



Westminster Seminary California

FIELD EDUCATION PROGRAM

PROGRAM SUMMARY

Westminster Seminary California's Field Education program is designed to integrate on-campus studies with part-time ministry in local churches. Field education involves supervised hands-on ministry experience and opportunities for evaluation and reflection with mentors, peers, and professors, in which students are given opportunities to develop the skills and gifts necessary for effective ministry. Moreover, field education has the added advantage of concretizing the theological by the practical.

- ✠ The seminary requires 700 hours in twelve areas of ministerial activity.

- ✠ The cost of field education is equivalent to three semester hours, billed in the second semester's tuition.

- ✠ The seminary requires a three-way agreement signed by the seminary, the supervisor and the student. Regular and systematic evaluation forms are required of the student and final forms are required of the supervisor.

- ✠ Upon successful completion, a grade of "credit" or "no credit" is given. Successful completion is required for graduation.

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I. THE "WHAT" OF FIELD EDUCATION (Twelve Areas of Ministerial Activity)

*The goals of the field education program require the student to be **supervised and evaluated** in wide areas of pastoral ministry. While a congregation may supplement this program, experiences are to include at least the following:*

COMPLETION: The student will fulfill at least 700 hours of supervised and evaluated ministry involvement, through both observation and participation, in the eleven areas of ministerial activity below. Faithfulness, perseverance, and diligence will be exhibited and developed by completing the required hours of field education in a timely way.

PREACHING: The student will preach in a congregational setting six times, receiving one evaluation for each of the six sermons. Three of these will be from the pastor/supervising elder and three from any congregation member. (Please use Form #4).

LEADING IN WORSHIP: The student will lead worship one time. The student will get understanding of and practice in the congregation's worship of God by leading the congregation through the entire order of worship (prayer, reading of scripture, singing of hymns, etc).

ADMINISTRATION: The student will attend four meetings of the session, church council/consistory (or governing board) to observe. If possible, the student will be given some assignments to carry out. The goal in this area is to provide the student with experience in how the church operates, observe group decision-making, and have experience in the denomination's governmental procedures.

CHRISTIAN EDUCATION TEACHING: The student will teach one Christian education class (bible study, Sunday school, small group, etc) of any age level, including adults. As with other experiences, this also will be supervised and evaluated.

CHRISTIAN EDUCATION ADMINISTRATION: The student will be given responsibility in the administration (planning, supervision, development, oversight, etc.) of one Christian education class. In doing so, the student will know the congregation's purpose in Christian education and have a working knowledge of curriculum materials used in the congregation.

VISITATION: The student will make six visitations with a pastor or elder: these may include pastoral visits in the homes of members; hospital visitation; nursing home ministry; prison ministry and others. Most congregations will have a variety of kinds of visitation, and it is best to be exposed to as many different kinds of visitation as possible.

EVANGELISM: The student will participate in the congregation's evangelism program by having four opportunities to present the gospel to an unbeliever. These will be four separate and distinct opportunities.

DIACONAL MINISTRY: The student will attend at least one meeting of the deacons, and therefore given the opportunity to know the problems and joys of diaconal ministries of the congregation, and what the ministry of mercy in the name of Christ involves.

DISCIPLING: The student will disciple one person in his Christian life. This will allow the student to watch another Christian grow in faith and knowledge.

COUNSELING: The student will observe for one time the pastor in a counseling situation. This can be in a formal or informal setting.

CROSS-CULTURAL MINISTRY: The student will minister in some cross-cultural setting which is different than his own socio-economic situation.

*Further examples of participation and/ or observation that fulfill these categories are indicated under each ministry description on the **Field Education Agreement** (Form #1).*

*Please note: Some students are employed by churches for specialized ministries, such as leadership of youth programs. Such activity will fulfill **certain parts** of the field education requirement, but **the field education program requires not just 700 hours in some activity, but participation and/ or observation in a wide range of experience.** Therefore specialized ministry positions, as valuable as they may be in themselves, will not in themselves fulfill the broad requirement of field education.*

The student is responsible for submitting all the required agreement and evaluation forms for himself and his supervisor(s). Original copies of materials will be *retained by the student* in his own records. Photocopies or electronic copies will be submitted to the Director of Field Education. They are due:

- ***The last day of classes each academic year (May) for ongoing, multi-year internships during your M.Div. program***
- ***By September 30th following a summer internship***

See “V. The ‘When’ of Field Education” (pp. 10-12) for further information on how to submit the required forms.

