Internship Cohort Model
CE 545R Contract (Fall and Spring)

This contract serves to confirm the agreement between the student, the Internship supervisor, and the GDR supervisor, affirming that the student will develop and meet specific learning outcomes, tailored to their course of study. Students are responsible for collecting all signatures and submitting the completed contract to the Office of Contextual Education. The completed contract will then be submitted to the Candler registrar, enrolling the student in the Internship course.

Student Name_________________________ Student Id # __________________

Phone Number __________ Email Address _________________________

*International students studying on a F-1 student visa must be approved for Curricular Practical Training (CPT) by the ISSS office before enrolling in the Internship course, ensuring Emory University’s compliance with federal, state and local laws, rules, and regulations.

Degree Program

- MDiv (can earn up to 6 credit hours of Internship)
- MRL (Requirement of 6 credit hours Internship)
- MRPL (can earn up to 3 credit hours of Internship)
- MTS (can earn up to 8 credit hours of Internship)
- ThM (can earn up to 6 credit hours of Internship)
- Non Degree (negotiable)

Internships are graded on a satisfactory/unsatisfactory basis (S/U). Please be aware that Internship credits may limit the number of hours in which you can enroll in other classes. Standard Emory tuition rates and fees apply to Internship credit.

Semester(s) you wish to receive credit hours, amount of credit hours you would like to receive per semester, and academic year

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<thead>
<tr>
<th>Semester</th>
<th>Amount of credit hours</th>
<th>Academic year</th>
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<tbody>
<tr>
<td>Fall Semester</td>
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<tr>
<td>Spring Semester</td>
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Inclusive Dates of Internship ___________ to ___________ (to be determined by Internship Supervisor)
Final Due Date for Academic Work ___________ (to be determined by GDR Supervisor and Registrar)

Part I: Student's Responsibilities

The student agrees: (please initial)

1. To serve ______ hours (ratio is 1 hour of CE course credit = 42 hours of internship work) in a supervised setting during the semester (divide total # of hours by 14 weeks per semester to get average number of hours worked per week).
   
2. To participate in the Internship cohort meeting (the GDR supervisor will provide details on this).
3. To ensure that the student and Internship supervisor are not related to (i.e. family member) or in a personal relationship (i.e. partner or dating) with one another.
4. To participate in weekly meetings with the supervisor.
5. To fulfill all scheduling requirements of the Internship including site work and meetings with Internship supervisor and GDR supervisor.
6. To complete readings and written assignments as directed by the GDR Supervisor.
7. To develop an Internship Proposal with learning outcomes.
8. To complete a Final Integrative Project, directed by the GDR Supervisor.
9. To complete Candler’s student evaluation at the end of the internship. (This will be emailed to the student.)
10. To complete the Stewards of Children sexual abuse online training, offered at no cost to Candler students before beginning internship (Contact Admissions for link). If you have completed this training, please indicate the date completed ___________.
11. To review all policy and procedural documents provided by the site, including but not limited to the site’s Safe Sanctuaries or equivalent policy.

________________________________________ / __________Date

Signature of Student _______________________/ __________ Date
Part II: Internship Supervisor’s Responsibilities

Students are supervised by an Internship Supervisor who is: 1) an ordained minister, employed full time in the setting, and has a graduate theological degree from an accredited seminary; and/or 2) a director who has a master’s degree in the indicated field. Internship Supervisors require the approval of the Director of Internships.

The Internship Supervisor agrees: (please initial)

_____ 1. To meet in the first week of the semester for the purpose of planning work and developing a weekly schedule for meetings with student.

_____ 2. To meet weekly with the student for reflection and supervision. Normally, these meetings require a minimum of one hour.

_____ 3. To complete Candler’s Internship Evaluation of the student at the end of the internship.

_____ 4. To recommend to the GDR Supervisor the grade (S/U) the student shall be given for the internship.

_____ 5. To conduct a criminal background check of the student, if the site requires this of all other employees and volunteers. (Note: Students at Candler School of Theology complete a national criminal background check through a vendor designated by the school before they enroll. In the case of students with criminal history, both the Internship Supervisor and GDR Supervisor will be notified of the CBC report by the Director of Internships and must approve the placement of that student at that site. By signing this contract you understand that Candler School of Theology assumes no liability beyond the terms stated above for the criminal background of the intern serving in your site.)

