

TYNDALE THEOLOGICAL SEMINARY

Guidelines for Internships

The goal of the internship program at Tyndale Theological Seminary is to wed the biblical and theological foundations of our seminary curriculum with practical ministry experience that is directed toward vocational Christian Ministry. We believe that rigorous biblical and theological studies have a very practical aim: *to fulfill the mission of God for His people* (Matt 28:18-20).

WHAT ARE THE GOALS OF INTERNSHIPS?

- To provide the student with various ministry and/or service experiences.
- To help the student have a deeper appreciation and understanding of ministry according to his/her particular goals and aims in ministry.
- To assist the student in their integration of theological knowledge with ministry practice.
- To give the student the opportunity to see various ministry models
- To enable the student to be mentored, receiving feedback from someone in the field of ministry they are preparing to do future work.
- To help the student develop ministry skills, discover spiritual gifts and talents related to a specific ministry, aiding their sense of calling to a specific ministry.
- To promote spiritual growth, character development, people-helping skills, and relationship building.

MASTER OF DIVINITY GUIDELINES

1. Enrollment

All students enrolled in the MDiv program are required to complete the requirements for internship—PM 705.

Before the student officially enrolls in PM 705, he or she must schedule an appointment to meet with the Director of Internships, who will work together with the student in thinking through the best possible options. The internship project, then, **MUST BE APPROVED IN ADVANCE** by the Director of Internships. Completion of PM 705 will NOT be given for ministry experience already completed, or for an internship pursued apart from the Director of Internships' approval (see #6 below).

Note regarding exemptions: In rare situations an MDIV student, who has extensive ministry experience in an area of ministry that he or she is planning to return to upon graduation, *may* be exempted from their internship requirement. However, all exemptions must be approved by the Director of Internships during the first semester of study at Tyndale. Each student will be personally evaluated regarding their time and type of ministry experience upon entry into a degree program.

With the exemption the student is credited with the necessary ECTS. No course substitutes are required.

Students who believe that they qualify for exemption from the internship requirement must complete the questionnaire below with a detailed accounting of their ministry experience, noting the dates, average weekly time, ministry name, and ministry activities. See below form, “Ministry Record of Experience.” This must be completed during the student’s first semester at the seminary and submitted to the Director of Internships. Further substantiation of one’s ministry experiences may need to be produced to secure the exemption. For instance, the Director of Internships may request to speak with former supervisors and/or ministry colleagues to gain a better understanding of one’s past experience.

2. Credits received

MDIV students are required to do 6.0 ECTS (a minimum of 168 hours) of internship ministry—PM 705.

Internships must be completed to the satisfaction of the Director of Internships and are graded on a pass/fail basis. Internships do not affect the student’s grade point average.

The student’s internship must be completed, together with all requisite documentation, before Spring Reading Week of the student’s final semester. Failure to meet this deadline will impact the student’s graduation.

3. Internship time

Preparation for the ministry (preparing a Bible study, etc) and field supervisor conferences are included in the 168-hour time period, but travel to and from the ministry is not. MDiv Internships can take on various forms—staffing of camps and conferences, organizing and leading a local church’s outreach, teaching courses in a Bible school, serving at a youth hostel, etc. The student is to keep a running log of how his/her time is spent.

Many MDiv students complete their internships during an intensive time period of several weeks during the summer months and are encouraged to do so in their home countries (MDiv students can complete their 168 hours in a minimum of 4 weeks). It is also possible to do an internship locally spread across one or two semesters.

4. Choosing an internship

Normally, Tyndale does not assign an internship to the MDiv student, which permits them to explore their personal interests. It is the student’s responsibility to find the particular internship of his/her interest and then seek the Director of Internships’ approval (see above #1).

Students coming to Tyndale from outside of the Netherlands are strongly encouraged to fulfill their internships in their home country, which can be accomplished during vacation and modular periods.

The internship should be completed in a ministry to which the student is directing his/her life. For instance, if a student is heading toward church planting as a career, he/she should do the internship in a church-planting context. If the student anticipates a teaching ministry, he/she should do it in the context of a local church. For those desiring to go into a cross-cultural ministry, it would be best for the student to be involved in a missionary cross-cultural situation.

Internships can take on one of two types. Depending on the student's experience, involvement in the particular local church, language abilities and cross-cultural understanding, etc., the Director of Internships and the student will determine the type of internship to complete. The following is a description of two possible types of internships.

Type 1 Internship: This is an active internship, during which the student is doing most of the ministry under field supervision. In other words, the student is fully engaged and responsible for a particular ministry (i.e. planning, organizing, and training the church in evangelism, etc.).

Type 2 Internship: This type of internship combines both doing and observing the ministry and is especially for those who have less or little ministry experience. The internship(s) could be accomplished both by observing and ministering, learning how experienced people do ministry. For example, in the same internship a student might observe and work in the church crèche for a couple of Sundays, learning how to care for the babies and parents who bring their children to church; observe, teach and organize a Sunday School program for 10 weeks; observe and minister with church youth workers, evangelists, make pastoral visits with the pastor; prepare and deliver sermons, learn from a pastor how to prepare and perform a wedding and/or funeral, etc. Thus, this internship involves great variety.

