SPIRITUAL FORMATION AND LEADERSHIP INTERNSHIP SYLLABUS

1. 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. 1 or 2 hours

SL110 Church Planting Internship — Faculty
Supervised field-based training in planting and growing new churches in the United States. Recommended prerequisite: PM341 Church Planting 1. 1 or 2 hours.

SL115 Counseling Ministries Internship — Faculty
Supervised field-based education in counseling theory and practice, either pastoral or clinical. Recommended prerequisite: BC101 Christian Counseling. 1 or 2 hours.

SL120 Urban Ministries Internship — Faculty
Supervised field-based training in Christian Ministry in urban or inner-city context. Recommended prerequisite: PM510 Urban Demographics and Ministry. 1 or 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. 1 or 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. Recommended prerequisite: CE215 Teaching in Christian Higher Education, WM410 Theological Education in Intercultural Contexts, or CE103 Teaching Process. 1 or 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. 1 or 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. 1 or 2 hours.

SL145 Women’s Ministry Internship — Faculty
Supervised field-based training in ministry to women, in or outside a local church context. 1 or 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. 1 or 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. 1 or 2 hours.

SL160 Parachurch Ministries Internship — Faculty
Supervised field-based training in one or more parachurch ministry contexts. 1 or 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. 1 or 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 signing 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

The student will use the Identity: Spiritual Formation 101 Group Member Guide as a resource in the completion of the Intern’s Identity and Ministry Inventory document by the 5th week of the first semester of the internship (see below).

B. Written Assignments (papers, journals, study exercises, charts, etc.)
1. **Internship Learning Partnership Covenant (Covenant)** is to be downloaded from the Spiritual Formation and Leadership Department website (www.dts.edu/sfl) as either a Microsoft Word template (preferred) or an Adobe .pdf document at the start of the internship, completed by the student, signed by the student and the Ministry Mentor, and turned into the Spiritual Formation and Leadership Department by the 5th week of the first semester of the internship. – **DUE SEPTEMBER 24, 2004**

2. **Intern’s Identity and Ministry Inventory (Inventory)** is to be downloaded from the Spiritual Formation and Leadership Department website (www.dts.edu/sfl) as either a Microsoft Word template (preferred) or an Adobe .pdf document at the start of the internship, completed by the student, signed by the student and the Ministry Mentor, and turned into the Spiritual Formation and Leadership Department by the 5th week of the first semester of the internship. The *Identity: Spiritual Formation 101 Group Member Guide* is to be used as a resource in the completion of this document. If the student has not participated in a Spiritual Formation small group, the student will need to purchase a copy of the *Identity* material from either the DTS Book Center or directly from the Spiritual Formation and Leadership Department. The student will need to contact the Spiritual Formation and Leadership Department if they have any questions concerning the completion of this document. – **DUE SEPTEMBER 24, 2004**

3. **Lifelong Leadership Development Plan (LLDP)** is to be downloaded from the Spiritual Formation and Leadership Department website (www.dts.edu/sfl) as either a Microsoft Word template (preferred) or an Adobe .pdf document at the start of the internship, completed by the student, signed by the student and the Ministry Mentor, and turned into the Spiritual Formation and Leadership Department by the 5th week of the first semester of the internship. Instructions concerning the completion of the LLDP are found on the the Spiritual Formation and Leadership Department website (www.dts.edu/sfl) and should be carefully reviewed prior to the completion of this document. – **DUE SEPTEMBER 24, 2004**

4. **Intern Self Evaluation (Self Evaluation)** is to be downloaded from the Spiritual Formation and Leadership Department website (www.dts.edu/sfl) as either a Microsoft Word template (preferred) or an Adobe .pdf document at the conclusion of the internship, completed by the student, signed by the student and the Ministry Mentor, and turned into the Spiritual Formation and Leadership Department by the week of finals of the last semester of the internship. -- **SEE CHART (pg. 4) FOR DUE DATE**

5. **Ministry Mentor Evaluation (Mentor Evaluation)** is to be downloaded from the Spiritual Formation and Leadership Department website (www.dts.edu/sfl) as either a Microsoft Word template (preferred) or an Adobe .pdf document at the conclusion of the internship, completed by the student, signed by the student and the Ministry Mentor, and turned into the Spiritual Formation and Leadership Department by the week of finals of the last semester of the internship. -- **SEE CHART (pg. 4) FOR DUE DATE**

6. **Ministry Consultants Evaluation (Mentor Evaluation)** are to be downloaded from the Spiritual Formation and Leadership Department website (www.dts.edu/sfl) as either a Microsoft Word template (preferred) or an Adobe .pdf document at the conclusion of the internship, completed by the student, signed by the student and the Ministry Consultant, and turned into the Spiritual Formation and Leadership Department by the week of finals of the last semester of the internship. Each Ministry Consultant will complete their own evaluation. -- **SEE CHART (pg. 4) FOR DUE DATE**

C. **Quizzes and/or Exams**

None

D. **Intern/Ministry Mentor Consultation**

By the 5th week of the first semester of the internship, the student will 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. 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 on the phone. -- **DUE SEPTEMBER 24, 2004**

**E. Exit Interview**

At the conclusion of the internship, the student will schedule an exit interview with the Spiritual Formation and Leadership Department no later than the week of finals of the last semester of the internship, unless the student is graduating that semester. **It is strongly recommended that the interview be scheduled early. It is not always possible to fit everyone in the last week.** This 45 minute interview will cover theological reflection of the internship experience. -- **SEE CHART (pg. 4)** FOR DUE DATE

**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. Upon approval, the Spiritual Formation and Leadership Department will then register the student for the appropriate 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. Due Dates for All Evaluations and Exit Interview**

Based on the information provided by the student in their Covenant, the following due dates apply. Graduating students for all terms and students participating in the spring commencement ceremony are not exempt from final exams. However, in order to accommodate the required early submission of grades for graduates and commencement participants, final exams will be scheduled early by the professor on the assignment schedule. Late work, including exit interviews, will be penalized points.

