



Ambrose School of Ministry & Seminary Field Education Department

Information Sheet for Internships

Key Field Education Contacts

- Rev. Dr. Ric Strangway, Coordinator of Field Education, e: ric.strangway@ambrose.edu (office: L2047)
- Dr. Jennifer Singh, Assistant Professor of Intercultural Studies, e: jennifer.singh@ambrose.edu.
- Kelly Martin, Field Education Assistant, e: kelly.martin@ambrose.edu.

General Information About Internships

Length of Internships

- School of Ministry (undergrad): Minimum of 5 months—fulltime (40 hrs/wk).
- Seminary: Minimum of 3 months—fulltime (40 hrs/wk).

Finances for Undergraduate and Seminary internships

- Single student: Minimum \$800 per month + room and board.
- Married student: Minimum \$1000 per month + room and board.

Field Education Website: fielded.ambrose.edu

- Internship page: Internship interview documents, internship schedule, internship information meeting handout, other resources.
- Internship Seminar page: Information about last year's Internship Seminar.
- Internship Assessment Forms page: 7 required internship assessment forms (that are filled out by the intern and mentor during the internship placement), how to register for your internship course, internship checklist & more.

Internship Seminar

- Attendance is mandatory for interns and mentors.
- Dates: Typically held at the end of April/Beginning of May.
- Cost: Administration fee of \$350 is added to your student account at end of the Winter semester.
- Internship Seminar includes: teaching sessions with guest presenters, relationship building time, communion, commissioning service, meals & more. This is an opportunity for you and your mentor to learn the expectations of internship and connect on your 'home turf.'

School of Ministry Prerequisites & Requirements

In addition to the specific course prerequisites listed below, students must:

1. Have completed at least 75 degree credits.
2. Maintain a minimum Grade Point Average (GPA) of 2.0.
3. Successfully complete a Placement Interview with Dr. Singh/Dr. Strangway.
4. Successfully submit all internship required documents.
5. Receive approval of the Field Education Department for the ministry internship placement.
6. Receive faculty approval and satisfactory feedback from Student Life.
7. Attend Internship Seminar – typically early May.

Church Ministries, Children and Family, Worship Arts, and Youth Ministries. FE 300 a/b	Prerequisites— FE 201 Practicum and Reflection II PST 212 Pastoral Theology REL 315 Hermeneutics
Intercultural Ministries or Cross-Cultural Experience. FE 360 a/b	FE 201 Practicum and Reflection II ICS 202 Cultural Anthropology ICS 205 Intercultural Competence PST 161 Introduction to Mission PST 212 Pastoral Theology

Seminary Prerequisites & Requirements

Students must complete Internship or Ministry Coaching with the approval of the Field Education Department if you are in the MDiv, MIM, or MLM degree programs.

Ministry Coaching is an alternative to Internship for those who have at least two years of ministry experience. Apply for Ministry Coaching if you have recently been in, or currently serve in full-time or significant part-time ministry, or if you completed an internship in an Ambrose undergraduate ministry program. Rev. Dr. Ric Strangway, Coordinator of Field Education, will assess whether your ministry experience qualifies for ministry coaching.

In addition to the specific course prerequisites listed below, students must:

1. Cumulative Grade Point Average (GPA) of 2.7.
2. Successfully complete Placement Interview.
3. Receive approval of the Field Education Department for the ministry internship placement.
4. Receive faculty approval and satisfactory feedback from Student Life.
5. Successfully submit all internship required documents.
6. Attend Internship Seminar – typically early May.

Master in Leadership and Ministry (MLM) [New Program: 2020+]	Master of Intercultural Ministries [MIM] [New Program: 2020+]
PT 501 Personal Formation and Development PT 710 Ministry Values and Practice	PT 501 Personal Formation and Development MI 501 Personal and Corporate Outreach MI 502 Intercultural Competence



Master of Divinity – Pastoral Ministries [New Program: 2020+]	Master of Divinity – Intercultural Ministries [New Program: 2020+]
ED 506 Discipleship Practices for the Church LE 503 Leadership and Leadership Formation MI 502 Intercultural Competence NT 502 Synoptic Gospels or OT 502 Pentateuch PR 510 Intro to Preaching & Communication PT 501 Personal Formation and Development PT 601 Theology & Practice of Worship PT 610 Theology & Practice of Pastoral Care or SPC 501 Foundations of Spiritual Care THEO 501 The Christian Confession	MI 502 Intercultural Competence MI 503 Mission in Global Perspective NT 502 Synoptic Gospels or OT 502 Pentateuch PT 501 Personal Formation and Development THEO 501 The Christian Confession

Internship Interview Forms & Documents

Field Education Waiver Form	Due within 3 weeks of interview
Biographical Sketch (with photograph)	Due within 3 weeks of interview
Police Check (with vulnerable sector search)	Due before the end of the Fall semester Note: If you have a police check with a vulnerable sector search that has been issued in the past 12 months, you can submit a copy of your current police check. If you need to apply for a police check, please request a personalized police check letter from Kelly Martin at kelly.martin@ambrose.edu and apply for your police check as soon as possible.

Internship Schedule 2023-2024

September 20, 2023	Internship Information Meeting
Late Sept - Early Oct 2023	Internship Interview with either- Dr. Ric Strangway (Coordinator of Field Education) <ul style="list-style-type: none"> Email: Ric.Strangway@ambrose.edu. Office: L2047 Meets with School of Ministry students (Church Ministry, Children & Family Ministry, Youth Ministry) and Seminary students (MDiv, MLM, MIM). Supervises Seminary students completing Ministry Coaching Dr. Jennifer Singh (Assistant Professor of Intercultural Studies) <ul style="list-style-type: none"> Email: Jennifer.Singh@ambrose.edu. Office: L2079 Meets w/ School of Ministry students (Intercultural Ministry)
December 15, 2023	Last day to inquire about internship placement for 2024-25 year
April 30 – May 1, 2024	Internship Seminar
May 2024 – April 2025	Internships



