SPIRITUAL FORMATION AND LEADERSHIP INTERNSHIP SYLLABUS

I. COURSE DESCRIPTION

SL105 Pastoral Leadership Internship —Faculty
Supervised field-based training in a local church with leadership opportunities in a congregation under the teaching and counsel of an experienced pastor. 2 hours

SL110 Church Planting Internship —Faculty
Supervised field-based training in planting and growing new churches in the United States. 2 hours.

SL115 Counseling Ministries Internship —Faculty
Supervised field-based education in counseling theory and practice, either pastoral or clinical. 2 hours.

SL120 Urban Ministries Internship —Faculty
Supervised field-based training in Christian Ministry in urban or inner-city context. 2 hours.

SL125 Educational Leadership Internship —Faculty
Supervised field-based training in one or more forms of Christian education ministry in a local church with emphasis on educational leadership. 2 hours.

SL130 Academic Ministries Internship —Faculty
Supervised field-based training in which students gain experience in course preparations, classroom leadership, consideration of academic issues, and testing and grading. For those in the Academic Ministries track, one of the two hours must include intensive teaching in a formal classroom setting such as the Center for Biblical Studies. 2 hours.

SL135 Evangelism and Discipleship Internship —Faculty
Supervised field-based training in evangelism and/or discipleship in a foreign country or in the United States. 2 hours.

SL140 Intercultural Ministries Internship —Faculty
Supervised field-based training in cross-cultural church planting or church nurture in foreign country or in the United States. 2 hours.

SL145 Women’s Ministry Internship —Faculty
Supervised field-based training in ministry to women, in or outside a local church context. 2 hours.

SL150 Media Arts Internship —Faculty
Supervised field-based training in the development and enhancement of media-related communication skills through media production and use in a ministry context, which may include writing, acting, radio evangelism, church-based drama, and radio drama. 2 hours.

SL155 Chaplaincy Internship —Faculty
Supervised field-based training in one of the following kinds of chaplain ministries: campus, corporate, correctional, institution, hospital, or military. 2 hours.

SL160 Parachurch Ministries Internship —Faculty
Supervised field-based training in one or more parachurch ministry contexts. 2 hours.
SL165 Christian Education Internship —Faculty
Supervised field-based training in one or more forms of Christian education ministry in a local church or parachurch organization, with emphasis on educational leadership. Enrollment of students not in the M.A. program in Christian Education requires the consent of the Spiritual Formation and Leadership department. 2 hours.

SL205 TESOL (Teachers of English to Speakers of Other Languages) Internship —Faculty
Supervised field-based training in cross-cultural classroom situations in a foreign country or the United States. Required for TESOL certificate. 1 or 2 hours.

SL210 Specialized Internship —Faculty
Supervised field-based internship in a ministry not covered in other Spiritual Formation and Leadership internships. Enrollment requires consent of Faculty. 1 or 2 hours.

II. COURSE OBJECTIVES
A. The student will prepare for the internship by finding and getting approval for an internship site and Ministry Mentor through a pre-registration interview with the Spiritual Formation and Leadership Department, as well as by registering for the appropriate degree track internship.
B. The student will establish a team for being mentored through submitting a covenant with the Ministry Mentor, and by participating in a consultation at the first of the internship with the Ministry Mentor and the Spiritual Formation and Leadership Department.
C. The student will strategically plan for growth through writing a measurable Lifelong Leadership Development Plan that addresses personal and ministry development needs.
D. Students will experience action learning for lifelong leadership through fulfilling the clock hours of the internship in their selected ministry context.
E. Students will pursue coaching for improvement through meeting regularly with their Ministry Mentor while using the Lifelong Leadership Development Plan as a guide.
F. Students will seek wisdom from the internship through completing final evaluations on themselves, by their Ministry Mentor, by their Ministry Consultants, and with a Spiritual Formation and Leadership faculty member.

III. COURSE TEXTBOOKS
A. Required

B. Suggested

IV. COURSE REQUIREMENTS
A. Reading Assignments
None
B. Written Assignments (papers, journals, study exercises, charts, etc.)

