THE INTERN PLACEMENT PROCESS

FOR 2013-14 INTERNSHIPS

THE PERKINS INTERN PROGRAM

SMU PERKINS
SCHOOL OF THEOLOGY

TABLE OF CONTENTS

The Perkins Internship 1
Some Basic Internship Requirements 2
Your Internship Placement 2
Planning Ahead for Your Internship 2
Prerequisites for Internship 4
Full-Time or Concurrent? 5
Length of Internship 6
Course Work and Internship 6
Other Employment 7
The Placement Discernment Process 7
Location of Placements 8
Placements Outside the 5-State Area 8
Agency/Extension Ministry Internships 9
Cross-Cultural Placements 9
The Internship and Your Spouse 9
The Internship Seminar 9
Stipends and Expenses 10
Insurance 11
Vacation Policy 11
The Placement Agreement 12
Registration and Tuition 12
Communication with Your Intern Faculty Supervisor 13
It All Takes Time 13
The Clinical Pastoral Education (CPE) Internship 14
Appeal Process 17
In Conclusion 17
Intern Program Faculty and Staff List 19
Important Dates for the 2013-14 Intern Year ..... Back Cover

This booklet is designed to provide you with useful information as you complete your application and work through the intern placement process. Retain it for reference throughout the year. Please contact a member of the Intern Program faculty or staff if you have questions that are not answered here. See p. 19 (inside back cover) for complete contact information.

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THE INTERN PLACEMENT PROCESS
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The Perkins Internship

Perkins School of Theology, in partnership with the church, seeks to prepare and empower each student for faithful leadership in Christian ministry. In the Perkins Internship, a credit-bearing requirement of the Master of Divinity and Master of Church Ministries degree programs, you will integrate the knowledge and theological reflection disciplines learned in the classroom with the practical demands of providing resourceful, faithful Christian leadership within a congregation or church agency.

The design of the Intern Program assumes you to be an adult learner who can assess and value your past experiences and vocational goals and build on these creatively and systematically in pursuing the learning opportunities offered at your particular internship site. To that end, the internship course curriculum specifies a set of required competencies under each of three categories, *Be Aware*, *Think Theologically*, and *Lead Faithfully*, but you will design your own learning goals and experiences to achieve and demonstrate the required competencies.

The Perkins internship is designed to help you

- progress in developing the skills necessary to lead the church in its growth in faith and in ministry to the world
- grow in awareness and integration of your own personal/pastoral identity and the contexts in which it has developed while expanding your ability to work constructively with those with whom you differ
- attend to your own physical, emotional, spiritual and professional health so as to be a person who can live the life of a representative minister
- deepen your habitual theological reflection on the life and work of the church in light of God's liberating and reconciling Gospel for the world
- and begin to exercise creative leadership in empowering the church for such theological reflection.

Some Basic Internship Requirements

During your internship, you will

- do ministry within your setting
- write a learning covenant in which you lay out the required course competencies along with the learning goals and ministry tasks by which you will seek to master them
- prepare a series of papers in which you reflect theologically on your ministry experiences, their contexts, and your own leadership
- participate in regular supervisory sessions with your mentor pastor
- meet on a regular basis with the members of your lay teaching committee to receive feedback and support
- consistently attend an Internship Seminar, led by the intern faculty and/or a mental health consultant, along with a peer group of interns (or participate in an alternative experience if your internship site is at too great a distance for you to attend such a group)
- and participate in evaluation sessions.

Your Internship Placement

A member of the intern faculty will be assigned to work with you throughout the placement discernment process. Together you will work to determine your most significant learning needs. You will consider your call to ministry, how you currently envision the shape of your future ministry, and your personal needs and the needs of your family. The intern faculty will work with you to find an internship placement that will generally meet your learning goals among the sites that are available for that academic year. In most (but not all) cases the same member of the intern faculty will continue to supervise you during your internship.

Planning Ahead for Your Internship

M.Div. students usually do internship during the third or fourth year of their degree programs, C.M.M. students in the second or third year, depending upon their individual graduation plans. Many students desiring a full-time

internship wait to begin internship until all of their other coursework is completed.

