Contextual Learning Site Profile

To serve as a "teaching & learning" site is a great honor and a great responsibility. You commit to teaching the students entrusted to you, but also to learning alongside them. You become an extension of the seminary faculty, accompanying a student in meaningful and incredibly important ways as they are formed for ministry. Wartburg cannot do this work without you. We are so grateful for your willingness to partner with us for the sake of the gospel! We appreciate your prayers as Wartburg Seminary prayerfully discerns placements for students.

Are you ready to complete your Site Profile? Follow the steps below!

1. Familiarize yourself with the contextual learning programs offered at WTS by reviewing the Discernment Guide on our website.
2. Site Profiles to host a Collaborative Learning student or Intern will be accepted from August 1st-June 1st of a given year. Please make sure to answer all the questions on the Site Profile.
3. We will be in contact with you if we have any questions about your Site Profile. If a student is not matched with your site within a given placement cycle, you will be invited to reapply for the next placement cycle.
4. Site placements will be confirmed at Contextual Education Committee meetings & faculty meetings monthly throughout the year. Students may begin at sites from January 1st-September 1st of a given year.
5. Sites may withdraw their Site Profile from consideration for a placement at anytime (i.e. if you experience a leadership transition, if you decide to pursue placement through another seminary, if you need to make planning decisions for the upcoming year, etc.) Please email contextualeducation@wartburgseminary.edu if you need to withdraw your Site Profile from consideration for a placement.
6. We recommend that you first download this Site Profile form & save your answers as you go.

Have questions or experiencing issues with the Site Profile form?

Email contextualeducation@wartburgseminary.edu & either Rev. Kristi Grieder, Director of Contextual Education or Emily Prough, Contextual Education Coordinator, will assist you. We are here to accompany you as you explore this exciting opportunity!

Contextual Learning Site Profile

Information of Person Completing This Profile

Name:_____ Email Address: _____

Which type of student are you interested in hosting? (check all that apply)

____ Collaborative Learning student ____ Pastoral intern ___ Diaconal intern

If you're hosting or hoping to host a particular student, list their first & last name:

_____

Which semester(s) & year _____ could a student start on-site? (check all that apply)

____ Spring _____ Summer _____ Fall

Site Information

Site 1 Contact Information

Site Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Site Email Address: _____

Site Phone #: _____ Website: _____

Site 2 Contact Information (if two sites are applying together to share a student)

Site Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Site Email Address: _____

Site Phone #: _____ Website: _____

Community Background

Site Setting: _____

Community Population: _____

Description of community diversity & context (ethnic, cultural, religious, employment, industry, business, history):

Closest Airport to Site: _____

Travel Distance/Time From Airport to Site: _____

Public Transportation (Taxi/Ride Share, Bus, Train, etc.): _____

Site Background

What faith community/religious denomination is your site affiliated with? _____

What is your site's history with WTS? _____

# of Full Time On-Site Staff: _____ # of Part Time On-Site Staff: _____

Average weekly attendance/participation/# of clients served: _____

Briefly describe your site (size, polity, internal & external ministries, site personality, story/history, worship life & how community is nurtured):

Unique learning & leadership opportunities a student might experience at your site:

Housing

*Housing: _____

Pets: _____

*If unfurnished or partially furnished housing is provided, the site is responsible for providing moving expenses or reimbursing the student/intern for their moving expenses.

Supervisor Information

The supervisor accompanies the student/intern, meeting weekly throughout the student's time at the site & completes formal internship evaluations. A supervisor must be identified before placement with a student can be considered.

Supervisor 1 Contact Information

Name & Title: _____

Email Address: _____

Phone #: _____

Supervisor Location: _____

Supervisor 2 Contact Information (if student will be serving at two unique sites each with their own supervisor)

Name & Title: _____

Email Address: _____

Phone #: _____

Supervisor Location: _____

Supervisor 1 Background

Supervisor Autobiography:

Supervisor's Educational Background (list higher education degrees obtained/in progress):

Associate's degrees(s): _____

Bachelor's degrees(s): _____

Master's degree(s): _____

Doctorate degree(s): _____

Other (Explain): _____

# of Years of Ordained Ministry/Organizational Leadership: _____

# of Years in Present Position: _____ # of Students/Interns Supervised Previously: _____

Supervisor 2 Background

Supervisor Autobiography:

Supervisor's Educational Background (list higher education degrees obtained/in progress):

Associate's degrees(s): _____

Bachelor's degrees(s): _____

Master's degree(s): _____

Doctorate degree(s): _____

Other (Explain): _____

# of Years of Ordained Ministry/Organizational Leadership: _____

# of Years in Present Position: _____ # of Students/Interns Supervised Previously: _____

Other Team Member Information

Site Committee Chair Information

The site committee accompanies the student/intern, meeting monthly throughout the student's time at the site & completes formal internship evaluations. A site committee chair must be identified before the student will be authorized to begin their internship.

