SPIRITUAL FORMATION AND LEADERSHIP INTERNSHIP SYLLABUS

I. COURSE DESCRIPTIONS

SL105 Pastoral Leadership Internship —Department
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

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

SL125 Educational Leadership Internship —Department
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 —Department
Supervised field-based training in which students gain experience in both the academic and local church setting. In the academic setting, the student will work with a faculty mentor and gain experience in course preparations, consideration of academic issues, testing and grading and classroom leadership in a classroom setting such as the Center for Biblical Studies at Dallas Seminary. 2 hours.

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

SL140 Intercultural Ministries Internship —Department
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 —Department
Supervised field-based training in ministry to women, in or outside a local church context. 2 hours.

SL150 Media Arts Internship —Department
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.

SL160 Parachurch Ministries Internship —Department
Supervised field-based training in one or more parachurch ministry contexts. 2 hours.

SL165 Christian Education Internship —Department
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 —Department
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 —Department
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 design a measurable internship development plan based on his/her vocational understanding and goals.
   B. The student will demonstrate transformational leadership in his/her ministry context.
   C. The student will appraise his/her personal ministry vision and vocational plans based on the experiences of the internship.
   D. The student will integrate Christian character, exegetical/theological knowledge, and leadership understanding in his/her ministry context.
   E. The student will validate future needed areas for lifelong leadership development.

III. COURSE TEXTBOOKS
   A. Required
      Internship Document Packet Instructions -- located on MyDTS website (my.dts.edu)
   B. Supplemental Bibliography

IV. COURSE REQUIREMENTS
   A. Reading Assignments
      None
   B. Internship Contact Hours
      The internship serves as a link between theory and practice. Instead of learning taking place in the isolation of the classroom, an internship makes learning happen within the “normative worshiping community of faith” as the student ministers in a ministry context and reflects on that experience. A seminary internship has traditionally been called “field education” because it is literally just that: education that takes place on the field of service. An internship is not “busy work” or “cheap labor” but is instead a fundamental element to the intentional educational development of a future godly servant leader.

      Dallas Theological Seminary requires all students completing a Servant Leadership internship to have the following number of contact hours:

      | Degree                                    | Contact Hours |
      |-------------------------------------------|---------------|
      | Master of Theology (ThM)                  | 400 hours     |
      | Master of Arts in Christian Education (MACE) | 400 hours     |
      | Master of Arts in Media and Communications (MAMC) | 400 hours     |
      | Master of Arts in Cross-cultural Ministries (MACM) | 400 hours     |
      | Master of Sacred Theology (STM)           | 100 hours     |

      ThM, MACE, MAMC, and MACM students have the option of either completing their internship in one semester (approximately 30 hours a week) or three consecutive semesters (approximately 10 hours a week). STM students must complete their internship in one semester (approximately 10 hours a week).
The actual reporting of the Internship contact hours is an “honor system.” The student will not be required to turn in a journal or calendar of actual hours.

C. Written Assignments

1. Internship Document Packet (Covenant & Leadership Development Plan): Due February 2, 2007
   This document is to be downloaded from the MyDTS website (my.dts.edu), completed by the student (with consultation from the Ministry Mentor), and submitted to the MyDTS website (my.dts.edu) by the end of the 3rd week of classes of the first semester of the internship.
   This document must only be turned in through my.dts.edu -- no other format will be accepted (i.e. email or paper versions).
   The purpose of this learning partnership covenant and plan 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. Intern Casebook
   One Semester Internships: Due March 9, 2007
   Three Semester Internships: Due September 28, 2007
   The Profiles of Ministry Stage II Casebook is to be obtained from the Spiritual Formation and Leadership Department, completed by the student and returned in person to the Spiritual Formation and Leadership Department no later than the due date.
   Due to the time sensitive nature of this evaluation tool, failure to turn in this document on time will result in a failing grade for the entire internship.

