CALVARY UNIVERSITY

15800 Calvary Road
Kansas City, MO 64147-1341

Syllabus

Course: PM453-O Pastoral Ministry Internship

Credit: 3 Semester Hours

Semester: Spring 2021 (Cycles 2-3)

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I. DESCRIPTION

This course is designed to provide the student opportunity for practical experience in a supervised internship program. During this course the student will apply academic concepts to practice. Permission of the program director is required for enrollment in this course. (Prerequisite: The student must have completed the junior year and 15 hours in the Professional Education Academic discipline of their major. Fee: $250)

II. OBJECTIVES

A. General competencies to be achieved. The student will be able to . . .

1. Understand the variety and complexity of local church ministry through first-hand experience. (PLO- #2 & #5) (A- A, B, C, D, E. F, & G)
2. Articulate passion for local church ministry and the pastoral role in particular. (PLO- 1, 2, & 5) (A- C, D, E. F, & G)
3. Describe more clearly a specific, personal, God-given calling and unique gifting for pastoral ministry. (PLO- #1, 2, & 5) (A- C, D, E. F, & G)
4. Serve as an effective pastoral leader in a local church ministry setting. (PLO- #1, 2, 3, 4, & 5) (A- B, D, & E)

B. Specific competencies to be achieved. The student will be able to . . .

1. Present affirmation by ministry leaders as to possession of the Christian character required for ministry. (PLO- #1) (A- D, F, & G)
2. Present affirmation by ministry leaders as to possession of basic interpersonal skills essential for effective local church ministry. (PLO- &3) (A- D, F, & G)
3. Present affirmation by ministry leaders as to possession of effective communication skills essential for effective local church ministry. (PLO- #4) (A- D, F, & G)
4. Present affirmation by ministry leaders as to his possession of basic ministry skills necessary for effective local church ministry. (PLO- #5) (A- D, F, & G)
5. Plan and implement effective ministry in a local church setting. (PLO- #2, 3,

4, & 5) (A- A, B, D, F, & G)

III. REQUIREMENTS (See Canvas for specifics)

A. Secure an internship location and supervisor.

1. Consult with the Course Instructor (CU Professor) about identifying and securing an internship position in a local church.
2. Contact a local church ministry leader to serve as the Internship Supervisor.
3. Secure an agreement for the student to serve a supervised internship in a local church. This agreement must be submitted in writing to the Course Instructor before the internship can be considered official.

B. Develop an Internship Plan (IP).

1. Work with the Internship Supervisor to develop an IP according to the requirements below. An IP will include a specific schedule of planned ministry opportunities.
2. Requirements:
    a. Length: This internship is a 3-hour course which requires 135 hours total. At least 80 of those hours (5 hours for 16 weeks) should be spent in actual supervised ministry activities.
    b. Opportunities: Typical internship requirements consist of the following, but ministry opportunities vary from church to church. Therefore, the Internship Supervisor is free to direct the intern to perform ministry responsibilities deemed appropriate for experiencing the full range of ministry in the given context. The intern and Internship Supervisor may freely contact the Course Instructor with any questions concerning ministry opportunities.
        i. Personal and/or team evangelism
        ii. Teach/preach (including preparation suggestions beforehand and assessment afterward from Internship Supervisor)
        iii. Lead a small-group discussion
        iv. Plan, participate in and lead a major event
        v. Attend committee, board and leadership team meetings
        vi. Plan, participate in and a worship service
        vii. Home/hospital visitation
        viii. Serve the poor and/or elderly
        ix. Observe counseling session(s)
        x. Write ministry communication (e.g., emails, texts, newsletter, worship bulletin, web posts, etc.)
3. Submit the IP in writing (using the IP outline in Canvas Files) to the Course Instructor.
4. Schedule a meeting or conference call with the Course Instructor and Internship Supervisor to discuss and finalize the IP.

5. Note: The bulk of the points earned during this internship (400), are awarded for the actual ministry activities done over the course of 16 weeks. This part of the grade will be awarded after all assignments have been turned in and Assignment G is completed.