Good planning makes it possible for students to do the type of internship they want to do when they want to do it. Prospective interns who do not plan ahead may end up disappointed. Plan your course load carefully in your early years at Perkins to make sure you fulfill the prerequisites (p. 4-5) for the internship. If you expect to do a full-time internship as the final piece of your degree program, you must be sure to complete all other academic requirements before the internship begins. If you choose the concurrent model, please be aware that you will be expected to take additional courses during internship but those will be strictly limited in number. See "Course Work and Internship," p. 6.

Before Applying: You will interview with the intern faculty in the fall of one academic year for an internship beginning in August of the following year. In the spring term *before* you apply for internship, you should

a) carefully review your academic plan with your advisor, and
b) do a degree progress check with the Perkins registrar.

You will thus be clear when you have your placement interview on the selection and scheduling of your remaining classes and will know that your choice of internship fits with your projected graduation date. You will be expected to bring the Degree Progress Review chart from your meeting with the registrar to the first placement discernment interview with the intern faculty. We also suggest that you download the appropriate Course Planning Guide from the Academic Services page on the Perkins web site to use to make notes when you meet with your academic advisor, and then bring the guide with you along with the relevant notes from that discussion to your internship interview.

Ordination Process: The seminary's task is graduate education. The church ordains. While the intern faculty takes an interest in your decision about and progress toward ordination, it is your responsibility if you are on that track to check with your conference and/or denomination before the initial placement interview to make sure you are aware of all requirements for internship and ordination. During the interview, you should inform your intern faculty supervisor of the steps you will be taking in your denominational ordination process during the internship year. With careful scheduling and good communication, interns can avoid calendar collisions that may interfere with learning.

Transfers Between Degree Programs: If you decide to transfer from one Perkins degree program to another during the placement process year, you must be accepted into the new degree program by September 21, and the application for the corresponding internship is due to the Intern Office by the same date. Failure to meet that deadline will automatically defer your internship application to the following academic year.

You should be clear in all of these areas before interviewing for an internship.

One more note for advance planning: If you are considering doing your internship outside of Texas and the four contiguous states (Arkansas, Louisiana, New Mexico, and Oklahoma), you will need to contact the Intern faculty early in your Perkins career. See p. 8.

Prerequisites for Internship

In preparation for internship, **M.Div. students** will have completed a minimum of 40 term hours of course work, including but not limited to the following:

- Two courses in required biblical studies (six hours)
- The Church in Its Social Context (three hours)
- Christian Heritage I and II (six hours)
- Introduction to Theology (three hours)
- Interpretation of the Christian Message (six hours)
- Introduction to Preaching (three hours)
- Introduction to Christian Worship (formerly Word and Worship) (three hours)
- Spiritual Formation requirement (one hour)

United Methodist students, of whom six term hours in United Methodist history, doctrine, and polity are required by the Book of Discipline, are advised to take these courses prior to internship if possible. Students from other traditions are also advised to be familiar with their denomination's history, doctrine and polity before doing internship.

In preparation for internship, **C.M.M. students** will have completed at least two semesters of seminary and 19 term hours of course work (at least 12 of those hours from Perkins), including (but not limited to) the following:

- The Church in Its Social Context (three hours)
- Introduction to Theology (three hours)

- One course in required biblical studies (three hours)
- Spiritual Formation requirement (one hour)

In addition, C.M.M. students in the Christian Education track must have completed either CE-7304, The Church's Educational Ministry, or CE 7032, Educational Ministry in the Small-Membership Church; at least one additional Christian Education course is recommended before internship. C.M.M. students in the Urban Ministry track are expected to have demonstrated prior involvement in urban ministry outside of normal coursework and, if possible, to have taken either XS-7302, Issues in Urban Ministry, or XS-8332, Contemporary Issues in Urban Ministry.

Full-Time or Concurrent?

Perkins M.Div. students may choose to do either a full-time or a concurrent (part-time with classes) internship, while C.M.M. students do a concurrent internship. Both the full-time and concurrent internships are nine months long (over the fall and spring terms of one academic year) and earn the same number of academic credit hours (12 credits for the M.Div. internship, six credits for the C.M.M. internship). Students whose professional goal is chaplaincy may choose to fulfill the internship requirement by taking a full-time yearlong residency in Clinical Pastoral Education at an ACPE-accredited site (see p. 14). You and your faculty supervisor will be in conversation about which option is best for you.

