Appendix A: INTERNSHIP INFORMATION
SM 401 and 402 INTERNSHIP I and II

All students taking Internship in 2015 – 2016: This *entire* appendix is due by **May 1, 2015.**

STUDENT INFORMATION

Student Name: _____

Student Phone (Home/Cell): _____ Work Phone: _____

Student Email _____

MINISTRY SITE INFORMATION

Site Name _____

Address/Phone/Website _____

Supervisor's Name & Title _____

Supervisor's Address & Phone (if different than above) _____

Supervisor's Email _____

Has the Supervisor attended the Internship Supervisor's training in the last 3 years? Yes ☐ No ☐
****If no, please have the supervisor submit an Application to Mentor.**

TERMS OF COVENANT

Internship Begins: _____ Internship Ends: _____
Supervisory Conferences (once a week for an hour): Day/Time _____

UNDERSTANDING that this placement is part of the requirements of Northern Baptist Theological Seminary and is considered to be an integral part of equipping persons for ministry, the student agrees to attend weekly campus and supervisory meetings and to perform ministry duties in a professional manner. The supervisor agrees to hold weekly supervisory conferences and give guidance to the student in his/her chosen objectives. **The student and supervisor agree and understand expectations listed in Appendix A: Internship Information & Appendix C: Internship Supervisor's Information.**

_____ _____
Student's Signature **Internship Supervisor's Signature**

_____
Associate Director of Supervised Ministry

The original signed copy is to be returned to the Supervised Ministry Office. Students should keep one copy for their personal files and provide one copy to the person providing their supervision and reflection in the field.

BEFORE CREATING A LEARNING COVENANT

Before starting the draft of your Learning Covenant, please follow these exercises.

1. Obtain your Pre-Covenant Worksheet assignment which you completed during the Internship Information Session online.

2. Update your Seminary Formation Plan. (This was created during SM 301 Formation for Christian Ministry course. If you cannot find your plan, please contact the Supervised Ministry office for a copy. You need to complete SM 301 before taking SM 401/402 Internship I & II.)

   Full instructions on how to update your Seminary Formation Plan are listed below. In general, updating means reviewing your past thoughts and goals in each of the topic areas and then indicating what has changed or what needs to change since you first wrote your Seminary Formation Plan. This new information will be added to your previous document.

   Attach your updated Seminary Formation Plan to this Appendix and turn everything in together.

3. After reviewing your updated Seminary Formation Plan and reviewing the Pre-Covenant assignments (from Moodle), prayerfully consider what you need to learn to be more confident and competent in ministry. These ideas should express areas where you need to increase your knowledge of ministry and areas where you need to increase your competency in performing ministry. Write down two – four ideas.
   a.

   b.

   c.

   d.

4. What areas of personal growth do you also need to address? This could be adding a spiritual discipline, creating time for relationships, paying attention to self-care, being more intentional about your finances, etc. Write down one to two ideas.

   a.

   b.

INSTRUCTIONS FOR SEMINARY FORMATION PLAN AND PROGRESS REPORT

Please note: The Seminary Formation Plan and Progress Report is due **May 1, 2015**.

The Seminary Formation Plan is foundational to your education, spiritual growth, and intentional development during your time at Northern. The plan you develop will be updated and reviewed yearly. This plan is to be used by you. Therefore, it will uniquely reflect where you are in your self-awareness and in your place of growth. It is also designed to push you to better understand your call to ministry.

Your task in the Seminary Formation Plan Update is to reflect upon what you have learned about yourself and ministry this past year. Please be thoughtful and concise in your responses. Under each heading, please write 3-5 sentences about your progress in each area. If your goals or direction have changed, please write about your new goals and how you plan to obtain them.

Please use your original Seminary Formation Plan and add the following to it. This will create a master document for you to easily see your growth in each area. Highlight the new information by starting a new paragraph after your original/older paragraph. Start the new paragraph with today's date.

Use the following resources to prepare the report:

1. Recommendations made on the last page of your Midwest Career Summary Counselor's Evaluative Report. This report was mailed to your home by Midwest during SM 301 Formation of Christian Ministry. If you no longer have a copy, please contact the Supervised Ministry Office.

   Use the following outline to summarize the steps you have taken for each recommendation from your Midwest Career Summary Evaluative Report. (You may have received up to 10 recommendations. **You must address all of them**.)

   Recommendation #1: List recommendation #1 from your Midwest career Summary Evaluative Report.

   Action Steps Taken For Recommendation #1:
   Discuss the steps you have already taken in completing Recommendation #1.
   Future Action Steps For Recommendation #1:
   Discuss here specific steps you will take this year to fulfill Recommendation #1.
   Accountability Partner:
   Who will you covenant with to help you move forward in completing this recommendation? **Note:** the accountability partner cannot be yourself.

2. Your Seminary Formation Plan, which you prepared as a final assignment in SM 301 Formation of Christian Ministry. Refer to your Seminary Formation Plan and the Outline below to evaluate your progress toward fulfilling your goals for Seminary Formation. Address *ALL* areas listed in your Formation Plan.

SUBJECT AREAS TO UPDATE ON
YOUR ORIGINAL SEMINARY FORMATION PLAN

For each of the areas to be covered in your updated Seminary Formation Plan, please spend time in prayerful reflection and *answer the specific questions found under the subject areas below*. In addition to answering the specific questions, under <u>each</u> subject area discuss:

a. Your strengths
b. Where there is needed growth/experience
c. List specific action steps to be taken in order to achieve growth
d. How you will be – and to whom you will be accountable – for your growth/development. **Note:** This cannot be yourself.

1. **Calling** – In 3-5 sentences, discuss anything you've learned about your understanding of your calling and how that understanding has moved/shifted/been strengthened/been called to question during this past year.

2. **Spiritual Disciplines and Practices** – In 3-5 sentences, describe your relationship with God at this time. What spiritual disciplines have you been practicing? How is it going?

3. **Sabbath** – In 3 -5 sentences, discuss your current Sabbath practice. Is it working for you or should it change?

4. **Ministerial Skills** – In 3 – 5 sentences, discuss your thoughts on your ministerial skills – what have you improved, what areas do you still need experience, etc. (Example areas of ministry include: leadership, preaching, teaching, youth, older adults, community outreach, evangelism, counseling, administration, finance, conflict, etc.)

5. **Ministerial Ethics** – Does your life/lifestyle reflect the character of Christ? How are you doing in the areas of confidentiality, professionalism, decision making, and doing the right things?

6. **Understanding of My Church and Denomination** – In 3 – 5 sentences, discuss any changes in your thoughts on this topic.

7. **Physical and Mental Health** –Reflect on your exercise, sleep, thought life and eating habits. Discuss any changes you would make to the following sentence: "If I were to be perfectly honest about my physical and mental health currently, I would tell you…."

8. **Relational and Social Health** – In 3 – 5 sentences, discuss how you are doing on balancing your relational and social health with ministry/school life. Did you create a ministerial support team of fellow students and current people in ministry?

9. **Financial Health** – How are your finances currently? Any positive or negative changes over this past year?

10. **Conflict Management** –On a scale of 1-10, how comfortable are you in facing and managing individual and group conflict? What have you done this past year to improve your conflict management skills?

11. **Time Management** – In 3 -5 sentences, describe any changes to your time management skills. How can you improve your time management skills?