



STARR KING SCHOOL FOR THE MINISTRY

COMMUNITY INTERNSHIP LEARNING AGREEMENT

TERM _____ **YEAR** _____ **CREDITS** _____

Student Information

Name: _____ Phone: _____

Address: _____

E-mail: _____

Academic Advisor: _____

Field Site Information

Work Site: _____ Phone: _____

Address: _____

Supervisor's Name: _____ Job/Title: _____

Phone: _____ E-mail: _____

Committee Chair (if applicable): _____

Advisory Board Chair (if applicable): _____

Start Date: _____ **Full-Time?** _____ **Part-Time?** _____

End Date: _____ **Average Hours/Week:** _____

General Description of the Intern's Role at the Site

(Please, take as much space as needed)

Intern's Learning Goals:

The Responsibilities on the following pages are agreed upon **with the exception of those stricken and initialed. Please add additional items as needed for the specific nature of your internship and site.**

RESPONSIBILITIES OF THE INTERNSHIP SITE

1. The field site will provide a welcoming and supportive atmosphere and treat the intern with professional courtesy and respect.
2. Representatives from the site will formally introduce the intern into the site and explain the intern's role and responsibilities.
3. Promote and help to create opportunities for the student to be engaged in leadership.
4. Promote and support good habits of self-care for the intern to include: healthy working hours (as negotiated), time away from the site, and the development of a spiritual practice.
5. The site will compensate the intern as follows:
 - a. Monthly stipend: \$ _____
 - b. Professional expenses: \$ _____
(To include travel, lodging, and fees for professional meetings, books, journals, etc.)
 - c. Health, life, disability insurance: \$ _____
 - d. Employer's portion of FICA (7.65%): \$ _____
(The intern's portion of FICA (7.65%) and income taxes will be withheld from the intern's stipend)
 - e. Other: \$ _____
 - f. The intern's weekly work hours (on & offsite) will be: _____
(This will include time for reflection and preparation for supervisory conferences)
 - g. The intern's day(s) off will be: _____
 - h. The intern will receive ____ days sick leave and ____ days vacation
 - i. If a summer internship is included or to be considered, how and when will this be decided and compensated?
6. The field site will _____ will not provide private office space with telephone and computer access.
7. The field site will _____ will not provide housing as follows:

8. Other:

RESPONSIBILITIES OF THE SUPERVISOR

1. The supervisor will treat the intern with respect and collegial good will.
2. The supervisor will work with the intern in developing learning goals and renegotiating them as necessary.
3. The supervisor will include the intern in substantive professional work.
4. The supervisor will discuss mutually agreed upon readings with the student.
5. The supervisor will meet with the intern in a regularly scheduled weekly conference of 30 minutes to one hour:
 - a. to reflect on the intern's experience at the site,
 - b. to evaluate and support the intern's ability to meet the internship learning goals,
 - c. to assess leadership and community issues that emerge,
 - d. to assist the student in planning and skills development,
 - e. to integrate praxis and theory around issues of leadership and community work for social change.
6. The supervisor will work with the intern to establish a reasonable and effective work schedule and good practices of self care and renewal.
7. The supervisor will make available their own leadership style, ethical perspectives, philosophy/theology and modes of functioning as a model for mutual examination, creative interchange, and discussion.
8. The supervisor will include the intern in collegial gatherings and occasions of public leadership.
9. The supervisor will submit mid-term and final evaluations when they are due.
10. The supervisor will be in touch with the SKSM Director of Contextual Education, Rev. Chris Schelin, when needed.
11. Other:

RESPONSIBILITIES OF THE INTERN

1. The intern:
 - a. will honor the standard of confidentiality agreed upon with the supervisor
 - b. will recognize leadership boundaries and honor them
 - c. will not triangulate in relationships between the supervisor and other people at the site
2. If the internship is full-time, the intern will not be otherwise employed. If the intern wishes to register for any course work during the period of internship, approval of all parties to this agreement must be obtained.
3. The intern will steward their own learning by taking responsibility for theological reflection and practical skill development. In collaboration with the supervisor, the intern will develop, monitor, and, as necessary, renegotiate the learning/serving agreement.
4. The student will be prepared for supervisory conferences, making use of reflective writings such as journals entries, verbatims, or case studies.
5. The intern will carry out their commitments with diligence and take responsibility for informing the supervisor and other appropriate people when a commitment cannot be met.
6. The intern will take responsibility for setting limits of time and involvement and be open about their need for self-care and renewal.
7. The intern will contact the Director of Public Ministry if their rights are being abused or if there is a concern about the quality of the internship.

8. The intern will contact the Director of Public Ministry if there is a concern about their ability to meet the responsibilities of the internship.
9. The intern will be registered for the SKSM Community Internship Reflection course (FE 4223, 2 units) and do the work required by the syllabus for that class.
10. The intern will submit mid-point and final self-evaluations of the internship when they are due.
11. Other:

RESPONSIBILITIES OF STARR KING SCHOOL

1. SKSM recognizes internship sites and supervisors as partners in the education and formation of its students and will make available its resources (faculty and staff) where appropriate.
2. The Director of Public Ministry will provide information and assist the site, if needed, as it makes preparations for the arrival of an intern.
3. The Director of Public Ministry will be available by phone or email to the site supervisor when questions or concerns about the intern or internship arise.
4. The Director of Public Ministry will be available for consultation and conversation with the intern and the supervisor.
5. SKSM will offer the Community Internship Reflection course (FE 4223, 2 units) each semester to support the learning of students in the internship.
6. Other:

Thank you for taking the time to complete this form.

SIGNATURES

Supervisor: _____ **Date** _____

Committee Chair (if applicable): _____ **Date** _____

Advisory Board Chair (if applicable): _____ **Date** _____

Student's Signature: _____ **Date** _____

Director of Contextual Ed: _____ **Date** _____
(Christopher Schelin)

Signatures must be obtained before turning the evaluation in to the Director of Contextual Education. It is the responsibility of the student to make sure this form is returned to Rev. Schelin within the first two weeks of the internship.

Please return to:
Rev. Christopher Schelin
Director of Contextual Education
cschelin@sksm.edu

Note to student: Please keep a copy of this evaluation and discuss it with your SKSM Academic Advisor. The original will be placed in the SKSM Contextual Education files.

(Revised 11/2020)