

United Theological Seminary Quarter-Time Internships
Summary of the Placement Process

- 1) The process begins with letters being sent to congregations inviting them to be involved in this educational experience and giving basic information about the process.
- 2) Congregations wishing to take part are asked to submit an application giving a brief description of the character of their congregation and outlining where/how they would like to use the capabilities of the student. Students seeking placement complete a similar profile listing their areas of experience and what they hope to learn in this placement.
- 3) To expedite a good match of interests and gifts and to limit the interview involvement time, Contextual Studies faculty review applications and coordinate preliminary interviews. These interviews will be scheduled for Wednesday afternoon, February 23, 2011 with February 24 as a backup date, if needed.
- 4) Contextual Studies faculty review the feedback returned by both students and congregations after the first interview to determine what matches seem possible. Students and congregations are then notified that a match is recommended and asked to schedule a time with the student to meet at the field site for a second interview. If a working arrangement for the coming year is mutually agreeable after this interview, Contextual Studies faculty should be notified of that decision. The Preliminary Participation Agreement should be completed and returned to the seminary before the end of spring term.
- 5) Placement at other times can be individually coordinated if circumstances dictate. However, no contract or other agreement between a student and a setting will be valid until the setting is approved by the course instructor based on its agreement to meet all course criteria.
- 6) Students are not normally permitted to do the CS251/252 internship in their home congregations.
- 7) Student pastor or parish settings, where the student is employed as the sole pastor or as a parish staff member for at least 20 hours per week, can be used for the CS251/252 internship requirement if it is approved by the course instructor