

SAN FRANCISCO THEOLOGICAL SEMINARY
INTEGRATIVE STUDIES
SYLLABUS FOR FE 4011: INTERNSHIP
Academic Year 2011 - 2012

SUPERVISION

- SFTS PROGRAM SUPERVISOR: The Rev. Leslie Veen
- MINISTRY SITE SUPERVISOR

COURSE DESCRIPTION: The internship provides a supervised ministry context in which the student develops and hones gifts and skills for ministerial leadership. The internship experience is designed to integrate divinity studies and form M.Div. students in the arts and skills of ministry – this is an interactive learning process reflecting the Spirit’s work of weaving together the person that God has created and called in Christ through the practice of ministry, theological reflection, spiritual formation, constructive feedback, critique and evaluation.

COURSE OBJECTIVES: The overall objective of the internship program at SFTS is to provide the student with the opportunity to practice and integrate into his or her own ministry the essential habits and skills that are outlined for the M.Div. program. Because each intern and internship site is unique, there are multiple ways in which this overall objective may be met. Each intern, in consultation with the site supervisor, will develop his or her own specific learning objectives using the Learning Service Agreement. This agreement states agreed upon practices of ministry in which the intern will engage as well as how growth will be measured. For each objective the supervisor and intern should start by naming a SFTS “Habit and Skill” that targets learning in their ministry context and then address ways this “Habit and Skill” will be measured through ministry assignments and experiences. Below is the list of the “Habits and Skills.”

SFTS Habits and Skills

- Lead a congregation in Reformed worship.
- Preach literate, thoughtful, scripture-based sermons.
- Provide pastoral care and counseling.
- Educate a congregation in the faith.
- Manage the practical affairs of a congregation.
- Articulate the global witness and mission of the church and foster participation in its evangelistic task.
- Articulate personal faith and nurture the spiritual life of a congregation and its members.
- Lead in ethical witness to society, challenging public evil and cultivating the common good.
- Apply theological education in non-congregational ministries.

ESSENTIAL ELEMENTS AND REQUIREMENTS:

1. Theological Reflection

(see the handbook for a fuller explanation: http://www.sfts.edu/feis/student_info/index.asp)

- a. **With Site Supervisor and Shepherding Committee**
 - i. **Weekly:** The intern and Site Supervisor shall arrange for weekly meetings to reflect on the ministry of the intern with the community.
 - ii. **Monthly:** The intern and the Shepherding Committee shall meet for a time of reflection on the ministry of the intern in the community. This meeting can happen more frequently if the intern desires it.

b. **With Peer Group**

Six times throughout the academic year, the students completing internships will gather at SFTS to engage in Theological Reflection with their peers. The initial meeting is during the Intern/Supervisor Orientation meeting. The other five are on Thursday afternoons. See dates below.

c. **Through four (4) written Theological Reflection Papers**

General guidelines for Theological Reflection papers are given in the student handbook. Each Theological Reflection paper should address the student's ability to practice a "Habit" or "Skill" of ministry. Each paper should begin by naming the "Habit" or "Skill" selected and focus the reflection on your practice and learning of this skill. These papers are to be 2 – 3 pages in length.

- Note: The Theological Reflection Paper is one intentional focus point for intern/supervisor discussion. The intern is asked to submit two of the four reflection papers to the supervisor who will then make written comments on it before the student submits it to SFTS.

2. **Evaluating the Intern's Growth in Ministry**

a. **Site Supervisor**

The Site Supervisor is asked to engage in general evaluation of the ministry and growth of the intern through the weekly meetings and in written, in-depth evaluation at three times during the internship: beginning, middle, and end. The forms for the written evaluations can be found online at: http://www.sfts.edu/feis/student_info/forms.asp

b. **Ministry Site Community**

The community in which the intern is ministering is asked to participate in evaluating the ministry and growth of the intern in the following ways:

i. **Sermon or Teaching evaluation**

The student will preach sermons or teach a class at least 3 times during the internship experience. For each sermon or class, the student should find 3-5 people to complete an evaluation form. This form should be returned to the student who will then turn them in. The Supervisor should hear and evaluate at least one of the sermons/classes.

ii. **Feedback to Site Supervisor and Shepherding Committee**

Members of the community should be encouraged to regularly give feedback to the Site Supervisor and Shepherding Committee regarding the intern's public leadership in worship or gatherings. This feedback should be incorporated into the theological reflection process.

c. **Peer Group**

Students will offer feedback and evaluation to one another as they engage in theological reflection on their internship experiences in their peer group gatherings on five Thursday afternoons throughout the academic year.

d. **Intern**

The intern will engage in written, in-depth self-evaluation during the evaluations with the Site Supervisor at the beginning, middle, and end of the internship as well as through his or her interactions with the Shepherding Committee and the Peer Group. Additionally, at the conclusion of the internship, the intern will complete the Post-Internship Assessment and the Assessment of the Supervisor. Forms for these assessments are online at http://www.sfts.edu/feis/student_info/forms.asp

3. **Grading:** This is a pass/fail course. Papers are marked Satisfactory or Unsatisfactory.

Unsatisfactory papers will be returned for resubmission. All course papers must be completed and submitted by the due dates listed below. Please submit all paperwork to Norma Lannert, the Program Manager for Field Education. If you have questions or concerns, please contact Norma at 415.451.2855 or nlannert@sfts.edu

- a. MAILING PAPERWORK: Please send it to:
SFTS, attn: Leslie Veen,
105 Seminary Road
San Anselmo, CA 94960.
- b. EXTENSIONS: A signed request or email by the student and supervisor may be submitted on the paper due date. This request for extension triggers an automatic 3-week grace period. Failure to submit course papers or extension requests jeopardizes receipt of course credit.

SCHEDULE AND DUE DATES:

For non academic internship year, i.e., June – May or one starting mid-semester, please submit an adjusted schedule with dates set for evaluations, sermons, and theological reflection papers and return the adjusted schedule with the Learning Service Agreement to the Field Education office.

FALL SEMESTER 2011

- September 12, 9:00 a.m. to 12:00 p.m. – Training/Orientation/Team-building for Supervisors and Interns in Montgomery Hall Board Room
- September 19 - Learning Service Agreements Due
- September 30 – First Evaluation Due
- Week of October 17 – **Peer Group Gathering #1: The Minister as Leader**
At this gathering (*date & time to be determined*) we will reflect on the different leadership styles of the interns and to what extent the ministry site determines the style needed
 - First Theological Reflection Paper Due
- Week of November 14 – **Peer Group Gathering #2: The Minister as Model**
At this gathering (*date & time to be determined*) we will reflect on personal boundaries and the need to model good self care for the community.
 - Second Theological Reflection Paper and First Sermon Evaluation Due

SPRING SEMESTER 2012

- Week of February 6 – **Peer Group Gathering #3: The Worshipping Community**
At this gathering (*date & time to be determined*) we will reflect on systems theory and the dynamics of the minister being just one part of a greater whole.
 - Mid-year Evaluation Due
- Week of March 12 – **Peer Group Gathering #4: The Larger Church**
At this gathering (*date & time to be determined*) we will reflect on ministerial ties to larger denominational and ecumenical bodies.
 - Third Theological Reflection Paper and Second Sermon Evaluation Due
- Week of April 23 – **Peer Group Gathering #5: The Public Square**
At this gathering (*date & time to be determined*) we will reflect on the role of the minister in missions and evangelism with regards to his or her role in the public square.
 - Fourth Theological Reflection Paper and Third Sermon Due
- May 18 – Final Evaluation Due
- At completion of Internship -- Post-Internship Assessment Statement is due from the student.

