

CAPITAL BIBLE SEMINARY  
M.Div Internship Intention Form

Name \_\_\_\_\_

1. What type of internship do you plan to complete?

- Pastoral (3 sh)
- Teaching (2 sh)
- Missions (1 sh)
- Chaplaincy
- Other \_\_\_\_\_

2. What approximate dates do you have in mind for your Internship?

3. To qualify for placement, you must be a regular student intending to graduate and having satisfactorily completed 60 hours of course work. Do you meet that qualification?  yes  no

4. Are you currently on Academic Probation?  yes  no  
Will you have credit for all the 500 and 600-level courses?  yes  no

If no, what courses will you lack? \_\_\_\_\_

If no, what 700 or 800 level courses have you taken? \_\_\_\_\_

5. If you have a particular placement to recommend, please indicate (church, mission board, mission field) below.

6. What questions or concerns do you have about serving your Internship?

7. Please indicate any restrictions that might affect your placement.

Financial: If you need a minimum income during internship please indicate that amount \$\_\_\_\_\_.

Transportation: If you do not own your own automobile, do not have a US driver's license, or have any other similar limitation, please indicate what it is.

Distance: If you are married and your wife cannot travel with you to a distant location please indicate how close to your home you need to stay (in travel time or miles).

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Ecclesiological: If there are any evangelical groups with whom you would prefer not to be placed, please indicate which ones.

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Other: If you are aware of any other restrictions (eg., health consideration), please indicate these.

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8. Please list the churches in which you have served since you were saved, by completing the chart below.

Dates	Church Name	City	State	Your Ministries

9. Please summarize your future vocational plans.

10. Do you understand that you are to inform the Director of Internship immediately in writing if your plans change?  yes  no

Signature

Date

Please complete all three pages of this form and return it to the Seminary office on or before the Wednesday of the first week of December.

**BIOGRAPHICAL SKETCH**  
(Please type)

Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Attach a recent snapshot here:

**Family Information:**

Wife's name \_\_\_\_\_

Names and Ages of Children \_\_\_\_\_

**Education:**

School Attended	Dates	Degree

**Special Honors and Activities:**

**Secular training and Work experience:**



**CAPITAL BIBLE SEMINARY**  
 6511 Princess Garden Parkway  
 Lanham, MD 20706

**MDIV INTERNSHIP SELF-APPRAISAL CHECKLIST**

*Instructions: Please work through this checklist indicating the current extent of your experience. When you have completed the appraisal, please make a list of the experiences that you scored 1 or 2, and perhaps even 3. This will be a "wish list" to help you identify and communicate needed experience to your supervisor. The supervisor will receive a copy of your self-appraisal to aid in planning your internship. Please return the completed Self Appraisal to CBS Office.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Please circle the number indicating your current experience:

1. Never observed anyone do.
2. Observed but not personally done.
3. Done, but without training or supervision.
4. Done with training and supervision.
5. Trained others how to do.

**EXPERIENCE IN SHEPHERDING**

*Sunday Services*

Welcomed visitors	1 2 3 4 5
Made announcements	1 2 3 4 5
Led in prayer	1 2 3 4 5
Led singing	1 2 3 4 5

*Weddings*

Interviewed a couple who wanted to be married	1 2 3 4 5
Conducted premarital counseling	1 2 3 4 5
Planned a wedding service	1 2 3 4 5
Conducted a rehearsal	1 2 3 4 5
Conducted a wedding ceremony	1 2 3 4 5

*Funerals*

Counseled the bereaved	1 2 3 4 5
Planned a funeral service	1 2 3 4 5
Conducted a funeral	1 2 3 4 5
Conducted a graveside service	1 2 3 4 5

*Baptisms*

Interviewed a candidate for baptism	1 2 3 4 5
Counseled concerning the significance of baptism	1 2 3 4 5
Planned a baptismal service	1 2 3 4 5
Conducted a baptism	1 2 3 4 5

*Communion*

- Explained the significance of this ordinance to a congregation 1 2 3 4 5
- Broke the bread and served the cup to a congregation 1 2 3 4 5

*Counseling*

- Counseled on the divorce problem 1 2 3 4 5
- Counseled on family adjustment problems 1 2 3 4 5
- Counseled on vocational problems 1 2 3 4 5
- Counseled on ethical problems 1 2 3 4 5
- Counseled on sexual problems 1 2 3 4 5
- Counseled on doctrinal or spiritual problems 1 2 3 4 5
- Counseled on financial problems 1 2 3 4 5
- Counseled on emotional or mental problems 1 2 3 4 5

