

**TYNDALE SEMINARY INTERNSHIP LEARNING COVENANT**

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

Semester: [ ]  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. Email: 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 Internship Program Director 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**II. PLAN FOR LEARNING**

1. **General overview** of student’s learning plan 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.

1. **S.M.A.R.T. Goals** (Specific, Measurable, Achievable, Realistic and Time-Limited): Identify 3 – 5 goals where the student seeks to learn or grow as an outcome of this Internship experience. Goals should be related to skill development (gaining practical pastoral skills like teaching, administration, or pastoral care), knowledge acquisition (like learning about weddings, funerals, board meetings, etc.), or personal development (like time management, work-life balance, spiritual development).

**Goal 1**

Identify a S.M.A.R.T. goal you would like to achieve during the internship.

Click or tap here to enter text.

Specific activities to accomplish Goal 1

Click or tap here to enter text.

Outcomes (How will you know if you have achieved this goal?)

Click or tap here to enter text.

**Goal 2**

Identify a S.M.A.R.T. goal you would like to achieve during the internship.

Click or tap here to enter text.

Specific activities to accomplish Goal 2

Click or tap here to enter text.

Outcomes (How will you know if you have achieved this goal?)

Click or tap here to enter text.

**Goal 3**

Identify a S.M.A.R.T. goal you would like to achieve during the internship.

Click or tap here to enter text.

Specific activities to accomplish Goal 3

Click or tap here to enter text.

Outcomes (How will you know if you have achieved this goal?)

Click or tap here to enter text.

**Goal 4**

Identify a S.M.A.R.T. goal you would like to achieve during the internship.

Click or tap here to enter text.

Specific activities to accomplish Goal 4

Click or tap here to enter text.

Outcomes (How will you know if you have achieved this goal?)

Click or tap here to enter text.

**Goal 5**

Identify a S.M.A.R.T. goal you would like to achieve during the internship.

Click or tap here to enter text.

Specific activities to accomplish Goal 5

Click or tap here to enter text.

Outcomes (How will you know if you have achieved this goal?)

Click or tap here to enter text.

1. **Accountability** (How will you hold yourself accountable to achieve these goals?)

Click or tap here to enter text.

**III. THE STUDENT’S POSITION TITLE** (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 Program 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** (optional but 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, they must 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 Program 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 Internship Program Director.

The following guidelines apply to specific deadlines:

1. Internships may begin in September, January or in May.

Learning Covenants for the Fall semester internship are 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 Internship Program Director.

Learning Covenants for the Winter semester are to be submitted during the fall term, usually November or early December. And at the latest by the first week of January.

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).

2. Students must register using a [***Non-Classroom Registration Form***](https://www.tyndale.ca/registrar/seminary/forms), signed by the Internship Program Director. 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 Program Director.

3. International students (Visa students) must obtain an internship visa from Immigration Canada prior to registering for the internship program. The Office of the 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](http://www.tyndale.ca/seminary/internship).

General Enquiries: seminternship@tyndale.ca

or contact:

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