**YDS Policy on Accounting for Time During an Internship**

One internship requires 400 hours of “class time” to receive 6 credit hours from Yale Divinity School.

30 hours of this time is filled by Practicum, leaving 370 hours at the site.  During the school year, Practicum is held on campus from 4:00-5:30 pm every Thursday. For summer internships, Practicum is made up of 12 hours of on-campus meeting in May and 8 weekly web sessions lasting 2 hours each. **Students will not receive credit for the internship if they miss more than 2 practicums each semester or 1 during the summer internship.** *Supervisors are expected to support this course requirement by not scheduling internship responsibilities during these times.*

Time that *can* be included on the timesheet:

1. Commuting time from YDS that is in excess of 1.5 hours round trip. **Commuting time that will be counted toward internship hours must be approved by the director of the program prior to September 10.**
2. Time spent in preparation for internship, e.g., writing projects, sermon or teaching preparation, or other kinds of presentations. Preparation time must be approved by the supervisor as an appropriate or realistic amount (e.g., it might be unrealistic, depending on the context, to count 20 hours for sermon preparation).
3. Time spent in weekly meetings with the supervisor/mentor (or supervisor and theological mentor)

Time that *cannot* be included on the timesheet:

1. Time spent completing Practicum assignments
2. Commuting time from YDS to site up to 1.5 hours round trip
3. Commuting time during summer internships
4. More than 10 hours in any one day (e.g., mission trips, retreats)
5. Excessive time for preparation
6. Time prior to the Sunday before classes start in August or the Sunday after finals are completed in May unless approved by director.

It is by no means uncommon for students to complete more than 370 hours during an internship.  The timesheet is a tool for evaluating the demands on—and use of—the student’s time.  If a student records excessive hours, the topics of site expectations, sustainability, and self-care should be discussed with the supervisor-mentor and practicum facilitator.  If a student has too few hours, a discussion should address the learning goals, expectations, and plans for expanding the student’s activities.  A fillable timesheet is provided on the YDS website, or you can use an app like Super Tracker, etc.  Please keep a running total of your hours on every timesheet.

The supervisor should review and sign the timesheet at the middle and end of each semester. Total hours will also be monitored by the program director.

**Academic Calendar:**

Internships that take place during the school year, for the most part, adhere to the academic calendar. (See below) However, there is a reading week that falls in October, and it is not “time off” from internships, unless the student negotiates it as such with the site supervisor.

*Important dates from Yale Divinity School academic calendar 2020-2021:*

BTFO (Before the Fall Orientation) – *August 27,28, and 31*

Fall semester classes begin (and Internships begin) – *September 2*

Thanksgiving Break – *November 21- November 30* (Student not required to work unless negotiated)

Fall semester classes end (mid-year break begins): *December 8*

Spring semester classes begin (Students return to internships): *January 19*

Spring break – *March 13-28* (Students not required to work unless negotiated)

Spring classes end (Internships conclude): *April 30*

**Any exceptions to this policy must be arranged by the supervisor with the Program Director.**

If you have questions, please contact:

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