



Internships – General Information

The Purpose of Internships

An internship provides "hands-on" ministry training and is a critical component in student formation for ministry. Because of the varying nature of each student's ministry involvement, flexibility has been built into the Internship requirements, but all internships must these two dynamics.

- An Internship must involve taking on concrete responsibility, not simply observation.
- An Internship must be less about exploration and more about management in ministry.

Many Internships take place in local congregations. Others may take place in missions or parachurch organizations. As venues vary for Internships, you might wonder if an idea for an Internship is appropriate for academic credit. You can consult the Director of Field Education to discuss your idea.

Prerequisite Courses to be completed prior to Internship

Program	Course #	Prerequisites
MDiv BC; MDiv BTS	BC591	BC501; CD530; MS508 or MS509
MDiv CF; MAM CF	CF591	CD530; CF500; MS502; CF503; CF509; Passed 30 hour review
MAM IS	IS591	CD530; IS501; IS502 or IS503
MDiv LD; MAM BL, LD, MA	LD591	CD530; LD509 or MS509
MAM CP, JM, MS, UM	MS591	CD530; MS509 or MS532
MDiv SF; MAM SF	SF591	CD530; SF501; SF528; SF530
MDiv IDS; MAM GS	Any xx591	Must meet prerequisites

Specialized Internship Opportunities

Other Internship opportunities exist for selected students. Students interested in the following Internship options will be required to submit additional information. See the Director of Field Education for information.

- *Association for Clinical Pastoral Education (CPE)*

CPE is a supervised clinical experience, typically in a chaplaincy context. The *Association for Clinical Pastoral Education* accredits CPE learning centers around the country, providing

experience in pastoral growth and personal learning in a multi-faith context. CPE opportunities in the Arizona are located in hospital settings in Phoenix, Mesa and Yuma. More information can be found at www.acpe.edu. (Note: Students pay the CPE center directly for application and tuition fees that they require.) Students are encouraged to undertake CPE only after completion of approximately half of their degree program.

Students completing one unit of CPE may receive transfer credit for one Field Education Internship of 2 credit hours plus 2 elective credits (for a total of 4 credit hours). A maximum of two units of CPE will be considered for credit.

Students apply to the CPE center of their choice, complete their CPE unit, and request transfer credit for CPE to their Phoenix Seminary degree program.

- Clinical Pastoral Education (CPSP) via *College of Pastoral Supervision & Psychotherapy*

CPSP is an alternate provider of CPE and is designed to afford students the ability to complete CPE in cities and towns in which no CPE center is located. For more information on CPSP-based CPE, contact the Director of Field Education.

- *Future Professor Program*

The Future Professor Program is a joint program between Phoenix Seminary and Arizona Christian University's Bible and Theology Department. It is open only to select students with faculty recommendation. Students serve as unpaid graduate assistants to an ACU faculty member, helping to administer classes, grade class work, doing limited lecturing, leading group work, managing grading and assessment, etc. The goal of the program is to expose students with the best potential for academic teaching to the tasks involved in post-secondary education. Students complete an Internship Learning Contract in consultation with their mentor-professor to be approved by the Director of Field Education.

Course Student Learning Outcomes:

Outcomes listed below are necessarily adaptable to the specific setting of the Internship. It is not assumed that all Internships will meet all learning outcomes.

- The Intern will participate in substantive leader/manager areas of ministry practice suitable to the ministry environment with a goal of demonstrable knowledge and basic competency in the ministry setting.
- The intern will demonstrate healthy relationships with God and neighbor, exhibiting refined sensitivity in person-to-person communication as a part of his/her leadership development skills. It is expected that this communication will extend to diverse audiences (gender sensitive, cross-cultural, cross-generational, etc.)
- For interns involved in preaching/teaching, articulate sound doctrine according to historic Christian orthodoxy.
- For interns involved in preaching/teaching internships, effectively use any skills the student has learned in using biblical languages for exegesis.
- For interns involved in preaching/teaching, communicate Scripture clearly according to proper homiletical principles.

PROGRAM OBJECTIVES RELATED TO STUDENT LEARNING OUTCOMES

In order to measure the success of each degree program, PS has defined the following as the intended outcomes of the student learning process. Each course contributes to these overall degree program outcomes.