*Visitation*

- Encouraged a Christian in the faith 1 2 3 4 5
- Helped someone in a crisis or emergency 1 2 3 4 5
- Had an evangelistic visitation 1 2 3 4 5
- Visited in a home 1 2 3 4 5
- Visited in a hospital 1 2 3 4 5
- Visited in a mental hospital 1 2 3 4 5
- Visited in a home for elderly 1 2 3 4 5

**EXPERIENCE IN COMMUNICATION**

*Teaching*

- Taught a Sunday school class 1 2 3 4 5
- Taught a class in public or private school 1 2 3 4 5
- Taught in an adult education program 1 2 3 4 5
- Taught at a children's club meeting 1 2 3 4 5
- Taught a class in a home 1 2 3 4 5
- Taught in a vacation Bible school 1 2 3 4 5
- Taught in a discipleship class 1 2 3 4 5
- Taught preschoolers 1 2 3 4 5
- Taught elementary age children 1 2 3 4 5
- Taught junior high youth 1 2 3 4 5
- Taught high school youth 1 2 3 4 5
- Taught a college/career group 1 2 3 4 5
- Taught young married couples 1 2 3 4 5
- Taught middle aged adults 1 2 3 4 5
- Taught elderly adults 1 2 3 4 5

*Speaking Devotionally*

- Spoke at a civic or community gathering 1 2 3 4 5
- Spoke at an industrial chapel service 1 2 3 4 5
- Spoke in an open-air meeting 1 2 3 4 5
- Spoke in church service 1 2 3 4 5
- Spoke on a secular campus 1 2 3 4 5

Spoke in a home for the elderly	1 2 3 4 5
<i>Experience in Edification through Music</i>	
Sang solos	1 2 3 4 5
Sang in small groups	1 2 3 4 5
Sang in large groups	1 2 3 4 5
Played a solo	1 2 3 4 5
Played in large groups	1 2 3 4 5
Led a choir	1 2 3 4 5
Led a band or orchestra	1 2 3 4 5
Directed a church music program	1 2 3 4 5
<i>Church Library</i>	
Directed a book library	1 2 3 4 5
Directed a tape library	1 2 3 4 5
Worked in a church library	1 2 3 4 5
<i>Children's Clubs or Services</i>	
Directed a boys club	1 2 3 4 5
Directed a girls club	1 2 3 4 5
Directed an evangelistic outreach	1 2 3 4 5
Directed a youth ministry	1 2 3 4 5
Worked in a children's club	1 2 3 4 5
Worked in youth ministry	1 2 3 4 5
<i>Vacation Bible School</i>	
Selected curricular materials	1 2 3 4 5
Recruited workers	1 2 3 4 5
Publicized in the community	1 2 3 4 5
Taught classes	1 2 3 4 5
Supervised music	1 2 3 4 5
Supervised crafts	1 2 3 4 5
Supervised recreation	1 2 3 4 5
Conducted the final program	1 2 3 4 5
Follow up VBS enrollees	1 2 3 4 5
<i>Sunday School</i>	
Taught a class	1 2 3 4 5
Directed a department	1 2 3 4 5
Superintended the whole Sunday school	1 2 3 4 5
Selected curricular materials	1 2 3 4 5
Recruited teachers	1 2 3 4 5
Trained teachers	1 2 3 4 5
<i>Home Bible Class</i>	
Hosted a class	1 2 3 4 5
Taught a class	1 2 3 4 5

*Leadership Development*

Taught a discipleship class 1 2 3 4 5  
Developed a discipleship program 1 2 3 4 5

*Fellowship*

Directed a special event 1 2 3 4 5  
Directed a retreat 1 2 3 4 5  
Directed a camp 1 2 3 4 5  
Directed a conference 1 2 3 4 5  
Directed a fellowship group (mini-church, etc.) 1 2 3 4 5  
Planned a party 1 2 3 4 5

**EXPERIENCE IN ADMINISTRATION**

*Church Government*

Served as an elder 1 2 3 4 5  
Served as a deacon 1 2 3 4 5  
Served on a church board 1 2 3 4 5  
Served on a church committee 1 2 3 4 5  
Helped organize a new committee 1 2 3 4 5  
Wrote a church constitution 1 2 3 4 5  
Wrote church by-laws 1 2 3 4 5  
Helped incorporate a church 1 2 3 4 5  
Designed a church organizational 1 2 3 4 5

*Finances*

Served as a treasurer 1 2 3 4 5  
Served on a finance committee 1 2 3 4 5  
Produced a budget 1 2 3 4 5