3. Ministry Mentor Evaluation
   One Semester Internships: Due March 9, 2007
   Three Semester Internships: Due September 28, 2007
   The Profiles of Ministry Stage II Field Observation is to be obtained by the student from the Spiritual Formation and Leadership Department, completed by the Ministry Mentor, and returned to the student who will then return the forms to the Spiritual Formation and Leadership Department no later than the due date.
   Due to the time sensitive nature of this evaluation tool, failure to turn in this document on time will result in a failing grade for the entire internship.

4. Ministry Consultants Evaluation
   One Semester Internships: Due March 9, 2007
   Three Semester Internships: Due September 28, 2007
   The Profiles of Ministry Stage II Field Observation is to be obtained by the student from the Spiritual Formation and Leadership Department, completed by the Ministry Consultants (four Ministry Consultants are required), and returned to the student who will then return the forms to the Spiritual Formation and Leadership Department no later than the due date.
   Due to the time sensitive nature of this evaluation tool, failure to turn in this document on time will result in a failing grade for the entire internship.
5. **Mid-Internship Report**

   **One Semester Internships:** Not Required  
   **Three Semester Internships:** Due July 20, 2007

   This document is to be downloaded from the MyDTS website (my.dts.edu), completed by the student, and submitted to the MyDTS website (my.dts.edu) by the due date.

   This document must only be turned in through my.dts.edu -- no other format will be accepted (i.e. email or paper versions).

D. **Intern/Ministry Mentor Consultation:** Due February 2, 2007

   Every student must arrange for a consultation to take place with 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. The actual consultation will need to take place before the due date. Extensions will only be granted based on scheduling conflicts with the Spiritual Formation and Leadership Department calendar.

   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. **Exit Interview**

   **One Semester Internships:** Due April 27, 2007  
   **Three Semester Internships:** Due December 14, 2007

   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. If the Profiles of Ministry documents have not been turned in by their due date, this exit interview cannot take place. In preparation of the Exit Interview, the Spiritual Formation and Leadership Department requires that the student contact the Spiritual Formation and Leadership Department EARLY to book the actual Exit Interview. It is strongly recommended that the interview be scheduled early as 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. Extensions will be granted only based on scheduling conflicts with the Spiritual Formation and Leadership Department.

   This one hour interview will cover theological reflection of the internship experience. The Mentor does not attend this meeting.

F. **Videos on MyDTS**

   To help in facilitating your internship process, various videos will be posted on MyDTS for your viewing. Please follow the instructions posted on MyDTS for each unit.

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. Academic Track students will conduct formal classroom teaching. The Department requires that all students teach at the Center for Biblical Studies (CBS) on the campus of Dallas Theological Seminary or an equivalent venue. The Department will deal with exceptions to this requirement on a case-by-case basis.

   Students teaching at the Center for Biblical Studies will complete the following additional requirements:
1. **Completion of the Christian Education (CE) requirements for the Academic Track**
   
The Academic Track CE courses (e.g. CE103, CE104, and CE215 / WM410) are pre-requisite to teaching at CBS. The Department will deal with exceptions to this requirement on a case-by-case basis.

2. **Application to Teach in the Center for Biblical Studies**
   
   Academic Track students will submit their CBS teaching application by the same due date as the Internship Document Packet above. The student will find this application at www.dts.edu/cbs. In addition, as a part of the application process, Academic Track students will interview with the CBS staff.

G. **Military Chaplaincy Additional Requirements and 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 also 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 Internship Document Packet that is submitted at the start of the internship.

H. **TESOL Internships**
   
   Please contact the Spiritual Formation and Leadership Department for additional information.

I. **International Students**
   
   Any internship (off-campus, paid, or volunteer) for international students needs to be discussed and authorized by the Dallas Theological Seminary’s Advisor to International Students in coordination with the Spiritual Formation and Leadership Department. Non-immigrant students (international students) are NOT authorized to accept off-campus employment, in accordance with the regulations for international students issued by the Bureau of Citizenship and Immigration Services. For special government authorization, please contact the International Student Advisors for more information.

