

### Internship Host Site Confirmation Form

This form is for sites currently serving as a ministry site for a collaborative learning student (CL), accelerated ministry student (AMP), TEEM or Journey Together student & plan to continue hosting your student for their dedicated internship time. Thank you for continuing to serve as a teaching & learning site for a Wartburg Seminary student! You accompany students in meaningful and 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 the same student, but would like to reapply to host a new student, please instead complete the [Ministry/Internship Host Site Application](#).

#### 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: \_\_\_\_\_ Intended Internship Year: \_\_\_\_\_

Site 1 Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Site Email Address: \_\_\_\_\_ Site Phone #: \_\_\_\_\_

Website: \_\_\_\_\_

Site 2 Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Site Email Address: \_\_\_\_\_ Site Phone #: \_\_\_\_\_

Website: \_\_\_\_\_

#### Internship Team Member Information

##### Supervisor Information

*The supervisor (either on-site or detached) accompanies the intern, meeting weekly throughout the student's internship and completing formal internship evaluations. A supervisor must be identified on this form. Incomplete forms will not be considered. Please contact your Synod for assistance in identifying a supervisor.*

Supervisor 1 Name: \_\_\_\_\_

Supervisor 1 Email Address: \_\_\_\_\_

Supervisor 1 Phone #: \_\_\_\_\_

Supervisor 2 Name: \_\_\_\_\_

Supervisor 2 Email Address: \_\_\_\_\_

Supervisor 2 Phone #: \_\_\_\_\_

### **Committee Chair Information**

*The committee accompanies the intern, meeting monthly throughout the student's internship and completing formal internship evaluations. A committee chair must be identified on this form. Incomplete forms will not be considered. Please contact your Synod for assistance in identifying a committee chair.*

Committee Chair Name: \_\_\_\_\_

Committee Chair Email Address: \_\_\_\_\_

Committee Chair Phone #: \_\_\_\_\_

### **Mentor Information**

*The mentor (typically unaffiliated 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 and formation. A mentor must be identified on this form. Incomplete forms will not be considered. Please contact your Synod for assistance in identifying a mentor.*

Mentor Name: \_\_\_\_\_

Mentor Email Address: \_\_\_\_\_

Mentor Phone #: \_\_\_\_\_

### **Inclusivity**

Has your site become RIC since you last applied to host a WTS student/intern? \_\_\_\_\_

### **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**

### **Additional Information**

### **Attestations**

- I understand this confirmation form along with the student's internship placement materials may not guarantee that the current arrangement will continue for the student's internship. Internship placements will be determined by WTS in collaboration with the synod & site leadership & references & will depend on student need.
- I understand that my site is required to continue providing housing for an intern living more than a reasonable commutable distance (60 miles) from the site.
- 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 applications received without including contact information for a supervisor, committee chair & mentor will not be considered for an intern placement.
- It is the expectation of the ELCA that sites only apply to one seminary to host an intern. I confirm that our site is only submitting an application to WTS.
- My site & synod leadership are aware that my site is submitting this confirmation form to continue hosting a WTS intern.
- My site is aware that this confirmation form is being submitted to continue hosting a WTS intern & is prepared to continue to be a teaching/learning site.

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

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Submitting Your Form**

Once all the questions have been answered on this confirmation form, email a copy of your completed form to [contextualeducation@wartburgseminary.edu](mailto:contextualeducation@wartburgseminary.edu).