Master of Divinity Student Learning Outcomes	Rubric ➤ Strong ➤ Moderate ➤ Minimal ➤ None	Mini-Justification
MDiv Core		
1. Know and apply Scripture using proper hermeneutical principles.	Strong	This SLO applies if a student's internship involves preaching or teaching the scriptures.
2. Articulate sound doctrine according to historic Christian orthodoxy.	Strong	This SLO applies if a student's internship involves preaching or teaching.
3. Explain how to shepherd people with biblical wisdom, compassion and justice.	Moderate	There is potential in the internship for students to learning shepherding by example.
4. Demonstrate healthy relationships with God and neighbor.	Strong	All internships involve people-intensive activity and should reflect this outcome.

MA in Ministry Student Learning Outcomes	Rubric ➤ Strong ➤ Moderate ➤ Minimal ➤ None	Mini-Justification
1. Know and apply Scripture using proper hermeneutical principles.	Strong	This SLO applies if a student's internship involves preaching or teaching. Teaching is assumed to be Bible teaching or substantially Bible-based.
2. Articulate sound doctrine according to historic Christian orthodoxy.	Strong	This SLO applies if a student's internship involves preaching or teaching. Teaching is assumed to be Bible teaching or substantially Bible-based.
3. Demonstrate knowledge and basic competency in a ministry setting	Strong	It is the nature of internships to provide a context for developing ministry competency.
4. Demonstrate healthy relationships with God and neighbor.	Strong	Relational health and spiritual maturity are specifically evaluated during the period of internship.

Field Education Personnel

The *Director of Field Education* is responsible for the administration of the program.

The *Internship site supervisor* works with the student to design the scope of the Internship and directs the student's work. **Select your potential supervisor with care.** Look for someone you respect who displays competence in the type of ministry you envision for yourself after graduation.

Ministry Opportunities

It is the responsibility of the student to contact and secure a suitable Internship site and supervisor. However, the Director of Field education keeps a list of ministries that are seeking interns for their ministries.

Exemption/Advanced Standing

If you are currently in ministry and can document that you have had *substantial* ministry experience, download the [Advanced Standing Application for Internships](#). You may qualify to receive advanced standing credit, or partial credit, toward your Internship requirements.

Director of Field Education:

Dr. Joshua Anderson

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Requirements Checklist for Internships

- Register and pay for the appropriate Internship course** through the seminary Registrar's office. *(Note that Internships and Counseling Practicums may not be taken concurrently.)*
- Make an appointment** with the Director of Field Education before the semester begins. At this meeting the Director will advise you about your upcoming internship experience and final course requirements.
- Complete a learning contract** including learning objectives formulated by both the student and the Internship supervisor. **Make two copies of your signed contract.** Give one to your internship supervisor. Keep the other for your own reference. Send the original signed copy to the Director of Field Education.
- Purchase and ABSORB the required textbook:** *Courage and Calling: Embracing Your God-Given Potential*, by Gordon T. Smith (IVP). You will be questioned during the debrief meeting following your internship on the contents of this text.
- Complete 120 clock hours or more of ministry site experience to receive full credit for the Field Education internship.** This means that to complete an Internship in one semester you will devote an *average* of 8-9 hours per week to ministry during the 15 week semester. Preparation time can apply to no more than 50% of the total hours of involvement. Actual ministry time such as teaching, leading a Bible study, counseling, meeting with your Internship supervisor, evangelism/discipleship, etc., are included. Time normally spent in church attendance or travel time is NOT counted.
- During the 7th week of the semester** (or at the approximate halfway point of your Internship) both you and your ministry supervisor are required to check in with the Director of Field Education **by email**. This is a simple email in which both of you indicate whether your internship is proceeding as planned and all is well.
- If your internship does not follow the standard semester calendar . . .** Because not all internships follow the Seminary's semester calendar, the student has discretion to modify the time sheet as appropriate for the scheduling/duration of his or her own Internship.
- Complete a reflection paper per the instructions in this packet.** This paper and an accompanying out-brief session with the Director of Field Education will be **due one week** before the end of the internship experience.
- Submit the final evaluation forms due from the student and the supervisor during the last week of the semester.** The student is responsible for submitting completed final evaluation forms and time log at the close of the Internship. The student will provide the supervisor with his/her evaluation form for them to complete. All evaluations must be returned to the Director of Field Education. Your grade will be determined by the Director of Field Education based on these evaluations, the post-internship reflection paper, and the debrief.
- Meet at the scheduled time with the Director of Field Education** to debrief (a) your paper, (b) your internship, and (3) your reading of Gordon Smith's book. This may be a group out-brief with other completing interns.