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. 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. Three semester interns: If you are participating in Spring 2007 graduation, Profiles of Ministry must be turned in by the second Friday in March.
C. Being a Proactive Intern

The biggest emphasis the Spiritual Formation and Leadership Department can make revolves around the issue of initiative. THIS IS YOUR INTERNSHIP. This is not the school’s internship. This is not the church’s or organization’s internship. This is not the mentor’s or supervisor’s internship. THIS IS YOUR INTERNSHIP. You (as the intern) must pursue an active role in all aspects of the internship. You should be the core of the learning process and the source for the motivation, ownership, and focus of the mentoring relationships. Interns who take the initiative are much more likely to have a fulfilling internship than the more passive intern is. The intern with initiative will be proactive in assessing his or her developmental needs and goals for development. The intern who takes the initiative will be proactive in finding an internship location that will serve his or her needs. The intern who takes the initiative will be able to assimilate quicker in the organization where he or she is serving.

D. Using MyDTS (my.dts.edu) Website

The Spiritual Formation and Leadership Department uses the MyDTS (my.dts.edu) website for both the downloading of documents and the submission of most documents. This is not CampusNet. It is the student’s responsibility to understand how the My DTS site works, to complete the work for each unit, and to adhere to all of the due dates as stated therein. Please refer to the following material to familiarize yourself in how the My DTS site works: http://my.dts.edu/downloads/mydtshelp.pdf. You will be held responsible for knowing how to use the site and knowing the information in the syllabus. At the same time, please do not hesitate to contact our office if you have any questions.

Each student will have a secure login to our portal (my.dts.edu) where they will find a detailed schedule for their internship requirements. Your “Username” is your first and last name separated by a period, with no spaces or dashes (If your name is John Dyer, your username is John.Dyer. If your name is Carlos de la Garza, your username is Carlos.delaGarza). Your password is your DTS Student ID.

E. Official Correspondence with Dallas Theological Seminary

In addition to notification of a physical address, students at Dallas Seminary are required to maintain a current email address and notify the Registrar’s Office if their address changes. Dallas Seminary may restrict access to CampusNet features until verification of a current email address is processed. Current email addresses are necessary to expedite correspondence such as course changes, correspondence from faculty teaching courses in which the student is enrolled, and other official Seminary notifications. Students are expected to check their email accounts routinely and are responsible for all information communicated in this manner.

F. Introduction to Profiles of Ministry Material

The Profiles of Ministry Program is designed to help seminary students assess their strengths and weaknesses, to focus on styles of ministry and preferred ministry settings. It is particularly useful for those who are entering seminary and those about to enter pastoral ministry full time. Profiles of Ministry identifies approximately 40 characteristics and the importance of each by denominational family. While it has components of sociological and psychological analysis, Profiles of Ministry’s distinctive feature is that it explores theological criteria for ministry.

Stage II of the program includes a Casebook for assessing students completing their internship. The Casebook consists of 24 cases that present some problem, issue, or circumstance that calls for a response. A computer-generated profile summarizes the scores from the instrument, and all participants receive an Interpretive Manual to examine their scores in detail. There are no average scores. What is reported is the likelihood or extent to which an individual exhibits some attitude, sensitivity, or skill in ministry. The individual is not compared to his or her peers but to the criteria that exist in the reality of serving in the ministry in North America today.

Profiles of Ministry is an assessment tool developed by The Association of Theological Schools in the United States and Canada (ATS). ATS is a membership organization of more than 250 graduate schools that conduct post-baccalaureate professional and academic degree programs to educate persons for the practice of ministry and for teaching and research in the theological disciplines. Because ATS represents such a broad representation of denominations and Christian traditions, please understand...
that any cases or responses expressed in Profiles of Ministry do not necessarily represent the views or doctrinal position of Dallas Theological Seminary.

E. Turning in Profiles of Ministry Material

Profiles of Ministry is only available in a paper format. The student will receive both the Casebook and the Field Observation forms from the SFL Department during the first month of the internship (usually during the Mentor/Intern Consultation). The student is responsible to return the Casebook workbook, the Casebook answer sheet, all the Field Observation workbooks, and all the Field Observation answer sheets to the Spiritual Formation and Leadership Department office by the due date.