The **full-time M.Div. internship** is the original model pioneered by Perkins in 1972 and the model chosen by most Perkins students today. The full-time intern enrolls only for internship and does full-time ministry, gaining wide-ranging hands-on experience under supervision while systematically reflecting theologically on that experience. The intern faculty is responsible for placing full-time interns in an appropriate learning situation and arranging appropriate supervision. No other employment or classwork is permitted during a full-time internship. All full-time interns receive a minimum stipend.

The **concurrent M.Div. internship** is designed for students who already hold a part-time position on a church staff or in a student pastorate and who wish to use that setting for their internship while continuing a limited amount of course work. Concurrent M.Div. interns work a minimum of 25 hours a week at the internship site while taking at least three and no more than six academic credit hours in addition to six credit hours for internship during each of the two semesters of the academic year. Students should already be performing remunerated work in an appropriate position or have

a firm promise of a specific job or appointment before applying for a concurrent internship. The intern faculty must approve the internship site and supervision.

The **concurrent C.M.M. internship** provides students the opportunity to work under supervision in the specialized area of their degree track (either Urban Ministry or Christian Education). Students who are already working at a site and in a capacity appropriate for their degree track must secure the approval of the intern faculty to use that setting as their internship placement. C.M.M. students who are not currently working in such a position will be placed in one by the intern faculty. The intern will work a minimum of 20 hours a week at the internship site while taking at least three and no more than nine academic credit hours in addition to three credit hours for internship during each of the two semesters of the academic year.

Length of Internship

All internships, whether full-time or concurrent, M.Div. or C.M.M., are nine months long (over the fall and spring terms of one academic year). The only exception is the CPE Internship, which is a yearlong CPE residency at an ACPE-accredited site (see p. 14).

Coursework and Internship

No additional coursework is permitted for students doing a full-time internship. They register only for internship (12 credit hours for M.Div., six for C.M.M.). See "Registration and Tuition," p. 12.

If you expect to do a concurrent internship, you must plan to take a limited amount of coursework during the internship. M.Div. concurrent interns take at least three and no more than six academic credit hours per semester in addition to the internship hours. C.M.M. concurrent interns take at least three and no more than nine academic credit hours per semester in addition to the internship hours. However, we do not expect you to take more courses than required for your degree during the concurrent internship; if, for example, you will be finished with all other coursework by the second semester of your concurrent internship, the intern faculty will approve your taking no additional courses.

Concurrent interns are permitted to take one course in the January Term *only with prior approval from the intern faculty and the supervisory team at the internship site.* If you desire to take a January term course during

your internship, please consult with your faculty supervisor before you register for the course and submit the form on the "Current Intern Forms" page of the Perkins web site.

Other Employment

If your internship is full-time, no other employment, whatever its nature, is allowed.

The intern faculty strongly discourages but does not prohibit concurrent interns from being employed beyond the internship setting. Students should be aware that the internship is very demanding of their time and plan accordingly.

The Placement Discernment Process

In most cases students apply for internship in the fall of the academic year before they will do internship. In other words, if you desire to do your internship in the 2013-14 academic year, you will apply in September 2012. The deadline to submit your application to the Intern Office for 2013-14 internship is September 21, 2012, to allow ample time for the intern faculty to negotiate a placement and supervision that is in your best interest.

The placement discernment process begins in September when you submit an Application for Internship and Myers-Briggs Type Indicator to the Intern Office. In October you will be assigned a member of the intern faculty who will contact you to set up the initial interview and will continue to work with you throughout the Placement Discernment Process. (In most cases the same faculty member will also supervise your internship.) You and your faculty supervisor will need to be in regular conversation with one another throughout the placement process.

Full-time internship applicants: The intern faculty is responsible for placing you in a good learning situation. If you have a congregation or agency in mind, your faculty supervisor will guide the negotiations. Please do not enter negotiations on your own.

When your intern faculty supervisor notifies you of a possible full-time placement, you will be asked to set up a time for an interview with the potential mentor pastor and the leaders of the congregation or agency. It is important to remember that the placement process is not a “job search” but a process that seeks to put you in a learning environment and situation

that is optimal for you. Therefore, internship negotiations are carried on between only *one* placement and *one* intern at a time.

M.Div. students planning a concurrent internship, who are generally responsible for finding their own placements, should confer with a member of the intern faculty to assess the suitability of a prospective internship site and position.

