**TYNDALE SEMINARY INTERNSHIP LEARNING COVENANT**

Student Name: Click or tap here to enter Student Name.

Student #: Click here to enter Student #.

Term: [ ]  Summer [ ]  Fall [ ]  Winter Year: Choose Year

Program Major: Choose a Major.

Status: [ ]  Full-time student (12 academic course hours per semester)

[ ]  Part-time student (less than 12 academic course hours per semester)

Student’s Address: Click here to enter Student’s Address.

Home Tel: Click here to enter Home Tel. Cell Phone: Click here to enter Cell Phone.

Church/institution Name: Click here to enter Church/institution Name.

Address: Click here to enter Address.

Phone: Click here to enter Phone. Fax: Click here to enter Phone.

Denomination (if any): Click here to enter Denomination.

Supervisor’s Name: Click here to enter Supervisor’s Name. Position: Click here to enter Position.

Supervisors Email: Click here to enter email address.

Supervisors are to attend an orientation session every other year: [ ]  I attended last year and need not attend this year.

[ ]  I did not attend last year.

My vocational goal is: Click here to enter goal.

**I. PROCEDURE**:

This covenant is to be completed collaboratively by the student and the supervisor, and returned to the Director of the Internship Program by the deadlines indicated. This covenant is not valid, and the Internship does not begin, until signed by all of the following:

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director of Internship Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**II. PLAN FOR LEARNING**

1. General overview of student’s learning goals for participation in this Internship program. (Reason for being in this setting, general learning expectations as a result of engaging in this educational experience.)

Click or tap here to enter text.

NOTE: The items in Columns C, D and E should parallel objectives in column B.

|  |  |  |  |
| --- | --- | --- | --- |
| **B. Learning Objectives** | **C. Tasks/Activities** | **D. Resources** | **E. Accountability** |
| Identify one or two specific a) skill development, b) knowledge acquisition, c) personal development goals (total 3-5),where the student wants to learn or grow as an outcome of this Internship experience. | Specific tasks, work assignments, or activities that will be used to achieve each of the learning objectives in column B. | Specific reading, training events/conferences or other experiences that will assist the student in achieving learning objectives in each area. | Ways that the student will be held accountable for each of their learning goals through various supervision, measurement or assessment processes. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**III. THE STUDENT’S POSITION** (e.g. associate pastor, youth pastor; chaplain, etc.): Click here to enter student’s position.

**IV. SUPERVISION**

The supervisor/student conference will be for one hour ***every***week on Choose a day. at Click here to enter time. am/pm.

**V. PRACTICAL ARRANGEMENTS**

Dates of student’s service: Start date: Click to select a date. End date: Click to enter a date.

(Most students do their Internship in the same location during the Fall and Winter terms. If not, a new Learning Covenant must be crafted and signed by the student, the new Site Supervisor and the Internship Director.)

The student will be involved weekly, except the following date(s): Click here to enter date(s).

**VI**. **DIVISION OF STUDENT’S TIME** (to the best of your ability, please estimate the hours per week):

|  |  |  |
| --- | --- | --- |
| **Event** | **Hours** | **Reading program** (no more than 200 pages per term) |
| 1. TASKS Click here to enter text, if any. | hour | Click here to enter text. |
| 2. SUPERVISION Click here to enter text, if any. | hour | Click here to enter text. |
| 3. PREPARATION Click here to enter text, if any. | hour | Click here to enter text. |
| 4. TRAVEL (1 hour max.) Click here to enter text, if any. | hour | Click here to enter text. |
| 5. OTHER RESPONSIBILITIES Click here to enter text, if any. | hour | Click here to enter text. |
| **TOTAL** | hour | Click here to enter text. |

**VII. BRIEF DESCRIPTION OF REGULAR TASKS TO BE PERFORMED**. (Please be specific about detail.)

|  |  |  |
| --- | --- | --- |
|  TASK *(e.g. Teach Adult class, reading, supervision, etc. )* | DAY *(e.g. every other Sunday)* | TIME *(e.g. 9:45 - 10:45)* |
| 1. Click here to enter Task. | Click here to enter Day. | Click here to enter Time. |
| 2. Click here to enter Task. | Click here to enter Day. | Click here to enter Time. |
| 3. Click here to enter Task. | Click here to enter Day. | Click here to enter Time. |
| 4. Click here to enter Task. | Click here to enter Day. | Click here to enter Time. |
| 5. Click here to enter Task. | Click here to enter Day. | Click here to enter Time. |
| 6. Click here to enter Task. | Click here to enter Day. | Click here to enter Time. |
| 7. Click here to enter Task. | Click here to enter Day. | Click here to enter Time. |
| 8. Click here to enter Task. | Click here to enter Day. | Click here to enter Time. |
| 9. Click here to enter Task. | Click here to enter Day. | Click here to enter Time. |
| 10. Click here to enter Task. | Click here to enter Day. | Click here to enter Time. |

**VIII**. **STIPULATIONS**

1. The site supervisor will provide the student with regular weekly personal supervision as outlined above and will complete the required evaluations of the student’s work. Specifically, review the student’s mid-term and final self-evaluations and complete a supervisor’s evaluation at the end of the Internship experience.

2. The student will fulfill the tasks outlined in this covenant, complete the required self-evaluations, and submit all reports to the Internship Director in a timely fashion as outlined on the syllabus.

3. This covenant cannot be terminated except by written notice and mutual agreement of the student, supervisor, and the Director of the Internship Program.

The following guidelines apply to specific deadlines:

1. Learning Covenant for a Fall semester internship is to be submitted in the Spring/Summer term before the internship unit begins, at the latest by the August registration deadline, unless otherwise arranged with the Director of the Internship Program. Internships may begin in September, January or in May.

2. Learning Covenants for Summer units of the internship are to be submitted in the Winter semester prior to end of classes (usually by the 2nd week of April).

3. Students must register using a ***Non-Classroom Registration Form***, signed by the Director of the Internship Program. (Forms can be found at [www.tyndale.ca/seminary/tsip/resources-and-forms.)](http://www.tyndale.ca/seminary/tsip/resources-and-forms%29) Registrations for the Internship program will not be allowed without a learning covenant in place, signed by the Site Supervisor, the student and the Internship Director.

4. International students (Visa students) must obtain an internship visa from Immigration Canada prior to registering for the internship program. The Tyndale registrar will assist with this process.

NOTE: No late Learning Covenants (after the add/drop deadline) will be accepted and no internship can be started unless the learning covenant has been submitted and approved prior to beginning the internship unit.

For questions or for more information, consult the Tyndale Seminary Internship Program website [www.tyndale.ca/seminary/tsip](http://www.tyndale.ca/seminary/tsip)

General Enquiries: seminternship@tyndale.ca

or contact:

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