is approved, enrolment will take place through the Principal's Office. For more information, contact the Program Administrator, in Odette Hall Room 132, smc.programs@utoronto.ca.

To the supervisor: Discuss the internship with the student in order to ensure that it is worthwhile, and that the student has the necessary background and ability to profit from it. N.B. All internship supervision is done in addition to your regular teaching load.

A. Student Information

Name: _____ **Student number:** _____

Email: _____ **College:** _____ **Year of Study:** _____

Are you a Christianity and Culture Major or Minor? ☐ Yes ☐ No

B. Course Information

Semester (F/S/Y): _____ (CHC471H1F is for internships hat run in the first semester Sept-Dec, CHC471H1S is for internships that run in the second semester Jan-Apr; CHC471H1Y is for internships that run the full year)

Academic Supervisor: _____
Name/Department/email address

C. Proposed Internship & Marking Scheme *(Attach separate sheets if necessary)*

Name and Address of Organization

Brief Description of what you will be required to do

Sample Research Bibliography Related to Placement

Number of Meetings with Supervisor

_____

Assignment	Value (%)	Due Date
Final Marks are due one week after the Final Exam Period. Please submit the final grades to Natalie Barbuzzi <n.barbuzzi@utoronto.ca>		

D. Signatures

Student _____ **Supervisor** _____

Date _____ **Date** _____

Coordinator _____ **Principal** _____

Date _____ **Date** _____

Office use only	
Student Declaration	
Letter to Employers	
Pre-Placement Checklist	
Safety Orientation	
Date enrolled	

Updated February 23, 2022