Site Committee Chair Name: _____

Site Committee Chair Email Address: _____

Site Committee Chair Phone #: _____

Mentor Information

The mentor accompanies the student/intern, meeting regularly throughout the student's time at the site. The mentor never formally evaluates the student & is typically not affiliated with the ministry/internship site but is instead another partner in the work of discernment and formation. Identification of a mentor is required for a site hosting a collaborative learning student. Please contact your synod for assistance in identifying a mentor.

Mentor Name: _____

Mentor Email Address: _____

Mentor Phone #: _____

Inclusivity

Site Inclusivity

Where would the site fall today on a scale of readiness to welcome, affirm & joyfully receive the leadership & gifts of an openly LGBTQIA+ student/intern (1-Not Ready at All, 10-Ready Without Reservations): _____

Describe & Give Examples:

Is your site Reconciling in Christ (RIC) certified? _____

Where would the site fall today on a scale of readiness to welcome, affirm & joyfully receive the leadership & gifts of a student/intern who is biracial, indigenous or a person of color (1-Not Ready at All, 10-Ready Without Reservations): _____

Describe & Give Examples:

Supervisor Inclusivity

Where would the supervisor fall today on a scale of readiness to welcome, affirm & joyfully receive the leadership & gifts of an openly LGBTQIA+ student/intern (1-Not Ready at All, 10-Ready Without Reservations): _____

Describe & Give Examples:

Where would the supervisor fall today on a scale of readiness to welcome, affirm & joyfully receive the leadership & gifts of a student/intern who is biracial, indigenous or a person of color (1-Not Ready at All, 10-Ready Without Reservations): _____

Describe & Give Examples:

Surrounding Community Inclusivity

Where would the community surrounding the site fall today on a scale of readiness to welcome, affirm & joyfully receive the leadership & gifts of an openly LGBTQIA+ student/intern (1-Not Ready at All, 10-Ready Without Reservations): _____

Describe & Give Examples:

Where would the community surrounding the site fall today on a scale of readiness to welcome, affirm & joyfully receive the leadership & gifts of a student/intern who is biracial, indigenous or a person of color (1-Not Ready at All, 10-Ready Without Reservations): _____

Describe & Give Examples:

Site Reference

If your site is affiliated with the ELCA, provide the contact information below for your Synod to be used as a reference. If your site is not affiliated with the ELCA, provide the contact information of someone who can give a reference of the site (preferably someone in leadership/governance of the site, but outside of the immediate congregation/organization - a board member, regional leader, etc.)

ELCA Synod & Region: _____ ELCA Contact Name: _____

ELCA Contact Email Address: _____

ELCA Contact Phone #: _____

OR if not affiliated with the ELCA

Reference Name: _____

Reference Relationship to the Site: _____

Reference Email Address: _____

Reference Phone #: _____

Submission

Any additional information you want Wartburg to know about the site?

Attestations

- If I'm hoping to host an intern or collaborative learning student, I understand that my preferences for hosting a student/intern & even receiving a student/intern placement are not guaranteed. Placements will be determined by WTS in collaboration with the synod & site leadership & references & will depend on student need.
- I understand that I may withdraw my Site Profile from consideration for a placement at any time during a placement cycle by emailing the Contextual Education Office.
- I understand that my site is required to provide housing for a student/intern living more than a reasonable commutable distance (60 miles/1 hour) from the site.
- If a student placement is confirmed for my site, I understand that it is my site's responsibility to inform the Contextual Education Office of any major concerns or incidents that occur with regards to the student/intern.
- I have reviewed & understand the financial responsibilities sites have for hosting a WTS student (i.e. administrative fees, internship cluster gathering fees, student compensation, etc.)
- I understand that Site Profiles received to host interns or students that do not include contact information for a supervisor, site committee chair & mentor (if required) will not be considered for a student/intern placement.

- It is the expectation of the ELCA that sites only pursue student/intern placement with one seminary for a placement cycle. I confirm that our site is only pursuing placement with WTS.
- My synod/organizational leadership are aware that my site is submitting a Site Profile to host a WTS student/intern.
- My site is aware that this Site Profile is being submitted to host a WTS student/intern & is prepared to be a teaching/learning site.

I certify that I have read & agree to adhere to the attestations listed above:

Signature: _____ Date: _____

Sexual Harassment Policy

A copy of your site's sexual harassment policy is required as part of this application. If your site does not have a policy already in place, you may use our template to create one. Be sure to fill in all the boxes on the template & include the "policy adopted date" at the bottom of the policy. The policy does not need to be signed. The signature section is for sites to use for their own purposes (i.e. requiring staff/leadership/volunteers to sign copies to keep on file in the administrative office)

Submitting Your Application

Email the completed Site Profile for internship & collaborative learning student placements to contextualeducation@wartburgseminary.edu.