5. Supervision in the internship

All internships must be supervised by a responsible leader of a ministry (pastor, youth pastor, missionary, etc.) with the approval of the Director of Internships.

It is expected that the student receive supervision during the course from the field supervisor. Student-supervisor conferences should be held during the accomplishment of the internship. These conferences should include planning, instruction, feedback and evaluation.

When possible, the Director of Internships from time to time will discuss progress being made in the internship, especially during term-long internships.

6. Steps to the internship

- First, talk to the Director of Internships regarding ideas and information for internships.
- Complete the "Internship Agreement" form and return to the Director of Internships for approval.
- Once approved, register for the internship.
- Towards the end of the internship, the student will obtain two evaluation forms for the internship---one for the student's personal evaluation of the internship experience and the other for the field supervisor's evaluation of the student.
- The two forms will be completed and returned to the Director of Internships (SEE APPENDIX FOR COPIES OF THE FORMS).
- Each student will have a debriefing session with the Director of Internships.

MASTER OF EVANGELICAL THEOLOGY GUIDELINES

1. Enrollment

All students enrolled in the MET are required to complete the requirements for internship and must enroll prior to the course—PM 805. There are no exemptions permitted.

Completion of the course(s) **WILL NOT** be given for an internship if the student has not registered for the internship prior to doing it—it must be **APPROVED IN ADVANCE**.

2. Credits received

MET students are required to do 3 ECTS (a minimum of 84 hours) of internship ministry—PM 805. The internship takes place during both fall and spring semesters.

The internships must be completed to the satisfaction of the Director of Internships and are graded on a pass/fail basis. Internships do not affect the student's grade point average.

MET students generally complete their requirements of 84 hour during their 2nd year of study.

3. Internship time and assignments

The student will be provided a course syllabus with goals and assignments. Basically, all time is counted toward the completion of the internship. Preparation for the ministry (preparing a Bible study, etc) and mentoring meetings are included in the time period, but travel to and from the ministry is not. Please keep a running account of how you are spending your time.

4. Choosing an internship

MET students have two basic tracts of internship from which they may choose: (1) Leadership or (2) Theological Educator.

The particular tract is chosen in light of the student's future ministry goals. For more information for each of these please see the Director of Internships for the syllabus of each course. The student registers for the course and is assigned an internship mentor.

5. Supervision in the internship

MET internships take place under the supervision of a Tyndale staff person, generally under the guidance of a mentor who is usually a professor at the seminary.

6. Steps to the internship

- Register for the internship course in the spring semester of the first year, indicating the tract—leadership or theological educator graduate.
- The Director of Internships will assign the student an internship mentor in the fall semester of the 2nd year following registration.
- The student will then receive a syllabus for the course from the Director of Internships with the goals and assignments.

INTERNSHIP AGREEMENT FOR MDIV STUDENTS
Tyndale Theological Seminary

INSTRUCTIONS: This form is to be completed by the student and submitted to the Director of Internships for approval before registration for the internship.

Name of student _____
 Course: PM 705, MDiv. (6 ECTS) _____

Church/Organization: _____
 Address: _____
 Phone: _____

PROPOSED FIELD SUPERVISOR

Name: _____ Title/Position _____
 Address: _____
 Phone: _____ E-mail: _____

Date of Internship:

From _____, _____ to _____, _____
Day/Month Year Day/Month Year

A. WHAT DO YOU WANT TO ACCOMPLISH IN YOUR INTERNSHIP?

Instructions: List your goals, objectives and/or expectations

1. _____
2. _____
3. _____
4. _____
5. _____

B. WHAT MINISTRY ACTIVITIES WILL YOU BE DOING TO MEET YOUR OBJECTIVES?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

C. SIGNATURES:

Instructions:

1. Once the internship has been approved by the Director of Internships, and a supervisor has agreed to supervise you in the internship, please have the person sign below.
2. The student also signs the agreement.
3. Please remit this form to the Director of Internships.
4. Register for the course on Internships.

Field Supervisor _____ Date _____
Day/Month/Year

Student _____ Date _____
Day/Month/Year

INTERNSHIP TIME SHEET (MDIV & MET)

STUDENT'S NAME _____

In order to earn the correct number of ECTS for the Internship, it is necessary to complete the correct number of hours. The following sheet can help you keep track of your ministry experience. **THE STUDENT IS NOT TO COMPLETE THIS FORM UNLESS HE/SHE HAS COMPLETED THE "INTERNSHIP AGREEMENT" WITH THE APPROVAL OF THE DIRECTOR OF INTERNSHIPS.**

DATE	MINISTRY	PREPARATION TIME	MINISTRY TIME (ACTUAL)	TOTAL HOURS

DATE OF COMPLETION _____

Signature of Director of Internships _____

MDIV INTERNSHIP—STUDENT’S SELF EVALUATION
Tyndale Theological Seminary

INSTRUCTIONS: This form is to be completed by the student and submitted to the Director of Internships for approval before you register for the internship.