1. Internship Learning Partnership Covenant (Covenant) – DUE JANUARY 28, 2005
   This document is to be downloaded from the my.dts.edu website, completed by the student (with consultation from the Ministry Mentor), and submitted to the my.dts.edu website by the end of the 3rd week of classes of the first semester of the internship. The purpose of this learning partnership covenant is to objectify the internship. It enables everyone involved in the internship to know the expectations. This covenant should be mutually negotiated and accepted by all parties. The Intern and Ministry Mentor must agree to the terms of this covenant.

2. Lifelong Leadership Development Plan (LLDP) – DUE JANUARY 28, 2005
   This document is to be downloaded from the my.dts.edu website, completed by the student (with consultation from the Ministry Mentor), and submitted to the my.dts.edu website by the end of the 3rd week of classes of the first semester of the internship. The Lifelong Leadership Development Plan is a strategic planning process for personal and ministry growth that serves as the guide and basis for the planning and evaluation of this internship, as well as for the rest of your life. The Lifelong Leadership Development Plan will provide the structure for your relationships and experiences during the internship, answering the question “How do I best prepare for my ministry or range of ministries?”

3. Intern Self Evaluation – SEE CHART FOR DUE DATE
   This document is to be downloaded from the my.dts.edu website, completed by the student and returned to the Spiritual Formation and Leadership Department at the time of the exit interview. Failure to turn in the evaluation will result in loss of all points for that activity.

4. Ministry Mentor Evaluation – SEE CHART FOR DUE DATE
   This document is to be downloaded from the my.dts.edu website, completed by the Ministry Mentor and returned to the Spiritual Formation and Leadership Department at the time of the exit interview. Failure to turn in the evaluation will result in loss of all points for that activity.

5. Ministry Consultants Evaluation – SEE CHART FOR DUE DATE
   These documents are to be downloaded from the my.dts.edu website, completed by each Consultant and returned to the Spiritual Formation and Leadership Department at the time of the exit interview. Failure to turn in the evaluation will result in loss of all points for that activity. Each Ministry Consultant will complete their own evaluation.

Due Dates for All Evaluations and Exit Interview

<table>
<thead>
<tr>
<th>One Semester Intensive (15 class weeks)</th>
<th>All Students – April 25, 2005</th>
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C. Quizzes and/or Exams

None
D. Intern/Ministry Mentor Consultation – DUE BY JANUARY 28, 2005

Every student must arrange for a consultation time to take place with the student, the student’s Ministry Mentor, and a member of the Spiritual Formation and Leadership Department. Immediately following the pre-registration interview, the student must consult with the Ministry Mentor regarding available meeting times and call the Spiritual Formation and Leadership Department to book the Mentor Meeting with the appropriate Department member. The student will not be registered for the internship until the mentor meeting has been booked. The actual consultation meeting will need to take place before the end of the 3rd week of classes of the first semester of the internship. Extensions will be granted only based on scheduling conflicts with the Spiritual Formation and Leadership Department. The purpose of this consultation is to answer any questions that the student or the Ministry Mentor may have and to give further instructions specific to the particular internship. If the student’s internship is taking place in the immediate Dallas/Fort Worth area, this meeting will take place in a face-to-face setting either on the Dallas Theological Seminary campus or at the internship site. If the student’s internship is taking place outside of the immediate Dallas/Fort Worth area, this meeting can take place as a conference call.

E. Booking Exit Interview – SEE CHART FOR DUE DATE

In preparation of the Exit Interview, the Spiritual Formation and Leadership Department requires that the student contacts the Spiritual Formation and Leadership Department EARLY to book the actual Exit Interview.

Due Dates Booking Exit Interview (NOT actual Exit Interview)

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F. Exit Interview – SEE CHART FOR DUE DATE

At the conclusion of the internship, the student will schedule an exit interview with the Spiritual Formation and Leadership Department for a time no later than the DUE DATE listed below during the last semester of the internship. It is strongly recommended that the interview be scheduled early. It is not always possible to fit everyone in the last week. Failure by the intern to plan accordingly will result in a loss of all points for this activity. This 45 minute interview will cover theological reflection of the internship experience. The Mentor is not required to attend this meeting.

