

## SERVANT LEADERSHIP INTERNSHIP

### SYLLABUS

#### I. COURSE DESCRIPTIONS

SL105 Master of Theology Internship —*Department*

Supervised field-based education in the student's intended vocational ministry context, under the supervision and encouragement of an experienced ministry mentor. Enrollment limited to ThM students. Prerequisite: SF101 Spiritual Formation I (Identity). 2 hours (with optional third hour available).

SL140 Master of Arts in Cross-cultural Ministries Internship —*Department*

Supervised field-based education in cross-cultural church planting or church nurture in a foreign country or in the United States under the supervision and encouragement of an experienced ministry mentor. Enrollment limited to MACM students. Prerequisite: SF101 Spiritual Formation I (Identity). 2 hours (with optional third hour available).

SL150 Master of Arts in Media and Communication Internship —*Department*

Supervised field-based education 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. Students will develop a portfolio in their area of interest as part of their internship. Enrollment limited to MAMC students. Prerequisite: SF101 Spiritual Formation I (Identity). 2 hours (with optional third hour available).

SL165 Christian Education Internship —*Department*

Supervised field-based education in one or more forms of Christian education ministry and educational leadership, under the supervision and encouragement of an experienced ministry mentor. Enrollment limited to MACE students. Prerequisite: SF101 Spiritual Formation I (Identity). 2 hours (with optional third hour available).

#### 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**

Hillman, George M. *Ministry Greenhouse*. Herndon, VA: Alban, 2008. (ISBN 978-1-56699-360-9).

Hillman, George M. *Preparing for Ministry*. Grand Rapids: Kregel, 2008. (ISBN 978-0-82542-757-2).

NOTE: The *Preparing for Ministry* book is for the Ministry Mentor. The Intern is responsible to purchase this book only if the Ministry Mentor does not own the book.

B. **Supplemental Bibliography**

Bradley, John and Jay Carty. *Discovering Your Natural Talents*. Colorado Springs: NavPress, 1991.

Miller, Arthur and William Hendricks. *The Power of Uniqueness*. Grand Rapids: Zondervan, 1999.

Placher, William C. *Callings*. Grand Rapids: Eerdmans, 2005.

Pyle, William and Mary Alice Seals, eds. *Experiencing Ministry Supervision*. Nashville: Broadman and Holman, 1995.

Rath, Tom. *StrengthsFinder 2.0*. New York: Gallup Press, 2007.

Schwenn, Mark R and Dorothy C. Bass, eds. *Leading Lives That Matter*. Grand Rapids: Eerdmans, 2006.

Smith, Gordon T. *Courage and Calling*. Downers Grove, IL: InterVarsity Press, 1999.

Zachary, Lois. *The Mentor's Guide*. San Francisco: Jossey-Bass, 2000.

#### IV. COURSE REQUIREMENTS

##### A. Internship Ministry Hours

Dallas Theological Seminary requires most students completing a Servant Leadership Internship (2 credit hours) to participate in 400 hours of ministry activity:

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 <sup>1</sup>
Master of Arts in Cross-Cultural Ministries (MACM)	400 hours <sup>2</sup>

##### NOTES

<sup>1</sup>MAMC students need to talk with the Spiritual Formation and Leadership Department about their portfolio requirements.

<sup>2</sup>MACM students seeking TESOL certification need to talk with the Spiritual Formation and Leadership Department about their specific requirements.

ThM, MACE, MAMC, and MACM students have the option of completing their internship in one of the following two formats:

1. Two consecutive semesters (approximately 15 hours a week)
2. Three consecutive semesters (approximately 10 hours a week)

The actual reporting of the internship ministry hours is an "honor system."

If a student wishes to add one additional credit hour to his or her internship, an appropriate project can be added to the internship. See the Spiritual Formation and Leadership Department for more information.

##### B. Reading

1. **Read *Ministry Greenhouse*:** **Due August 28, 2009**

The student will read *Ministry Greenhouse*, download the reading completion report from the MyDTS website (my.dts.edu), and submit the reading completion report to the MyDTS website (my.dts.edu).

##### C. Tasks

1. **Internship Planning Document:** **Due September 11, 2009**

The student will download the *Internship Planning Document* from the MyDTS website (my.dts.edu), complete the document (in consultation with and approval of the Ministry Mentor), and submit the document to the MyDTS website (my.dts.edu).

