



Guidelines for Interns

September 2008

Introduction and Purpose: The United States Conference of Catholic Bishops (USCCB) welcomes undergraduate, graduate academic and immediate post-graduate interns in a number of its departments, secretariats and offices. USCCB also considers applicants whose special life circumstances make an internship appropriate. In our experience interns contribute a spirit of dynamism to USCCB and benefit from the experiences afforded by the internship.

The purpose of USCCB internships is twofold: to provide interns with a valuable experience that enriches their academic program or their career preparation; and to serve the mission of USCCB. In particular, USCCB hopes that its internships will help students to get an appreciation for the mission of the Conference and encourage students to consider possible service as leaders in the Church's various ministries.

Types of Internships: USCCB offers paid and unpaid, full-time and part-time, internships as circumstances permit. Interns paid by a third party, e.g., a fellowship from an academic institution or organization, are treated as unpaid interns by USCCB.

Eligibility: All interns should exhibit a knowledge and appreciation of Catholic teaching as it relates to the work of their internship and an interest in learning more about the Catholic Church. Some internships are more technical in nature and may require specialized skills or knowledge, e.g., ecumenical, international policy, journalism or social work. Applicants for internships must provide information on their student or immediate post-student status or the special life circumstances that make an internship appropriate.

Student interns must be currently enrolled in undergraduate or graduate programs of higher education or within one year of having completed such a program to be eligible. Students who have completed their undergraduate degree and have matriculated in graduate school are eligible for an internship during the summer between their undergraduate and graduate programs. Interns may or may not receive academic credits for the internship, but the internship must enrich their academic training or their immediate post-undergraduate or post-graduate experience. The internship does not need to be directly related to their current major or minor, although students applying for internships more directly related to their course of study or experience will be at an advantage.

Applicants who do not meet one of the above academic requirements must provide information on special life circumstances that would make an internship appropriate, e.g., preparing for a change in career or preparing to reenter the work force after an extended absence.

Orientation of Interns and Oversight of their Work: All interns at USCCB must be highly motivated and responsible individuals who can take initiative during the internship experience and work well with others. Their behavior and work as an intern must be consistent with the mission of USCCB and the moral teaching of the Catholic Church. USCCB reserves the right, at

its sole discretion, to end an internship if an intern does not meet expected standards of conduct or performance.

USCCB will provide interns with an orientation. The department, secretariat or office sponsoring an intern will oversee and provide ongoing direction with regard to the intern's work.

Application Process: USCCB internships will be posted on the web page of the Office of Human Resources (www.usccb.org/hr/). An applicant must submit to the Office of Human Resources (HR) a resume, a list of references, and a cover letter indicating the internship for which he or she is applying. The cover letter must indicate the undergraduate or graduate school in which the student is currently or previously enrolled and whether the internship is being taken for credit or academic enrichment. If the applicant is not currently enrolled in an academic program or recently graduated from one, the cover letter should describe the special life circumstances that make an internship appropriate.

Housing: USCCB does not provide housing for interns. HR maintains lists of possible housing options, but it is the intern's responsibility to evaluate and arrange housing. USCCB is not responsible for the appropriateness, quality or safety of housing options that may be communicated by HR, other staff, or past interns.

Evaluations: The USCCB staff person overseeing and directing an intern's work will provide the intern with feedback on his or her performance, and will meet the reporting requirements of academic institutions. It is the intern's responsibility, however, to bring these requirements to the attention of the person who will be overseeing the work before the internship is formally offered to a candidate.

Limits on Internships: To allow more individuals and a diverse group of students an opportunity for an internship at USCCB, full time interns are limited to a maximum of one year during undergraduate school and one year during graduate school. It is possible for an individual to do both undergraduate and graduate internships at USCCB. The time limit for part-time interns (half-time or less) is two years at the undergraduate and two years at the graduate levels. The internship semesters need not be consecutive and may be served in different departments, secretariats and offices. This is true both for unpaid internships and interns paid directly by USCCB or by a third party or an academic institution, e.g., a fellowship.

Acknowledgement: The undersigned intern acknowledges receiving and reading these internship guidelines and a description of the internship, and has had an opportunity to discuss them with the person who will be overseeing and directing the internship.

Signature of Intern

Date