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G. Academic Track Students Additional Requirements (SL 130 only)

The focus of the academic track internship is preparation for a teaching career in a formal educational setting, such as a college or seminary. Because of this very specific focus, the requirements for the academic internship are the most restrictive of all of the internships. One of the required two hours of the internship for an Academic Track student must include intensive teaching in a formal classroom setting such as the Center for Biblical Studies (CBS) on the campus of Dallas Theological Seminary. Exceptions to this Center for Biblical Studies teaching requirement are dealt with on a case by case basis by the Department. For those students teaching in the Center for Biblical Studies, the following additional requirements apply:

1. Completion of the Christian Education (CE) requirements for the Academic Track

   While Dallas Theological Seminary does not require a student to take their Academic Track specific classes in a specific order, it is strongly suggested by the Spiritual Formation and Leadership Department that all Academic Track students complete their CE requirements for the Academic Track before teaching in the Center for Biblical Studies.

2. Application to Teach in the Center for Biblical Studies -- DUE JANUARY 28, 2005

   In addition to the required paperwork for the internship (Covenant and LLDP), all academic track students teaching in CBS must also submit their CBS teaching application by the same due date. This application is found at www.dts.edu/cbs.

3. Center for Biblical Studies Interview -- DUE JANUARY 28, 2005

   As a part of the application process, all academic track students teaching in CBS must also have a formal interview with the CBS staff by the same due date as the paperwork.

G. Military Chaplaincy Exceptions

Seminary students who are officially in a military chaplaincy candidacy program with any branch of the United States Armed Forces may apply their chaplaincy training to any of the required internships. Students using their chaplaincy training toward their internship requirement will still be required to complete all of the paperwork that is required for any other internship, but these students need to understand the following exceptions:

1. Acceptance Letter

   An official letter of acceptance from their particular military branch will need to be filed with the Spiritual Formation and Leadership Department before the student can be officially registered for the internship.

2. Evaluations and Exit Interview Due Dates

   Due to the nature of the military chaplaincy training program, students in such a program will turn in all of their evaluations (Self Evaluation, Mentor Evaluation, and Consultant Evaluations) at the conclusion of their official training. This completion date must be clearly stated in the Covenant that is submitted at the start of the internship.
V. COURSE SUPPLEMENTAL INFORMATION

A. How to Register for an Internship

When a student is ready to register for an internship, the student will need to arrange to have a pre-registration interview with the Spiritual Formation and Leadership Department the semester PRIOR to the start of the internship to present the student’s internship idea. Approval for all internships will only be granted when the student has secured an approved internship site and has arranged for an Intern/Mentor Consultation meeting (see Intern/Mentor Consultation section of the syllabus under Course Requirements). Upon approval, the Spiritual Formation and Leadership Department will then register the student for the appropriate track specific internship. This is the only way the student can register for an internship. If this meeting takes place after the early registration period, the student is responsible to pay all late registration fees.

B. Graduating Student

Graduating students for all terms and students participating in the spring commencement ceremony must follow the Registrar Office’s earlier due dates. Students will not be allowed to graduate if their internship requirements are not fulfilled by the earlier graduating student due dates established by the Registrar Office.

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C. Using my.dts.edu Website

The Spiritual Formation and Leadership Department uses the my.dts.edu website for both the downloading of documents and the submission of most documents. It is the student’s responsibility to understand how the my.dts.edu website works, to adhere to all of the due dates as stated on the website, and how to fully utilize the website.

D. Cross-Cultural Mission Experience

To encourage global/cross-cultural perspectives and skills, students may participate in a pre-approved mission trip as a part of any required track internship. Participation in a pre-approved mission trip experience can count one-third of the total hours of ministry experience required. See the Spiritual Formation and Leadership Department for more information.