The intern faculty will make every effort to see that you receive the type and location for your internship that you desire, but please realize that this cannot be guaranteed. **Final approval of any intern placement is the responsibility of the intern faculty supervisor.**

Location of Placements

Placement locations are determined not only by the student's wishes, needs and particular learning goals, but also by the availability of teaching congregations. The Intern Program gives special emphasis to the educational potential of the congregation or agency and the mentor pastor.

Students may wish to consider the advantages of doing an internship in their home annual conference or denomination whenever feasible, particularly within Texas and the four contiguous states, Arkansas, Louisiana, New Mexico, and Oklahoma.

Placements Outside the Five-State Area

Students who hope to do internships outside the immediate five-state area (Texas, Arkansas, Louisiana, New Mexico, and Oklahoma) should initiate an early conversation with an intern faculty member, preferably in the first year of seminary but no later than the second year. If a placement in the desired area is not confirmed by the deadline of January 15 of the calendar year in which the internship will begin, the intern faculty will assist the student to explore other options.

Interns are placed outside of the five-state region by invitation of a denominational official or a prospective mentor pastor. Students desiring such a placement will work with the intern faculty to contact district superintendents or other judicatory officials from the desired area to secure their assistance in the placement process.

Placements outside of the continental United States are not readily available and must be individually negotiated beginning at least two years before the internship year.

Agency/Extension Ministry Internships

Occasionally the learning goals of a student are best met by an internship in an agency or extension ministry (e.g. campus or teaching ministry, denominational board, social service outreach, etc.). Students who choose an agency internship should be aware that they will have to work closely with their intern faculty supervisor to adapt the program requirements to their particular situation.

Cross-Cultural Placements

You are urged to give serious consideration in the negotiation of your internship placement to Perkins School of Theology's commitment to the United Methodist Church's being an inclusive church, and to the preparation of ministers to serve all persons, regardless of race, gender, national origin or economic condition.

The Internship and Your Spouse

The internship placement can create difficulties for spouses who are pursuing a career or have other commitments. The intern faculty will make every effort to accommodate your needs. Your family is important in the placement process.

The Internship Seminar

Most interns meet regularly with a group of their peers in the Internship Seminar, led by a member of the intern faculty and/or a consultant who is a mental health professional. The seminar experience is designed to provide (1) a place for interns to discuss their own learning on internship and to learn from other interns, the intern faculty and the consultant; (2) a process to help interns integrate their ministerial call and authority with their personal identity; and (3) a safe haven for interns to express strong feelings, confront behavior which could affect their ministry, and learn to give and receive constructive feedback.

If an intern is at too great a geographic distance to attend an Internship Seminar, the intern faculty will arrange for the student to join a similar local group or to meet individually with a qualified local mental health professional skilled in human development and behavior.

Stipends and Expenses

Full-time Church/Agency Staff Interns

All full-time church/agency staff interns are covered under the same base stipend policy. For 2013-14 interns, that stipend is $1,675/month.

In addition, interns receive:

1. Either a parsonage or a basic housing allowance *if needed*. The base housing allowance is $700/month.
2. A car allowance of $125/month. This is usually set up by the church as an expense account to reimburse documented mileage in the practice of ministry.
3. Moving costs, if necessary, in the amount needed for rental of a haul-it-yourself truck or trailer for one round trip between the student's current home and the placement site. This obviously does not apply to any possible international placement.

Any requests for adjustments in items #1-3 must be made directly to the intern faculty supervisor.

In the case of a clergy couple, the placements will share the housing and moving costs.

IMPORTANT: In most cases church/agency staff interns are considered employees for federal income tax purposes, making both stipend and housing allowance subject to income tax (federal and, where applicable, state) and FICA/Social Security taxes. Interns need to take this into consideration in planning their personal budget, and churches should include the employer half of FICA when budgeting for an intern. Car allowances may not be subject to taxes if they are set up as accounts from which to reimburse actual miles driven for ministry purposes. Check the IRS web site for more information, or consult a tax advisor.

Concurrent Church/Agency Staff Interns

Concurrent church staff or agency interns, who are usually responsible for finding their own internship placement, are generally expected to negotiate their own compensation with the congregation and pastor. The Intern Program does not mandate a specific stipend but expects that the concurrent intern will work at least 25 hours (M.Div.) or 20 hours (C.M.M.) per week in ministry and will be paid fairly for that work.