End-of-Internship Reflection Paper Assignment

To complete your internship requirements, the faculty requires a significant reflection paper about your experiences. This is personal and theological reflection on your ministry experience during your internship, since your internship is a valuable part of your ministry formation. This paper is not shared with your internship supervisor. You may share it with them if you wish.

Putting into words the feelings and experiences that you have had (both good and bad) is spiritually clarifying. Such reflection can help you see the ways God may be directing you to your future ministry vocation.

Formatting requirements:

- ✓ Please use 11-12 point font in Calibri, Arial, New Times Roman or Garamond
- ✓ Include the standard Phoenix Seminary cover page
- ✓ Use double spacing and one inch margins
- ✓ The following are the five items the Director is looking for in your reflection paper. Please follow this order and title each section the way they are delineated below.
- ✓ It is expected that each section may be from 3-5 pages long (except for the Activity Summary)
- ✓ At the top of the page ahead of each of your answers, please type out fully the question below that you are answering.

1. Activity Summary

Describe in a paragraph or two the work you did as an intern.

2. **In this internship what was easy for you and what was hard? That is, what brought you joy and what brought you frustration? Give examples and reflect upon what you have learned about yourself and your abilities and giftedness through them.**
3. **Tell about two *critical incidents* during your internship. (Note that often these are negative experiences.) How did each experience leave you feeling emotionally? Spiritually? What relationships were affected and how? How do you think they have influenced your view of ministry? What would you do differently if you faced these situations again?**
4. **Quote some key scriptures that can help you understand your experiences during your internship, especially if you faced significant challenges. How do these scriptures help you find a way forward to your future ministry practice?**
5. **How have you come to view your internship experience theologically? That is, what key theological themes seem now to have been involved in your own spirituality as an intern? What was God up to in your experiences? In what way do they parallel with any biblical advice given to leaders in ministry (Jethro to Moses, Paul to Timothy or Titus, etc.)**

Office Use Only						Last Name	
Date Submitted:	_____						
Semester:	F	S	U	Yr	_____		
Course (circle):	BC 591	CF591	SF591	LD 591	IDS 591		MS591
	Other	_____			CPE	_____	
						DFE sig – OK to proceed	



INTERNSHIP LEARNING CONTRACT

[PRINT CLEARLY]

I. Student Information

Name _____ Degree/concentration _____

Email _____ Contact phone _____

Have you registered for this Internship with the Registrar? _____

ATTN CPE students: If you have consulted with the Director of Field Education and are using *Clinical Pastoral Education* (CPE) to substitute for an Internship, check here:

ATTN Future Professor Program: If you have consulted with the Director of Field Education and are approved for the FPP check here: Name of supervising professor: _____

Describe your ministry plans following graduation: _____

II. Supervisor Information

Ministry Supervisor _____ Email: _____

Supervisor's Organization/Church _____

Mailing Address _____

City _____ State _____ Zip _____ Ph: _____

Supervisor's title/function within organization _____

III. Internship Activities

A. List at least one textbook or other resource (in addition to the required book by Gordon T. Smith) that your supervisor requires you to read and utilize that directly relates to your Internship. The book must be approved by your supervisor for acceptability. (Full bibliographic entry please)

B. Provide the **specific** tasks, activities, and skills to be developed during this Internship. Generally a student can expect to articulate at least four such goals. (CPE students leave this blank.)

ILLUSTRATION: Here is a sample of what your learning objectives could look like for a typical church-based Internship. This is ONLY a sample illustration. Your objectives will be different.:

1. Prepare and teach 12 Bible studies in an area agreed upon with the Supervisor. The student will utilize their interpretive abilities and biblical/theological knowledge as well as teaching skills. At least three of these studies will be attended and evaluated by their supervisor.
2. Seek formal, anonymous feedback from congregants about the level and quality of Bible teaching done by the Intern. Assess results and incorporate need improvements into a written skill-improvement plan.
3. Attend at least 3 staff meetings and all church Board meetings (as appropriate) during the course of the semester and carefully observe the proceedings.
4. Participate in or conduct (as appropriate) baptisms, funerals, weddings, hospital/hospice/nursing home visitations, counseling sessions, pastoral interviews, facility management assessments, building program meetings, etc.

