**TYNDALE SEMINARY INTERNSHIP PROGRAM**

Dr. Michael Krause, Director

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**PLACEMENT SITE INFORMATION FORM**

(To be filled out by the Ministry Mentor/Site Supervisor)

This form provides information to Tyndale Seminary about the internship placement site and the willingness of the Ministry Mentor to supervise a Tyndale student. It must be completed by the student’s on-site ministry supervisor (ministry mentor) and filed with the Director of the Internship Program in order for the placement to be officially approved as a field education site of Tyndale Seminary. Thank you for your participation in the training of ministry students.

**PLACEMENT SITE:**

|  |  |
| --- | --- |
| Today’s Date | Click or tap to enter a date. |
| Name of Church/Organization | Click or tap here to enter name. |
| Mailing Address | Click or tap here to enter address. |
| Phone | Click or tap here to enter phone. |
| Email | Click or tap here to enter email. |

**NAME OF STUDENT** (if known)**:** Click or tap here to enter student’s name.

**SUPERVISOR:**

|  |  |
| --- | --- |
| Name | Click or tap here to enter Supervisor’s Name. |
| Position/Title | Click or tap here to enter position. |
| Contact Information  (if different than above) | Click or tap here to enter contact information. |
| Education/Training  (i.e. theological) | Click or tap here to enter education/training. |
| Years in Current Church | Click or tap here to enter years. |
| Supervision experience? | Click or tap here to enter experience. |

Other biographical information about supervisor (school, special interests, role in church, etc.):

Click or tap here to enter biographical information about supervisor.

**Submission:**

Once the form is signed (at the bottom) please submit this form to the Director of the Internship Program by: a. mail – to the address noted above; b. fax – 416-226-9464; c. email attachment – to [mkrause@tyndale.ca](mailto:mkrause@tyndale.ca); d. hand delivery – by the student to the internship director.

**INFORMATION REGARDING THE PLACEMENT SETTING:**

1. Briefly describe the field setting (congregation, organization) including size, characteristics, community context, distinctive ministries, and denominational affiliation if applicable.

Click or tap here to enter text.

2. List the learning and ministry opportunities available for an Intern.

Click or tap here to enter text.

3. Describe the kind of Intern that would profit most from this particular placement. Attach a job description or job posting if you have one.

Click or tap here to enter text.

4. Is the placement site in a position to offer any remuneration or compensation for expenses? (not mandatory) If so what kind of arrangements will be in place?

Click or tap here to enter text.

5. Does this offer to serve as a field education apply only to the current year, or on an ongoing basis?

Click or tap here to enter text.

**DECLARATIONS:**

**Supervisor:**

I am willing to accept the responsibility of supervising an Internship from Tyndale Seminary and to fulfill the expectations for field supervisors as outlined in the Tyndale Seminary Internship Handbook. This includes investing the time necessary for individual supervision of the student (ideally once a week) as well as for attendance at the orientation and training workshops for Intern Supervisors offered by Tyndale Seminary (usually once a term).

Name (print) and Signature:

**Representative from Church/Organization:**

Our church/organization is willing to serve as a field education site for an Intern from Tyndale Seminary and to allow the supervisor to invest the time necessary for training and for supervision of the student.

Name (print) and Signature: