

### ***Handy Checklist and Calendar for Internship Preparation***

- ☐ Complete the Internship Information Session by **March 23, 2015**. If you miss this deadline, you won't be able to complete internship next year.
- ☐ Read through the Internship syllabus on the Supervised Ministry website. This is likely not your actual course syllabus, but will acquaint you with the course format and requirements.
- ☐ Find a context for ministry
  - If you don't know where you want to complete internship:
    - The Supervised Ministry office **before April 15**.
    - Contact your local denominational representatives/leaders for possible suggestions. Check Northern's Ministry Opportunity page for possible internships.
    - Network with seminary students, current and past pastors, lay members, etc. for ideas on where to serve during internship. You may need to create an "elevator speech" and clearly articulate what kind of experience you're looking for in an internship.
    - Once you've located a context, set up a meeting with the potential Internship Supervisor to review the requirements. Discuss dates for starting and finishing, position description and your ideas for what you'd like to learn during internship.
- ☐ Complete and turn in Appendix A & your potential supervisor's Application to Mentor by **May 1, 2015**. If you miss this deadline, you won't be able to complete internship next year. Students who wish to apply for summer internships also need to turn in Appendix B: Creating the Learning Covenant.
- ☐ Pre-register for Internship I & II
  - Make sure to pre-register for the same course section for each term.
- ☐ Begin working on developing your Learning Covenant once you know your site and supervisor are approved. Make sure you give yourself and your supervisor enough time to develop your plan well. Remember to contact your supervisor early enough to get time on his/her schedule. They may not be able to meet with you the day before your Learning Covenant is due.
- ☐ Inform your Internship Supervisor to expect information about a training date in August. The training will be 2-3 hours in an afternoon.
- ☐ Turn in your Learning Covenant by August 3, 2015. If you miss this deadline, your final grade for Internship I will be decreased by one point each day it is late.
- ☐ Comments for improvement on your Learning Covenant will be given by August 14, 2015.
- ☐ Update your Learning Covenant (if requested) and turn in the revision by August 28, 2015. If you miss this deadline, your final grade for Internship I will be decreased by one point each day it is late.
- ☐ Start your internship in September.
- ☐ Attend your Internship class.

<b><i>March 23, 2015 by midnight</i></b>	Complete the Internship Information Session online.
<b><i>May 1, 2015 by 4:30 pm</i></b>	<p>All students planning to take Internship in the following academic year need to turn in the completed <b>Appendix A: Internship Information.</b></p> <p>Students who wish to apply for summer internships also need to turn in Appendix B: Creating the Learning Covenant.</p>
<b><i>May 8, 2015</i></b>	<b><i>For Summer internships only:</i></b> The Supervised Ministry office will confirm with all students if the Internship site and supervisor have been approved.
<b><i>May 29, 2015</i></b>	<p>The Supervised Ministry office will confirm with all students if the Internship site and supervisor have been approved. If your site or supervisor is not approved, the student will need to locate another site or supervisor before August 3, 2015.</p> <p><b>Note:</b> Before you start completing <i>any</i> internship hours, please make sure your site and your Internship Supervisor are approved by the Supervised Ministry Office. This approval process starts after turning in your Appendix A materials and your Internship Supervisor's Application to Mentor.</p>
<b><i>August 3, 2015 by 4:30 pm</i></b>	Students completing Internship hours during the Fall and Winter terms need to turn in <b>Appendix B: Creating the Learning Covenant.</b>
<b><i>August 14, 2015</i></b>	Learning Covenants will be either approved or returned for revisions.
<b><i>August 31, 2015 by 4:30 pm</i></b>	Final revisions due to the seminary, if requested.
<b><i>September 14, 2015</i></b>	<p>Approvals or further revisions given by the Supervised Ministry Office.</p> <p>If the Learning Covenant is not approved by this date, the Supervised Ministry Office and the student will negotiate next steps.</p>

*All necessary documents are available on the Supervised Ministry pages on Northern's website and on the main page for the online information course.*