



# Certified Internship Checklist for Students

	Date Submitted
Intern submits the Mentor Covenant signed by Mentor. Intern will scan and email to Internship Director: <a href="mailto:internshipdirector@mnaog.org">internshipdirector@mnaog.org</a>	
Mentor Approved by Internship Director -Email Notification will be sent <i>Mentor must be either a Licensed or Ordained AG Minister</i>	
Initial meeting with mentor to schedule intern/mentor meetings, schedule required church events, and discuss the article, <i>The Heart of a Pastor</i> , as found on Moodle	
Initial orientation phone call with the Internship Director before the internship starts	
Spiritual Gifts Inventory Reflection Paper	
Pre-Marital Counseling Reflection Paper	
Wedding Reflection Paper	
Funeral Reflection Paper	
Water Baptism Reflection Paper	
Communion Reflection Paper	
Personal Evangelism Reflection Paper	
Discipleship Reflection Paper	
Prayer Journal Reflection Paper	
Reflection Paper for Book: <i>Spiritual Leadership</i> by J.O. Sanders	
The Final Internship email written by the Mentor stating the intern's suitability for ministry. <b>Mentor</b> will email directly to: <a href="mailto:Internshipdirector@mnaog.org">Internshipdirector@mnaog.org</a>	

All reflection papers need to be submitted using the following instructions:

- Assignments **MUST** be typed, one page in length, 12-point font with one-inch margins
- No pictures taken from your camera submitted in an email will be accepted.
- Save your assignment in this format: *Assignment name- Your name - date*. **Also** type this information on the top of your reflection paper
- Assignments must be submitted in either in a Word document or PDF format and then uploaded into Moodle. (Uploading directions for students are on Moodle)
- Assignments completed on an Apple Computer in Pages **must** be save in a PDF format.

**Mentor Covenants** are emailed to the Internship Director for approval: [internshipdirector@mnaog.org](mailto:internshipdirector@mnaog.org). Upon approval, the student will be directed to upload the Mentor Covenant into Moodle.