



**The United Church of Canada**  
**L'Église Unie du Canada**  
**Ministry Vocations, Human Resources Unit**  
3250 Bloor St. West, Suite 300, Toronto, ON M8X 2Y4

## Internship Evaluation

### General Information

Attached is a copy of the questions for the internship evaluation. This is an important part of the internship and should be completed, signed, and mailed halfway through an eight-month internship and the end, before the Intern leaves the internship site.

The Internship Evaluation form attached is divided into three sections:

- A. description of the internship experience
- B. assessment of growth and learning based on the learning goals
- C. future learning opportunities

Each section includes questions to guide your thinking and help you reflect on your experience. Feel free to modify the questions if they are not helpful to your situation. The completed evaluation should have four parts:

1. Intern's self-evaluation
2. Supervisor's evaluation
3. Lay Supervision Team's evaluation
4. copy of the latest Learning Covenant

The internship evaluation is considered a part of the internship experience. It does take some time to complete the form thoughtfully, so time should be taken *during the internship*. *The evaluation is not something to fill out after the Intern has left the internship site.*

All parties to the Learning Covenant (Lay Supervision Team, Supervisor, and Intern) are **required** to read one another's comments and sign the evaluation, noting that it has been read. If in sharing the comments there is disagreement about wording or about an observation, the contentious point may be changed by mutual agreement of all involved, or a comment can be added by the person signing, indicating his or her disagreement.

When the evaluation form is complete, make copies and mail them as outlined below. A copy should be given to the Intern before she or he leaves the internship site and in case the material is lost in the mail!

Any questions you have about the evaluation process may be directed to your Conference Committee on Internship and Educational Supervision or the Conference Personnel Minister.



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Internship Evaluation

Completed by: [ ] Intern [ ] Supervisor [ ] Lay Supervision Team

Intern \_\_\_\_\_ Theological School \_\_\_\_\_

Intern's Address (for acknowledgement) \_\_\_\_\_

\_\_\_\_\_ Postal Code

Home Presbytery/District \_\_\_\_\_

Internship Site \_\_\_\_\_

Internship Conference \_\_\_\_\_ Supervisor \_\_\_\_\_

Supervisor Address \_\_\_\_\_

\_\_\_\_\_ Postal Code

This form is for (check one):

- [ ] Pastoral Charge Mid-Term [ ] Student Supply Mid-Term [ ] Alternative Mid-Term
[ ] Pastoral Charge Final [ ] Student Supply Final [ ] Alternative Final
[ ] Other \_\_\_\_\_

Attach your responses to this form.

A. Description of the Internship Experience

1. Describe the internship experience as follows:

Please feel free to respond to any aspect of the internship outlined below. If this is a second evaluation on this site, add only those comments that reflect any changes since your last evaluation.

For Supervisor – Internship Preparation

- The matching process
• Preparation for the internship experience
• Information prior to arrival

For Lay Supervision Team – Logistics and Support

- Housing/office space
• Prospects/concerns for those accompanying the Intern
• Support offered by Conference Internship Committee

For Intern – Preliminary Experience

- Welcoming
• Developing the Learning Covenant

For All – Internship Process (as applicable)

- Supervision/reflection time
• Meeting with the Lay Supervision Team

2. Reflect on how it has felt to be a part of this internship experience.
3. What spiritual image or biblical character best describes the internship experience for you? Please explain your choice.

## **B. Evaluation of the Internship**

1. The Learning Covenant (*attach a copy of the latest Learning Covenant*)

### **Mid-Term**

- a. Comment on each of your learning goals, how they have or are being achieved, and what has been learned.
- b. Comment on how the learning goals of the other members of the Learning Covenant have or are being achieved.

### **Final**

- a. Comment on each of your learning goals, to what degree the goals have been met, and what evaluation was offered about each goal.
- b. Comment on how the learning goals of other members of the Learning Covenant have been met.

2. The Internship Experience

### **For Supervisor**

- a. Describe your work with the Intern.
- b. How have you been able to challenge, affirm, and critique the Intern?
- c. Comment on the Intern's faith development and growth in identity as a minister witnessed during the course of this internship.

### **For Lay Supervision Team**

- a. How did the committee work as a group and as individuals to provide feedback and support to the Intern?
- b. How have you been able to challenge, affirm, and critique the Intern?
- c. Comment on the Intern's faith development and growth in identity as a minister witnessed during the course of this internship.

### **For Intern**

- a. In what ways were you made to feel "part of the ministry" during this internship?
- b. At what times did you feel most affirmed, most challenged?
- c. Name one of the important areas of learning during this internship. Name the least helpful area of learning.
- d. How has this internship affected your understanding of ministry and your own development of identity as a minister?

3. Comment briefly on the Intern's skill and learning in the following areas as applicable.
  - a. Administration (planning, carrying out tasks, working with committees)
  - b. Time management (meeting deadlines, balancing commitments, time for study, self-care)
  - c. Dealing with stress (dealing with competing agendas, overwork, anger)
  - d. Preaching (preparation, delivery, clarity, theological appropriateness, ability to receive feedback)
  - e. Presiding in worship (preparation, presence, appropriateness, ability to receive feedback)
  - f. Pastoral care (counselling, telephone contacts, pastoral presence with people)

- g. Home/hospital visits (pastoral presence, follow-up)
- h. Sacraments and other ceremonies (e.g., baptism, marriage, funeral)
- i. Crisis intervention (awareness, objectivity, ability to refer)
- j. Adaptability to local/cultural context (learning local history, entering in the community, awareness of local culture and traditions)
- k. Small group leadership (preparation, listening skills, group process)
- l. Sensitivity to “isms” (e.g., racism, sexism, ageism, classism, heterosexism)

### **C. Future Learning Opportunities**

What further experience or educational opportunities for the Intern would be helpful following this internship (i.e., academic courses, time management skills, pastoral care courses)?

**The evaluation is signed by the Intern, Supervisor, and Lay Supervision Team to indicate that all have read and discussed the comments.**

#### ***Distribution by the Intern***

*Make three copies and distribute as follows:*

- One copy to the Intern's home Presbytery/District E&S Committee*
- One copy to the Director of Field Education at the Intern's theological school*
- One copy to the Conference Committee on Internship and Educational Supervision (where the site is located)*

**Thank you for your participation in this ministry of supervision, internship, and learning.**