



- **An internship is a required component of the Studies in Ministry Minor.** Ideally, this year-long internship is the culminating activity of the minor, which students take concurrently with a year-long capstone seminar, having completed all of their other minor coursework.
- The internship is a **closely supervised practical experience** in a church, para-church ministry, community organization, or other relevant setting. This experience involves **six to twelve hours a week** of supervised involvement with the ministry or organization for a full academic year (14 weeks per semester). Students receive two, three or four credits a semester for this internship. The decision about how many credits an internship will be is based on conversations with the minor's director and coordinator of mentoring and internships, a student's track and ministry interests, and a student's other academic requirements. In **special circumstances, students may request to do an internship over the summer** rather than during the academic year.
- Students involved in the Studies in Ministry Minor are discerning calls to such areas of ministry as working with youth, leading music in a church, and working with outreach-oriented ministries either domestically or internationally. Each student is placed in an internship that matches, as much as possible, the type of ministry to which he/she is discerning a call. **The internship should be designed so that it enables the student to gain a clear understanding of the expectations, responsibilities, and challenges involved in the type of ministry being considered and the specific organization of which the internship is a part. It should provide opportunities for the student to both observe key aspects of ministry and provide leadership in some of those areas.**
- The internship includes **regular meetings with an on-site supervisor.** These meetings will provide a time for the supervisor to provide feedback to the student, for the student to discuss his/her internship-related experiences with the supervisor, and for both to plan and prepare for future activities and responsibilities. These meetings should occur weekly.
- **The student and the supervisor will together fill out a Learning Covenant during the first week of the internship.** This Learning Covenant involves identifying specific learning goals for the internship experience, along with activities that can help the student meet those goals and assessment measures to indicate how the student has done in meeting those goals. It also involves a written description of the primary activities and responsibilities of the internship. The student will spend time thinking about his/her goals before your first meeting and then you can further clarify those goals during your time together.

Ideally, you will be able to combine the student's goals with the needs of your organization, while keeping in mind that this internship is to provide a significant learning experience and means of vocational discernment for the student.

- **We will contact you throughout the semester** to learn how the internship is going and to find out if there are ways we can be supporting you and/or your student. She may also make arrangements to come visit the internship site while the student is present.
- **At the end of each semester, you will be asked to fill out an evaluation form.** The form, which will be sent electronically, will enable you to provide feedback to us related to the learning goals articulated in the Learning Covenant as well as the student's work ethic, ability to learn and be supervised, desire to serve, and capacity to fulfill the responsibilities involved in this specific internship and ministry more generally.
- **As a way to provide feedback to the student,** we would like you to have your student fill out the evaluation form *before* seeing how you filled it out. You can then use this as an opportunity to discuss the student's own sense of his/her strengths and weaknesses and how that compares with what you have observed. Either at the end of the fall semester or at the beginning of the spring semester please sit down with your student to go over these evaluation forms and to provide verbal feedback to supplement what you have shared with us. You can do this again at the end of the school year.
- For your information, the student has three other outlets for discussing and processing the internship experience:
 1. The student will be keeping an ongoing **Ministry Journal**, with questions/topics provided by Andy McCoy, the internship faculty supervisor of the Ministry minor.
 2. The student will be enrolled in the **minor's capstone seminar**, taught by Andy McCoy, which will include discussion of internships;
 3. The student will be **meeting twice a month with a mentor**, who was appointed through the Ministry minor. This mentor is not directly linked to the internship site, but he/she is to incorporate discussion of the internship experience into the mentoring relationship.
- **Please feel free to contact Pam VanPutten** at any time with questions or concerns: vanputtenp@hope.edu 616.395.7326.