<table>
<thead>
<tr>
<th>Internship Duration</th>
<th>Graduating Students</th>
<th>Non Graduating Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Semester (15 weeks)</td>
<td>December 10, 2004</td>
<td>December 17, 2004</td>
</tr>
<tr>
<td>Two Semester (30 weeks)</td>
<td>April 29, 2005</td>
<td>May 9, 2005</td>
</tr>
<tr>
<td>Three Semester (45 weeks)</td>
<td>August 1, 2005</td>
<td>August 8, 2004</td>
</tr>
<tr>
<td>Four Semester (60 weeks)</td>
<td>December 16, 2005</td>
<td>December 23, 2005</td>
</tr>
</tbody>
</table>

**C. Downloading Paperwork for Internship**

All paperwork for the internship can be downloaded at www.dts.edu/sfl as either a Microsoft Word template that you can type directly on (preferred method) or as an Adobe Reader file (.pdf) that you can neatly print. All paperwork can also be submitted by e-mail to the Spiritual Formation and Leadership Department if using the Microsoft Word template by e-mailing it from the Mentor’s (not the Intern’s) e-mail address.

**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 disabling condition that will require modifications.

VI. COURSE POLICIES

A. Letter/Numerical Grade Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>99-100</th>
<th>91-93</th>
<th>83-85</th>
<th>75-77</th>
<th>0-69</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>A-</td>
<td>B+</td>
<td>B</td>
<td>C+</td>
<td>C-</td>
</tr>
<tr>
<td>A</td>
<td>96-98</td>
<td>88-90</td>
<td>80-82</td>
<td>72-74</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>94-95</td>
<td>86-87</td>
<td>78-79</td>
<td>70-71</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>88-90</td>
<td>80-82</td>
<td>72-74</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>80-82</td>
<td>72-74</td>
<td></td>
<td></td>
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<tr>
<td>D</td>
<td>72-74</td>
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<tr>
<td>F</td>
<td>0-69</td>
<td></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 Paperwork turned in on time and in complete sentences 25 points

Covenant
Identity and Ministry Inventory
Lifelong Leadership Development Plan
Ministry Mentor & Intern Consultation with Department

2. Involvement at Internship (based on hours contracted) 50 points

For a 2-hour required internship:

<table>
<thead>
<tr>
<th>Grade</th>
<th>400 hrs.</th>
<th>360 hrs.</th>
<th>320 hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>27 hrs./wk.</td>
<td>24 hrs./wk.</td>
<td>21 hrs./wk.</td>
</tr>
<tr>
<td>B</td>
<td>13 hrs./wk.</td>
<td>12 hrs./wk.</td>
<td>11 hrs./wk.</td>
</tr>
<tr>
<td>C</td>
<td>9 hrs./wk.</td>
<td>8 hrs./wk.</td>
<td>7 hrs./wk.</td>
</tr>
</tbody>
</table>

For a 1-hour elective internship and STM internship:

<table>
<thead>
<tr>
<th>Grade</th>
<th>100 hrs.</th>
<th>90 hrs.</th>
<th>80 hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>7 hrs./wk.</td>
<td>6 hrs./wk.</td>
<td>5 hrs./wk.</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
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</tbody>
</table>

3. Completion Paperwork turned in on time and in complete sentences 25 points

Self Evaluation
Ministry Mentor Evaluation
Ministry Consultants Evaluations
Exit Interview with SFL Department

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 the start of the internship

B. Internship Preparation (25% of grade)
1. Covenant – DUE SEPTEMBER 24, 2004
2. Identity and Ministry Inventory – DUE SEPTEMBER 24, 2004
3. Lifelong Leadership Development Plan SEPTEMBER 24, 2004
4. Ministry Mentor and Intern Consultation with Department – DUE SEPTEMBER 24, 2004

C. Internship Participation (50% of grade)
1. Consistent Mentoring – Throughout internship
2. Internship Hours -- Fulfill the clock hours of your internship.

D. Internship Completion (25% 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

| One Semester Intensive (15 weeks) | Graduating Students December 10, 2004  
|                                 | Non Graduating Students – December 17, 2004 |
| Two Semester (30 weeks)         | Graduating Students – April 29, 2005  
|                                 | Non Graduating Students – May 9, 2005   |
| Three Semester (45 weeks)       | Graduating Students –August 1, 2005   
|                                 | Non Graduating Students August 8, 2004 |
| Four Semester (60 weeks)        | Graduating Students – December 16, 2005  
|                                 | Non Graduating Students – December 23, 2005 |

Revised 2/24/04