

Year-Long Field Education Internship

Louisville Presbyterian Theological Seminary

Guidelines

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

The internship program is normally open to any student who has satisfactorily completed three (3) semesters of academic work and two (2) semesters of Field Education.

Internships are typically nine, twelve or fifteen months 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 hospital and nursing home calls), 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 a month plus housing, travel expenses in the field, and health insurance. If an intern conference is held on the seminary campus in mid-winter, the site is required to provide for the student's travel expenses. Some opportunities offer considerably more remuneration as the site understands the internship as part of the congregation or agency's ministry.

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 Ministry) in Chicago. Other experiences may be designed for field education credit in consultation with the Director of Field Education.

International Field Education: International Field Education placements are available for students as an intern year following the second year of study. Placement is arranged cooperatively with the World Ministries Program area of the Presbyterian Church (USA) in accordance with its guidelines. The approved criteria for field education credit may be altered or waived to address the needs of the international site.

Student Responsibility for 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.

During the internship, the student must complete a 3 credit Independent Study which is developed with a faculty member prior to the internship. The Director of Field Education must approve the Independent Study.

Prior to departure the student must register in the Field Education Office for the internship and with the Registrar for the Independent Study. Regular tuition applies. The student is also responsible for informing the Registrar's Office and the Business Office of address and telephone numbers and other pertinent contact information.

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. An evaluation from the student, the supervisor, and the Lay Committee are to be completed half way through the internship and at the conclusion of the internship. These are to be sent to the Field Education Office.

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