

*“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
<b>Date and Time</b>	SEPTEMBER 2021 – APRIL 2022  INTERNSHIP COORDINATION SESSION: TUESDAY, SEPTEMBER 21, 2021 Daytime Section: 12:30-2:30pm Evening Section: 6:30-8:00 pm (Choose one or the other)
<b>Instructor</b>	<b>MARILYN DRAPER, PhD</b> Telephone/voice mail: (416) 226-6620 Ext. 2186 Email: <a href="mailto:mdraper@tyndale.ca">mdraper@tyndale.ca</a>
<b>Class Information</b>	Ministry Reflection Seminars will be held in small groups during the course of the term. (Groups will be assigned during our Coordination Session on September 21, 2021). Specific dates will also be assigned/arranged at the Coordination Session.  Office Hours (B303): Email to make an appointment
<b>Course Material</b>	Access course material at <a href="https://classes.tyndale.ca">classes.tyndale.ca</a> or other services at <a href="#">Tyndale One</a> . 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>  <a href="#">Tyndale Seminary Internship Website</a> Please go to <a href="https://classes.tyndale.ca">classes.tyndale.ca</a> and click on the page, “MDiv Internship Program”, to access all the forms and information needed to register for this course.

## 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 (Clinical 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 Internship Director. Further details regarding Internship requirements and guidelines are provided in the Internship Manual (found on the course page, MDiv Internship Program, on [classes.tyndale.ca](http://classes.tyndale.ca)).

## 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 and contribute effectively 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 Placement Supervisor, in close collaboration with the professor, Dr. Marilyn Draper and the Internship Director, Dr. Michael Krause. (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 or Dr. Draper **prior to registration** in the course. Registration cannot be done online but by using a “Registration for a Non-Classroom Course” form that can be found at the page for [Forms for the Office of the Registrar](#)).

##### 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 or course professor. The Learning Covenant is found on the course page, MDiv Internship Program, in [classes.tyndale.ca](http://classes.tyndale.ca).

##### 4. SUPERVISION: (Due April 8, 2022)

Engagement in **weekly** mentoring/supervision/reflection sessions with the approved on-site Ministry Mentor/Placement Supervisor. Submit a record of weekly internship conversations with your supervisor or ministry mentor.

##### 5. MINISTRY REFLECTION SEMINARS: (Various dates)

Attendance and participation in the Coordination Session, Final Integrative Seminar (usually scheduled during exam week) and four other Ministry Reflection Seminars for case study presentation and peer input are mandatory (Coordination Session + 4 Ministry Reflection Seminars + Final Integrative Seminar = 6 total). Students will meet in groups of 4 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 point #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 page in [classes.tyndale.ca](https://classes.tyndale.ca) or refer to the guidelines on the course page, MDiv Internship Program, in [classes.tyndale.ca](https://classes.tyndale.ca).

**7. FINAL (SUMMATIVE) INTEGRATIVE REFLECTION PAPER: (Due April 8, 2022)**

A 12-page Final Integrative Reflection Paper due at the end of the semester (see guidelines on the course page, MDiv Internship Program, in [classes.tyndale.ca](https://classes.tyndale.ca)). This integrative paper will be discussed during a final Integrative Ministry Reflection Seminar, normally held at the end of the semester.

**8. MID-TERM SELF-EVALUATIONS: (Due December 10, 2021)**

Submission of mid-term student self-evaluation (signed by the ministry mentor) (see guidelines on the course page, MDiv Internship Program, in [classes.tyndale.ca](https://classes.tyndale.ca)).

**9. SUPERVISOR'S EVALUATION: (Due April 8, 2022)**

Submission of a final end of course evaluation of the student by the ministry mentor. The document can be found on the class page in [classes.tyndale.ca](https://classes.tyndale.ca) or on the course page, MDiv Internship Program, in [classes.tyndale.ca](https://classes.tyndale.ca).

**10. INTERNSHIP PROGRAM EVALUATION: (Due April 8, 2022)**

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. The document can be found on the course page, MDiv Internship Program, in [classes.tyndale.ca](https://classes.tyndale.ca).

**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 all the 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.

Stone, Howard W., and James O. Duke. *How to Think Theologically*. Minneapolis: Fortress Press, 1996.

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.

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. INTERACTIVE LIVESTREAM AND/OR HYBRID COURSE REQUIREMENTS**

- Livestream attendance at announced times
- Headphones (preferred), built-in microphone, and web-camera
- Well-lit and quiet room
- Stable high-speed internet connection, preferably using an Ethernet cable over Wi-Fi

### **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 (one for each semester)
- 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 class page on [classes.tyndale.ca](http://classes.tyndale.ca) or on the course page, MDiv Internship Program, in [classes.tyndale.ca](http://classes.tyndale.ca).
2. All assignments must be submitted on the class page in [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.
4. All internship requirements must be completed in order to pass the course. This includes mandatory attendance at the Coordination Session, the four Ministry Reflection Seminars, and the Final Integrative Seminar (6 in total), as well as 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 PORTFOLIO AND DATES

Evaluation is based upon the completion of all the required elements:

Submission of Learning Covenant	Prior to registering for the course
Attend Internship Coordination Session	Sept 21, 2021
Ministry Reflection Case Study – Winter (monthly) <i>One submit case study, one provide input</i>	TBD by group members
Mid-Term Student Self-Evaluation	December 10, 2021
Ministry Reflection Case Study – Spring (monthly) <i>One submit case study, one provide input</i>	TBD by group members
Attend Final Integrative Seminar	April 2022
Final Integrative Reflection Paper	April 8, 2022
Supervisor's Evaluation of the Intern	April 8, 2022
Summary of Meetings with Supervisor/Mentor	April 8, 2022
Course Evaluation of the Internship Program	April 8, 2022
Transcript Grade	Credit / No Credit

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

For proper citation style, consult the [Chicago-Style Quick Guide](#) (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](#).

### 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.

## 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.