

Internship / Fellowship for Public Witness Work Contract

This Work Contract will become the guiding document for your Internship experience. It is intended to give shape to your learning experience and work by providing guidance and framework, and by establishing mutual expectations between intern and supervisor. While the goals should be **realistic** and **reachable**, the Work Contract should also be **flexible**.

INSTRUCTIONS:

- (1) Please discuss with your Supervisor both of your expectations for the Internship. Discuss the Intern's learning goals and personal passions, as well as the mission goals and needs of the Supervisor and the Office of Public Witness.
- (2) Cooperatively develop 3-5 reachable goals, based on the above-mentioned considerations and the Internship for Public Witness description.
- (3) Cooperatively plan 1-3 objectives – specific tasks or projects – that will help the Intern accomplish these goals.
- (4) You do not need to fill in every blank spot. Make this template work for you. Maybe one goal has only one applicable objective...that is ok. Maybe you only have one goal for the Internship, with several objectives. That is ok, too.
- (5) Please complete the initial Work Contract prior to starting your internship or in the first week of service, but please be prepared to revisit the Work Contract as the ministry before you unfolds.

Purpose:

The Office of Public Witness believes that formation of servant leaders and advocates is vital to the public policy ministry and witness of the Presbyterian Church (U.S.A.). The Internship for Public Witness seeks to provide substantive, formative work and guidance for persons seeking experiential learning and vocational discernment in the church and in the public square.

Goal:

Interns will receive a broad experience of the ministry of Public Witness and will explore the connections between the Presbyterian Church (U.S.A.)'s ethical teachings and political and social realities in the United States today.

Work Contract

Intern's Name: _____ Email: _____

Supervisor's Name: _____ Email: _____

Term of Service (ex. Spring 2019; Summer 2019): _____

Hours of Service (ex. Full-time; Part-time 15 hrs/week): _____
(detailed schedule may be determined later)

Project Description:

In brief, please summarize the overall learning goals of the Intern and the mission goals of the Office of Public Witness.

Goals and Related Fellowship Objectives

- **Goal 1** – Short explanation if applicable.
 - a. An objective – a specific task or project – that would help you accomplish this goal
 - b. Objective 2

- **Goal 2** – Short explanation if applicable.
 - a. An objective – a specific task or project – that would help you accomplish this goal
 - b. Objective 2

- **Goal 3** – Short explanation if applicable.
 - a. An objective – a specific task or project – that would help you accomplish this goal
 - b. Objective 2

- **Goal 4** – Short explanation if applicable.
 - a. An objective – a specific task or project – that would help you accomplish this goal
 - b. Objective 2

- **Goal 5** – Short explanation if applicable.
 - a. An objective – a specific task or project – that would help you accomplish this goal
 - b. Objective 2

Intern and Supervisor should commit to regular meetings for reflection, direction, and supervision.