Candler School of Theology
Candler Summer Chaplaincy Internship Program
Application for $9000 Summer Grants
Application Deadline: February 28, 2020

**Purpose:** The Candler Summer Chaplaincy Internship Program is designed to support Candler students who are pursuing a Chaplaincy Concentration complete an introductory unit of CPE or gain chaplaincy experience in a wide variety of contexts and settings. The program is particularly interested in expanding opportunities for students to gain experience in a range of chaplaincy settings beyond the healthcare institutions in which most training and formation for chaplaincy currently takes place, including but not limited to military, prison, education, port and airport, industrial, and community settings. Students may write a proposal to serve in a CPE program or chaplaincy setting of their choice, anywhere in the world.

Up to 7 fellowships will be awarded for Summer 2020. Of these, at least 5 will support students who are participating in an ACPE-certified CPE program, and at least 2 of the fellowships will support students who propose to spend the summer working as a chaplain in a non-healthcare setting. Note that these are not mutually exclusive categories, and some applications may meet both criteria. The committee welcomes proposals to participate in CPE programs offering experiences in non-traditional and non-healthcare settings.

The Candler Summer Chaplaincy Internship Program has been made possible through generous grant support, and may not be available in the future.

**Eligibility**
Students participating in the M.Div. Chaplaincy Concentration who are returning to Candler in Fall 2020 are eligible to apply. To be eligible for the program, students must have formally declared the chaplaincy concentration, and must include with the application a plan of study for completing the concentration. Complete information about M.Div. concentrations, and the process for formally declaring a concentration, is available on the Candler website: [http://candler.emory.edu/academics/degrees/mdiv/mdiv-concentrations.html](http://candler.emory.edu/academics/degrees/mdiv/mdiv-concentrations.html).

Students on academic probation or who have a hold on their Candler financial account are not eligible. Students participating in other summer programs at Candler or other outside settings are not eligible. Participants’ full time and attention must be given to the internship, forty hours per week for ten weeks.

**Program Requirements:**
1. Serve forty (40) hours a week in a chaplaincy setting for ten weeks during the summer.
2. Participate in a two-day orientation seminar to be held May 18-19, 2020.
3. Participate in a one-week reflection seminar to be held August 10-14, 2020. This is your A-Term class.
4. Participate in an online reflection group throughout the summer.
5. Complete readings and written assignments as directed by the reflection seminar leaders.
Participating Students will receive:

1. The opportunity for deeper formation in the practice of chaplaincy.
2. On-site supervision and mentoring and intentional reflection group experience.
3. Academic credit counted towards the Fall 2020 semester.
   - Students who complete a non-CPE chaplaincy internship will be enrolled in CE545R for A-Term, and will receive three academic credit hours.
   - Students who complete a CPE program will be enrolled in CE546 for A-Term and may choose to earn up to 6 credit hours.
4. An $9000 grant will be awarded as follows only upon successful completion of the program: $3000 following the May orientation, $3000 for the Fall 2020 semester and $3000 for the Spring 2021 semester. For students completing a unit of CPE, Candler will provide up to $500 to offset the cost of CPE tuition.

Please Note: (If a student is within $2,999 of the maximum threshold for scholarships and loans for the 2019-2020 academic year ($49,328) their summer stipend will be processed as a taxable payroll check which will require the submission of a W-9 and direct deposit request form.

Application

If you are applying to support participation in a CPE program:

1. Complete the application essays below.
2. Complete your CPE application no later than the February 28 application deadline. You must apply directly to the CPE Center in which you plan to work. The final award will be contingent upon admission to and enrollment in a CPE program. Students will be responsible for paying the tuition of the CPE program directly to the CPE center.
3. Submit the application form, proposal, CPE letter or application, and course of study plan by February 28.

If you are applying to support a chaplaincy internship experience that is not connected to a CPE program:

1. Complete the application essays below.
2. Secure a letter from the chaplain or other supervisor who will be your site mentor for the summer.
3. Submit the application form, proposal, letter from your site mentor, and course of study plan by February 28.

Application Instructions:

1. Write a 2-3-page essay on the experience you hope to further explore during this summer chaplaincy internship. The essay should include your plan for your work this summer, the specific areas of chaplaincy you intend to explore, the responsibilities you will have at your internship setting, and the reasons you have chosen this particular setting in which to deepen your preparation for ministry. You should also discuss how this internship experience fits into your vocational path toward chaplaincy.
Your essay should also include your written agreement to participate in the two-day orientation seminar in May and the weeklong August reflection seminar. Essays should be written in 12-point Times New Roman font, double-spaced with 1” margins on all four sides.