NOTE: The completion of the Internship Planning Document is not dependent on the Department Consultation with Mentor and Intern (see next task). Please turn in this document by the due date, whether or not the Department Consultation with Mentor and Intern has occurred.

**2. Department Consultation with Mentor and Intern: Due September 11, 2009**

The student will arrange for a consultation between the student, the student's Ministry Mentor, and a member of the Spiritual Formation and Leadership Department.

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. If the student's internship is taking place outside of the immediate Dallas/Fort Worth area, this meeting will take place as a conference call or as a web conference (for those students with web camera access).

To schedule the Department Consultation with Mentor and Intern, please call 214-841-3779. In scheduling this appointment, please give the Spiritual Formation and Leadership Department office staff three potential dates your Ministry Mentor is available.

NOTE: Military Chaplain candidates do not participate in the Department Consultation. See Course Requirement F for additional information.

**3. Mid-Internship Report**

- **Two Semester Internships:** Due November 20, 2009
- **Three Semester Internships:** Due March 5, 2010

The student will download the *Mid-Internship Report* from the MyDTS website (my.dts.edu), complete the document, and submit the document to the MyDTS website (my.dts.edu).

**4. Profiles of Ministry Stage II Recorded Interview**

- **Two Semester Internships:** Due Before November 20, 2009
- **Three Semester Internships:** Due Before March 5, 2010

The student will schedule a 45 minute interview with the Spiritual Formation and Leadership Department to complete the *Profiles of Ministry Stage II Recorded Interview*. This interview can take place at any time before the due date.

If the student's internship is taking place in the immediate Dallas/Fort Worth area, this interview will take place in a face-to-face setting. If the student's internship is taking place outside of the immediate Dallas/Fort Worth area, this interview will take place as a conference call or as a web conference (for those students with web camera access).

To schedule the *Profiles of Ministry Stage II Recorded Interview*, please call 214-841-3779. In scheduling this interview, please give the Spiritual Formation and Leadership Department office staff three potential dates to work with.

NOTE: The Ministry Mentor does *not* participate in this interview.

**5. Profiles of Ministry Stage II Casebook**

- **Two Semester Internships:** Pick up by February 16, 2010  
Due 9:00 a.m., March 2, 2010
- **Three Semester Internships:** Pick up by May 18, 2010  
Due 9:00 a.m., June 1, 2010

The student will obtain from the Spiritual Formation & Leadership Office the *Profiles of Ministry Stage II Casebook*, complete the *Casebook*, and return the *Casebook* and *Casebook Answer Sheet* to the Spiritual Formation and Leadership Department.

- a. Dallas campus students will return these materials in person to Hendricks Building 205.
- b. Extension site students will mail these materials to:

*Erin Stambaugh*  
*c/o Spiritual Formation and Leadership Department*  
*Dallas Theological Seminary*  
*3909 Swiss Avenue*  
*Dallas, TX 75204*

NOTE: All *Casebook Answer Sheets* must:

- 1) Be completed in pencil (no pen or marker)
- 2) Be in pristine condition (not folded, torn, or curled)
- 3) Have the student's name printed on the left side of the *Casebook Answer Sheet*
- 4) Have the school code 464 for Dallas Theological Seminary

Any *Casebook Answer Sheet* that is not in pencil, is not in pristine condition (thus unscannable), or not completed will not be accepted and will result in both loss of points AND delay of internship completion. If the student has to transfer his/her answers to a new *Casebook Answer Sheet*, this may result in the student having to submit all new Field Observations as well.

#### 6. Profiles of Ministry Stage II Field Observations

- **Two Semester Internships:** **Distribute by February 16, 2010**  
**Due 9:00 a.m., March 2, 2010**
- **Three Semester Internships:** **Distribute by May 18, 2010**  
**Due 9:00 a.m., June 1, 2010**

The student will obtain the *Instructions for Profiles of Ministry Stage II Field Observations* sheet from the MyDTS website (my.dts.edu) and email the sheet to his/her Ministry Mentor and four Field Observers. The *Instructions for Profiles of Ministry Stage II Field Observations* sheet will provide the Ministry Mentor and the Field Observers a web link to the online assessment of the student.

NOTE 1: In order for the Ministry Mentor and the Field Observers to complete this online assessment of the student, the student must provide his/her unique five digit *Profiles of Ministry Stage II Casebook Answer Sheet* number (found on the bottom right corner of the student's *Profiles of Ministry Stage II Casebook Answer Sheet*).