Dallas campus students must return these materials in person to Hendricks Building 205. The student’s name and ID number MUST be on the Answer Sheet and the Answer Sheet number must be correctly filled out on all Field Observation Answer Sheets. Failure to do so prohibits the department from knowing who the evaluations belong to.

Houston campus students can mail these materials to Erin Stambaugh c/o Spiritual Formation and Leadership Department, Dallas Theological Seminary, 3909 Swiss Avenue, Dallas, TX 75204. Before these materials are mailed, the student’s name and ID number MUST be on the Answer Sheet and the Answer Sheet number must be correctly filled out on all Field Observation Answer Sheets. Failure to do so prohibits the department from knowing who the evaluations belong to.

G. 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. The remaining two-thirds of the internship must take place at the primary internship site. See the Spiritual Formation and Leadership Department for more information.

H. 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. The remaining two-thirds of the internship must take place at the primary internship site. See the Spiritual Formation and Leadership Department for more information.

I. Discrimination Policy Of Dallas Theological Seminary

Dallas Theological Seminary 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.

J. Withdrawing from a Course at Dallas Theological Seminary

Dropping a course during the first two weeks of a fall or spring semester removes all record of the course from transcript records. From the third through the eighth week of a semester, students may drop a course without academic penalty (receiving a grade of “W”); from the ninth through the twelfth week students who withdraw will be given either a “WF” (Withdrawn Failing) or a “WP” (Withdrawn Passing) grade. Students dropping a course after the beginning of the thirteenth week will receive a “WF” (Withdrawn Failing) grade. As part of the procedure for dropping a course beginning at the ninth week, students must obtain the signature of the professor of the course before submitting the withdrawal form to the Registrar’s Office. Corresponding dates for alternatively scheduled classes, including summer and Wintersession courses, are provided in the refund schedules in the Business Information, Academic Financial Policies section of Dallas Theological Seminary Student Handbook. Whether the student is withdrawing from Seminary or dropping one or more courses for any session, courses dropped before designated deadlines receive the grades and refunds indicated in the Business Information, Academic Financial Policies section of Dallas Theological Seminary Student Handbook. Once a class begins there is no refund of the general fee.
VI. COURSE POLICIES

A. Letter/Numerical Grade Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>99-100</td>
</tr>
<tr>
<td>A</td>
<td>96-98</td>
</tr>
<tr>
<td>A-</td>
<td>94-95</td>
</tr>
<tr>
<td>B+</td>
<td>91-93</td>
</tr>
<tr>
<td>B</td>
<td>88-90</td>
</tr>
<tr>
<td>B-</td>
<td>86-87</td>
</tr>
<tr>
<td>C+</td>
<td>83-85</td>
</tr>
<tr>
<td>C</td>
<td>80-82</td>
</tr>
<tr>
<td>C-</td>
<td>78-79</td>
</tr>
<tr>
<td>D+</td>
<td>75-77</td>
</tr>
<tr>
<td>D</td>
<td>72-74</td>
</tr>
<tr>
<td>D-</td>
<td>70-71</td>
</tr>
<tr>
<td>F</td>
<td>0-69</td>
</tr>
</tbody>
</table>

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** 24 points
   - Internship Document Packet (15 points)
   - Intern/Ministry Mentor Consultation with Department (9 points)

2. **Internship Contact Hours** 45 points

3. **Completion Paperwork/Participation** 31 points
   - Evaluations: Profiles of Ministry Documents (20 points)
   - Exit Interview with Department (11 points)

Please note: Due to the time sensitive nature of this evaluation tool, failure to turn in this document on time will result in a failing grade for the entire internship.

C. **Class Participation**

Participation is measured in Internship contact hours.

