

MOODY DISTANCE LEARNING

Course Number, Name, and Credit Hours

FE-4400 *Ministry Internship* (BSBS), 3 credit hours, MDL only.

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 MDL 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 MDL Course Instructor **must** approve the internship **prior** to an internship beginning.

Prerequisites

The MDL student must have successfully completed 60 or more college credits (with at least 6 credits in the areas of Bible/Theology studies and 6 credits in Ministry studies from Moody Bible Institute) in order to be eligible to enroll in FE 400 **Ministry Internship**. The credits need not all have been accumulated at Moody Bible Institute. The FE 400 enrollee must have a minimum MBI grade point average of 2.0 in order to qualify for an internship. The MBI Records Office will determine and have complete authority in determining the student's eligibility for this Field Education course.

Course Objectives:

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.

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.

Course Textbook(s) and/or Supplemental Information

BOOKS

Pyle, William & Mary Seals. *Experiencing Ministry Supervision*. Broadman & Holman, 1995.

You can get this text at the following websites, as well as various other sites on the Internet.

www.amazon.com

www.christianbook.com

General Course Information

A. Credit earned: 3 credit hours

B. Contact Hours on the Field:

For this course, each intern must spend a minimum of 60 hours on the internship ministry/project. This can be done in various ways. Note that 6 weeks (10 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. 4 hours per week for 15 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 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.
4. It is suggested that sponsoring ministries provide basic travel and living expenses directly incurred within the internship.

E. Internship Location/Organization Agreement

1. The intern will propose a location and organization within two weeks of initial enrollment (course start date) in FE 400 via the Ministry Internship Agreement form.
2. The location / organization must be approved by the MDL course instructor.
3. The Internship is officially established when the student and the Site Supervisor agree (sign) to a Ministry Internship Agreement and turn it in to the MDL Office.

Assessments

Your grade for this course will consist of:

Intern's Reading Reaction Paper	10%
Pre-Internship Session with MBI Faculty	20%
Intern's Weekly Ministry Journal	20%
Intern's Personal Reflection Paper	10%
Post-Internship Session with MBI Faculty	10%
Site Supervisor Evaluation Form(s)	30%
	100%

Letter grades are determined by the following scale:

Letter Grade	Percentage Equivalent	Letter Grade	Percentage Equivalent
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 70%

Grading Procedures:

1. Grades are based on completion of responsibilities, evaluations, reflection papers, conformity to the Ministry Internship Agreement, journal entries, and sessions with MDL faculty.
2. The on-the-field site supervisor will submit a suggested letter grade for the student to the MDL Faculty member.
3. The MDL faculty member will be responsible and have ultimate authority for submission of the student's final grade to the MBI Records Office.

Course Requirements

Note that all written assignments should follow MLA guidelines. Unless otherwise noted, all written work should also be double spaced.

MINISTRY INTERNSHIP AGREEMENT

The student must complete the form provided 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.

READING REACTION PAPER

The student must read the required textbook and write a 2-3 page paper highlighting the key points of the book and specifically what the student learned.

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.

PRACTICAL LEADERSHIP CRITIQUES 1&2

For two of the instances that the student preaches/teaches/facilitates/leads during the course, the student must be critiqued by the On-Site Supervisor. The On-Site Supervisor should observe and critique the sessions and offer constructive, written feedback to the student using the “Practical Leadership Critique Form.” The student must then submit the form to the course Instructor in order to receive credit for this requirement.

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.

ON-SITE SUPERVISOR’S EVALUATION

The student must give the form (as well as a stamped envelope with the MDL address) to the on-site supervisor in the last weekly meeting. The student must request that the on-site supervisor fill out the form and submit it to the MDL Course Instructor.

MDL 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.

Schedule

A. Pre-Internship

1. The student will request registration / enrollment in FE 400 Ministry Internship with the MDL Office.
2. Once registered for the course, the student should immediately (in some cases, prior to) explore Internship opportunities.
3. The student will read the required textbook, *Experiencing Ministry Supervision* and submit a 2-3 page Reading Reaction Paper highlighting the salient points of the authors.
4. Upon finding a suitable opportunity, the student must arrange a pre-internship interview with the site supervisor discuss appropriate ministry placement.
5. The student, the site supervisor and the MDL faculty member will complete, sign and submit the Ministry Internship Agreement.

B. During the Internship

1. The intern and the on-the-field supervisor will implement the responsibilities and learning experiences described in the Ministry Internship Agreement.
2. The intern should meet with the site supervisor bi-weekly week for instruction, counseling, encouragement, evaluation, and correction.

3. The intern will prepare a typewritten, double-spaced, 3–5 page Personal Reflection Paper (on his ministry experiences) and submit the paper to the MDL Faculty member one week prior to the conclusion of the semester.
4. The site supervisor will complete an Internship Evaluation at the conclusion of the semester and submit it to the MDL Office
5. The intern will prepare the Weekly Ministry Journal
6. The intern should preach / teach / facilitate / lead at least two (2) times in a ministry setting during the semester. The site supervisor should observe and critique these sessions and offer constructive, written feedback to the student.

C. Internship Exit Activities:

1. The intern will make an appointment with the site supervisor for an exit interview.
2. The intern will make an appointment with the MDL FE 400 course instructor for a telephone post-internship session.
3. The intern will submit to the MDL faculty member his/her Personal Reflection Paper.
4. Optional: The intern may submit an up-dated resume to the MBI Career Services Office. This resume should include his/her internship experiences and will become a part of an official file available to worldwide ministries seeking personnel.
5. The site supervisor will submit to the MDL faculty member his Evaluation Form and Grade recommendation at the close of the semester.

Instructional Procedures

- A. Supervised practical experience
- B. Evaluations by the site supervisor
- C. Biblical/theological and integrative reflection
- D. Personal and dialogical reflection
- E. Weekly journal
- F. Scholarly reading and reactions
- G. Pre- and post-internship sessions with MDL faculty member

Attendance

The intern must notify his/ her site supervisor of any emergency situation(s) that prevents him/her from meeting the agreed-upon schedule of assignments. Furthermore, the onus of responsibility is clearly on the student to “make up” the missed work to the complete satisfaction of the site supervisor within a mutually acceptable time frame.

Course Copyright Statement

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