



## **Nuts & Bolts ~ Time Expectations**

### **General Internship Work and Time**

#### **Seminary Work**

Each intern will engage in field education coursework as part of an intern cohort. Members of the group will participant as a cohort in a colloquy weekly to discuss ministry and leadership materials. Each cohort will work under the guidance of one or more colloquy leaders.

#### **Partnership Meetings**

The learning partners are expected to meet regularly with the intern for at least one hour, virtually or in person, to engage in theological and leadership reflection and to provide guidance on the intern's ministry experiences and learning situations.

Towards the end of the internship, the intern and the learning partners will each complete the online end-of-term evaluation. All will subsequently meet to discuss the three completed evaluations. The intern will reflect on the meeting discussion and take notes on important takeaways to share during the colloquy.

#### **Internship Work Setting**

Internship hours are to be used for interactive and engagement opportunities. Interns can engage with others virtually or in person.

Holidays are not excluded from the work schedule since significant events in the life of the site might occur during these times.

In settings where interns are employees, the learning partners need to plan how time is allocated to give priority to PM&M internship ministry learning activities that will fulfill the learning agreement. Beyond that, additional use of time is negotiable.

In unpaid or stipend internship settings, learning partners can negotiate with the intern to pay for additional time to spend working on ministry leadership tasks.

Commuting time is not included in an intern's hours. However, learning partners should be mindful of travel time spent to attend special events and any activity that occurs at another location.

Interns have some flexibility in how they use internship time. After choosing appropriate settings for completing learning agreement goals, other opportunities may be sought to fulfill learning

objectives in other settings. Pursuing new avenues may be advantageous, for example, when leading worship or preaching is not possible in a nonprofit setting or when baptism or hospital visitations are not available in a congregation.

## **International PM&M interns**

All F-1 International PM&M interns and their sites must complete additional paperwork, such as an Immigration CPT form and a letter of employment. Once placement is confirmed, the required paperwork is due no later than two weeks before the PM&M internship begins.

They also need to contact International Student Services for details on interning as an F-1 International intern, and they should share this department's contact information with their sites.

## **Summer Internship Schedule Information**

The PM&M internship lasts for nine weeks from mid-June to mid-August.

The Learning Partnership meets at least once each week.

Interns are expected to put in a minimum of 25 hours each week.

Interns may NOT take summer courses during the internship.

## **Fall/Spring Internship Information**

### **Internship Period**

The PM&M internship lasts the entire academic year, from the first week of school, which begins the last Monday in August, until the end of the spring semester in May.

Interns and sites should directly negotiate two weeks of vacation time. Some flexibility is needed to adjust the internship schedule to accommodate other course requirements, such as studying for finals or completing a paper.

### **Partnership Information**

The Learning Partnership meets at least every month.

Each member of the Learning Partnership will submit a report on how the PM&M internship is going. Issues will be addressed by the seminarian's colloquy leader or the colloquy administrator. When needed, a site visit will be scheduled.

### **Intern's Ministry**

Interns are expected to work eight to nine hours each week to be split between at least two days. This requirement may be accomplished virtually or in person.