However, in cases where a concurrent intern is placed by the intern faculty, a minimum stipend will be part of the negotiated agreement.

Student Pastor Interns

Full-time and concurrent student pastor[1] interns receive the salary and benefits provided by the congregation to which they are appointed. Questions regarding salary and benefits should be directed to the district superintendent responsible for the appointment.

Insurance

Interns are generally responsible for their own health insurance. (The placement church or agency has no obligation to provide insurance, though it may do so voluntarily if its resources permit.) If no other source is available, interns may purchase the SMU student insurance, which will cover them wherever they are doing internship. Go to the SMU web site at www.smu.edu/healthcenter/medical/med_insurance.asp for more details or contact the Perkins Office of Student Services.

Interns moving temporarily into apartments or parsonages are advised to carry renter's insurance to cover their possessions in case of fire or other disaster. Again, this is the responsibility of the student.

Vacation Policy

Full-time interns receive at least five paid vacation days during their nine-month internship and should negotiate the timing of the vacation with the placement early in the internship, always keeping in mind the demands of the church calendar.

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[1]For the purposes of internship, a student pastor is defined as one who is appointed as pastor-in-charge of a congregation.

While the Intern Program does not mandate paid vacation for concurrent interns, they may negotiate their own vacation time with the placement. Student pastor interns will get vacation according to the terms of their contract with the congregation.

Again, the timing of any vacation must take the church calendar into account. **All interns in a church placement are expected to be present at the internship site during the high seasons of the Christian year, i.e., Advent, Christmas, Lent, and Easter.**

The Placement Agreement

After your placement is finalized, the Intern Office will provide a formal placement agreement spelling out the obligations of all parties to the internship. Each contracting party will receive a copy of the completed agreement. The agreement must be signed by:

- the intern
- the mentor pastor
- the on-site supervisor, if he/she is not the mentor pastor
- the chairperson of the Administrative Board (UMC) or governing board of the congregation or agency
- the intern faculty supervisor
- the district superintendent, in the case of appointed student pastors

Registration and Tuition

M.Div. internships earn 12 term hours of academic credit. C.M.M. internships earn six credit hours. A student does not satisfy the internship requirement until all of the required hours have been earned.

Full-**time M.Div. interns** register for XX 8600, Full-Time Internship I, for the Fall semester and XX 8601, Full-Time Internship II, for Spring, and pay tuition for six credit hours each semester. Because no other courses are allowed for full-time interns, the six internship hours per semester constitute full-time enrollment, which is important for financial aid purposes. Contact the Financial Aid Office for more information.

Concurrent M.Div. interns register for XX 8610 for Fall and XX 8611 for Spring and pay for six credit hours each semester, as well as the tuition for their additional courses.

C.M.M. interns register for XX 8365 for Fall and XX 8366 for Spring and pay tuition for three credit hours each semester, as well as the tuition for their additional courses.

While interns pay full tuition for the internship hours they earn, SMU does not charge the full amount for fees when a student is on internship, so the per hour cost is somewhat lower than for regular classes on the Dallas campus. Check with the Perkins Office of Student Services for details.

For liability reasons, a student must be properly registered for the internship course by the day the internship formally begins, which is usually somewhat earlier than the start of classes on campus and the SMU deadline for registration. Otherwise the formal start of the internship will be delayed until the student is registered and additional days added to the end of the internship to compensate. If a student is not registered by the SMU deadline for registration, the internship will be terminated.

Communication with Your Intern faculty Supervisor

It is very important that you stay in touch with your intern faculty supervisor throughout the placement process and keep him or her apprised of any changes in your circumstances that might affect your internship plans. Please visit the Intern Office at 300 Kirby Hall or call 214.768.3202 for appointments. (See p. 19 for additional contact information.) Be aware, however, that the intern faculty members spend a great deal of time in travel and are not always immediately available. In the event that you have an urgent need and your particular supervisor is not in, one of the other supervisors will do all in her/his power to assist you.

If your contact information changes during the placement process, please notify the Intern Office as soon as possible.