NOTE 2: Military Chaplain candidates will use a modified system for *Profiles of Ministry Stage II Field Observations* distribution. See Course Requirement F for additional information.

#### 7. Internship Exit Interview

- **Two Semester Internships:** **Due Before May 7, 2010**
- **Three Semester Internships:** **Due Before August 6, 2010**

At the conclusion of the internship, the student will participate in a 60-90-minute *Internship Exit Interview* with a member of the Spiritual Formation and Leadership Department.

If the student's internship is taking place in the immediate Dallas/Fort Worth area, the *Internship Exit Interview* will take place in a face-to-face setting. If the student's internship is taking place outside of the immediate Dallas/Fort Worth area, this meeting will take place as a conference call or as a web conference (for those students with web camera access).

Students will receive an email stating that the Profiles of Ministry Stage II results are in. Unless you are a graduating student needing to schedule their exit interview by the graduating student deadline, PLEASE WAIT TO CALL until this email has been received! To schedule the *Internship Exit Interview*, please call 214-841-3779. In scheduling this appointment, please give the Spiritual Formation and Leadership Department office staff three potential dates to work with.

NOTE: The Ministry Mentor does not attend this meeting.

#### D. Consistent Mentoring Time

Every experience for the student in the internship has learning potential. During the consistent mentoring time, the ministry experiences become life changing. This consistent meeting with the student and the Ministry Mentor is the heart of the internship experience and needs to be a sacred priority for both the student and the Ministry Mentor. These meetings are the backbone of the internship because they provide regular opportunities for communication and instruction. If the prospective Ministry Mentor is unwilling or unable to make the pledge to meet consistently and to give the student undivided attention during these

meetings, then the student needs to find another Ministry Mentor. Additional instructions for the Mentoring Time will be given during the Department Consultation with Intern and Mentor.

**E. Military Chaplaincy Additional Requirements and Exceptions**

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 necessary for any other internship, but these students need to also understand the following:

**1. Acceptance Letter from the Military**

An official letter of acceptance from his/her particular military branch must be filed with the SFL Department before the student can officially be registered for the Internship.

**2. Exemption of Department Consultation with Intern and Mentor**

Due to the nature of the military chaplaincy training program, the student is not required to set up a Department Consultation with Intern and Mentor.

**3. Military Evaluation Forms**

In addition to the Profiles of Ministry material, the student's particular military branch will also have its own evaluation process. The student will submit these evaluations to the SFL Department, in addition to Profiles of Ministry.

**4. Modified Profiles of Ministry Field Observations**

Due to the nature of the military chaplaincy training program, the student will not have *Profiles of Ministry Stage II Field Observations* completed by other military personnel. Instead, the student will have five "character references" complete the *Profiles of Ministry Stage II Field Observations* for the student. See the Spiritual Formation and Leadership Department for more information.

**5. Profiles of Ministry and Exit Interview Extension of Due Dates**

Due to the nature of the military chaplaincy training program, extensions will be dealt with on a case-by-case basis. See the Spiritual Formation and Leadership Department for more information. This modified completion date must be clearly stated in the Internship Planning Document.

**F. Master of Arts in Media and Communication Portfolio Requirements (SL 150)**

Contact your internship coordinator for the portfolio requirements.

**G. TESOL Internships (SL 205)**

Contact the Spiritual Formation and Leadership Department for the SL 105 TESOL Internship Syllabus.

**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 schedule a registration interview with the Spiritual Formation and Leadership Department the semester prior to the start of the internship to present the student's internship plan. Registration for all internships only takes place through the registration interview, *not* through CampusNet. Approval for all internships will be granted only when the student has secured an approved internship site and Ministry Mentor.

For information about available opportunities in churches and parachurch organizations, please refer to the Internship Job Board ([www.dts.edu/sfl](http://www.dts.edu/sfl)).

NOTE: If this meeting takes place after the early registration period, the student is responsible to pay all applicable late registration fees. Students should allow sufficient time prior to the start of the semester when scheduling the registration interview.

## B. Dallas Theological Seminary Competencies and Internship Goals

The curricula and related seminary experiences are designed to help Dallas Theological Seminary students develop competencies of knowledge, abilities and skills, and beliefs and values to help evangelize the world and build the Church. Specific competencies are developed in each professional degree program, but all masters-level Dallas Theological Seminary students are to develop competencies in Biblical Interpretation, Theology, Communication, Christian Spirituality, Servant Leadership, and Cultural Engagement.