II. THE "WHY" OF FIELD EDUCATION (Purpose)

There are important qualifications and skills for the ministry that cannot be developed helpfully in a classroom situation. A seminary cannot insure the development of things like patience, the ability to exhort, encourage, and deal with people. Furthermore, the Church, not the seminary, has the ultimate responsibility to test and try a man's gifts for pastoral ministry. Therefore, we see ourselves as partnering with the church in preparing men for ministry.

We suggest that students and supervisors involved in field education always keep in mind that the FE Program is with a view to pastoral and/or missions ministry. What do students need to learn to help them be prepared? It will not always be apparent to the student why certain tasks are required, but God will use them in the total preparation. The program is established to help the student gain the experience necessary for later responsibilities.

The student's ongoing involvement in church ministry will enrich his seminary studies by keeping him aware of the application of God's truth to people's needs and the cause of Christ, as opportunities to communicate what he is learning to others are provided.

There are three essential stages in the preparation for effective, God-honoring pastoral ministry. The first stage is the theology of ministry. Future pastors need to know the Biblical, foundational theology that undergirds pastoral practice. They need to know the "why" of pastoral work. The second stage is the knowledge of pastoral skills needed. Future pastors need to know what the duties and responsibilities of a pastor are in the context of the practice of ministry. This is the "what" of pastoral work. Practical Theology courses concentrate on meeting these two stages. The theology of the practice of ministry is carefully defined and the work of the active pastor is described in meticulous detail.

The third stage in the preparation for pastoral ministry is the training in the development and use of pastoral skills. Future pastors need to learn how to actually do the work required of a faithful pastor. This is the "how" of pastoral work. The field education experience provides training in the actual use of pastoral skills. Under the supervision and direction of an experienced pastor, the student will develop the ability to apply classroom learning to the broad range of pastoral duties.

III. THE "WHO" OF FIELD EDUCATION (Parties Involved)

THE SEMINARY, THE STUDENT, THE CONGREGATION

There is a three-fold relationship: the seminary, the student and the congregation, all having a part in the field education program. While much of the material in this manual pertains to all three parties of the relationship, there are sections with more specific information for each of the parties.

THE SEMINARY

The seminary will oversee the field education program through the Director of Field Education.

The responsibility for selecting the place of the internship rests with the student; however, the seminary will assist in that process if necessary.

The seminary will approve the agreement drawn up between the intern and the congregation.

In the *Pastoral Ministry Seminar* (PT702), students are helped to evaluate their experiences in ministry biblically and theologically, and they receive further guidance in the skills and procedures of pastoral ministry.

The seminary will track the progress of the intern in the field education assignments by means of the evaluation forms received from the intern and the supervisor(s).

THE STUDENT INTERN

The intern is responsible for selecting the congregation in which to fulfill the field education program. An experienced pastor or elder is a requirement and the choice must be approved by the Director of Field Education.

The intern is responsible for consulting with the Director of Field Education when and as needed to ensure that he is progressing toward completion of field education/pastoral internship requirements in any acceptable and timely way.

The intern is responsible for carrying out his part of the signed agreement with the congregation and should seek to use the program for his own benefit and preparation for the pastorate.

To facilitate documentation of time invested in internship activities (and confirmation by the pastoral supervisor), the intern should maintain a log of his hours spent in preparation for and participation in internship-related ministry, along with the specific ministry activities performed and/or observed.

The intern is to meet on a regular basis with the supervisor for review and evaluation of current work being done.

The intern is responsible for turning in evaluation forms as necessary (see pp. 10-11).

THE CONGREGATION

The congregation is an important element of the field education program. The congregation must be willing to recognize the added responsibility an intern program places on the pastor or other supervisor. The direct responsibility of supervising and evaluating the student will be under the elders and usually falls to the pastor, or another person or committee assigned by the elders.

The members of the church should enfold the student in the life of the congregation. The supervisor(s) will encourage and challenge the student, faithfully admonishing and training with the goal of enhancing the gifts of the student.

