

# **FE 400 Ministry Internship**

## Course Syllabus for Associate and Certificate in Science Students Independent Studies (1 credit hour)

### **I. COURSE DESCRIPTION**

The Ministry Internship provides an experience with a Christian organization under the supervision of a qualified professional Christian mentor (On-Site Supervisor). The student utilizes the skills directly related to the his/her academic preparation through working in an applied ministry setting with special emphasis on leading, caring, evangelizing, proclaiming, relating, and growing. The student will serve under the supervision of a MDLC Course Instructor as well as the On-Site Supervisor.

Internships are conducted during the last half of the student's degree program (see Prerequisites below), though they may be done in any semester (Fall, Spring or Summer). In all cases, the MDLC Course Instructor **must** approve the internship **prior** to an internship beginning.

### **II. PREREQUISITES**

The MDLC student enrolled in the Associates (ABS) program must have successfully completed 30 or more college credits in order to be eligible to enroll in FE 400 Ministry Internship.

The MDLC student enrolled in the Certificate (CTBS) must have successfully completed 15 or more college credits in order to be eligible to enroll in FE 400 Ministry Internship.

For both programs, those credits need to include at least 6 credits in the areas of Bible/Theology studies and 3 credits in Ministry studies. The credits need not all have been accumulated at Moody Bible Institute, but they all have to have transferred into the program. Transfer students must have already accrued a minimum of 12 college credits in the areas of Bible, Theology and/or Ministry Studies to be eligible for this class. The FE 400 enrollee must have a minimum MBI grade point average of 2.0 in order to qualify for an internship.

### **III. COURSE OBJECTIVES**

#### **A. General Objective**

To achieve readiness for ministry in the areas of personal growth, spiritual development, Biblical application, and actual hands-on Christian service experience. For those already serving in ministry, the objective is to enhance and/or expand an area of ministry which would not otherwise be developed.

#### **B. Specific Objectives**

The student is expected to achieve the following:

1. Examine his/her call and role in the Kingdom of God
2. Identify and affirm his/her gifts and strengths
3. Grow in spiritual formation by means of daily meditation, prayer, contemplation, and devotional reading
4. Actively participate and perform the duties of ministry
5. Improve his/her personal qualities and professional skills
6. Integrate his/her total Biblical training into the practice of ministry
7. Increase his/her competencies in multiple dimensions of ministry

8. Grow in interpersonal relationships and professional identity
9. Develop insight into areas of ministry that could be improved
10. Learn cooperative attitudes with the host ministry in reaching common goals with the ministry team and / or mentor

#### IV. GENERAL COURSE INFORMATION

A. Credit earned: 1 semester hour

B. Contact Hours on the field:

For this course, each intern must spend a minimum of 20 hours on the internship ministry/project. This can be done in various ways. Note that 5 weeks (4 hours a week) is the minimum time span for the internship. The student will propose a rate to the instructor (# of weeks and hours per week) when they complete the Ministry Internship Agreement form (i.e. 3 hours per week for 10 weeks).

C. Guidelines

All ministries must abide by the Ministry Internship Guidelines document provided. This includes the specifications of being a unique to the student, being with a Christian organization, having an On-Site Supervisor, and having the above contact hours.

D. Remuneration

1. No official policy has been established by Moody Distance Learning Center regarding payment for internship services rendered.
2. The intern should recognize that the internship is an integral part of his/her training, and is not necessarily a staff position.
3. Some ministry organizations will pay a stipend; others pay travel and /or living expenses connected with the internship, and some are unable to provide any remuneration.

E. Ministry Internship Agreement Form

The student is required to complete a Ministry Internship Agreement form and submit it to the MDLC Course Instructor via fax or USPS mail no later than the second week of the semester.

#### V. GRADING

A. Weight & Dates

	<u>Weight</u>	<u>Due</u>
Weekly Journal	20%	End of internship
Personal Reflection Paper	30%	End of internship
On-Site Supervisor Evaluation	30%	End of internship
MBI Instructor Evaluation	10%	End of internship

## B. Letter Grades

A	95% or higher	C	77-84.9%
A-	94-94.9%	C-	76-76.9%
B+	93-93.9%	D+	75-75.9%
B	87-92.9%	D	71-74.9%
B-	86-86.9%	D-	70-70.9%
C+	85-85.9%	F	Below 69.9%

## C. Grading Procedures

1. The On-Site Supervisor will submit a suggested numeric grade to the MDLC Course Instructor.
2. The MDLC Course Instructor will calculate the student's final grade and submit it to the MBI Academic Records Office.
3. All documents should be directed to the following address:

If mailed: The Moody Bible Institute  
Distance Learning Center  
Attn: [name of instructor]  
820 N. LaSalle Blvd.  
Chicago, IL 60610

If faxed: (on cover letter: )  
Moody Distance Learning Center  
Ministry Internship  
Attn: [name of instructor]  
Fax: 312-329-2081

If emailed: [mdlc-instruction@moody.edu](mailto:mdlc-instruction@moody.edu)

(Please Note: The subject line of all emails should always include your full name and the name of your course)

*. \*\*Student should retain original copies of all assignments in case anything is lost in the mail and not received by the Course Instructor.*

## VI. COURSE REQUIREMENTS

### A. Exams

There are no exams for this course.

### B. Assignments

1. Ministry Internship Agreement Form – The student must complete the form provided on Blackboard by acquiring your On-Site Supervisor's written agreement to the internship. This internship requires a brief bi-weekly meeting for the student and the On-Site Supervisor to talk about how well the student is performing their tasks/goals. These meetings need only be 10-15 minutes long. See the "Suggested Weekly Meeting Questions" document.
2. Weekly Journals – The student has been provided with the Weekly Journal form and should complete a journal entry each week of the

actual internship. The student is responsible to submit the forms/journal-entries at the very end of the internship.

3. Personal Reflection Paper – The student must submit a 3-5 page paper discussing the focus and context of the ministry; describe your theory of ministry including the roles, values and principles of ministry; discuss one problem in ministry and how you would propose to solve it; discuss at least three challenges encountered and three accomplishments made in the internship; describe how this internship will affect your future ministry and any other observations about ministry in general or this ministry in particular that has affected your future vision for ministry.
4. On- Site Supervisor's Evaluation - The student must print off the form provided on Blackboard and give it to the on-site supervisor (as well as a stamped envelope with the MDLC address) in the last weekly meeting. The student must request that the on-site supervisor fill out the form and submit it to the MDLC Course Instructor.
5. MDLC Course Instructor Evaluation - The student must contact the Course Instructor when the Internship has been completed and all assignments have been submitted in order to schedule a phone interview with the Instructor. During this interview the Instructor will ask the student questions about their experience and complete the Ministry Internship Instructor Evaluation. This evaluation will be based on the student's completion of all assignments and require the student to describe some of the highlights of their internship as well as any questions or concerns that they may have.