

## Worksheet for Requirements

Intern's name: \_\_\_\_\_

Church/Agency: \_\_\_\_\_

Supervisor (s): \_\_\_\_\_

Internship Dates: \_\_\_\_\_ to \_\_\_\_\_

The following is provided for the intern and the supervisor to use to establish a timetable for when internship materials are due. If the internship begins at the end of August/beginning of September and will last one academic school year, then simply fill in the "Target Date" with the dates provided in the syllabus for the course. If the internship will cover different dates, fill in the "Target Date" spacing the different assignments out over the course of the internship. The intern should keep a copy of this form and send a copy to the Dean's Office.

<b>Requirement</b>	<b>Party or Parties Responsible</b>	<b>Target Date</b>	<b>Date Submitted</b>
Sexual Harassment Training Certification	Intern + Supervisor		
Supervised Practice of Ministry Agreement	Intern + Supervisor	Prior to Internship start date	
Learning Service Agreement	Intern + Supervisor	At Orientation or earlier	
First Evaluation	Intern + Supervisor	After 1 <sup>st</sup> month of Internship	
Theological Reflection Paper #1	Intern (+ Supervisor on 2 of 4)		
Theological Reflection Paper #2	Intern (+ Supervisor on 2 of 4)		
Theological Reflection Paper #3	Intern (+ Supervisor on 2 of 4)		
Theological Reflection Paper #4	Intern (+ Supervisor on 2 of 4)		
Mid-Internship Evaluation	Intern + Supervisor		
Sermon Evaluation#1	3-5 Internship members (+ Supervisor on 1 of 3)		
Sermon Evaluation#2	3-5 Internship members (+ Supervisor on 1 of 3)		

Sermon Evaluation#3	3-5 Internship members (+ Supervisor on 1 of 3)		
Final Evaluation	Intern + Supervisor		
Post-Internship Assessment	Intern		
Assessment of Intern Supervisor	Intern		