The supervisor (pastor or supervising elder) should plan regular meetings with the intern for the purpose of review in his current work.

The supervisor should cooperate with the student by submitting all necessary evaluation forms in a timely manner as required by the seminary.

Evaluations are to be submitted by the *last day of classes* of each academic year (for ongoing, multi-year internships) or by *September 30* following a summer internship. If the intern's work should prove to be unsatisfactory, the supervisor will confer with the student and notify the seminary.

The pastor or others involved in the supervision and evaluation of the student will want to take advantage of occasional training and consultation sessions provided by the seminary. These sessions will reflect on the field education process, seek ways to improve the program and provide some training in supervision.

IV. THE "HOW" OF FIELD EDUCATION (Course Options)

The requirement of 700 hours of supervised and evaluated field education experience can be fulfilled in a variety of ways. The Director of Field Education will assist you in determining the best course for you to follow.

In general, we encourage two kinds of experience: a) the regular, weekly, on-going responsibilities in the life of a congregation that can involve the student in a variety of ministerial experiences; and b) a summer program involving three (3) months of full-time intern experience under a mentor-pastor that involves the student in the wider range of daily activities and responsibilities of the pastorate. The student may do the summer intern program in the first summer of his seminary program.

The field education program has sufficient flexibility to meet the needs of the student and the congregation he serves. In exceptional cases and with the approval of the Director of Field Education, the student may fulfill the field education requirement, or a portion of it, in a Christian organization other than a local congregation. Students expecting to enter mission work are encouraged to spend a summer in a mission intern program.

V. THE "WHEN" OF FIELD EDUCATION (Time Schedule)

*The student will keep a record (log) of his field education hours and activities.
All evaluations and other pertinent papers are to be kept by the student
and copies are to be submitted to the Director of Field Education as indicated below.
A check list and plan is provided to help the student monitor his progress.*

DURING THE FIRST SEMESTER

The student will receive the field education manual and instructions on its use. He should read through this manual by October 31 (prior to the hour devoted to the Field Education program in PT500 *Ministry of the Word in Worship*).

The student must take the initiative in locating a church in which to fulfill the internship. The field education director will channel opportunities for internship to those interested students and help evaluate these learning opportunities. The student will determine the program by which he will fulfill the requirement. Not every student will be able to determine his location for internship by the end of the first semester, but the decision should not be unduly delayed.

An agreement is drawn up and signed by the pastoral supervisor and the intern, and then filed with the Director of Field Education. This job description agreement should be as specific as possible with measurable goals and procedures stipulated.

NB: *This signed form should be in the field education office **prior to** the beginning of the internship. If it is not submitted in proper time the student may lose those ensuing intern hours.*

BY THE SECOND SEMESTER

The student will be registered by the Registrar for the field education program. The tuition for the field education program (= 3 semester hours) will be billed with the second semester tuition. The field education fee is a one-time fee and covers the entire field education program regardless of how long the intern may take to complete the requirements. Payment is required in the second semester even if the activity of the program is delayed. Unusual circumstances will be considered by the Director of Field Education.

AT THE END OF EACH ACADEMIC YEAR AND THE END OF THE SUMMER

All aspects of the program are to be supervised and evaluated. Student, Supervisor, and Preaching Evaluation forms are to be turned in to the Director of Field Education for review by the last day of classes of each academic year (for ongoing, part-time, multi-year internships) or by September 30 following a summer internship. The 8-page Student-Supervisor Evaluation Form is to be completed and signed by the student (pp. 1-7) and then reviewed and signed by the supervisor (p. 8) at the end of each academic year, and at the conclusion of a summer internship.

Evaluation forms are available near the reception counter downstairs and in .pdf-format online at:

<http://wscal.edu/wsc-gateway/current-students/field-education-and-placement/field-education-program-mdiv/>

Students and supervisors may complete forms in hard copy, after which the student submits photocopies to the Director of Field Education.

Students and supervisors may also complete forms electronically using the .pdf templates at the address above, save them, and share them with each other. When electronic forms are completed, the student intern must submit them to the Director of Field Education as email attachments. Please entitle each completed form as follows:

FE Agreement Form: Student's last name, then (without space) first name, then (without space) form 1, then (without space) month (two digits) and year (two digits).