Assignment/Activity 1:

Assignment/Activity 2:

Assignment/Activity 3:

Assignment/Activity 4:

IV. Administrative Information

A. Period of this Internship (14-week period minimum): **From** ___/___/___ **to** ___/___/___

B. Estimate the division of the student's time (average of 8 hours per week minimum in a normal semester):

Primary Internship activities (hrs per week): _____

Supervisory Interaction/Meetings (hrs per week): _____

Additional areas of activity (hrs per week): _____

Total anticipated average weekly hours: _____

C. When and where have you and your supervisor scheduled your *regular* supervisory meetings?

Where?

When?

D. Insert the due-dates for mid-course check-ins by you and your supervisor, and the dates your evaluation reports are due (see Internship Information and Registration Packet).

7 weeks/midpoint check-in

14 weeks/Final Evals due

Supervisor _____

Student _____

E. Additional factors to be considered (use reverse side if necessary):

This contract cannot be terminated by the signatories except by written notice and only by mutual agreement of the parties involved.

The arrangement as outlined herein is accepted by:

Date of Contract

Student signature

Ministry Supervisor signature



INTERNSHIP SELF-EVALUATION FORM (page 1 of 2)

(To be completed by student at end of internship)

Student _____ Date _____

1. Please rate yourself in each category using the following scale. *Include concerns that would assist and/or clarify issues.* (Use the reverse side as needed.)

5=Strongly Agree 4=Agree 3=Neutral 2=Disagree 1=Strongly Disagree

Has emotional stability; not given to mood swings; controls temper _____

Uses discretion in relating to the opposite sex _____

Applies biblical/theological tools and knowledge to ministry tasks _____

Attitude is cooperative, positive, and optimistic _____

Possesses a mature ability to handle criticism (teachable, not defensive) _____

Ability to work with others (cooperative, avoids domination) _____

Has a broad understanding of the structure, organization and mission of the ministry _____

The student demonstrates mature Christian character and purity of life _____

Student demonstrates skill in developing both primary and supportive lay/professional leaders in the ministry setting. _____

Punctuality (on time for appointments, in completing tasks) _____

Physical appearance is well-groomed, appropriate dress _____

The Intern has progressed in administrative/pastoral competence through their assignments. _____

In teaching/preaching, student applies Scripture according to proper hermeneutical principles. _____

The student exhibits refined sensitivity in person-to-person communication (including gender, culture, religious and generational, sensitivity). _____

The student demonstrates healthy personal relationships with God, family, local church and other people generally. _____

The student shepherds people with biblical wisdom, compassion and justice. _____

Please summarize the learning goals you listed in your Internship Contract. Using an A,B,C,D,F grading scale, grade yourself on your progress in meeting them.

_____	_____
_____	_____
_____	_____
_____	_____

2. Additional Ministry Skills -- Did you find yourself exposed to other areas of ministry from which you were able to glean important knowledge or skill? If so, list one or two of them and comment in a sentence.

3. General Comments -- Detail other significant strengths and/or weaknesses not reviewed in this questionnaire.

Please sign after completing and return to the Director of Field Education.

Student Signature



MINISTRY SUPERVISOR'S FINAL EVALUATION *(Page 1 of 2)*

(To be completed by Ministry Supervisor at end of internship)

Student _____ Date _____

1. Please rate the Intern in each category using the following scale. *Include concerns that would assist and/or clarify issues.* (Use the reverse side as needed.)

5= Strongly Agree 4= Agree 3=Neutral 2= Disagree 1= Strongly Disagree

Has emotional stability; not given to mood swings; controls temper _____

Uses discretion in relating to the opposite sex _____

Applies biblical/theological tools and knowledge to ministry tasks _____

Attitude is cooperative, positive, and optimistic _____

Possesses a mature ability to handle criticism (teachable, not defensive) _____

Ability to work with others (cooperative, avoids domination) _____

Has a broad understanding of the structure, organization and mission of the ministry _____

The student demonstrates mature Christian character and purity of life _____

Punctuality (on time for appointments, in completing tasks) _____

Physical appearance is well-groomed, appropriate dress _____

The Intern has progressed in administrative/pastoral competence through their assignments. _____

The student demonstrates healthy personal relationships with God, family, local church and other people generally. _____

The student shepherds people with biblical wisdom, compassion and justice. _____

The training material (*Guide for Internship Supervisors*) provided by the seminary adequately equipped me to understand my role as a field education supervisor for Phoenix Seminary. _____

Name any outstanding skills of this intern: _____

Name any areas for further growth: _____

2. In thinking about both their internship tasks and their spiritual character, please indicate by circling the appropriate word, whether the student meets the following required degree outcomes.