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 Internship Document Packet.
## VII. COURSE LECTURES AND ASSIGNMENT SCHEDULE – ONE SEMESTER INTERNSHIP ONLY
(THREE SEMESTER INTERNSHIP ON NEXT PAGE)

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the start of the semester</td>
<td>Registration Interview with Spiritual Formation &amp; Leadership Department</td>
</tr>
<tr>
<td>January 19, 2007</td>
<td>Log on to my.dts.edu, review course schedule, and complete Unit 1:</td>
</tr>
<tr>
<td></td>
<td>- Update student profile on MyDTS</td>
</tr>
<tr>
<td></td>
<td>- Download syllabus</td>
</tr>
<tr>
<td></td>
<td>- Download document packet and instructions</td>
</tr>
<tr>
<td></td>
<td>- Book the Intern/Ministry Mentor Consultation</td>
</tr>
<tr>
<td>February 2, 2007</td>
<td>Log on to my.dts.edu, review course schedule and complete Unit 2:</td>
</tr>
<tr>
<td></td>
<td>- Complete the internship document packet and turn in through MyDTS</td>
</tr>
<tr>
<td></td>
<td>- Participate in the Intern/Ministry Mentor Consultation with Department</td>
</tr>
<tr>
<td>March 9, 2007</td>
<td>Log on to my.dts.edu, review course schedule and complete Unit 3:</td>
</tr>
<tr>
<td>One Semester Internships ONLY</td>
<td>- Turn in completed Profiles of Ministry Evaluation tools to the Department</td>
</tr>
<tr>
<td></td>
<td>- Book the Exit Interview</td>
</tr>
<tr>
<td>April 27, 2007</td>
<td>Log on to my.dts.edu, review course schedule and complete Unit 4:</td>
</tr>
<tr>
<td>One Semester Internships ONLY</td>
<td>- Exit Interview with the Department completed before this date.</td>
</tr>
</tbody>
</table>

**IMPORTANT NOTE FOR MAY 2007 GRADUATING STUDENTS:** 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 due dates for graduating students established by the Registrar’s Office.
VIII. COURSE LECTURES AND ASSIGNMENT SCHEDULE – THREE SEMESTER INTERNSHIP ONLY (ONE SEMESTER INTERNSHIP ON PREVIOUS PAGE)

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the start of the semester</td>
<td>Registration Interview with Spiritual Formation &amp; Leadership Department</td>
</tr>
<tr>
<td><strong>January 19, 2007 ALL Internships</strong></td>
<td>Log on to my.dts.edu, review course schedule, and complete Unit 1:</td>
</tr>
<tr>
<td></td>
<td>▪ Update student profile on MyDTS</td>
</tr>
<tr>
<td></td>
<td>▪ Download syllabus</td>
</tr>
<tr>
<td></td>
<td>▪ Download document packet and instructions</td>
</tr>
<tr>
<td></td>
<td>▪ Book the Intern/Ministry Mentor Consultation</td>
</tr>
<tr>
<td><strong>February 2, 2007 ALL Internships</strong></td>
<td>Log on to my.dts.edu, review course schedule and complete Unit 2:</td>
</tr>
<tr>
<td></td>
<td>▪ Complete the internship document packet and turn in through MyDTS</td>
</tr>
<tr>
<td></td>
<td>▪ Participate in the Intern/Ministry Mentor Consultation with</td>
</tr>
<tr>
<td></td>
<td>Department</td>
</tr>
<tr>
<td><strong>July 20, 2007 Three Semester Internships ONLY</strong></td>
<td>Log on to my.dts.edu, review course schedule and complete Unit 3:</td>
</tr>
<tr>
<td></td>
<td>▪ Complete the Mid-Internship Report</td>
</tr>
<tr>
<td><strong>September 28, 2007 Three Semester Internships ONLY</strong></td>
<td>Log on to my.dts.edu, review course schedule and complete Unit 4:</td>
</tr>
<tr>
<td></td>
<td>▪ Turn in completed Profiles of Ministry Evaluation tools to the</td>
</tr>
<tr>
<td></td>
<td>Department</td>
</tr>
<tr>
<td></td>
<td>▪ Book the Exit Interview</td>
</tr>
<tr>
<td><strong>December 14, 2007 Three Semester Internships ONLY</strong></td>
<td>Log on to my.dts.edu, review course schedule and complete Unit 5:</td>
</tr>
<tr>
<td></td>
<td>▪ Exit Interview with the Department completed before this date.</td>
</tr>
</tbody>
</table>