Student-Supervisor Evaluation Form: Student's last name, then (without space) first name, then (without space) form 2, then (without space) month (two digits) and year (two digits).

Supervisor's Final Evaluation Form: Student's last name, then (without space) first name, then (without space) form 3, then (without space) month (two digits) and year (two digits).

Sermon Evaluation Form: Student's last name, then (without space) first name, then (without space) form 4 [see below*], then (without space) month (two digits) and year (two digits).

For example, the FE Agreement form for Dennis Johnson to serve as a pastoral intern beginning in September 2013 would be entitled: johnsondennisform10913.

His Student-Supervisor Evaluation form after his first year of interning (May 2014) would be entitled: johnsondennisform20514.

*If he preaches twice in that first year, his Sermon Evaluation forms (perhaps both for a sermon preached in March 2014) would be entitled:

johnsondennisform4a0313

johnsondennisform4b0313

Please attach completed .pdf documents to emails addressed to: fieldeducation@wscal.edu.

NOTE WELL: Portions of evaluation forms that are to be completed by the pastoral supervisor ***must NOT be edited or amended*** by the intern before submitting the evaluations to the Director of Field Education. These portions are:

- Student-Supervisor Evaluation Form, page 8
- Supervisor's Final Evaluation Form, pages 1-2 (whole document)

As those studying to serve to Christ, his gospel, and his church, you must exhibit exemplary integrity by submitting pastoral supervisors' evaluations without modification, just as you observe the WSC honor system on examinations and the seminary's policy against plagiarism (2013-14 *Catalogue*, p. 82-83, and *Student Handbook*).

IN THE SENIOR YEAR

The student will make certain that all portions of the field education requirement have been met. As soon as ongoing, multi-year internships are completed, the student and his supervisor must complete the 8-page Student Evaluation Form, and the supervisor must complete the Final Evaluation Form. At least six (6) Student Preaching Evaluations must be also submitted: preferably, three are completed by the supervisor and three by others who heard the intern preach.

Regarding the timing of the submission of *all* field education materials:

- **Ideal:** Submit all Agreements, Student-Supervisor Evaluations, Supervisor's Final Evaluation(s), and Preaching Evaluations by **SEPTEMBER 30** of the academic year in which you expect to receive your Master of Divinity degree.
- **Desirable:** Submit all Agreements, Student-Supervisor Evaluations, Supervisor's Final Evaluation(s), and Preaching Evaluations by **JANUARY 31** of the academic year in which you expect to receive your Master of Divinity degree.
- **Acceptable:** Submit all Agreements, Student-Supervisor Evaluations, Supervisor's Final Evaluation(s), and Preaching Evaluations by **APRIL 15** of the academic year in which you expect to receive your Master of Divinity degree.
- **Cutting It REALLY Close:** Submit all Agreements, Student-Supervisor Evaluations, Supervisor's Final Evaluation(s), and Preaching Evaluations by **APRIL 30** of the academic year in which you expect to receive your Master of Divinity degree.

If you cannot submit all required materials documenting your pastoral internship by **April 30** (one month before graduation), *you must confer as soon as possible* with the Director of Field Education. If there is a possibility that requirements will be completed by mid-May (two weeks before graduation), you may need to **petition the Committee on Field Education** for permission to submit materials after the April 30 deadline, with a view toward having your work in FE691 *Pastoral Internship* certified as completed. It is possible that the Committee on Field Education may deny your petition, in which case the conferring of your M.Div. degree will be delayed until the commencement after you have completed the field education requirement.

The student will meet with the Director of Field Education to discuss what he has learned over the course of his field education. The student's internship work with all of the completed forms will be submitted to the field education committee and, if approved, the grade of "credit" will be submitted to the registrar.

VI. THE "WHERE" OF FIELD EDUCATION (Context)

For each internship, the student shall describe the cultural contexts of his field education. Factors to be described include demographics (age, sex); geography (region, location); and other cultural factors such as ethnic composition, language, economic status, etc

Ministry occurs in particular places, with different kinds of people, which affect the way it is conducted. Therefore, it is important for the student to recognize and assess the various ways in which those factors may influence ministry philosophy and practice.