2. If you are applying to participate in an ACPE-accredited CPE program, include the acceptance letter from your CPE Center with your proposal. If you have applied but have not yet received formal acceptance to a CPE program, please attach a copy of your CPE application.

   OR

   If you are applying to support a non-CPE chaplaincy internship, please include a letter from the chaplain who will serve as your site mentor. The letter should indicate your site mentor’s agreement to supervise your work, describe the kind of supervision that will be provided, indicate the organization or institution’s agreement to host you as a summer intern, and include your site mentor’s understanding of the learning experience you hope to explore.

3. Develop a plan of study that will lead to a Chaplaincy Concentration by graduation. This plan of study should include your expected date of graduation, your remaining M.Div. requirements, and your plans for completing these requirements along with the requirements of any concentrations or certificates in which you are enrolled. Please include the name of a faculty member who can serve as an academic reference.

4. Attach (1) the above proposal, (2) CPE acceptance letter or letter from site mentor, and (3) plan of study to the application form below and submit it no later than 4:00 p.m. on February 28, 2020 to Carmen Toussaint at carmen.toussaint@emory.edu. Late applications will not be considered.

5. A faculty committee will read the proposals and choose the final participants by late March.

6. Questions may be directed to Dr. Letitia M. Campbell at letitia.campbell@emory.edu.
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Student Information

Name ____________________________________________________________
Address _________________________________________________________
Phone Number ____________________ Student ID# ____________________
Email Address ____________________________________________________
Contextual Education I Site _________________________________________
Contextual Education II Site _________________________________________
Faculty Advisor’s Name ____________________________________________
Expected Graduation Date____________________

Internship Information

CPE Program or Host Organization____________________________________
Address __________________________________________________________
Phone ______________________________
Email and/or website _______________________________________________
Institutional Setting: Healthcare ○ Other ○ _____________________________
Is this internship part of an ACPE-certified CPE program? Yes No

Amount of funding provided by the organization _________________________
Site Mentor or Supervisor ___________________________________________
(This person will supervise your work onsite. For a CPE program, this is your CPE Educator.)
Site Mentor’s Email Address __________________________________________
Site Mentor’s Phone Number __________________________________________

Deadline for application is 4:00 p.m. February 28, 2020
February 1, 2020

Dear Colleague,

Candler School of Theology at Emory University is committed to the formation of students preparing for leadership as chaplains and spiritual care providers. Each Candler student completes two years of Contextual Education as part of that formation in which they serve one year in a clinical or social ministry setting and a second year in an ecclesial setting. This service is supervised by site mentors and deepened through peer Reflection Groups in which students engage in contextual analysis and theological reflection on their practice of ministry.

In addition, Candler has a number of summer internship programs that allow students gain professional experience by working forty hours a week for ten weeks in a setting they have identified as a place for deeper formation. Candler offers students chosen for these programs a stipend, academic credit, a May seminar that prepares students for the summer, an August seminar that provides students space for reflection on their learning experience, and an online reflection seminar that students participate in throughout the summer. This year for the first time, Candler is offering a program designed specifically for students preparing for chaplaincy.

The Candler student who has approached you about this opportunity is seeking a place where they can spend the summer of 2020 deepening their skills for ministry, focusing more clearly their vocation for ministry, and working with a mentor who is willing to supervise their work and engage in conversation about life as a chaplain. This student will prepare an application in which they will identify the area of ministry they hope to explore more deeply and how that work will be possible in your setting.

If this student is chosen to participate in the summer program, you will be asked to receive them fully into your organization or institution, supervise their work, and write a narrative evaluation at the end of the summer. Because all of our funds go to provide student stipends for this important work, we do not have the funds to bring you to campus for an orientation to this work. It is our hope that your supervision will reflect your desire to form future leaders for the church and world.

If you have any questions about the program, please feel free to contact me by phone or email. My office number is 404-727-3704 and my email is letitia.campbell@emory.edu. Thank you for your consideration of this student and program.

Sincerely,

Letitia M. Campbell, Ph.D.
Assistant Professor in the Practice of Ethics and Society
Director, Contextual Education I and CPE
Candler School of Theology, Emory University