The Internship is a vital assessment of several of these competencies. In the student's Internship Covenant and Competency Development Plan, each student will have development goals in the following competency areas:

1. *Communication* – The student is able to persuade others with respect to biblical and theological truth through oral, written, and electronic media.
2. *Christian Spirituality* – The student, by means of the Spirit, demonstrates increasing love and devotion to God and loving service to others.
3. *Servant Leadership* – The student models servant leadership and equips others in a God-given direction through Christlike character, leadership capability, and love.
4. *Cultural Engagement* – The student demonstrates appreciation for the contributions of different cultures and is committed to evangelism and biblically based ministry with appropriate engagement with people in those cultures.

## C. Additional Credit Hour

Any Dallas Theological Seminary students may add one additional hour of credit to any Servant Leadership Internship. In granting the additional credit hour, the student will submit a 100-hour project proposal (500 contact hours total) to the Spiritual Formation and Leadership Department in addition to his or her Internship Planning Document. The purpose of this project proposal is to define the activities for the 100 additional hours of ministry.

The student will design the project in consultation with his or her Ministry Mentor. In the proposal, the student will respond to the following issues in writing:

1. *Internship Objectives* -- What skill will the student learn or improve during this additional hour of internship credit?
2. *Learning Resources and Strategies* -- What resources or strategies will the student use to learn or improve this skill?
3. *Assessments* -- How will the student know that he or she has learned or improved in this skill (i.e. produce evaluations and other testimonies)?
4. *Criteria and Means for Validating the Assessment* -- How will the student demonstrate that he or she has learned or improved in this skill?

## D. Graduating Students

Seminary policy states that graduating students for all terms must follow the earlier due dates established by the Registrar's Office. Students will not graduate if their internship requirements are not fulfilled by those dates.

Being a Proactive Student:

Student initiative separates average internship experiences from great learning opportunities. The student must pursue an active role in all aspects of the Internship. The student should be the core of the learning process and the source for the motivation, ownership, and focus of the mentoring relationship. The student with initiative will be proactive in assessing his or her developmental needs and goals for development and be much more likely to have a fulfilling internship.

## E. Using MyDTS (my.dts.edu) Website

The Spiritual Formation and Leadership Department uses the MyDTS (my.dts.edu) website for most assignments. It is the student's responsibility to understand how the MyDTS works, to complete the work for each unit, and to adhere to all of the due dates as stated therein. Additional information about using MyDTS is found at <http://my.dts.edu/downloads/mydts-help.pdf>.

**F. Official Correspondence with Spiritual Formation and Leadership Department**

Student need to keep their e-mail address current on MyDTS. The Spiritual Formation and Leadership Department uses the contact information in MyDTS for all communications. Students are expected to check their email accounts routinely and are responsible for all information communicated in this manner.

**G. Introduction to Profiles of Ministry Material**

The Profiles of Ministry Program is designed to help seminary students to assess their strengths and weaknesses and to focus on styles of ministry and preferred ministry settings. The Profiles of Ministry assessment identifies approximately forty 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.

A computer-generated profile summarizes the scores from the instrument, and all students 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 a student exhibits some attitude, sensitivity, or skill in ministry. The student 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 (ATS) in the United States and Canada. 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 doctrinal position or views of Dallas Theological Seminary.

**H. 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.

**I. Spiritual Formation Leadership**

To encourage leadership development through small group interaction, students may apply to lead a Spiritual Formation group. Students who are selected to serve as Spiritual Formation group leaders and agree to fulfill all of the leadership requirements 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.

**J. International Students**

Any internship (paid or volunteer) for international students needs to be discussed and authorized by the Advisor to International Students in the Student Services Office 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.

**K. 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.

**L. Professional Etiquette with the Spiritual Formation and Leadership Office Staff**

At Dallas Theological Seminary, the student is here to prepare for servant leadership roles in ministry. A student's social interactions in how he or she deals with others are a key component of that development and are a direct indication of the student's character. Over the last couple of years, our staff has noticed an increase in what could be called a lack of etiquette in how students interact with the office staff. That

includes etiquette in phone conversations, e-mail exchanges, and office visits. Any discourteous behavior exhibited by a student will not be tolerated.

**M. Withdrawal, Extensions, or Leave of Absence**

Students must follow the policies in the Dallas Theological Seminary Student Handbook in regards to withdrawing from an internship, requesting an internship extension beyond the agreed upon term, or asking for a leave of absence from Dallas Theological Seminary.

**VI. COURSE POLICIES**

**A. Letter/Numerical Grade Scale**

A+	99-100	B+	91-93	C+	83-85	D+	75-77	F	0-69
A	96-98	B	88-90	C	80-82	D	72-74		
A-	94-95	B-	86-87	C-	78-79	D-	70-71		

**B. Weighing of Course Requirements for Grading**

**1. Planning**

**40 points total**

**Reading Report for *Ministry Greenhouse* (10 points)**

- Late (5 points)
- Never read (0 points)

**Internship Document Packet (20 points)**

- Late (10 points)
- Incomplete goals (10 points)
- Never turned in (0 points)

**Department Consultation with Mentor and Intern (10 points)**

- Scheduled late (5 points)
- Never occurred (0 points)

**2. Assessment**

**60 points total**

**Mid-Internship Report (10 points)**

- Late (5 points)
- Never turned in (0 points)

**Profiles of Ministry Stage II Recorded Interview (10 points)**

- Scheduled late (5 points)
- Never completed (0 points)

**Profiles of Ministry Stage II Casebook and Field Observations (20 points)**

- Late (10 points)
- Not completed in pencil (10 points)
- Not in pristine (scannable) condition (10 points)
- Never turned in (0 points)

**Exit Interview with Department (20 points)**

- On time but not demonstrating reflection (10 points)
- Late but demonstrating reflection (10 points)
- Never occurred (0 points)

**C. Late Assignments**

Late assignments require prior approval from the Spiritual Formation and Leadership Department.

**VII. SERVANT LEADERSHIP INTERNSHIP SCHEDULE**

Two Semester Only Due Date	Three Semester Only Due Date	Tasks
August 28, 2009	August 28, 2009	Unit 1 on my.dts.edu: <input type="checkbox"/> Read the “MyDTS Getting Started” manual (found at MyDTS) <input type="checkbox"/> Update student profile on MyDTS <input type="checkbox"/> Read <i>Ministry Greenhouse</i> and submit reading completion report on MyDTS <input type="checkbox"/> Download and read syllabus <input type="checkbox"/> Download Internship Planning Document and instructions <input type="checkbox"/> Schedule the Department Consultation with Mentor and Intern <input type="checkbox"/> Watch introduction video
September 11, 2009	September 11, 2009	Unit 2 on my.dts.edu: <input type="checkbox"/> Complete the Internship Planning Document and turn in through MyDTS. NOTE: This document is due whether or not the Department Consultation as taken place. <input type="checkbox"/> Participate in the Department Consultation with Mentor and Intern
November 20, 2009	March 5, 2010	Unit 3 on my.dts.edu: <input type="checkbox"/> Complete the Mid-Internship Report <input type="checkbox"/> Participate in the Profiles of Ministry Stage II Recorded Interview
February 16, 2010	May 18, 2010	Unit 4 on my.dts.edu: <input type="checkbox"/> Email the Instructions for Profiles of Ministry Stage II Field Observations to Ministry Mentor and Field Observers <input type="checkbox"/> Pick up and start completing the Profiles of Ministry Stage II Casebook <input type="checkbox"/> Watch instructional video
March 2, 2010 by 9:00 a.m.  <i>NOTE: There are no extensions to this date!</i>	June 1, 2010 by 9:00 a.m.  <i>NOTE: There are no extensions to this date!</i>	Unit 5 on my.dts.edu: <input type="checkbox"/> Turn in completed Profiles of Ministry Casebook to the Spiritual Formation and Leadership Department. <input type="checkbox"/> Make sure Ministry Mentor and Field Observers have completed the Profiles of Ministry Stage II Field Observations online
Before April 23, 2010	Before July 23, 2010	Unit 6 on my.dts.edu: <input type="checkbox"/> Schedule the Exit Interview once you have received confirmation that your results are in
Before May 7, 2010 Graduating students due by 4/26/10	Before August 6, 2010 Graduating students due by 8/6/10	Unit 7 on my.dts.edu: <input type="checkbox"/> Participate in the Exit Interview with the Spiritual Formation and Leadership Department.

**IMPORTANT NOTE FOR GRADUATING STUDENTS:**

*Graduating students for all terms must follow the earlier due dates established by the Registrar’s Office. Students will not graduate if their internship requirements are not fulfilled by those dates.*