Students shall record in their Student Evaluation forms the various contexts of the particular ministry in which they are engaged. This requires the student to discuss with their supervisor the sociological aspects relevant to that ministry. Furthermore, students shall summarize their findings at the end of each internship in the Student Evaluation form.



**Westminster
Seminary California**

Appendix: Forms & Guidelines

Field Education Checklist*

- Accumulated at least **700** intern hours.
- Preached at least **six** times.
- Led worship at least **one** time.
- Attended at least **four** elder meetings.
- Taught at least **one** Christian Education class or bible study.
- Administered at least **one** Christian Education class or bible study.
- Made at least **six** visitations.
- Had at least **four** evangelistic opportunities.
- Attended at least **one** deacons' meeting.
- Discipled at least **one** person.
- Observed at least **one** pastoral counseling.
- Ministered in at least **one** cross-cultural setting.

*For more information on each requirement please return to pages 4-5 in your *Field Education Manual* and note the sample activities listed for each category on the Field Education Agreement form.

QUESTIONS COMMONLY ASKED

When should I get started with the field education program?

The seminary requires you to begin the program early in your seminary career for the following reasons: a) you will not need to be concerned about crowding the last months of your seminary program; b) you can make more of the ministry opportunities if you start early; c) more time can be given by the church and the seminary to your personal needs. Only in exceptional cases should the start of the program be delayed.

I am in charge of the youth group in my church and work every weekend. Will that count for the field education requirement?

The field education requirement can be met only by being involved in the broad experiences of the pastoral ministry. For that reason, specialized ministries will usually be credited toward a *part* of the requirement, but not for all of it.

In our church interns are not permitted to attend the meetings of the elders. How can I meet this requirement?

The seminary understands some difficulties because of different cultures and history. In extreme circumstances and with prior approval from the Director of Field Education, sister churches may be contacted to fulfill this requirement. In some congregations, administrative leadership and pastoral oversight are provided through a structure different from a body of elders (session, council/consistory). The purpose of the “administration” requirement is to allow you to observe how church leaders interact and make decisions for the welfare of the flock. Feel free to confer with the Director of Field Education about the leadership structure in the congregation in which you are interning, to determine an appropriate way for you to fulfill this requirement.

I have worked for three years before coming to seminary in my home church doing many different tasks. Will that count for my field education credit?

No, because we require that the work be supervised and evaluated, and there is no adequate way of getting evaluations for work done years earlier.

I already have some experience as a pastor. Do I still need to meet the field education requirement?

Yes, because field education is a part of the learning experience, providing opportunity for you to *integrate* what you are receiving in your seminary coursework with the practices and challenges of ministry in the local church. Even though a student may have had more experience than other students, it can still be a time of additional learning.

GUIDELINES FOR SUPERVISORS OF STUDENT INTERNS

Please use these suggestions as guides to help you plan for significant training experiences for the intern under your care.

- ✧ You are the intern's mentor/tutor for the time he is under your supervision. Consider yourself as contributing to the training of the seminarian for pastoral ministry.
- ✧ Familiarize the student with your organization and program, and outline his assigned responsibilities. Describe the areas of his freedom and creativity, and where he may obtain counsel and support.
- ✧ Help the student to set reasonable goals for himself, to plan skillfully. Then call for reports on his planning and progress.
- ✧ Give him exposure to all the age levels in the congregation.
- ✧ Provide him the opportunity to observe Christian family life in the congregation by having him and his family in homes.
- ✧ Help the minister-in-training to develop an appropriate self-confidence. Allow him to think for himself and ask his opinion on problems that arise. Thrust responsibility on him gradually, but build his acceptance of responsibility.
- ✧ Hold him accountable for his responsibilities. When the intern is given assignments to work independently of your immediate supervision, require some form of accountability, perhaps a written report or a conference. Check up frequently.
- ✧ Plan for regular meetings with the intern for the sharing of goals of ministry and of issues and challenges of church life and for helping him evaluate his own gifts and experiences. Help him arrange a schedule for his time.
- ✧ Help the student think through the context of his ministry. Discuss with him the way in which the demographics, geography and culture of the congregation and community affect the shape of faithful ministry.
- ✧ Give him a taste of all the work you do as a pastor. Let him accompany you on different types of pastoral calls such as hospital, shut-ins, new visitors, church families and evangelistic.
- ✧ Invite him to observe as many board and committee meetings as possible. Guide him in evaluating what he has observed. If possible, assign some official responsibilities to the intern and evaluate his work.

