**SUPERVISOR AGREEMENT**

Site:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Email: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I agree to the following:

* As the person who will direct and observe most of the student’s work, I will serve as the student’s primary supervisor.
* To the best of my knowledge, I will be available to supervise for the entire internship, planning no extended absences (greater than one week) and having no intentions of leaving my position before the conclusion of the internship.
* I have had a minimum of three years’ experience in my vocational field since graduation and at least one year in my current position.
* I will spend at least one hour a week meeting individually with the student for critical reflection on practice.  This is outside of regular meetings for exchanging day-to-day operations information.
* I will promptly inform the Director of Supervised Ministries of any concerns or actions negatively affecting my relationship with the student. These may include, but are not limited to, inadequate performance, failure to meet responsibilities, or misconduct.
* I will conduct myself professionally and ethically, including refraining from any speech or action that is sexual in nature. I have never been sanctioned for professional misconduct, and there are no charges currently pending against me.
* I will make every effort to participate in continuing education to further develop my ability to super-vise and mentor Divinity students, especially if I am new to the Yale Divinity School program.
* I will complete the required paperwork by stated deadlines. I will abide by Yale Divinity School policies and procedures, as stated in the YDS Student Handbook and on the Office of Supervised Ministries website divinity.yale.edu/academics/supervised-ministries/supervised-ministries-policies:
	+ Yale University Equal Opportunity Statement
	+ Yale Divinity School Inclusivity Statement and Statement on Inclusive Language
	+ Yale Statement and Procedures on Sexual Harassment and Misconduct
	+ Yale Divinity School Statement on Faculty-Student Consensual Relations

My signature affirms my agreement with the above statements and that I have received approval from the necessary parties to participate in YDS Supervised Ministry.

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*Signature*

**Yale University Hold Harmless Agreement**

I/we agree to provide internship placement opportunities for students in the supervised ministry program of Yale Divinity School. We further agree to indemnify and hold harmless Yale University and its current and former employees, officers, fellows, and agent from and against any and all damage, liability, injury, expense or loss relating to any third party claim which arise or result from the negligent acts or omissions of any employee, volunteer or agent of the named site.

*Please have the appropriate party for your site approve the Yale Hold Harmless Agreement.*

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*Signature Position*