

**BASSINI JEWISH STUDIES PROGRAM INTERNS**  
**TIMELINE/DEADLINES FOR SPRING SEMESTER 2012**

**Programs** may take place anytime between now and April 19, 2012. Please note that project proposals must be submitted in a timely manner in order for projects to be approved before their scheduled date.

By Tuesday, January 17, 2012	Submit the Jewish Studies <b>Internship Application</b> .
By Tuesday, February 7, 2012	Submit a <b>progress report</b> to let us know your tentative plans for a program. This does not need to meet all of the specifications of the project proposal described above, but try to put together some concrete ideas about a theme, date, possible speakers, etc.
Late February/Early March	Cement all plans for programs and submit a <b>written project proposal</b> (via email) as described above (at least 3 weeks in advance of proposed date). Once the project has been approved, make all arrangements for room rental, food, transportation, technology needs, publicity, etc.
Thursday, March 29, 2012	Last possible date on which to submit a <b>project proposal</b> for a program you wish to organize this semester.
Thursday, April 19, 2012	Last possible date on which you may hold an event this semester. No programs may take place after April 19, with no exceptions.
Friday April 27, 2012	Last day to submit all paperwork. We strongly recommend that you submit your paperwork as quickly as possible after your event.

If you have questions, please do not hesitate to contact Tammie Wanta:

email: [twanta@sas.upenn.edu](mailto:twanta@sas.upenn.edu)  
office: Cohen/Logan 233  
phone: 267-331-9530

Please contact Chrissy Walsh with any questions regarding room rental, potential conflicts on your proposed event date, honorariums, reimbursements/budget issues, and stipends:

Chrissy Walsh, Administrative Coordinator, Jewish Studies, 711 Williams Hall  
[chwalsh@sas.upenn.edu](mailto:chwalsh@sas.upenn.edu)  
Phone: 215-898-6654

Please CC Professor Nili Gold any emails with project proposals attached:  
Professor Nili Gold, Undergraduate Director of Jewish Studies Program  
[niligold@sas.upenn.edu](mailto:niligold@sas.upenn.edu)

All projects are also subject to the approval of Professor Beth Wenger, Director of the Jewish Studies Program.