



Internship Learning Covenant

INTERN:

Name: _____

Local Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone number: _____ Cell phone: _____

Preferred way to be contacted (e.g., email, cell phone): _____

ORGANIZATION:

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Supervisor's Name: _____

Supervisor's Email Address: _____

Supervisor's Phone number: _____ Cell phone: _____

Preferred way to be contacted (e.g., email, cell phone): _____

Together with your Internship Supervisor, identify and write down **Learning Goals**, **Learning Activities**, and **Assessment Measures** for your internship. Please type these up and attach them to this document.

These will be evaluated at the end of the semester by your supervisor to help determine how your internship has been progressing. You will have a chance to revisit and revise these goals at the beginning of the Spring Semester.

1. LEARNING GOALS:

List two or three learning goals that you would like to achieve through this internship. Be as specific as possible about what you'd like to learn.

Examples include: Learning how to lead a Bible study or small group; Understanding how to select music that complements the sermon message; Learning how to understand the particular needs of a community's immigrant population.

2. LEARNING ACTIVITIES:

For each learning goal, specify at least two and up to four activities with which you will be involved that will help you to meet your goal.

For example, if the goal is “Learning how to lead a Bible study,” learning activities might include: observing an experienced Bible study leader; reading about the leadership and dynamics involved in Bible studies and small groups; exploring Bible commentaries and other resources; taking on the leadership of a Bible study.

3. ASSESSMENT MEASURES:

For each learning goal, articulate how we will assess if the learning goal has been accomplished. You will most likely want to use multiple measurements for each goal.

Examples include some combination of: self-assessment in your Ministry Journal; written feedback from your supervisor; feedback from Bible study participants; program bulletin from a worship service in which you helped to select the music; summaries of oral interviews and other research you’ve done on the community’s needs.

INTERNSHIP DESCRIPTION:

With your supervisor, summarize your internship and its responsibilities. Please be specific about the primary duties and activities of the intern. Keep in mind the learning goals and activities you’ve identified. Also list other activities you’ll be performing that were not mentioned in your learning goals. (This may also be typed and attached.)

DAYS & HOURS:

Specify when you plan to do your internship each week, keeping in mind that you are to spend at least 9 hours a week during the 14 weeks of each semester on your internship.

Specify when you and your supervisor plan to meet for one-on-one conversation and ongoing evaluation. Meetings should occur weekly.

Student Signature: _____ Date: _____

Internship Supervisor Signature: _____ Date: _____

Faculty Supervisor Signature: _____ Date: _____

Before turning this in, please make two photocopies of the entire document. One will go to the student and one to the supervisor so that each of you has a copy to refer back to throughout the semester.