It All Takes Time

The placement process depends upon the way you, your intern faculty supervisor, and the possible placement work together at all stages of the endeavor. Students often get anxious when placement confirmation is delayed, but frequently the church or agency is making sure the stipend money, supervision, or some other necessity for your internship will be available. Intern faculty members and potential interns must wait upon the decisions of other people and groups, and this can sometimes take a great deal of time. Your faculty supervisor will keep you informed of substantive steps along the way.

The Clinical Pastoral Education (CPE) Internship

For some students, particularly those whose career goal is hospital chaplaincy, the Clinical Pastoral Education experience may offer the best opportunity to meet their learning needs. In this case the internship requirement may be satisfied by successful completion of a 12-month CPE residency at a center accredited by the Association for Clinical Pastoral Education, Inc. (ACPE). A number of hospitals in the DFW metroplex, among them Baylor, Children's, Methodist, and Parkland in Dallas and the Harris Methodist Health System in Fort Worth, offer excellent CPE programs. A full list of programs in the Dallas and Houston areas may be found in the CPE display rack across from the student mailboxes on the first floor of Kirby Hall.

CPE programs in other areas are listed in *The ACPE Directory*, which is available along with CPE application forms and other useful information on the ACPE web site at http://www.acpe.edu.

CPE residency internships are considered full-time internships, with the same prerequisites (p. 4), restrictions on coursework and outside employment (pp. 6-7) and tuition/registration requirements (pp. 12-13). There is, however, a difference in length, as other internships are nine months long, while a four-unit CPE residency is approximately 12 months long.

Important considerations for students considering a CPE internship:

- You may **not** receive *both* six hours of academic credit in Pastoral Care for a single unit of Clinical Pastoral Education *and* six (C.M.M.) or 12 (M.Div.) hours of academic credit for a CPE residency internship. If, as sometimes happens, you take an introductory unit of CPE for academic credit in Pastoral Care and then decide through that experience that your vocational goals would best be met by a yearlong CPE internship, you may still choose that option; however, the earlier six credit hours will not count toward your degree. In most cases the Pastoral Care course represented by those six hours remains on your transcript, but you will have to take six additional hours to fulfill the graduation requirements for your degree plan. Talk to the Perkins registrar. (Those initial six credit hours may, however, be used to fulfill some of the requirements for the Pastoral Care Certificate. If you are working

toward that certificate, talk to Pastoral Care Professor Jeanne Stevenson-Moessner for details.)

- A CPE residency is four units long and runs for a full 12 months. Most area CPE residencies begin and end in August. If you are doing a CPE internship at the end of your degree program and are accepted for one of these residencies, please be aware that you will not graduate until August. Talk to your intern faculty supervisor early in the placement process about your graduation plan. United Methodist students are urged to speak with their district superintendent about the implications for appointment.

- Most CPE programs require applicants to have completed a unit of CPE before beginning a residency. If you have not done so, you may be accepted for the residency contingent upon your completion of an introductory (usually summer) unit before the residency begins, but that unit will not be considered part of the four-unit residency required for internship credit. You will receive a stipend for the residency but usually not for the introductory unit.

- CPE programs have their own rhythm and supervisory process within the hospital setting, so unlike other interns, you will not meet with other interns in the Internship Seminar. (We do, however, offer CPE interns the services of the highly experienced mental health consultants who work with the Intern Program and encourage you to meet with a consultant to process the CPE experience. Contact your intern faculty supervisor for details.)

  Your intern faculty supervisor will check in with you and your CPE supervisor several times over the course of the year to make sure your learning is on track. See Items 6 and 7, below, for more information on how your internship will be assessed.

If you desire a CPE internship, please follow the following process.

1. After completing the internship application, talk with your intern faculty supervisor about how your learning needs and vocational goals can best be addressed. If you both conclude that a CPE

residency could provide the kind of learning experience you are seeking, you are ready to begin the CPE placement process.

2. Check with your conference or denominational judicatory to make sure that a 12-month CPE residency will meet its internship requirement.

3. Apply for a CPE residency through the standard ACPE process. Contact the accredited centers in your area to get information about available programs and openings. Prerequisites, tuition and stipends vary from program to program. Fill out and submit an application to the centers to which you wish to apply. Finally, arrange an interview with a CPE supervisor at the center. Be sure to keep your intern faculty supervisor apprised of your progress.

