**OSM Policy on Accounting for Time During a Supervised Ministry Internship**

One unit of supervised ministry 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 4:00-5:30pm 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 supervised ministry 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 Supervised Ministries prior to September 10.**
2. Time spent in preparation for internship, e.g., preparation of sermons, Bible studies, or presentations. Preparation time must be approved by the supervisor as an appropriate or realistic amount (e.g., it would be unrealistic to count 10 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

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 OSM website, or you can use an app like Super Tracker, etc.  Please total your hours before submitting the 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 Director of Supervised Ministries.

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

If you have questions, please contact Lucinda Huffaker, Director of Supervised Ministries.

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