*Building*

Served on a building committee 1 2 3 4 5  
Negotiated with an architect 1 2 3 4 5  
Worked with bids 1 2 3 4 5  
Worked with a contractor 1 2 3 4 5  
Supervised building maintenance 1 2 3 4 5  
Supervised grounds maintenance 1 2 3 4 5  
Directed purchasing procedures 1 2 3 4 5

*Publications*

Organized the church files 1 2 3 4 5  
Produced the bulletins 1 2 3 4 5  
Published a church directory 1 2 3 4 5  
Produced a church newssheet 1 2 3 4 5  
Put advertisements or notices in a newspaper 1 2 3 4 5  
Sent out missionary newsletters 1 2 3 4 5

*Helps*

Served as an usher	1 2 3 4 5
Produced visual aids	1 2 3 4 5
Served as an audio technician	1 2 3 4 5

*Benevolences*

Provided food for the needy	1 2 3 4 5
Provided flowers for the sick	1 2 3 4 5
Provided money for the needy	1 2 3 4 5

**EXPERIENCE IN EVANGELISM**

*Experience in Personal Evangelism*

Evangelized in a home visit	1 2 3 4 5
Evangelized door to door	1 2 3 4 5
Evangelized on the street	1 2 3 4 5
Evangelized on a secular campus	1 2 3 4 5
Evangelized by distributing literature	1 2 3 4 5
Evangelized as a counselor in an evangelistic meeting	1 2 3 4 5
Evangelized at a rescue mission	1 2 3 4 5
Evangelized at a jail or prison	1 2 3 4 5
Evangelized with a telephone survey	1 2 3 4 5
Evangelized in a bus ministry	1 2 3 4 5
Evangelized at a nursing home	1 2 3 4 5

*Experience in Group Evangelism*

Preached an evangelistic sermon	1 2 3 4 5
Taught an evangelistic lesson or study	1 2 3 4 5
Wrote evangelistically for publication	1 2 3 4 5

*Experience in Bus Evangelism*

Served as a bus captain/pastor	1 2 3 4 5
Visited on a bus route	1 2 3 4 5
Served as a bus worker (driver, secretary, etc.)	1 2 3 4 5

**EXPERIENCE IN PREACHING**

*Contexts*

Preached to a church congregation	1 2 3 4 5
Preached on the radio	1 2 3 4 5
Preached on television	1 2 3 4 5
Preached at a camp	1 2 3 4 5
Preached at a rescue mission	1 2 3 4 5
Preached at a street meeting	1 2 3 4 5

*Types of sermons*

Preached an expository sermon	1 2 3 4 5
Preached a topical sermon	1 2 3 4 5
Preached a textual sermon	1 2 3 4 5
Preached a doctrinal sermon	1 2 3 4 5
Preached a dramatic sermon	1 2 3 4 5

*Emphases*

Preached with an evangelistic emphasis	1 2 3 4 5
Preached with a missions emphasis	1 2 3 4 5
Preached with a stewardship emphasis	1 2 3 4 5

Revised 8/97 / Updated 8/07

CAPITAL BIBLE SEMINARY  
Church and Para-Church Internships  
First Service Report

Beginning of report period \_\_\_\_\_ End of report period \_\_\_\_\_

Make a copy. Submit the original to the Internship Director at the end of the first third of your internship and keep the copy for your reference.

Intern's name \_\_\_\_\_ E-mail \_\_\_\_\_

Intern's address \_\_\_\_\_

Intern's phone: (H) \_\_\_\_\_ (CH) \_\_\_\_\_

Served during the first 1/3 of the internship in the following ministries: (indicate clock hours)

CORE HOURS

NON-CORE HOURS

1. Preaching \_\_\_\_\_ / \_\_\_\_\_  
Prep. Preaching

Travel \_\_\_\_\_

2. Teaching \_\_\_\_\_ / \_\_\_\_\_  
Prep. Teaching

Planning \_\_\_\_\_

3. Evangelism \_\_\_\_\_

Administration \_\_\_\_\_

4. Visitation \_\_\_\_\_

Recreation \_\_\_\_\_

5. Counseling/Discipling \_\_\_\_\_

Music \_\_\_\_\_

6. Worship Service  
Participation \_\_\_\_\_

Prayer for  
Ministry (1/2 here) \_\_\_\_\_

7. Conference w/Supervisor(s)  
Private Conferences  
\_\_\_\_\_

Other (Name) \_\_\_\_\_

Board Comm. meetings  
\_\_\_\_\_

8. Prayer for your ministry (1/2 here)  
\_\_\_\_\_

9. Other direct ministries  
\_\_\_\_\_

Total Core Hours: \_\_\_\_\_

Total Non-Core Hours \_\_\_\_\_

Total Hours: \_\_\_\_\_

*Note: See limitations on hours in certain areas, p6. Total hours must equal the requirements listed on p 6.*

1. How frequently have you met with your Supervisor for counseling and guidance?
2. What are your goals in each of your ministries and what steps are you taking to implement these goals? (Please use an additional sheet if needed.)

