



## **PMN7900 Mentored Internship** **Information and Syllabus Guidelines**

### **Purpose**

Southeastern Baptist Theological Seminary believes that theological education is best done in partnership with the local church. The Mentored Internship course allows students to gain helpful ministry experience under the mentorship of a qualified practitioner in a church or other ministry organization. The aim of the internship is that students be encouraged to develop their ministry strengths, become aware of their ministry weaknesses and grow closer to the Lord as they practice what they have learned in their classroom instruction.

### **Mentored Internship Application Instructions**

A student may enter into a Mentored Internship with an approved Field Mentor in order to earn credit for the field experience requirement of an SEBTS degree. The Field Mentor and student are to submit the following as part of the application process using the online Student Registration Form:

- (1) Completed [Mentored Internship Application Form](https://www.cognitofrms.com/TheEQUIPNetwork1/MentoredInternshipApplicationForm) (<https://www.cognitofrms.com/TheEQUIPNetwork1/MentoredInternshipApplicationForm>).
- (2) Resume of requested Field Mentor
- (3) Affirmation of SEBTS' Core Competencies and Confessional Documents (signed by Mentor)
- (4) Syllabus for the mentorship (see the enclosed *Mentored Internship Syllabus Guidelines*)

# Field Mentor Requirements

1. The Mentor must have significant ministry experience and wisdom. In addition, he or she must have obtained an approved ministry-related Master's degree. (n.b., Only on rare occasions are Southeastern Faculty and Staff considered for approval and should therefore not be considered as potential Mentors.)
2. The Mentor must be willing to mentor/train the student in a way that honors and is not contrary to Southeastern's confessional documents: the Abstract of Principles, the Baptist Faith and Message (2000), the Chicago Statement on Biblical Inerrancy and the Danvers Statement on Biblical Manhood and Womanhood. The EQUIP Network must have a signed copy of the Affirmation of Southeastern's Core Competencies and Confessional Statements on file for each approved mentor.  
These confessional documents and statements can be found at:  
<http://www.sebts.edu/about/what-we-believe/default.aspx>
3. The Mentor must have read (or be reading) all of the assigned works given to the student for this course.
4. The Mentor must be willing to work with the student to develop a schedule of readings and assignments in a syllabus for the course, offering guidance and instruction in the ministry undertaken by the student and both read and evaluate all work assigned to the student in the course. In addition, the Mentor must agree to complete periodic evaluations of the student during the mentorship/internship.
5. While it is not required for the Mentor and the student to be serving/working in the same ministry location, the Mentor must be willing to meet with the student in weekly mentorship meetings for the duration of the internship.

# AFFIRMATION OF SOUTHEASTERN'S CORE COMPETENCIES AND CONFSSIONAL STATEMENTS

In keeping with seminary policy, voluntary Mentors who assist students in Mentored Internships are asked to affirm their agreement to honor and not teach/mentor contrary to Southeastern Seminary's Core Competencies and confessional statements—the *Abstract of Principles* and the *Baptist Faith and Message*—and two additional doctrinal statements—the Chicago Statement on Biblical Inerrancy and the Danvers Statement on Biblical Manhood and Womanhood.\*

As a Mentor, I have read and can without reservation commit to honor and not contradict the Core Competencies of Southeastern Baptist Theological Seminary, the *Abstract of Principles*, the *Baptist Faith and Message* (2000), the Chicago Statement on Biblical Inerrancy, and the Danvers Statement on Biblical Manhood and Womanhood in the mentoring and training given to students relative to this course.

\_\_\_\_\_  
Mentor Signature

\_\_\_\_\_  
Date

Mentor Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Church/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip \_\_\_\_\_

\*Please contact the EQUIP Network Office if you would like to discuss these documents or any other concerns you may have about this requirement.

# Southeastern Baptist Theological Seminary



## PMN7900 Mentored Internship Syllabus Guidelines

This document is meant to guide the Student and the Mentor in the development of the counseling mentorship for the course PMN7900 Mentored Internship. When you complete your syllabus for this course, it must be submitted to the EQUIP Network Office using the online [Mentored Internship Application Form](#) by the **Application due date (two weeks prior to the beginning of the semester in which the internship will take place)**.

The EQUIP Network Office will contact the Mentor with approval or revisions before the beginning of the semester. If you have any questions or need any further assistance in the development of a syllabus please contact the EQUIP Office at [equip@sebts.edu](mailto:equip@sebts.edu) or (919) 761-2460.

The following should be instrumental in developing your syllabus for this class and **must be included** at the beginning of your syllabus:

### **SEBTS Mission:**

*Southeastern Baptist Theological Seminary seeks to glorify the Lord Jesus Christ by equipping students to serve the church and fulfill the Great Commission.*

### **SEBTS Core Competencies:**

- (1) **Spiritual Formation** Demonstrate the knowledge and skills necessary to pursue an authentically Christian way of life, manifested by trust in God, obedience to Christ's commands, and love of God and neighbor.
- (2) **Biblical Exposition** Demonstrate the ability to properly and effectively interpret, apply, and communicate the Scriptures.
- (3) **Theological Integration** Demonstrate the ability to understand and apply the doctrines of Christianity to life and ministry.
- (4) **Ministry Preparation** Demonstrate the knowledge, skills, and Christian disposition necessary for ministry and leadership in the church and the world.
- (5) **Critical Thinking and Communication** Demonstrate the ability to think critically, argue persuasively, and communicate clearly.

Every class at SEBTS has the development of these Core Competencies as its goal.

### **SEBTS Course Description** (this course description may not be altered)

Experience in an appropriate field setting with an approved supervisor (up to 9 hours of credit). 3 semester hr(s). Prerequisite(s): Students involved with one of Southeastern's EQUIP churches or organizations may be able to complete this requirement as one of their EQUIP courses. Students not involved in an EQUIP partnership must complete an application process through the Field Ministry Office in order to be registered for this course. Click here for the application: [http://www.sebts.edu/academics/field-ministry/mentored\\_internships.aspx](http://www.sebts.edu/academics/field-ministry/mentored_internships.aspx) Fall, Spring, and Summer semesters.

# The Syllabus for the Mentored Internship should include the following:

## OBJECTIVES

The student and the Mentor should collaborate to develop an overall goal and specific objectives to reach that goal relative to the area of ministry experience the student is seeking. See the Ministry Goals and Objectives on page 9 of this document to assist the Field Mentor and student in this process.

## ASSIGNMENTS (per 3 credit hours)

- **Ministry Involvement**

- Each student is expected to be involved in a minimum of four (4) hours per week of ministry on the church field as assigned by the Field Mentor (these hours do not include the mentorship meetings). This ministry should have a particular focus with goals and objectives (see page 9 as a guide) and should be specified in the syllabus.

- **Writing**

- Each student is to be assigned and complete a minimum of 12 pages of writing related to the ministry experience, reading, and/or mentorship (i.e., position papers, book reviews, ministry reflection paper, journal, research paper, curriculum, etc.). The writing requirement can be completed with one or more assignments. The writing assignment(s) should be clearly specified in the syllabus and due dates reflected in the Course Schedule.

- **Reading**

- The required reading must be a minimum of 800 pages that includes the following categories:
  - **Spiritual Formation:** Each student is to be assigned one the works below:
    - Don Whitney, *Spiritual Disciplines for the Christian Life*
    - Jerry Bridges, *The Discipline of Grace*
    - Tim Chester, *You Can Change*
    - Paul Miller, *A Praying Life*
    - Brian Hedges, *Christ Formed In You: The Power of the Gospel for Personal Change*
  - **Ministry Concentration:** Each student is to read the remaining pages from works applicable to the focus of his or her Mentored Internship. The following are *suggested works* for possible ministry concentrations:
    - Pastoral Ministry:
      - Mark Dever, *Nine Marks of a Healthy Church*
      - Paul David Tripp, *Dangerous Calling: Confronting the Unique Challenges of Pastoral Ministry*
      - Witmer, Timothy. *The Shepherd Leader: Achieving Effective Shepherding in Your Church*
    - Student Ministry
      - Mark Devries, *Sustainable Youth Ministry: Why Most Youth Ministry Doesn't Last and What Your Church Can Do about It*
      - Alvin Reid, *As You Go: Creating a Missional Culture of Gospel-Centered Students*
      - Jeff Lovingood, *Make It Last: Proven Principles for Effective Student Ministry*
    - Discipleship
      - Robby Gallaty, *Rediscovering Discipleship*
      - Jim Putman, *Discipleshift: Five Steps That Help Your Church to Make Disciples Who Make Disciples*
      - Jaye Martin and Terri Stovall, *Women Leading Women: The Biblical Model for the Church*
    - Missions
      - James E. Plueddemann, James E., *Leading Across Cultures: Effective*
      - John Piper, *Let the Nations be Glad*
      - John Mark Terry and J.D. Payne, *Developing a Strategy for Missions*
- Due dates for these books should be set by the Mentor and reflected in the Course Schedule.

## MENTORSHIP

The Mentor is responsible to set up mentorship meetings for each student. These meetings should be in person and equal no less than 14 hours of face-time over the course of the semester (minimum of 12 weeks). The details of dates and times of these meetings must be included in the syllabus and Course Schedule.

## COURSE SCHEDULE

The Mentor (along with the student) must develop a Course Schedule that covers the entire semester and includes mentor meetings, topics and due dates for reading and other assignments. An example Course Schedule template is provided below that can be filled in with all the details or one can be created by the Mentor and student.

## CHECKLIST

These elements **must** be included somewhere in the syllabus:

- SEBTS Mission, Core Competencies, and Course Description as shown above.
- A brief statement describing the internship, including the overall goal and specific objectives for the ministry the student will be involved in.
- A detailed statement of the time weekly time requirements for the student. The minimum amount of ministry each week is 4 hours.
- A minimum of 12 pages of writing assignments, ranging from research paper, reflection paper, book review, curriculum material, sermon manuscript, etc., or any mixture of writing assignments. State what the assignments are, including minimum page requirements, and when they are due.
- One hour weekly meetings (day and time) with your mentor (14 hours total) in statement form and/or reflected in the Course Schedule.
- The required reading, totaling 800 pages, with due dates reflected in the Course Schedule.
- A Course Schedule including mentor meetings, topics and due dates for reading and other assignments.

## NOTES:

- (1) A syllabus must be completed and submitted to the EQUIP Network Office **no later than two weeks prior to the beginning of the semester** using the online [Mentored Internship Application Form](https://www.cognitofrms.com/TheEQUIPNetwork1/MentoredInternshipApplicationForm) (<https://www.cognitofrms.com/TheEQUIPNetwork1/MentoredInternshipApplicationForm>).
- (2) The Field Mentor is responsible to grade all assigned work and give feedback to the student(s).
- (3) The Field Mentor must complete an evaluation of the student **prior to the final grade being assigned**. The evaluation can be completed here: <https://www.cognitofrms.com/TheEQUIPNetwork1/FieldMentorFieldMinistryEvaluation>
- (4) The student must complete a self-evaluation form **before the last day of the semester**. The self-evaluation form can be completed here: <https://www.cognitofrms.com/TheEQUIPNetwork1/StudentFieldMinistryEvaluation>

# Sample Course Schedule Template

<u>Date</u>	<u>Topic</u>	<u>Reading Assignment</u>	<u>Assignment Due</u>
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9			
Week 10			
Week 11			
Week 12			
Week 13			
Week 14			

# FIELD MINISTRY GOALS/OBJECTIVES

This form is meant to be a guide to help the Field Mentor and the intern develop a vision as well as a concrete plan for the ministry project that he or she will work on throughout the semester. The Field Mentor is not required to use it; it is simply offered as a guide.

What Is the Overall Goal of This Internship:

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Specific Objective 1 (measurable step that will indicate progress toward the goal):

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Specific Objective 2 (measurable step that will indicate progress toward the goal):

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Specific Objective 3 (measurable step that will indicate progress toward the goal):

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Specific Objective 4 (measurable step that will indicate progress toward the goal):

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Specific Objective 5 (measurable step that will indicate progress toward the goal):

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