- a. The Intern will participate in substantive leader/manager areas of ministry practice suitable to the ministry environment with a goal of demonstrable knowledge and basic competency in the ministry setting. *Does not meet* *Meets* *Exceeds Expectations*

- b. The intern will demonstrate healthy relationships with God and neighbor, exhibiting refined sensitivity in person-to-person communication as a part of his/her leadership development skills. It is expected that this communication will extend to diverse audiences (gender sensitive, cross-cultural, cross-generational, etc.) *Does not meet* *Meets* *Exceeds Expectations*

- c. For interns involved in preaching/teaching, articulate sound doctrine according to historic Christian orthodoxy. *Does not meet* *Meets* *Exceeds Expectations*

- d. For interns involved in preaching/teaching internships, effectively use any skills the student has learned in using biblical languages for exegesis. *Does not meet* *Meets* *Exceeds Expectations*

- e. The student knows and applies Scripture using proper hermeneutical principles.
Does not meet *Meets* *Exceeds Expectations*

- f. For interns involved in preaching/teaching, communicate Scripture clearly according to proper homiletical principles. *Does not meet* *Meets* *Exceeds Expectations*

3. General Comments -- Detail other significant strengths and/or weaknesses in the Intern not reviewed in this questionnaire. (Add additional pages as desired.)

Please review this evaluation with your Intern. Student and Supervisor must sign.

Student Signature

Ministry Supervisor Signature

Thank you for your assistance to this student in being his/her Internship Supervisor!

After signing, return the evaluation to the Field Education Director



CONFIDENTIAL EVALUATION OF THE MINISTRY SUPERVISOR

(To be completed by student only and submitted directly to the Director of Field Education)

Student _____ Date _____

Name of Internship Supervisor _____

1. To what extent was the Supervisor available to you in helping you complete your Internship objectives?
2. Do you feel the Supervisor was competent in his/her field of endeavor? Why or why not?
3. If you were to take this Internship again, would you choose the same Supervisor? (Explain)
4. The Supervisor helped you feel free to question, disagree, express ideas. (-) 1 2 3 4 5 (+)
5. Helpful if you had difficulties or asked questions. (-) 1 2 3 4 5 (+)
6. The Supervisor exhibited flexibility as a leader. (-) 1 2 3 4 5 (+)
7. Clearly explained and communicated directions, assignments, and processes of Internship activities. (-) 1 2 3 4 5 (+)
8. Was sensitive to issues of sexism, ageism, classism, and racism. (-) 1 2 3 4 5 (+)
9. Encouraged theological reflection about the Internship. (-) 1 2 3 4 5 (+)

Make any comments here about the supervision of your Internship experience (use reverse side or add pages if required):

After completion, return this evaluation to the Director of Field Education



INTERNSHIP TIME LOG

Student's Name: _____ **Semester:** _____

Week	Ministry hrs	Observation hrs	Preparation hrs	Hrs w/Supervisor	Total
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
Total Hours					

Student Signature

Ministry Supervisor Signature

- (1) The student is to *commit a minimum of 8 hours per week, or a total of 120 hours for the term of the Internship*. Time spent in travel and normal church attendance (if a church-based Internship) *does not* count toward this total.
- (2) *Ministry* refers to activity in which you were an actual participant (e.g., teaching, counseling, witnessing, leading music, etc.).
- (3) *Observation* relates to learning activities in which you were an observer (e.g., sitting in on a board meeting, counseling session, etc.).
- (4) *Preparation* refers to "prep time" for practicum ministry; no more than 50% of the total hours of involvement is to be allocated to preparation.
- (5) *w/Supervisor* refers to time spent with your Internship supervisor (this should average one hour per week).

Return this sheet with your final evaluation forms