

Summer Field Education Internship

Louisville Presbyterian Theological Seminary

Guidelines

Summer internship programs in congregations, cross-cultural settings, or agencies provide an in-depth experience in ministry for seminary students.

The summer internship program is normally open to any student who has satisfactorily completed two (2) semesters of academic work and two (2) semesters of Field Education. Internships are at least ten (10) weeks in length and involve a student in full time ministry (35 - 40 hours per week).

To receive approval as a field education internship site, the following criteria must be met:

1. A broad based position description that gives the student a wide variety of experiences. For a congregation there must be experience in worship and preaching, pastoral care with a variety of ages (including nursing home and hospital visits), administration, group resourcing, Christian education and youth ministry, etc.
2. An approved on or off site supervisor who will covenant with the seminary to be available to the student one hour a week for formal supervision, at times of crisis or emergency, and for needed check-ins.
3. A minimum stipend of \$1500.00 a month plus housing, travel expenses in the field, and health insurance. (This stipend is not applicable to summer internships in the metropolitan Louisville and Kentuckiana areas; see No. 4 below). Some opportunities offer considerably more remuneration as the site understands the internship as part of the congregation or agency's ministry.
4. For summer internships in the metropolitan Louisville and Kentuckiana areas, a minimum stipend of \$1200.00 a month (includes mileage) or \$3000.00 (includes mileage) for a ten week, full time summer internship.

Sites seeking approval must submit the following information to the Director of Field Education:

- Position description
- Description of the site
- Vitae of supervisor
- Signed covenant between the supervisor and Louisville Seminary
- A letter of commitment to the student and Field Education Office, assuring the minimum financial arrangements will be met

A personal visit or telephone call with the Director of Field Education often provides helpful information and an opportunity to explore issues of concern. Once approved, the above information is kept in the Field Education Office for perusal by students seeking an internship.

Cross Cultural Field Education: Field Education may be earned through the program of AMERC (Appalachian Ministries Education Research Center) and SCUPE (Seminary Consortium for Urban Pastoral Education) in Chicago. Other experiences may be designed for field education credit in consultation with the Director of Field Education.

08/25/11

Student Responsibility for Summer Field Education

Students interested in internships or required by their ordaining body to pursue such a position initiate the search through conversation with the Director of Field Education. Files of approved internships are kept in the Field Education Office. Students may apply for one of these positions or negotiate his or her internship with a site willing to meet the above requirements.

Before accepting an internship, the student is responsible for submitting to the Field Education Office the documents required above and the student's preliminary goals for the position. Confirmation of the suitability of the position will be delivered in writing to the student. The student is then responsible for writing a letter of acceptance to the placement with a copy sent to the Field Education Office.

Prior to departure the student must register in the Field Education Office for the internship. Also, the student needs to inform the Registrar's Office and the Business Office of address and telephone numbers where they can be reached.

An Administrative Agreement and Learning Covenant are to be completed by the student and supervisor and returned to the Field Education Office within the first month of the internship. Two case studies are to be written by the student using the model from *Shared Wisdom*, and discussed with the supervisor and submitted to the Field Education Office for future discussion with the Director and other interns. Evaluation forms are to be completed at the conclusion of the internship.

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