



California International Theological Seminary cooperates with churches and organizations participating in our Internship Program to develop our students in respect of their life development and application of ministry skills. Under this arrangement, Internship (Field Education, Practical Training) integrates theological knowledge taught in the classroom and hands-on experience through students' internship in churches or Christian organizations.

實習教育的目的是使學生藉著在教會或福音機構中參與服事來實踐課堂所學、汲取教牧事奉的實際經驗。加州國際神學院與實習教會或福音機構雙方合作，共同幫助學生在個人靈命和事奉技能等方面的成長和發展。

OBJECTIVES 目標：

- To gain helpful ministry experience 汲取有益的事工經驗
- To understand principles of effective ministry 體會有效事奉的原則
- To discover the ministry gifts and weaknesses 發掘自身事奉上的優點及不足
- To explore and ascertain future ministry direction 探索和確立未來事奉的方向
- To Learn to become a good and faithful servant 學習作良善忠心的僕人

POLICIES 規則：

- All internship assignments need to be registered under and reported to Administration Office.
所有實習工作都必須註冊並報告至學院的行政辦公室。
- No tuition fees are required for internship credits. The total credits of internship should not exceed one-tenth of the total credits of degree requirement.
實習學分無需支付學費，其學分總數不得超過畢業總成績的十分之一。
- All the internship church/organization is arranged and decided by CITS. Students should not change it on their own. If students have any suggestion, please discuss with us first.
所有實習教會或機構的指派均最終由學院決定及安排。同學不得私下隨意更改。如有任何提議，請先與我們商討。
- Students should carry out their duties under the mentoring of the Supervisor, making every effort to cooperate with the internship church/organization concerned, without any overstepping or misconduct.
學生應在實習督導的指引下工作，盡力配合教會或機構同工，不得越權或失職。
- The students' performance should meet the standards of CITS and internship church/organization, otherwise, the internship period will be extended or this internship will be cancelled.
如果學生的實習工作未能符合本學院及實習教會或機構的要求，實習時間則需延長或此次實習將被取消。
- If students have any difficulties or special needs during internship period, or fail to participate in the appointed internship under any special circumstances, please report to the internship Supervisor or CITS to seek for advice and assistance. Students are not advised, in these circumstances, to make decisions on their own.
如在實習期間有任何困難或特殊需要，或者未能參與指派的實習事工，請及時報告給實習督導或學院以尋求意見及協助，絕對不宜自行做出任何決定。
- All internship period, credits, and report are finally determined by the internship Supervisor according to the internship subjects.
所有實習時間、學分、及報告均最終由實習督導根據實習科目而制定。

PROCEDURE 程序：

1. Ask Administration Office for internship information and fill out the Application for Supervised Ministry Experience form.
向行政辦公室詢問實習資訊并填寫實習申請表
2. The Application form must be discussed and signed by the student and Supervisor, then submitted to the Registrar for signature before it takes effect.
申請表須由學生和實習督導共同協商及簽署，並呈交至學院註冊主任簽署後方能生效。
3. Supervisor should complete and submit the Evaluation Report provided by CITS. 在實習結束後，由實習督導填寫實習評估報告。
 - a. Evaluation Report can be submitted directly to CITS or through the student.
評估報告可直接呈交學院或經該實習生轉交。
 - b. Evaluation Report should be submitted to Administration Office within four weeks upon completion of the internship period, otherwise, GPA may be affected.
評估報告必須在實習結束的四周內呈交至行政辦公室，否則將影響該同學的成績。
4. The internship report should be submitted to CITS within six weeks upon completion of the internship period.
實習報告必須在實習結束後的六周內呈交至學院的行政辦公室。