Site Profile Update for Internship

This form is for sites currently hosting a CL (Collaborative Learning), TEEM (Theological Education for Emerging Ministries) or JT (Journey Together) student who plan to continue hosting your student for the duration of their formal, evaluated internship time. Thank you for your continued partnership in serving as a teaching & learning site for a Wartburg Seminary student! You accompany students in meaningful & incredibly important ways as they are formed for ministry. Wartburg cannot do this work of raising up leaders for the church without YOU! If you are not planning to continue hosting your current student, but would like to be considered for a new student in the current or upcoming placement cycle, please instead complete a new Site Profile (available on our website).

Information of Person Completing This Form

Name: Email Address:

Site Information

Name of WTS student you plan to continue hosting as an intern:

Intended Internship Start Semester & Year

Site 1 Name:

Mailing Address:

City: State: Zip Code:

Site Email Address: Site Phone #:

Website:

Site 2 Name (if two sites are collaborating to host the intern):

Mailing Address:

City: State: Zip Code:

Site Email Address: Site Phone #:

Website:

Has anything significant changed at your site since your student began (i.e. staffing, membership, programming, etc.) that the Contextual Education Office should be aware of? Do you have any concerns about your student continuing at the site for their internship?

Internship Team Member Information

Supervisor Information

The supervisor accompanies the intern, meeting weekly throughout the student's internship & completing formal internship evaluations. A supervisor must be identified on this form. A student will not be authorized to begin internship without a supervisor in place. Please contact your Synod for assistance in identifying a supervisor.

Supervisor 1 Name:

Email Address:

Phone #:

Supervisor 2 Name (if two sites are sharing an intern & each has it's own supervisor):

Email Address:

Phone #:

Internship Site Committee Chair Information

The internship site committee accompanies the intern, meeting monthly throughout the student's internship & completing formal internship evaluations. A committee chair must be identified on this form. A student will not be authorized to begin internship without an internship site committee chair in place.

Internship Site Committee Chair Name:

Email Address:

Phone #:

Mentor Information

The mentor (typically not affiliated with the site) accompanies the intern, meeting regularly throughout the student's internship. The mentor never formally evaluates the student but is instead another partner in the work of discernment & formation. A mentor must be identified on this form. A student will not be authorized to begin internship without a mentor in place. Please contact your Synod for assistance in identifying a mentor.

Mentor Name:

Email Address:

Phone #:

Inclusivity

Is your site RIC (Reconciling in Christ) certified?

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 Site:

Reference Email Address:

Reference Phone #:

Submission

Any additional information you would like the Seminary to know?

Attestations

- I understand that this Site Profile Update for Internship may not guarantee that the current arrangement with your student will continue for the student's internship. WTS will authorize a student to begin an internship in collaboration with the synod & site. Consideration will be given to recommendations or requirements from the student's Candidacy Endorsement Decision, synod reference, & needs identified by the Contextual Education Committee.
- I understand that if we are currently providing housing for our student, my site will continue providing housing throughout the student's internship.
- I understand that it is my site's responsibility to inform the Contextual Education Office at WTS of any major concerns or incidents that occur with regards to the student/intern.
- I understand that a Site Profile Update for Internship that does not include all contact information for the supervisor, committee chair, and mentor will prevent the student from being authorized to start internship until information is received.
- It is the expectation of the ELCA that sites only pursue placement with one seminary to host an intern. I confirm that our site is only pursuing placement with WTS.
- My site & synod leadership are aware that my site is submitting this Site Profile Update for Internship to continue hosting my WTS student for their internship.

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

Electronic Signature: **Date:**

Submitting Your Form

Once all the questions have been answered on this Site Profile Update for Internship form, email a copy of your completed form to contextualeducation@wartburgseminary.edu.