

**Union Theological Seminary**

3041 Broadway, New York, NY 10027  
212.280.1341/0; 212.812.3267 (F)

**Office of Integrative and Field-Based Education**

Su Yon Pak, Ed.D. Senior Director and Associate Professor  
Lisa Simon, Executive Assistant

**APPLICATION FOR A STUDENT INTERN**

For Academic Year \_\_\_\_\_ Fall/Spring Summer

**ORGANIZATIONAL INFORMATION (type or print clearly)**

Church/Agency \_\_\_\_\_

Address \_\_\_\_\_

Church Denominational Affiliation \_\_\_\_\_ Website \_\_\_\_\_ Fax \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Title \_\_\_\_\_ Salutation: \_\_\_\_\_  
(Ex: Rev., Dr., Ms., Mr.)

Phone \_\_\_\_\_ E-mail \_\_\_\_\_ UTS Alum? Yes \_\_\_ No \_\_\_

**PLEASE CHECK THE PLACEMENT TYPE:**

- ☐ Concurrent Part-time Student Intern I (academic year, FE 103-104)
- ☐ Concurrent Part-time Student Intern II- Advanced Field Education (academic year, FE 203-204)
- ☐ Full-time Internship (academic year, FE 300-301)
- ☐ Summer Internship (summer, full or part-time, FE 206Q)
- ☐ Clinical Pastoral Education (FE/PS 363-364)

**PLEASE CHECK TO INDICATE AGREEMENT OF FIELD-SITE SUPERVISOR TO:**

- ☐ Provide weekly theological reflection with the seminarian (minimum of 1 hour/week)
- ☐ Develop, with the seminarian, a learning agreement
- ☐ Submit evaluations on time
- ☐ Be available for consultation, if needed
- ☐ Participate in Supervisor orientation and training days at the Seminary

**SUMMARY DESCRIPTION OF CHURCH/AGENCY, LEARNING OPPORTUNITIES AND SUPERVISOR INFORMATION (ATTACH PAGES)**

1. Describe your church/agency. Include mission/purpose, targeted population of service/ministry, staff, local community demographics.
2. Describe opportunities for ministry training in your church/agency. What are the projected responsibilities of the seminary intern? Include areas of ministry/service, list and describe times during the week when on-site presence would be desired. Preparation time for any event should be considered part of the 12-15 hour requirement.
3. Accessibility information: Does your site include any physical barriers that might present difficulties for a student with a physical disability?
4. List the supervisor's professional, ministerial and/or theological training. Years in current position? Years in ministry/field? Describe prior experience supervising seminary students as well as other supervisory experience. Describe your style of supervision. Explain the professional and personal commitments you bring to your work.

**Stipend for Academic Year:** (Minimum annual stipend is **\$3,600** over two academic semesters. 360 hours – 180 per semester, either 12 hrs/wk for 15 weeks or 15 hrs/wk for 12 weeks. January is not included.)

Maximum amount which church/agency can provide:  
\$ \_\_\_\_\_

**Mode of Transportation:**

40 minutes travel time to and from site is considered reasonable. Anything in excess of that should be deducted weekly 12-15 hours.

(circle one) Train, Subway, Car, Bus

Cost reimbursed? Yes \_\_\_\_\_ No \_\_\_\_\_

Travel time\* to site \_\_\_\_\_ (minutes)

## CODE OF PROFESSIONAL CONDUCT

Does your church/agency have a written code of professional conduct? YES / NO (circle one)

If Yes, please **provide a copy** for the student & the Office of Integrative and Field-Based Education with the return of this application.

Your signature at the bottom of the application signifies your willingness to abide by the policies of Union Theological Seminary as contained in the HARASSMENT & NON-DISCRIMINATION POLICIES provided below.

## RELEVANT UNION POLICIES AND PROCEDURES

### Policy of Non-Discrimination

Union welcomes all persons and is committed through language and practice to cultivate an inclusive community. Union admits students regardless of age, color, national or ethnic origins, familial composition, sex, sexual orientation, marital status, race, racial, ethnic, cultural and gender identities and expressions, religious affiliation, faith tradition, socio-economic status, and disability. Students have access to all the rights, privileges, and programs Union makes available to students. Union does not discriminate on the basis of any of these factors in the administration of its educational policies, admissions policies, scholarships and loan programs, or other programs administered by the Seminary. The Seminary is committed to providing an environment where students, faculty, and staff can enjoy the full benefits of the above policy.

### Policy Regarding Sexual Assault, Nonconsensual Sexual Activity, Professional Sexual Misconduct, Harassment, Domestic Violence, Stalking and Hate or Bias Offenses

It is the expectation of Union that all persons within the Seminary treat every other person respectfully at all times. This is in accordance with our published commitment to inclusiveness and with our belief that every human being is a child of God. Therefore, it is the Seminary's expectation that every member of the Union community work and/or live in an environment free from harassment, violence, or assault, including, but not limited to, harassment, violence, or assault based upon citizenship, marital status, alienage, creed, pregnancy, genetic predisposition or carrier status, denominational or religious preference, age, national or ethnic origin, sex, sexual orientation, color, race, racial, ethnic, cultural and gender identities and expressions, disability or any other characteristic protected by law. Faculty, staff and students are covered by and expected to share responsibility for observance of this Policy.

Union is further committed to maintaining an environment free from exploitation and intimidation. The Seminary will not tolerate, and actively will seek to eradicate, rape, sexual assault, sexual harassment, any other form of nonconsensual sexual activity, domestic violence, stalking, and bias crimes. This prohibition extends to interactions on and adjacent to campus, at Seminary-sponsored or related functions and activities, and off-campus functions and activities (whether sponsored by the Seminary or not) where the conduct at issue may, in the Seminary's discretion, impair or impact the educational or community environment at Union, or the ability of community members to learn, teach or function effectively at Union. The Seminary also is committed to provide support for all victims of these acts within our community. It furthers its commitment through appropriate educational prevention programs for students, faculty and staff, and a strict prohibition of retaliation against persons who report alleged violations of this policy. The Seminary may sanction violators of this policy through internal disciplinary procedures, and the encouragement of criminal prosecution of alleged offenders, where appropriate. See also *Policy on Investigation of Violent Felony Offenses, Reporting Crime and Reporting Missing Students* in the Student Handbook.

## NOTICE OF SITE SELECTION

Union Theological Seminary reserves the right to judge the appropriateness, each year, of any field site for Union students.

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Supervisor

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Date

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Church/Agency Officer

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Date