Name of student _____

Course: PM 705, MDIV. (6 ECTS) _____

Church/Organization: _____

Date of Internship:

From _____, _____ to _____, _____
Day/Month Year Day/Month Year



A. HOW MUCH TIME DID YOU PUT INTO THIS INTERNSHIP?

(Based on the “Internship Time Sheet”)

Total time spend: _____ Average per week: _____

B. BASED ON YOUR OBJECTIVES AND GOALS FOR THE INTERNSHIP, DO YOU FEEL THAT THEY WERE ACCOMPLISHED? WHY/WHY NOT?

C. HOW DO YOU FEEL THIS INTERNSHIP CONTRIBUTED TO YOUR LIFE—YOUR MINISTRY SKILLS, YOUR PERSONAL SPIRITUAL GROWTH, YOUR UNDERSTANDING OF GOD, THE DEVELOPMENT OF YOUR PERSONAL CHARACTER, ETC.?

D. WHAT SPIRITUAL/PRACTICAL LESSONS DID YOU LEARN FROM THE INTERNSHIP? WHAT DID GOD TEACH YOU?

E. WHAT HAVE YOU LEARNED ABOUT YOURSELF FROM THIS INTERNSHIP? WHAT WAS DISAPPOINTING IN THE INTERNSHIP? BASED ON YOUR INTERNSHIP EXPERIENCE, WHAT IS THAT YOU NEED TO WORK ON AND HOW CAN YOU DO THAT?

F. HOW MANY TIMES DID YOU SPECIFICALLY TALK OVER YOUR INTERNSHIP MINISTRY WITH YOUR SUPERVISOR DURING THE INTERNSHIP ITSELF?

G. ADDITIONAL COMMENTS

Student signature _____ Date _____
Day/Month/Year

Please return to: *Director of Internships*
Tyndale Theological Seminary
Egelantierstraat 1, 1171 JM Badhoevedorp, The Netherlands

MDIV INTERNSHIP—SUPERVISOR’S EVALUATION
Tyndale Theological Seminary

INSTRUCTIONS: Please complete after the conclusion of the internship ministry by placing a mark in the box that best accords with the quality.

Name of student _____

Course: PM 705, MDIV. (6 ECTS) _____

Church/Organization: _____

Address: _____

Phone: _____

Date of Internship:

From _____, _____ to _____, _____
Day/Month Year Day/Month Year

PERSONAL QUALITIES	Excellent	Very Good	Good	Fair	Weak
Attitude toward ministry					
Attitude toward spiritual things					
Spiritual Maturity					
Teachableness					
Reliability					
Self-discipline					
Servanthood					
Faithfulness					

Interpersonal Skills	Excellent	Very Good	Good	Fair	Weak
Interpersonal communication					
Communication to groups					
Cooperation with others					
Submission to authority					
Acceptance of suggestions					
Encouraging, supportive of others					

Ministry Habits	Excellent	Very Good	Good	Fair	Weak
Advanced planning					
Resourcefulness					
Thoroughness					
Takes initiative					
Takes responsibility					
Leadership					
Organization					
Prayerful					

A. SUPERVISOR'S SUMMARY STATEMENT

If another church or mission agency were considering this person as an employee and you were asked to provide a recommendation based on your experience with him/her, how would you summarize your evaluation of the person?

B. IMPROVEMENTS

What is the one area that the student could most improve in (personal qualities, interpersonal relations, ministry habits, or ministry skills)?

Supervisor's printed name: _____

Supervisor's signature: _____

Position/Title: _____

Date: _____
Day/Month/Year

Return form to:
 Director of Internships
 Tyndale Theological Seminary
 Egelantierstraat 1
 1171 JM Badhoevedorp
 The Netherlands

Ministry Record of Experience

Name _____ Date _____

Dates of Ministry Period:	Weekly average of time in ministry	Ministry Name & Position	Main Ministry Activities
Example: July 2000-August 2005	Example: 38 hrs per week	Example: Bethany Baptist Church Associate Pastor	Example: Preaching OT, Evangelism of Muslims in city, Teaching basic Christianity to new converts

INTERNSHIP COURSE COMPLETION FORM

To: Office of Registrar
From: Director of Internships

Date: _____

STUDENT NAME _____ **TERM** _____ **YEAR** _____

Internship: PM 705, MDIV. (6 ECTS) _____ PM 805, MET (3 ECTS) _____

Academic Program: MDIV. _____ MET _____

Credit: **PASS** **NO CREDIT**

Signature: _____

Director of Internships

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INTERNSHIP COURSE COMPLETION FORM

To: Office of Registrar
From: Director of Internships

Date: _____

STUDENT NAME _____ **TERM** _____ **YEAR** _____

Internship: PM 705, MDIV. (6 ECTS) _____ PM 805, MET (3 ECTS) _____

Academic Program: MDIV. _____ MET _____

Credit: **PASS** **NO CREDIT**

Signature: _____

Director of Internships