_____ 6. To review Emory University’s Mandated Child Abuse Reporting policy and discuss with the Director of Internships concerns regarding this policy. (Note: Students enrolling in the Internship course must complete Darkness to Light’s Stewards of Children child sexual abuse prevention on-line training prior to beginning the Internship.)

_____ 7. To review and discuss with the student all policy and procedural documents of the site including, but not limited to, the site’s Safe Sanctuaries or equivalent policy.

Name__________________________________________  Institution Name_________________________________________________________________________________
Address________________________________________________________________________________________
Phone____________________  Email Address________________________________________________
_____________________________________/ ______
Signature of Internship Supervisor Date

Part III: GDR Supervisor’s Responsibilities

1) Sign student contract
2) Conduct four cohort meetings;
3) Coach students in the development of a final integrative project and cohort presentation;
4) Consult with the student and monitoring progress in the internship (site supervision and mentoring, hours, site work, etc.) learning outcomes, and the final integrative project presentation, and providing guidance as needed;
5) Complete a final evaluation of the student;
6) Conferring with the Director of Internships on the final grade (S/U).

GDR Internship Supervisor Name________________________________________________________
_____________________________________/ ______
Signature of GDR Internship Supervisor Date

Part IV: Faculty Supervisor ______________________________________/_____________________

Contextual Education Office
This completed form must be submitted with a copy of the full internship proposal to the Office of Contextual Education, Dr. Thomas Elliott, Jr., Director of Internships, for approval.

_____________________________________/ ______
Signature of Director of Internships Date
STEWARDS OF CHILDREN
Adults protecting children from sexual abuse

Emory’s Office of Legal Counsel has clarified a number of matters regarding Contextual Education interns as mandatory reporters of suspicions of child abuse. Your responsibility and response for reporting suspicions of child abuse are stated below in the “reporting tree”.

Georgia House Bill 1176 (Title 19-7-5) requires that persons working in ministries with children and youth (Child service organization personnel) having reasonable cause to believe that a child has been abused report that abuse within 24 hours.

Emory University’s Policy 4.119 (http://policies.emory.edu/4.119) Mandate Child Abuse Reporting requires all Emory University faculty, staff, volunteers, students and Third-Parties to report suspected child abuse of which they are made aware in their employment or other duties, on or off-campus. Any Emory University faculty, staff, or students who fail to report a case of suspected child abuse is subject to disciplinary action, which could include termination (if a faculty or staff member) or expulsion (if a student.)

The United Methodist Discipline (2012, p 341.5) requires clergy of The United Methodist Church—including Student Local Pastors—to report cases of suspected child abuse or neglect, regardless of confessional confidences.

Given these three policies, a “reporting tree” for use by Candler student interns has been established:

1. Report suspicions of child abuse immediately to the site mentor and/or an individual designated by the site and articulated through a “Safe Sanctuaries” or other policy regarding the mandatory reporting of suspicions of child abuse. If the site is in Georgia, the site’s designated authority is required to report suspicions within 24 hours with a law enforcement agency or Division of Family and Children Services. Reporting to the appropriate site authority immediately ensures the student has satisfied Georgia law.

2. Report suspicions of child abuse to the teaching supervisor AND the Director of Contextual Education I (if enrolled in Con Ed I) or Director of Contextual Education II (if enrolled in Con Ed II, Teaching Parish, Contextual Education for Anglican Students, or an internship.) Reporting to the teaching supervisor AND a Director of Contextual Education satisfies Emory University’s expectation for reporting suspicions of child abuse.

3. The Directors of Contextual Education I and II, as required by Emory University, will inform the Emory Police Department of this report and will tell the student when the report has been passed to the Emory Police Department. Reporting to the Emory Police Department satisfies Emory University’s expectation for reporting suspicions of child abuse.

4. The Emory Police Department will report suspected child abuse to the Division of Family and Children Services in the county where the child lives or where the abuse was witnessed within 24 hours of receiving the report. Reporting to the Emory Police Department satisfies Emory University’s expectation for reporting suspicions of child abuse. Reporting to the Division of Family and Children Services satisfies Emory University’s expectation for reporting suspicions of child abuse.
It is Emory’s policy that no faculty, staff, or student member of the Emory Community making a good-faith report of suspected abuse or neglect will be retaliated against in the terms and conditions of employment or educational program.