

## GUIDELINES FOR JEWISH STUDIES PROGRAM MELTZER INTERNS

**Apply** by submitting the email application form by the posted deadline.

**Meet** with the Undergraduate Director of Jewish Studies Program and Graduate Student Coordinator (and other Interns) early in the semester to discuss possible projects and partnerships (Interns typically work in groups of 2). Following this initial meeting, communication with the Graduate Student Advisor and/or Undergraduate Director may take place via email. **N.B.**

**Develop** a plan and **work toward submitting the Progress Report Form**. Decide what you would like to do and consider when you might schedule your event. Be sure to check the Jewish Studies event calendar to avoid conflicts with other JWST programs:

**When you begin to contact potential speakers**, please keep the following tips in mind:

- When contacting people in writing to offer invitations —especially through email—it is a good idea to be formal and polite, but also very friendly. Begin the email “Dear \_\_\_\_\_” and address the person by name.
- Briefly explain who you are and what the Meltzer Intern program is, and then be as specific as you can about what you would like the speaker to talk about and why you think they would be a great fit for your program. Let the potential speaker know that most of our events take place on weekdays, in the late afternoon or evening. Be aware that speakers are more likely to accept invitations when there is flexibility in your request—offer a choice of days and times, and if you can, allow the invitee to choose the topic.
- If you are trying to arrange a panel or a debate between two speakers, you’ll want to inform the invitee of the person you have in mind. However—and this is important—do not imply that the other person has agreed to participate if in fact they have not yet committed.
- Be very careful when mentioning money.

**Travel:** If you anticipate that there will be travel costs, consult with the Undergraduate Director of Jewish Studies and the Graduate Student Coordinator before contacting the potential speaker.

**Honoraria:** For outside speakers, you may indicate that a small honorarium is available. “We have a modest \$100 honorarium . . .”

Penn professors are not offered honoraria. However, you may offer your invitees a small token of appreciation in the form of a book, which Jewish Studies will order for the speaker. In your invitation, state “Although Penn policy does not permit us to offer you an honorarium, the Jewish Studies Program would be happy to purchase a \$50 book for you as a small token of our thanks. Please let us know the title, author, and publication information of a book that you would like us to order for you.” Pass this information along to Chrissy; she will take care of ordering the book.

**Submit a formal written proposal at least 3 weeks before the event** to Graduate Student Advisor (cc. to Undergraduate Director and to Chrissy Walsh) that succinctly **describes the event and includes the following:**

- Title** for the program
- Schedule** of the program. What will take place during your program, and approximately how long will each part of the program last? How will your program integrate an intellectual or academically-related component? (Please be aware that it is possible to run a program in conjunction with the curriculum of a course in which you are currently enrolled.
- Names**, titles, and affiliations of the speaker(s) at the program, as well as contact information (email, address, phone).
- Date** (or possible dates) and time of the event. Be in touch with Chrissy to confirm that there are no conflicts with other Jewish Studies programs.
- Budget** (up to approximately \$200 per intern):
  - Honorarium for speaker(s) (usually \$100 per outside speaker)
  - Refreshments: Food should be kosher or at least vegetarian
  - Room or equipment rental (if necessary)
  - Publicity costs (if necessary)
  - Other costs

**When the proposal is approved, confirm the details.** When dates, times, and speakers are in place, it is a good idea to send an email confirming all the basic details, so that everyone involved has their calendars marked accordingly.

**Set up speakers' travel arrangements, the catering of food, room rental, and publicity** with the help of Chrissy Walsh and the Graduate Student Advisor. **Interns must contact Chrissy at [chwalsh@sas.upenn.edu](mailto:chwalsh@sas.upenn.edu)** or meet with her in the JWST office (711 Williams).

**Note that all travel for speakers and catering must be booked by Chrissy in the Jewish Studies Program office. There will be no reimbursements to speakers for buying their own tickets for travel or to students for ordering catering.** Interns can only be reimbursed for small purchases under \$50, for refreshments, copies, etc. Receipts should be submitted to Chrissy as soon as possible.

**Publicize your event.** Chrissy will publicize your event electronically. Interns should feel free to invite/encourage members of Jewish Studies classes to attend your events.

**Make Final Preparations.** Consider the following details:

- The speaker's visit. Is the speaker familiar with the campus? Does he/she need directions? Know where to park? Know where to go once he/she arrives? Will you meet somewhere? You may want to provide your cell phone number in case he/she gets a little lost.
- The speaker's paperwork. In order to receive an honorarium, your speaker will need to submit paperwork. See Chrissy for the forms.

- Technology. Is your speaker planning to use any? If so, make sure its available and that you know how to set it up.
- Refreshments. Do you know where to meet the delivery person? Do you have plates? Napkins? Beverages? Cups? Interns may pick up these things and receive reimbursement--save receipts and make sure the total is less than \$50.

**After the event, report on your program by submitting the Post-Program Assessment Form** to the Graduate Student Advisor.

**Write thank you notes to the speakers** or other people involved in the program. If this is done through email, please copy the Graduate Student Advisor in on the email. If a handwritten note is sent, please photocopy the note and submit it copy to the Graduate Student Advisor.

**Attend** all other events organized by your fellow interns (don't forget to inform each other about when events are to be held).

**Following the completion of all of the above,** interns are eligible to submit the necessary paperwork to Chrissy Walsh to receive their \$200 stipends.