CAPITAL BIBLE SEMINARY  
Church and Para-Church Internship  
Student's Final Report

Beginning of report period \_\_\_\_\_ End of report period \_\_\_\_\_

Intern's name \_\_\_\_\_ E-mail \_\_\_\_\_

Intern's address \_\_\_\_\_

Intern's phone: (H) \_\_\_\_\_ (CH) \_\_\_\_\_

Served during the entire internship in the following ministries: (indicate cumulative clock hours)

CORE HOURS

NON-CORE HOURS

1. Preaching \_\_\_\_\_ / \_\_\_\_\_  
Prep. Preaching

Travel \_\_\_\_\_

2. Teaching \_\_\_\_\_ / \_\_\_\_\_  
Prep. Teaching

Planning \_\_\_\_\_

3. Evangelism \_\_\_\_\_

Administration \_\_\_\_\_

4. Visitation \_\_\_\_\_

Recreation \_\_\_\_\_

5. Counseling/Discipling \_\_\_\_\_

Music \_\_\_\_\_

6. Worship Service  
Participation \_\_\_\_\_

Prayer for  
Ministry (1/2 here) \_\_\_\_\_

7. Conference w/Supervisor(s)  
Private Conferences  
\_\_\_\_\_

Other (Name) \_\_\_\_\_

Board Comm. meetings  
\_\_\_\_\_

8. Prayer for your ministry (1/2 here)  
\_\_\_\_\_

Total Core Hours: \_\_\_\_\_

Total Non-Core Hours \_\_\_\_\_

Total Hours: \_\_\_\_\_

*Note: See limitations on hours in certain areas, p.6. Total hours must equal the requirements listed on p 6.*

Please evaluate the manner and effectiveness in which you met your goals in each of your ministries. Indicate how you would set new goals and implement them if you would remain in this ministry. (Please use additional sheets as needed.)

Preaching:

Teaching:  
Evangelism:

Visitation:

Counseling/Discipling:

Planning:

Administration:

Recreation:

Music:

Worship service participation:

Prayer:

Other (name ministry):

In what way did your Internship contribute to your training?

What were your major accomplishments?

What would you have done differently?

What can the Seminary do to make future Internships more useful?

Would you recommend your Supervisor for future interns? \_\_\_\_\_ Why? \_\_\_\_\_

How much did you receive from the church during the internship? \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Intern

\_\_\_\_\_  
Date

CAPITAL BIBLE SEMINARY  
Teaching Internship First Service Report

Beginning of report period \_\_\_\_\_ End of report period \_\_\_\_\_

Submit this report to the Teaching Internship Coordinator at CBS at the end of the first third of your internship. Keep a copy of the report.

Name \_\_\_\_\_

E-mail address \_\_\_\_\_

Day phone \_\_\_\_\_ Evening phone \_\_\_\_\_

1. On separate paper attach a log of clock hours spent in Core and Non-Core activities as defined by the following chart.

Core Hours:

Teaching a course session.  
Preparing notes for a course session.  
Preparing visuals for a course session.  
Grading subjective course assignments such as papers and essay tests.  
Preparing quizzes or exams.  
Individual or group student mentoring.  
Assigned professor observations with written report and discussion with supervising professor.

Non-Core Hours:

Grading objective tests and routine daily assignments.  
Recording grades.  
Reading assigned materials on college teaching.  
Observing class sessions with supervising professor teaching.

2. Attach your record of items discussed at meetings with your supervisor.
3. Attach your Class Observation Forms of other professors observed.
4. Inform the CBS Teaching Internship Coordinator of actual times that you will be teaching so that an observation visit may be made.

CAPITAL BIBLE SEMINARY  
Teaching Internship Final Report

Beginning of report period \_\_\_\_\_ End of report period \_\_\_\_\_

Submit this report to the Teaching Internship Coordinator at CBS at the end of the first third of your internship. Keep a copy of the report.

Name \_\_\_\_\_

E-mail address \_\_\_\_\_

Day phone \_\_\_\_\_ Evening phone \_\_\_\_\_

1. On separate paper attach a log of clock hours spent in Core and Non-Core activities as defined by the following chart.

