

Internship Learning Covenant

Family Studies

NAME OF INTERN _____

STUDENT E-MAIL _____

NAME OF FIELD MENTOR _____

NAME OF SITE (CHURCH/MINISTRY/ORGANIZATION)

SITE MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

SITE PHONE # _____

FIELD MENTOR E-MAIL _____

To be completed by Field Mentor:

Period covered by this agreement (dates) from _____ to _____

REMUNERATION AND/OR LOVE OFFERINGS _____

Specify ALL items other than cash or salary being offered (housing, meals, insurance, transportation, reimbursements, allowances, budgets, etc.):

How taxes and reimbursements will be handled: _____

Assignment of office hours and office space:

The Field Mentor must have weekly one-hour conferences/debriefing with the intern. The time and place can be mutually arranged by the intern and the supervising minister. This time needs to be scheduled (without interruptions). If needed, an additional co-mentor may be assigned should the Field Mentor be away. The university requests that the Field Mentor miss no more than two of these weekly meetings.

The time and location of this will generally be: _____

The intern is expected to attend the following regularly scheduled services or meetings:

The intern is to carry out the following specific responsibilities on a regular basis during the internship. (One educational program that has been chosen for the intern to focus specifically on for development and implementation should be included.) Students receiving NCFR Provisional Certification must complete a 3-5 page reflection paper that identifies how Family Life Content areas were implemented in internship experiences and/or teaching.

Daily expectations:

Weekly expectations:

Special activities (camps, special programs, etc.)

The intern reports directly to:

Questions or grievances concerning the intern or the internship are to be directed to:

(Please also attach a complete job description if available)

Any other items specifically agreed upon? (vacation/time off, relationships, dress code, conduct, etc):

To be completed by the Intern:

What specific goals would you like to accomplish by the completion of this internship?

What expectations do you have of the internship and/or the Field Mentor?

Review your goals from the Internship Orientation class with your Field Mentor. Attach these goals to this learning covenant.

PLEASE REVIEW TO MAKE SURE ALL ASPECTS OF INTERNSHIP EXPECTATIONS ARE COVERED.

By Signing below, all persons agree to complete and fulfill the Learning Covenant details above. All understand and consent for this information and subsequent files, papers, forms or issues to be shared or summarized with appropriate persons before, during or after the internship for grading, conflict resolution, arbitration, debriefing, etc. All will strive to see that guidelines are met and paperwork is completed on time.

Signatures (all required – electronic signature accepted).

_____ Date _____
Student Intern

_____ Date _____
Internship Field Mentor

_____ Date _____
Faculty Mentor