Internship Dates: Summer \_\_\_\_ (start\_\_\_\_\_\_\_\_end\_\_\_\_\_\_\_ ) Fall-Spring \_\_\_\_

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| **Student Information**Name:Degree & Expected Grad:Telephone Number:E-mail Address:Theological Mentor (if other than supervisor):Name:Organization/Church:Telephone Number:E-mail Address: | Site InformationSupervisor’s Name:Site Name:Telephone Number:Supervisor’s E-mail Address:Intern Team members or Lay/Staff Mentor (if applicable):*
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## Complete the following statements, briefly (approximately 1-3 sentences):

* Why did you choose this site? I’m covenanting with this particular site because…
* Head – I want to learn…

(Think about theological rationales, vocational particularities, knowledge possessed by those with whom you work…)

* Hands – I want to practice…

(Think about what skills, dispositions of the profession…)

* Heart – I want to become…

(Think about your passions, how you create meaning, becoming your best self…)

## Based on your conversation, list things you and your supervisor agree you can learn and do during your supervised ministry (bullet points).

## Conditions of the Internship *to be cosigned by supervisor and intern*

* As the intern, I agree to work 370 hours (15 hours, on average, each week during the academic year). As the supervisor, I understand that supervised ministry is a master’s level course and not a part-time job. The internship will begin on the first day of YDS classes and suspend on the last day of classes for the fall semester, with one week off during the fall semester that we will mutually determine (usually Thanksgiving week). It will resume on the first day of YDS classes for spring semester and conclude on the last day of classes for the spring term, with two weeks off during the spring semester (usually Spring Break). My travel time (in excess of 45 minute commute) will be included in these hours. (Summer dates must fall between May 25 and August 10).
* We agree to one hour each week of individual supervision with theological reflection, to be included in the 370 hours. (If theological reflection will be with a different mentor, please have that person initial here: \_\_\_\_\_\_\_)
* We agree to abide by the Yale Divinity School policies and procedures on sexual harassment, as stated on the Yale Divinity School website (divinity.yale.edu/academics/supervised-ministries/supervised-ministries-policies).
* We agree to inform the Director of Supervised Ministries **promptly** of any concerns or actions negatively affecting our relationship or the fulfillment of this Learning Agreement. These may include, but are not limited to, inadequate supervision, failure to meet responsibilities, or misconduct. This provides the best opportunity for a successful internship.
* We agree to submit 2 reports by the due date. A time sheet, approved by the supervisor, will be submitted with each report.
	+ Student will submit an End-of-semester Report at the end of fall semester and a Self-Assessment at the end of spring semester (Summer internships require the self-assessment only). In addition, the intern will meet with the Director once each semester.
	+ Supervisor/mentor will submit an End-of-semester Report at the end of fall semester and a Final Report at the end of spring semester (Summer internships require the Final Report only).

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Supervisor Date

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Intern Date

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Director of Supervised Ministries Date