E. Spiritual Formation Small Group Leadership

To encourage leadership development through small group interaction, students may apply to lead a Spiritual Formation small group. Students who are selected to serve as Spiritual Formation group leaders can use that experience to count for one-third of the total hours of ministry experience required. See the Spiritual Formation and Leadership Department for more information.

F. Discrimination Policy Of Dallas Theological Seminary

DTS does not discriminate on the basis of disability in the operation of any of its programs and activities. To avoid discrimination the student is responsible for informing the Coordinator of Services
for Students with Disabilities and the course instructor of any disabiling condition that will require modifications.

VI. COURSE POLICIES

A. Letter/Numerical Grade Scale

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<th>Range</th>
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<tbody>
<tr>
<td>A</td>
<td>96-100</td>
<td>B</td>
<td>88-90</td>
<td>C</td>
<td>80-82</td>
<td>D</td>
<td>75-77</td>
<td>F</td>
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B. Weighing of Course Requirements for Grading

The grade a student receives for an internship is based on a form of contract grading. Points are earned for each aspect of the internship.

1. Planning 21 points
   - Covenant (7 points)
   - Lifelong Leadership Development Plan (7 points)
   - Ministry Mentor & Intern Consultation with Department (7 points)

2. Involvement at Internship (based on hours contracted) 56 points
   - Booking the Exit Interview (6 points)
   - Completed hours (50 points - see charts)

   For a 2-hour required internship:
   - 10 weeks minimum per semester
   - 1 Semester (15 weeks)
   - 3 Semesters (45 weeks)
   - Grade A 400 hrs. (50 pts.)
   - Grade B 360 hrs. (43 pts.)
   - Grade C 320 hrs. (35 pts.)
   - May graduates must finish by August 5, 2005
   - 27 hrs./wk.
   - 24 hrs./wk.
   - 21 hrs./wk.
   - 9 hrs./wk.
   - 8 hrs./wk.
   - 7 hrs./wk.

   For a 1-hour elective internship and STM internship:
   - 10 weeks minimum per semester
   - 1 Semester (15 weeks)
   - Grade A 100 hrs. (50 pts.)
   - Grade B 90 hrs. (43 pts.)
   - Grade C 80 hrs. (35 pts.)
   - 7 hrs./wk.
   - 6 hrs./wk.
   - 5 hrs./wk.

3. Completion Paperwork turned in on time and in complete sentences 23 points
   - Self Evaluation (4 points)
   - Ministry Mentor Evaluation (4 points)
   - Ministry Consultants Evaluations (8 points)
   - Exit Interview with SFL Department (7 points)

C. Class Participation

Participation is measured in internship hours. The final participation grade is measured by the number of hours contracted for and completed, according to the Covenant.
D. **Late Assignments**

No late paperwork will be accepted without prior approval. Any request for extensions must be submitted in writing and approved by the Spiritual Formation and Leadership Department, prior to the due date.

E. **Absences**

All internships are, by nature, field orientated, therefore there are no set class times. Any absence from your contracted internship dates must be addressed in the Covenant signed by the student’s Ministry Mentor and the student.

VII. **COURSE LECTURES AND ASSIGNMENT SCHEDULE**

A. **Internship Registration**

1. Pre-Registration Interview – The semester PRIOR to start of internship
2. Booking the Ministry Mentor/Intern Consultation – The semester PRIOR to start of internship

B. **Internship Preparation (21% of grade)**

1. Covenant – DUE JANUARY 28, 2005
2. Lifelong Leadership Development Plan -- DUE JANUARY 28, 2005
3. Ministry Mentor and Intern Consultation with Department – DUE JANUARY 28, 2005

C. **Internship Participation (56% of grade)**

1. Consistent Mentoring – Throughout internship
2. Internship Hours -- Fulfill the clock hours of your internship.
3. Booking Exit Interview – SEE DUE DATE CHART BELOW

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D. **Internship Completion (23% of grade)**

1. Self Evaluation – SEE DUE DATE CHART BELOW
3. Ministry Consultants Evaluations – SEE DUE DATE CHART BELOW
4. Exit Interview – SEE DUE DATE CHART BELOW

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