C. Keep a weekly journal.

1. Every ministry week, document specific ministry participation and the time spent in those ministry activities via the weekly assignments in Canvas.
2. Following the record of weekly ministry activities, document experience gained, lessons learned, questions raised, and personal applications to make from the week's activities.
3. Include a report of the student's discussions with the Internship Supervisor (see Assignment E).
4. The purpose of this journal is two-fold:
    a. To develop a record which will remind the student of lessons learned as well as a guide for needed further training or learning.
    b. To meet the requirement of weekly contact with the Course Instructor and to affirm the progression of the internship as well as to process any concerns.

D. Read a ministry related book(s).

1. Discuss suggestions with both the Internship Supervisor and Course Instructor, then select a book or books totaling more than 200 pages.
2. Get the approval of the Course Instructor for the reading selection via Canvas.
3. Discuss the reading with the Internship Supervisor at least weekly.
4. Write a reading summary and review (see Canvas assignment for more.)

E. Meet regularly with the Internship Supervisor

1. Meet at least weekly—more often if possible.
2. Look over the IP (Assignment B) to assess progress and plan for the coming week. Discuss any concerns, questions or lessons learned.
3. Discuss the ministry-related book (Assignment D) and any other ministry-related subjects.
4. Write a one-page report after each of these weekly meetings (see guide in Canvas).

F. Written evaluations

1. Internship Supervisor: The student is responsible for making sure the Internship Supervisor completes an evaluation form (available via Canvas) within one week after the end of the internship. The form should be submitted via Canvas before Assignment G.
2. Lay Leader: The student is responsible for making sure at least one lay leader (non-staff person; elder, deacon, etc.) who played a significant part in the student's internship completes an evaluation form (available via Canvas)

within one week after the end of the internship. The form should be submitted via Canvas before Assignment G.

3. Student: The student is to complete an self-evaluation form (available via Canvas) within one week after the end of the internship. The form should be submitted via Canvas before Assignment G.

G. Meet with the Course Instructor following the internship.

1. Schedule an appointment with the Course Instructor for a personal interview and evaluation after all assignments have been completed and submitted.
2. This interview should be done in person or via teleconferencing preferably during the final week of the internship, but no later than two weeks after completing the internship.
3. Note: The points awarded for the actual ministry activities will be awarded after all assignments, including evaluations have been turned in.

IV. GRADING

A. Secure an internship location and supervisor: 50 points

B. Develop an Internship Plan (IP): 100 points

C. Keep a weekly journal: 100 points

D. Read a ministry related book(s)/Summary: 100 points

E. Meet regularly with the Internship Supervisor/Report: 100 points

F. Written evaluations: 150 points

G. Meet with the Course Instructor following the internship: 400 points

Total = 1000 points

V. MATERIALS

A. The Bible. The Bible is a required textbook in every course at Calvary University. To facilitate academic level study, students are required to use for assignments and research an English translation or version of the Bible based on formal equivalence (*meaning that the translation is generally word-for-word from the original languages*), including any of the following: New American Standard (NASB, English Standard Version (ESV), New King James (NKJV), or King James (KJV). Other translations and versions based on dynamic equivalence (*paraphrases, and thought-for-thought translations like NLT and NIV*) may be used as supplemental sources. Please ask the professor if you have questions about a particular translation or version.

B. Internship Forms [posted in Canvas.]

VI. NOTES

A. **About Disabilities**: Students with disabilities have the responsibility of informing the Accommodations Support Coordinator (aso@calvary.edu) of any disabling condition that may require support.

B. **About Assistance for All Course Assignments**: The Clark Academic Center (learning@calvary.edu), located in the library building, is dedicated to providing free academic assistance for all CU students. Student tutors aid with all facets of the writing process, tutor in various subject areas, prepare students for exams, and facilitate tests. Please take advantage of this service.

C. **About Changes to this Syllabus**: The instructor reserves the right to make changes to this syllabus at any time during the course, but any changes made will only be done after clearly communicating the need for the change and the specific change to be made via in-class announcement and Canvas announcement.

D. **About Written Assignments**: All class papers must follow the Turabian style according to *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th edition and the Calvary Style Guide, 2019 update.

E. **About Plagiarism**: Plagiarism is defined as copying any part of a book or paper without identifying that source. This also includes taking another person's ideas and presenting them as your own without identifying the source. Any assignment that includes plagiarism will receive a zero (0) grade.

F. **About Course Grade**: See the grading scale in the University Catalog for specific grading scale that will be used for final course grade.