**Sample Internship Committee Agenda**

Boston University School of Theology Contextual Education Office

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*Internship Committee meetings should take place approximately once per month during the length of a student’s internship and/or after a significant leadership experience the student completes. Please adapt the following agenda to your context in whatever way you see fit.*

* The Internship Committee Chairperson **brings the meeting to order** and makes sure everyone knows one another around the room through **introductions**.
* **Student Check-in Naming “Highs” and “Lows”**

The student is asked how they feel the placement is going overall. Then they are asked to name what the “high” of the last month was (that is, what they most enjoyed doing or the best aspect of their internship experience) and the “low” of the last month (whatever was most difficult, confusing, or troubling for them).

* **Committee Provides a First Round of Feedback**

Having heard the student’s check-in, Committee members weigh in on what was mentioned, offering insight into the student’s concerns or experience of the institution.

* **Student Asks Any Particular Questions of the Committee**

The student is asked by the Chairperson if they have any specific questions for the Internship Committee arising from their experience. This could be about the institution itself, about a particular encounter they had during their internship, or about how the committee experienced their leadership (“Did I do a good job? What could I have done better?”).

When a student asks questions about the site or its practices, it’s especially important for the Committee members to provide the student insight from the institution’s context, culture, and/or history. This helps the student understand the site in a fuller way, in a way they may not understand being new to the site itself.

* **Additional Committee Feedback**

If there is something that an Internship Committee member wants to share about the student’s leadership, this is a good time to do so.

* **Ending Well**

The time together ends with the Committee Chair reminding everyone of the confidentiality of this meeting space, then thanking the student and everyone on the committee for their presence. If appropriate, the Chairperson or student could lead the group in a prayer or moment of silent gratitude.