- ✧ Permit him to preach and participate in leading the worship services. Evaluate his messages and give him your suggestions. Arrange for members of the congregation to evaluate the sermons as well. (He is required to submit at least six sermon evaluations, three from you and three from other congregation members who have heard his sermons.)
- ✧ Be sensitive to his individual needs. Help him discover new interests and abilities. Help him to determine the context in which his gifts can be used well in the kingdom.
- ✧ Cooperate with him in meeting the field education requirements of the seminary. The intern is required to submit all relevant documents and evaluations. The intent of these evaluations will help to track the progress of the student for himself, the congregation, the seminary and the presbytery (or other ordaining body).
- ✧ Remunerate the student as adequately as possible. The seminary encourages the congregation, if at all possible, to pay the field education fee for the student. In addition, the seminary encourages the congregation to pay the student for services rendered.

Field Education Timeline

*Below is a task chart provided for your benefit.
These items will need to be completed to pass the required Field Education program.*

<i>Task to be performed</i>	<i>Time Expected</i>	<i>Date Completed</i>
Receive field education manual at New Students' Orientation and further orientation in PT500 <i>Ministry of the Word in Worship</i> . Personal conference with Director of Field Education (DFE) is available but optional.	first semester	
Selection of place for intern work	first semester	
Field Education Agreement completed, signed by three parties and submitted to the DFE. (Student keeps a copy.)*	At beginning of every new internship, the first due no later than the start of the second academic year	
Register for field education with the Registrar	By second semester	
Student-supervisor evaluation forms completed (multi-year, part-time internships)	At end of each academic year	
Summer internship documentation (agreement, student-supervisor evaluation, supervisor's final evaluation) completed and submitted to DFE	By September 30	
Subsequent student evaluation forms turned in as needed to complete the program	At end of each academic year until program completion	
Supervisor final evaluation form	At end of the agreed internship period	
Conferences with Director of Field Education	As needed or requested after the first semester	
Audit of Field Education work	Fall semester of senior year	
Final check of internship paperwork by the Director of Field Education	At end of intern program or one month prior to graduation, whichever comes first	
Evaluations approved by the Field Education Committee	One month prior to graduation	
Registrar notified of credit	End of program or prior to graduation	

*Additional agreements will be needed if the student is working at more than one location/congregation for his internship program.

FORMS

The following forms, provided to you in the Field Education packet, are required for a student to successfully complete the Field Education program.

More forms are available at the front desk or online:

<http://wscal.edu/wsc-gateway/current-students/field-education-and-placement/field-education-program-mdiv/>

Please follow the timeline provided to ensure proper progress in the Field Education program.

Please do NOT bend, tear, wrinkle or punch holes into the forms. These are specifically produced forms that only the seminary can provide and use.

Form 1: Field Education Agreement Form

This form is to be filled out by the student and his church supervisor at the beginning of every internship at a different church.

Form 2: Student-Supervisor Evaluation Form

This form is typically submitted multiple times throughout the Field Education program. The bulk of the form (pp. 1-7) should be completed by the student. The supervisor should review the form and fill out the supervisor section at the end.

(You may need several copies of this form for your internship, since it is to be submitted annually over the course of multi-year internships).

Form 3: Supervisor's Final Evaluation Form

This form is filled out completely by the pastor who directly supervised the Field Education program. It is to be submitted with the Student-Supervisor Evaluation Form at the end of the agreed period of internship.

Form 4: Student Preaching Evaluation Form

Throughout your Field Education program, you are required to document preaching evaluations six times from six sermons (three from pastor and three from any congregation member). *This form is filled out at the end of the first and second years and by spring break of the third year (unless otherwise approved by the Field Education director).* Please submit these forms to the Field Education director as soon as they are completed.

(You will need at least six copies of this form.)

***You may complete multiple internships. Therefore, it is imperative you turn in documentation for *each internship* by its due dates (the end of the academic year for ongoing, multi-year internships; by September 30th for summer internships).**