4. When you have been accepted into a residency program, immediately notify your intern faculty supervisor. Give the Intern Office a copy of the letter from the CPE program stating that you have been accepted and giving the beginning and ending dates of your residency. This will confirm your placement. (If you do not receive such a letter, please ask the CPE office for one.) If you will be doing a summer CPE unit before beginning the residency, we would like to have a copy for your permanent file of that acceptance letter as well.

5. You will register for your CPE internship at Perkins and pay for 12 hours (M.Div.) or six hours (C.M.M.) of academic credit just as other interns do (see "Registration and Tuition," pp. 12-13). Perkins will then pay the fees and tuition charged by your CPE setting. After you have paid your Fall tuition to SMU, ask the CPE program's financial officer to send a bill for the total annual CPE fees and tuition to Perkins School of Theology, to the attention of Judy Gibbons, Assistant to the Director of the Intern Program. (If you have to pay some CPE fees and tuition before you pay your SMU tuition, ask for a receipt clearly showing the items and amounts and that you have paid them, and submit the original receipt to Ms. Gibbons for reimbursement.)

6. You will be assigned an intern faculty supervisor who, though not directly involved in your internship, will stay in contact with you over the course of the internship and will work with your CPE supervisor

to obtain occasional assessments of your learning and growth during the CPE experience, particularly before grades are due.

7. At the end of your CPE residency, ask your CPE supervisor to send a letter to the intern faculty supervisor stating that you have successfully completed the program and giving a thoughtful assessment of your work. In addition, send your faculty supervisor a copy of your certificate of completion. The intern faculty supervisor is ultimately responsible for determining whether you pass the Perkins internship requirement. Moreover, when denominational boards contact the Intern Office during the ordination process, we need those documents in your permanent file to be able to respond appropriately.

Appeal Process

If you have a grievance about the intern placement discernment process, intern faculty, or placement decisions:

- You may discuss the matter with Dr. William J. Bryan III, Director of the Perkins Intern Program.

- You may bring your concern to the attention of the Associate Dean of Academic Affairs. Depending on the nature and severity of the grievance, the Associate Dean may deal with it personally or refer you to an appropriate committee or authority.

In Conclusion

The goal of the Perkins Intern Program is to provide you with the best possible learning and growing experience in Christian leadership and theological reflection, one that will help to prepare you to serve God and God's people with competence, intelligence, courage and joy in your future ministry. Your application for internship is the beginning of this adventure. We look forward to sharing your journey with you.

NOTES

INTERN PROGRAM FACULTY AND STAFF

Dr. William J. Bryan III
Director of the Intern Program and Professional Formation
214.768.4900
wbryan@smu.edu

Dr. Isabel Docampo
Associate Director of the Intern Program
214.768.4092
idocampo@smu.edu

Dr. Barry Hughes
Associate Director of the Intern Program
214.768.2537
hughesb@smu.edu

Dr. Thomas Spann
Associate Director of the Intern Program
214.768.2166
tspann@smu.edu

Ms. Judy Gibbons
Assistant to the Director of the Intern Program
214.768.3202
jgibbons@smu.edu

Ms. Geneva Hoffman
Administrative Assistant
214.768.3664
genevah@smu.edu

Mailing address for all
Intern Program Perkins School of Theology
Southern Methodist University
P. O. Box 750133
Dallas, TX 75275-0133

Physical Address
300 Kirby Hall, SMU
5915 Bishop Blvd.
Dallas, TX 75205-6308

Intern Office Fax
214.768.2881

Web Address
www.smu.edu/Perkins/FacultyAcademics/InternProgram

Important Dates for 2013-2014 Internships

Internship application forms available from the Intern Office	September 5, 2012
Deadline to Apply *for 2013-14 Internship*	***September 21, 2012***
Initial Placement Discernment Interviews	October 2012
New Mentor Pastor Institute (For mentor pastors who are new to the Perkins Intern Program or who have not mentored a Perkins intern in 5 or more years)	May 7-9, 2013
First Day of Internship	August 12, 2013
Intern Orientation ***(mandatory for all interns except CPE)***	***August 13-14, 2013***
Lay Teaching Committee Orientation (DFW-area internships)	August 15, 2013
Lay Teaching Committee Orientation (Internships outside the DFW area)	Individually scheduled

Revised 8/28/12