Core Hours:

- Teaching a course session.
- Preparing notes for a course session.
- Preparing visuals for a course session.
- Grading subjective course assignments such as papers and essay tests.
- Preparing quizzes or exams.
- Individual or group student mentoring.
- Assigned professor observations with written report and discussion with supervising professor.

Non-Core Hours:

- Grading objective tests and routine daily assignments.
- Recording grades.
- Reading assigned materials on college teaching.
- Observing class sessions with supervising professor teaching.

2. Attach your record of items discussed at meetings with your supervisor.
3. Attach your Class Observation Forms of other professors observed.

CAPITAL BIBLE SEMINARY  
Missions Internship Final Report

Beginning of report period \_\_\_\_\_ End of report period \_\_\_\_\_

Submit this report to the CBS office at the end of your internship. Keep a copy of the report.

Name \_\_\_\_\_

E-mail address \_\_\_\_\_

Day phone \_\_\_\_\_ Evening phone \_\_\_\_\_

1. On separate paper attach a log of clock hours spent in Core and Non-Core activities as defined by the following chart.

**Core Hours:**

Presenting an evangelistic message  
One-on-one gospel presentation with interested individual  
Door-to-door surveys or evangelistic contacts  
Street or campus evangelism (tract distribution, information table, etc)  
Coffee House ministry / English second language ministry / sporting events ministry  
Visitation / Follow-up after evangelistic event.  
Publicity, promotion, and involvement in evangelistic events  
Children's clubs or camp ministry  
Humanitarian ministry or use of other professional / technical skills to reach target group.  
Teaching or training sessions  
Community service  
Staff meeting or conference with supervisor (up to 5 hours)  
Prayer time for ministry (up to 3 hours)

**Non-Core Hours:**

Observation of evangelism sessions with supervising missionary  
Planning and preparation for evangelistic event  
Recreation - parties / picnics / VBS recess / fellowship meetings  
Prayer time for ministry (up to 3 hours).

2. Attach your record of items discussed at meetings with your supervisor.

### SUPERVISOR'S INTERNSHIP EVALUATION

Intern's Name \_\_\_\_\_

Your name \_\_\_\_\_

Type of Internship \_\_\_\_\_

*Instructions: Please fill in both sides of this sheet at the end of the internship and then mail it to the Seminary office at your earliest convenience. Please consider discussing your evaluation with the intern.*

A. Please evaluate the ministry of this intern by circling one evaluation for each characteristic (5 = outstanding; 4= above average; 3 = average; 2 = below average; 1 = poor, 0= not observed).

#### Personal Maturity

Appearance	5 4 3 2 1 0	Blameless (above reproach)	5 4 3 2 1 0
Discipline	5 4 3 2 1 0	Enthusiasm	5 4 3 2 1 0
Humility	5 4 3 2 1 0	Maturity	5 4 3 2 1 0
Prayer Life	5 4 3 2 1 0	Commitment to convictions	5 4 3 2 1 0
Self-understanding	5 4 3 2 1 0	Sense of humor	5 4 3 2 1 0

#### Ministry Skills

Ability to teach	5 4 3 2 1 0	Ability to hold interest well	5 4 3 2 1 0
Ability to make applications	5 4 3 2 1 0	Ability to plan and administer	5 4 3 2 1 0
Ability to handle multiple tasks	5 4 3 2 1 0	Creativity	5 4 3 2 1 0
Dependability	5 4 3 2 1 0	Evidence of growth in ministry	5 4 3 2 1 0
Initiative	5 4 3 2 1 0	Leadership ability	5 4 3 2 1 0
Preparedness	5 4 3 2 1 0	Punctuality and time control	5 4 3 2 1 0
Preaching ability	5 4 3 2 1 0	Vision for the ministry	5 4 3 2 1 0

#### Relations with Others

Ability to refrain from criticism	5 4 3 2 1 0	Adaptability to those led	5 4 3 2 1 0
Cooperation with supervisor	5 4 3 2 1 0	Friendliness to all in the group	5 4 3 2 1 0
Love and concern	5 4 3 2 1 0	Respect for others views	5 4 3 2 1 0
Response to conflict	5 4 3 2 1 0	Response to personal criticism	5 4 3 2 1 0
Servanthood	5 4 3 2 1 0	Social skills	5 4 3 2 1 0
Solicitation of counsel	5 4 3 2 1 0	Tactfulness	5 4 3 2 1 0

How would you rate this student overall?

**5 4 3 2 1**

Please make any comments here to clarify your evaluation of any of the characteristics above:

