

*“The mission of Tyndale Seminary is to provide Christ-centred graduate theological education for leaders in the church and society whose lives are marked by intellectual maturity, spiritual vigour and moral integrity, and whose witness will faithfully engage culture with the Gospel.”*

<b>Course</b>	<b>INTERNSHIP</b> INTD 0701 01
<b>Date and Time</b> <b>Delivery Format</b>	MAY – DECEMBER 2023 <b>ALL ONLINE</b>
<b>Instructor</b>	<b>MICHAEL KRAUSE, DMin</b> Telephone/voice mail: (416) 226-6620 Ext. 2239 Email: <a href="mailto:mkrause@tyndale.ca">mkrause@tyndale.ca</a>
<b>Class Information</b>	<p>INTERNSHIP COORDINATION SESSIONS:</p> <p>Mandatory: MONDAY, MAY 1<sup>st</sup>, 2023 Daytime Section: 12:30-2:30pm</p> <p>Optional Evening Section: TUESDAY, MAY 2<sup>nd</sup>, 2023 6:30-8:30pm (depending on students’ schedules)</p> <p>Ministry Reflection Seminars will be held in small groups during the course of the term (attend either the daytime or the evening section). Specific dates will be assigned/arranged at the Coordination Sessions.</p> <p>Office Hours: Drop-in anytime. Zoom or in-person appointments by request.</p>
<b>Course Material</b>	<p>Access course material at <a href="https://classes.tyndale.ca">classes.tyndale.ca</a> or other services at <a href="#">Tyndale One</a>.</p> <p>Course emails will be sent to your @MyTyndale.ca e-mail account only. <a href="#">Learn how to access and forward emails to your personal account.</a></p>

## [Tyndale Seminary Internship Website](#)

**Internship Forms** (learning covenant, placement site forms, etc.) and **Internship Assignment Guidelines** can be accessed on the course page or on the Moodle internship portal.

### I. COURSE DESCRIPTION

The Tyndale Seminary Internship Program (TSIP) is a central component in the theological curriculum at Tyndale Seminary. All MDiv students must complete at least a two-term internship in their major area of study. The Internship provides students with a vibrant and transformative context for integrating the theological, spiritual, relational, and vocational dimensions of Christian ministry and leadership.

The Internship has a formative aim in developing theologically reflective Christian leaders for service in the Church and the world. Through engagement in real-world ministry in supervised placements, interns are provided with opportunities to work alongside experienced ministry mentors to develop ministry competencies, to set and meet individualized learning goals, and to clarify and confirm their ministry gifts and calling.

Students in MDiv (Counselling) and MDiv (Spiritual Formation) have specific internship requirements and should consult their program coordinators for details. Internships for all other MDiv students are overseen by TSIP. Students enrolled in the MTS program may elect to take an Internship course (PRAC 0701). Students with double majors require two internships.

**Prerequisites:** Students will normally have completed a minimum of 15 courses (45 credits) before registering for the Internship course. Prerequisite courses include SPIR 0700 Spiritual Formation, LEAD 0510 Leadership Development and MISS 0782 Gospel, Church and Culture. Exceptional cases will be considered by the Director of the TSIP. Further details regarding Internship requirements and guidelines are provided in the [Internship Manual](#).

### II. LEARNING OUTCOMES

At the end of the course, students will be able to:

- Demonstrate growth in ministry capacities and competencies in accordance with their individualized learning covenant and their ministry major competency requirements
- Engage effectively in the practice of both personal and group theological reflection on ministry experience

- Analyze the social, cultural and global context of God’s mission in the world with particular focus on their own ministry setting
- Understand the value of mentoring, supervision and peer accountability for lifelong personal, professional and spiritual growth
- Identify and articulate one’s calling, aptitudes, growing edges and personal philosophy of ministry
- Demonstrate an integrative understanding of the Biblical, theological, historical, spiritual and personal dimensions of Christian ministry

### III. COURSE REQUIREMENTS

#### A. INTERNSHIP

##### 1. INTERNSHIP SITE:

Students will select an internship site and Ministry Mentor, in close collaboration with the Internship Director, Dr. Michael Krause, or the professor in charge of the internship cohort, either Dr. Marilyn Draper or Dr. Yau Man Siew. (Note: The process for selecting and negotiating an internship site should begin several months in advance of the Internship and must be approved by the Internship Director **prior to registration** in the course. Registration cannot be done online but by using a [Non-Classroom Registration Form](#). All forms can be found on the internship portal or on the Tyndale internship website, <https://www.tyndale.ca/seminary/internship/overview>.)

##### 2. INTERNSHIP HOURS:

Engagement in at least 260 hours of ministry experience throughout the duration of the internship (approximately 8-10 hours per week over two semesters.) Submit a record of your total weekly internship hours.

##### 3. LEARNING COVENANT: (Required before registering for the course)

Formulation and adherence to an individualized Learning Covenant that identifies specific learning and ministry goals for the internship. The Learning Covenant is to be written in consultation with the Ministry Mentor and must be approved by the Internship Director.

##### 4. SUPERVISION:

Engagement in **weekly** mentoring/supervision/reflection sessions with the approved on-site Ministry Mentor/Placement Supervisor. Submit a summary/record of weekly

internship conversations with your supervisor/ministry mentor. The summary may be done in point form and should include the following:

- Date of meeting with supervisor or mentor
- Total number of internship hours worked that week
- Name of supervisor/mentor
- Main topic of discussion (one or two sentences)
- Insight gained about yourself or ministry (one or two sentences)

5. MINISTRY REFLECTION SEMINARS: (Various dates)

Attendance at and participation in all six Ministry Reflection Seminars are mandatory. (Coordination Session + 4 Ministry Reflection Seminars + Final Integrative Seminar = 6 total). Students will meet in groups of 3-5 throughout the internship to present and reflect on their case studies. Specific seminar dates and groups will be determined at the Coordination Session.

6. MINISTRY REFLECTION CASE STUDIES: (Due on assigned dates – the student will write one case study each semester).

Students will write and submit **two** ministry reflection case studies over the course (one per semester, 5 pages each). Note: Students will attend two Ministry Reflection seminars each semester (see 5 above). In one, they will present their case study for peer input. In the second Ministry Reflection Seminar, they will provide input on the case study of two peers. Specific due dates will be dependent on the date of the seminar. See class webpage for case-study guidelines.

7. FINAL (SUMMATIVE) INTEGRATIVE REFLECTION PAPER:

A 12-page Final Integrative Reflection Paper due one week prior to the last day of the semester. This integrative paper will be discussed during a final Integrative Ministry Reflection Seminar, normally held at the end of the semester.

8. SELF-EVALUATIONS: (Due at the end of the first semester)

Submission of mid-term student self-evaluation (signed by the ministry mentor)

9. SUPERVISOR'S EVALUATION (Due at the end of the second semester)

Submission of a final end-of-course evaluation of the student by the ministry mentor.

10. INTERNSHIP PROGRAM EVALUATION: (Due December 15, 2023)

At the end of the internship, fill out a Student Internship Program Evaluation Form focusing in on your own experience, your experience with the supervisor, and with the internship site.

## **B. SUPPLEMENTARY / RECOMMENDED READING AND TOOLS**

Because the Internship and Ministry Reflection Seminars are designed as a context for integrating classroom learning with the practice of ministry, the “reading list” comprises the all reading that one has done in the courses taken to date. In addition, the following are particularly helpful resources in thinking theologically about the practice of ministry.

Hillman, George M. Jr. [\*Ministry Greenhouse: Cultivating Environments for Practical Learning\*](#). Herdon, VA: The Alban Institute, 2008.

Nouwen, Henri. [\*In the Name of Jesus: Reflections on Christian Leadership\*](#). New York: The Crossroad Publishing Company, 1992.

Peterson, Eugene. [\*Working the Angles: The Shape of Pastoral Integrity\*](#). Grand Rapids, MI: Wm. B. Eerdmans Publishing Co., 1989.

Stone, W. Howard and James O. Duke. [\*How to Think Theologically\*](#). Minneapolis: Fortress Press, 1996.

Tyndale recommends [www.stepbible.org](http://www.stepbible.org) – a free and reputable online resource developed by Tyndale House (Cambridge, England) – for word searches of original-language texts, as well as for topical searches, interlinear texts, dictionaries, etc. Refer to the library for other [online resources for Biblical Studies](#).

## **C. GUIDELINES FOR INTERACTIONS**

Tyndale University prides itself in being a trans-denominational community. We anticipate our students to have varied viewpoints which will enrich the discussions in our learning community. Therefore, we ask our students to be charitable and respectful in their interactions with each other, and to remain focused on the topic of discussion, out of respect to others who have committed to being a part of this learning community. Please refer to “Guidelines for Interactions” on your course resource page at [classes.tyndale.ca](http://classes.tyndale.ca).

## **D. GRADING AND EVALUATION**

By the end of the internship, students will have a portfolio of documents providing evidence of their growth and learning through the internship experience. These documents must all be submitted to the course page to receive the internship credit. The portfolio will include:

- The Learning Covenant outlining the student’s individualized learning and ministry plan

- The Site Placement Form indicating the agreement between the student’s supervisor and Tyndale Seminary
- Mid-term Self-Evaluation Report, reflecting on progress and learning in the Internship based on goals outlined in the learning covenant
- Supervisor’s Final Evaluation by the Ministry Mentor providing feedback and reflection on ministry strengths and areas for future growth
- Two ministry reflection case studies from the Ministry Reflection Seminars with feedback from fellow students
- A summary of your internship hours and your weekly internship conversations with your supervisor or ministry mentor
- Final Integrative (Summative) Reflection paper integrating learning that occurred during the internship and the course of all your seminary learning and presented to other students during the last Ministry Reflection Seminar.

Notes:

1. Guidelines for all course requirements can be found on the internship website and on the class page
2. All assignments/forms must be submitted on the course page [classes.tyndale.ca](http://classes.tyndale.ca)
3. Hard copy (paper) documents must be scanned and submitted electronically to the course page. All photocopiers at Tyndale are able to scan and email scanned documents to student’s email addresses free of charge.
4. All internship requirements must be completed in order to pass the course. This includes attendance at 6 Ministry Reflection Seminars, completion and submission of all documents as outlined above.
5. The course is graded on a Credit/No-Credit basis.

## E. EQUITY OF ACCESS

Students with permanent or temporary disabilities who need academic accommodations must [contact](#) the [Accessibility Services](#) at the [Centre for Academic Excellence](#) to [register](#) and discuss their specific needs. *New students* must self-identify and register with the Accessibility Office at the beginning of the semester or as early as possible to access appropriate services. *Current students* must renew their plans as early as possible to have active accommodations in place.

## F. SUMMARY OF ASSIGNMENTS AND DATES

Evaluation is based upon the completion all the required elements:

Submission of Learning Covenant/Site Placement Form and Application Form	Prior to start of internship
--	------------------------------

Attend Internship Coordination Session	May 1, 2023
Ministry Reflection Case Study – Summer (2 times)	May to August – specific dates TBD by group members
Mid-Term Student Self-Evaluation	August 31, 2023
Ministry Reflection Case Study – Fall (2 times)	September to November – specific dates TBD by group members
Attend Final Integrative Seminar	November/December, 2023
Final Integrative Reflection Paper	December 15, 2023
Supervisor’s Evaluation of the Intern	December 15, 2023
Summary of Meetings with Supervisor/Mentor	December 15, 2023
Summary of Internship Hours	December 15, 2023
Course Evaluation of the Internship Program	December 15, 2023
<b>Transcript Grade</b>	<b>Credit / No Credit</b>

## G. GENERAL GUIDELINES FOR THE SUBMISSION OF WRITTEN WORK

For proper citation style, consult the [tip sheet, “Documenting Chicago Style”](#) (Tyndale e-resource) or the full edition of the [Chicago Manual of Style Online](#), especially ch. 14. For citing scripture texts, refer to sections 10.44 to 10.48 and 14.238 to 14.241 from the *Chicago Manual of Style* or reference the [tip sheet, “How to Cite Sources in Theology”](#).

### Academic Integrity

Integrity in academic work is required of all our students. Academic dishonesty is any breach of this integrity, and includes such practices as cheating (the use of unauthorized material on tests and examinations), submitting the same work for different classes without permission of the instructors; using false information (including false references to secondary sources) in an assignment; improper or unacknowledged collaboration with other students, and plagiarism. Tyndale University takes seriously its responsibility to uphold academic integrity, and to penalize academic dishonesty.

Students are encouraged to consult [Writing Services](#). Citation and other [tip sheets](#).

Students should also consult the current [Academic Calendar](#) for academic policies on Academic Honesty, Gender Inclusive Language in Written Assignments, Late Papers and Extensions, Return of Assignments, and Grading System.

### Research Ethics

All course-based assignments involving human participants requires ethical review and may require approval by the [Tyndale Research Ethics Board \(REB\)](#). Check with the Seminary Dean's Office ([aa@tyndale.ca](mailto:aa@tyndale.ca)) before proceeding.

## H. COURSE EVALUATION

Tyndale Seminary values quality in the courses it offers its students. End-of-course evaluations provide valuable student feedback and are one of the ways that Tyndale Seminary works towards maintaining and improving the quality of courses and the student's learning experience. Student involvement in this process is critical to enhance the general quality of teaching and learning.

Before the end of the course, students will receive a MyTyndale email with a link to the online course evaluation. The link can also be found in the left column on the course page. The evaluation period is 2 weeks; after the evaluation period has ended, it cannot be reopened.

Course Evaluation results will not be disclosed to the instructor before final grades in the course have been submitted and processed. Student names will be kept confidential and the instructor will only see the aggregated results of the class.

## IV. SELECTED BIBLIOGRAPHY

([Tyndale Library](#) supports this course with [e-journals](#), [e-books](#), and the [mail delivery of books](#) and circulating materials. See the [Library FAQ page](#).)

Anderson, R. S. *The Soul of Ministry: Forming Leaders for God's People*. Louisville, KY: Westminster John Knox Press, 1997.

Coyle, Suzanne M. *Uncovering Spiritual Narratives Using Story in Pastoral Care and Ministry*. Minneapolis, MN: Fortress Press, 2014.

Cahalan, Kathleen A. *Introducing the Practice of Ministry*. Collegeville, MN: Liturgical Press, 2010.

Killen, P. O. & de Beer, J. *The Art of Theological Reflection*. New York: Crossroad, 2001.

Kinast, R.L. *If Only You Recognized God's Gift: John's Gospel as an Illustration of Theological Reflection*. Grand Rapids, MI: Eerdmans, 1993.

Kinast, R.L. *Let Ministry Teach: A Guide to Theological Reflection*. Collegeville, MN: The Liturgical Press, 1996.



- Kinast, R.L. *What Are They Saying About Theological Reflection?* New York: Paulist Press, 2000.
- Mahan, J. H., Troxell, B.T., & Allen, C.J. *Shared Wisdom: A Guide to Case Study Reflection in Ministry.* Nashville: Abingdon Press, 1993.
- McAlpin, Kathleen. *Ministry That Transforms: A Contemplative Process of Theological Reflection.* Collegeville, MN: Liturgical Press, 2009.
- Pohly, K. *Transforming the Rough Places.* Franklin, TN: Providence House, 2001.
- Pyle, W.T. & Seals, M.A. (Eds.). *Experiencing Ministry Supervision: A Field Based Approach.* Nashville: Broadman & Holman, 1995.
- Schön, D. *The Reflective Practitioner: How Professionals Think In Action.* New York: Basic Books, 1983.
- Thompson, Ross, and Judith Thompson. *Mindful Ministry: Creative, Theological and Practical Perspectives.* London: SCM Press, 2012.
- Whitehead, J.D. & Whitehead, E.E. *Method in Ministry: Theological Reflection and Christian Ministry.* Kansas City: Sheed & Ward, 1995.