# Information for Students and Supervisors

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###  What is required?

**M.A.C.E. Students**:

6 credit hours

• SVCE101 - Christian Education Internship I • SVCE201 - Christian Education Internship II

**M.Div. Students**:

**6 credit hours**

• SVMN101 - Supervised Ministry Internship I • SVMN201 - Supervised Ministry Internship II

**Dual Degree Students:**

**12 credit hours**

• SVCE101 - Christian Education Internship I • SVCE201 - Christian Education Internship II

* SVMN101 - Supervised Ministry Internship I • SVMN201 - Supervised Ministry Internship II

**Academic Year (Richmond and Charlotte campuses)**

Students learn and serve in an approved setting during the fall and spring terms (400 hours). This course begins with the fall term and ends with the spring term. Successful completion of these courses in sequence will result in earning six credit hours in supervised ministry.

**Charlotte Spring II Term**

During the Charlotte campus Spring II (April –June) supervised ministry course, students learn and serve full time at an approved setting for ten weeks (400 hours). Students cannot take any other course during this term, for they take this course as an intensive course. Successful completion of an intensive supervised ministry course earns six credit hours in supervised ministry. The course includes an academic class and peer reflection.

**Richmond Summer Supervised Ministry**

During the Richmond summer supervised ministry course (June - August), students learn and serve full time in an approved setting for ten weeks (400 hours). Students may not take any other course in the same summer that they take this course. Successful completion of a summer supervised ministry course earns six credit hours in supervised ministry. The course includes an academic class and peer reflection.

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### Are You Ready to do Supervised Ministry?

To qualify for an internship through the Supervised Ministry Office, a student must:

1. have completed one academic year.
2. be in good academic standing at the seminary.
3. request a meeting with the course instructor.
4. register for the internship by the UPSem’s registration deadline.

Time Requirements

1. Spring II/Summer intensives: 400 hours, 40 hours a week in ten weeks
2. Academic Year: 200 hours per semester, 16 hours per week

**Course Overlap Policy**

Students must not enroll in any other courses while engaging in Charlotte Spring II or Richmond summer supervised ministry courses. CPE or any other supervised ministry requirements may not overlap or conflict with any other course requirements.

### Home Church Policy

You cannot do an internship in your home church. “Home church” means a church 1) where you grew up or 2) have been a lay member for over two years before entering UPSem. You may be able to work at the church where you are currently serving as a **paid** staff.

### Supervisory Policy

Supervisor Qualifications

1. A supervisor must submit a site application to confirm the internship.
2. A supervisor’s qualifications will be determined by the course instructor.
3. A supervisor’s must not be a spouse or other relative of the intern nor the student’s

 present pastor.

1. The supervisor must be able to conduct weekly supervisory conferences.
2. These conferences between the seminarian and the supervisor/mentor develop a

 relationship of trust and accountability. They are separate from staff meetings and

are times of teaching and mentoring.

1. While the supervisor/mentor functions as an experienced mentor and guide, the

 seminarian takes full responsibility for her or his own growth and learning.

1. The supervisor agrees to actively participate in the writing of the learning covenant

 and in providing a final assessment in a timely manner. Both documents will be sent

 by the supervisor.

Congregational Responsibilities

A congregation or agency that partners with UPSem in an internship becomes a crucial link in the education of a student for ministry. The setting is the one place in the seminary curriculum in which students engage deeply with parishioners or clients in the role of minister, educator, or social justice worker.

Internship Stipend

As a guideline, $3500 is highly recommended. At a minimum, interns should be reimbursed for travel expenses.