



## Online 8-Week Course Syllabus

### FE-7772 MDiv Internship

#### Course Description

This is an advanced field-based internship in a specific area of ministry.

3 credit hours

**Prerequisites:** None.

#### Course Objectives

By the completion of this course, you should be able to:

1. Integrate theological understanding, leadership principles, and interpersonal relationships through theological reflection (Knowledge & Understanding; Engagement & Motivation).
2. Participate in personal assessment for ministry readiness through mentor evaluations that inform and validate ministry strengths and weaknesses (Engagement & Motivation).
3. Practice theological training, leadership principles, and interpersonal relationship skills learned in the classroom in a ministry setting (Performance & Action)
4. Demonstrate ministry specific skills within the context of a ministry setting that has been carefully observed and critiqued by the Field Instructor (Performance & Action).
5. Assess one's personal ministry vision and professional goals in light of the internship experience with the advice and counsel of the Field Instructor (Commitment & Identity).

#### Course Materials (required)

There are no required materials to be read for this course.

#### Course Work

All coursework is due according to the **Schedule**.

**A. CLASS PARTICIPATION:** This course is an independent ministry internship. You are required to spend time on-site at your ministry internship location for 135 hours over the eight (8) weeks of this semester. It is expected that you establish goals and outcomes for your internship with your site supervisor.

You are required to attend two (2) online meetings over the semester. Links will be provided on Canvas.

**B. ASSIGNMENTS:** Assignments are the primary means of assessing whether learning has transpired and may include papers, reports, exams, projects, and the like. Specific details for each assignment are listed on Canvas. Create the assignment, save the file, and then submit it through a link in Canvas so your instructor can grade it. Your instructor will return assignments through Canvas. Submit all assignments by **Monday at 11:59 pm Central Time (CT)** the day it is due unless otherwise stated in the directions.

1. **Mid-point Reflection Paper:** The student is to write a one to two (1-2) page (double-spaced) self-reflection paper highlighting the first four (4) weeks of their internship experience. The paper should be divided into three (3) brief sections and address the following questions:
  - What have your primary responsibilities been during these first four (4) weeks?
  - What aspects of the internship have been your greatest source of blessing and your greatest source of disappointment/frustration?
  - What have you learned about yourself during these first eight (8) weeks?

The paper is to be well-written: clear, concise, and to the point.

2. **Final Reflection Paper:** You are to write a **two to three (2-3) page (double-spaced)** self-reflection paper reflecting on and highlighting your internship experience. The paper should address the following questions:
- What were your primary responsibilities during the internship?
  - What aspects of the internship offered personal development and spiritual growth and shaped your ministry methodology?
  - What aspects of the internship provided the most significant challenge or disappointment/frustration?
  - Considering the 2nd and 3rd bulleted points, what did you learn about yourself during the internship?
  - Above all else, what is one thing you will take away from this experience and hold onto for future ministry opportunities?

It's important that your paper is well-written, with a focus on clarity, conciseness, and directness. This will ensure that your message is effectively communicated. You will also have the chance to share parts of your paper with your peers during the final Zoom meet-up in Week 8.

3. **Final Internship Assessment (to be completed by your Site Supervisor):** The assessment will be available for download on Canvas.

#### Assessments

Grades for this course will consist of:

Assessment	Total Points	Percentage of Final Grade*
First Zoom Meeting	10	10%
Final Zoom Meeting	10	10%
Mid-point Reflection Paper	10	10%
Final Reflection Paper	20	20%
Internship Assessment (to be completed by Site Supervisor)	50	50%
<b>Totals:</b>	<b>100</b>	<b>100%</b>

**\*Note:** This course uses weighted percentages to determine your final grade.

Letter grades are determined by the following scale:

Letter Grade	Percentage Equivalent	Description
A	96-100	Exceptional work
A-	94-95	Excellent work
B+	92-93	Very good work
B	89-91	Good work
B-	87-88	Above average work
C+	83-86	Average work
C	79-82	Work needs improvement
C-	75-78	Minimally acceptable work
F	<75	Unacceptable work

### Turabian Writing Style

Graduate students at Moody Bible Institute must follow the Turabian style for all written assignments (except for TESOL and counseling programs that require APA). Your instructor may waive this requirement for specific assignments such as discussion boards, blogs, emails, and the like, but if not stated otherwise, follow Turabian guidelines. Assignments not in proper Turabian format may be returned with a request to redo the assignment and could be subject to a late penalty.

Unless otherwise directed, all assignments submitted as a document are to be in a standard 12-point serif font (limited to Times New Roman, Cambria, Century Schoolbook), 8½ x 11-inch page size, double-spaced and are to be submitted as a Microsoft Word document (.doc or .docx) only.

**IMPORTANT:** Other document formats will be returned to the student for resubmission, and a late penalty may be applied.

You should follow the latest version of the Turabian style guide here: *A Manual for Writers of Research Papers, Theses, and Dissertations*. A [“Citation Quick Guide”](#) is available online.

### Course Honor Code & Professional Conduct Statements

#### Course Honor Code

You must maintain the highest ethical and moral standards at Moody Bible Institute Online in your quest for academic excellence. Therefore, you commit not to cheat, steal, or claim credit for the ideas and words of others. You commit to respect the intellectual property of others and will always acknowledge the authorship of intellectual property in all forms. By participating in this course, you acknowledge you have read this syllabus and agree to abide by it.

#### Professional Conduct

Moody Bible Institute online students are expected to conduct themselves in a manner conducive to continued growth toward biblical and spiritual maturity. You are expected to access classes regularly, interact with the required readings and media, and be fully prepared and engaged. You are expected to act professionally and with a high degree of ethical conduct while applying yourself fully to the job of learning. All communications are expected to be conducted professionally in assignments, email, or Discussion Boards, whether oral or written. Consult the [Student Handbook](#) for further details on distance learning/online students on the “Code of Conduct for Online and Non-Residential Students.”

You are obliged to know and observe all institute policies and procedures and keep current with this class by reading the information posted on the Announcement page and emailing your official *Moody.edu* email address.

### Academic Integrity and Penalties for Academic Misconduct

Academic integrity requires students to be responsible and honest in fulfilling their academic work. Assignments, examinations, and other educational requirements are intended to foster student learning.

Students are expected to submit original work, to use appropriate citations giving credit to the ideas or words of another person, and to refrain from cheating of any kind.

### **Cheating**

Cheating is any act (whether successful or attempted) in which a student is dishonest or seeks to gain an unfair advantage on an assignment, quiz, paper, examination, class, etc. Some common forms of cheating include, but are not necessarily limited to:

- Using unauthorized material during an examination or other assignments
- Submitting the same assignment in more than one class
- Lying to an instructor to obtain an excused absence, extension on an assignment, makeup examination, admission to a class or program, etc.
- Inappropriate collaboration on classroom assignments
- Assisting others in academic misconduct

### **Plagiarism**

Plagiarism is taking the ideas or words of another person and presenting them as one's own, whether intentional or unintentional. Intentional plagiarism is unethical and constitutes a serious infraction of academic policy. When the words or ideas of others are used, proper credit must be given, either in a footnote or in the text.

### **Penalties for Academic Misconduct**

**First Offense:** automatic failure of any and all assignments, quizzes, examinations, or class requirements in which academic misconduct occurred. The instructor of the course will notify the Academic Standards Committee via the registrar with an explanation of the situation. Discretion is given to the Academic Standards Committee and the Academic Dean to impose more strenuous penalties. The violation will remain on record, and information concerning the incident will be communicated to all instructors.

**Second Offense:** automatic failure of any and all assignments, quizzes, examinations, or class requirements in which academic misconduct occurred. The instructor of the course will notify the Academic Standards Committee via the registrar. Discretion is given to the Academic Standards Committee and the Academic Dean to determine an appropriate penalty with a minimum penalty of failure of a course and a maximum penalty of suspension or dismissal. A record of the violation goes into the student's file. The Academic Dean will notify the faculty of the results of this process.

### **ADA Compliance Statement**

Moody Bible Institute complies with the ADA (Americans with Disabilities Act) and Section 504 of the Rehabilitation Act by providing appropriate accommodations to qualified students with disabilities. We encourage you to contact the disability services provider at the Student Resource Center to discuss possible environmental modifications or adaptations. Please note that accommodations are not retroactive; therefore, we encourage you to contact the disability services provider within the first two weeks of the semester. Contact information is provided within each online course.