



# CPEI

Caring for the World Through Pastoral Education

**CPEI INTERNSHIP MANUAL**

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# Clinical Pastoral Education International Mission

To provide high-quality clinical pastoral education and supervision and continuing education through distance and onsite modes of delivery as we connect, prepare, inspire, and certify people to meet the educational, emotional, and spiritual needs of people on an international scale.

## Clinical Pastoral Education

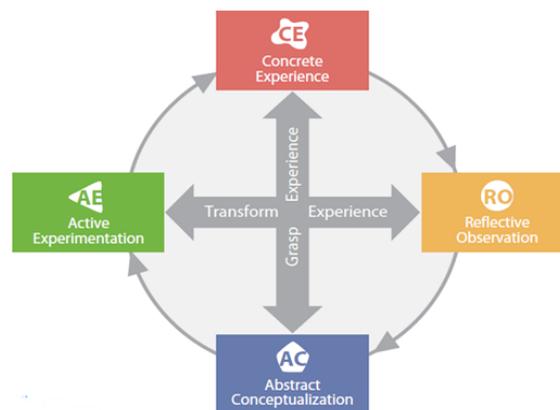
Students enrolled in Clinical Pastoral Education International (CPEI) are required to complete class time with their respective CPE Supervisor and peer group. CPE is established on an adult experiential model of learning, allowing each pastoral care and classroom interaction to be the greatest teaching tool. These experience aid students in the development of pastoral identity, the ability to master a body of interpersonal skills, and the opportunity to apply academic resources related to pastoral care functions. In the process, students will create individual learning goals, evaluate theological and pastoral presuppositions, and apply psychotherapy theories within the context of relationships with a Supervisor/Instructor, student colleagues, clients, staff, patients, and their families.

### *Internships and Distance Education*

In addition to the class time, students are also involved in distance education learning opportunities through online educational modules that address a variety of teaching materials related to the course/unit objectives/outcomes in which they are enrolled. Students are also required to participate in 300 hours of internships or applied learning opportunities, in which pastoral care is provided to persons as they struggle with issues related to sickness, diagnosis, grief, trauma, meaning, beliefs, and values. In these situations, students are enabled and empowered to use their own life stories, religious heritage, understand of human personality theory, family systems theory, and intercultural wisdom to meet each person with open, soulful space.

### *Action/Reflection/Action Model of Education*

Kolb's Experiential Learning Cycle relates to the *Action-Reflection-Action Model* of CPE Supervision and Learning. It is a model that begins with clinical/concrete experience, followed with a reflection on the experience that generates critical feedback, consultation, and hopefully insight that can be utilized in the next clinical experience. Using the action/reflection process, the student evaluates the effectiveness of his or her style of ministry in relation to theological/spiritual perspectives, faith practices, religious traditions, and the needs of the person served. The learner can then integrate the insights and pastoral skills gained into new experiences for ministry and personal growth.



## *Competencies for Internship*

Students (interns) involved in CPE are provided with a broad range of supervised experiences and didactic training to achieve specific competencies. At the conclusion of the internship the students ought to be able to:

- Describe how one's beliefs, strengths, limitations, values, and assumptions affect one's pastoral ministry.
- Integrate insights from the behavioral/social sciences as a tool in pastoral care.
- Address the pastoral and spiritual needs of a diverse population.
- Demonstrate an appropriate spiritual assessment and pastoral intervention(s).
- Integrate embedded and deliberate theology in a variety of pastoral interventions.
- Define one's role as a pastoral advocate in addressing ethical issues and the ability to use an appropriate ethical decision-making process.
- Access appropriate resources for variety of personal and professional purposes: clarification, consultation, and contribution.

## **Internship Site Responsibilities**

The intern and internship site has several responsibilities to ensure this is a meaningful experience.

### *CPEI Student Responsibilities*

While at the internship site, interns are expected to exhibit attitudes and behaviors consistent with professionalism. This includes, but is not limited to, the following:

- Punctuality and promptness.
- Abiding by the expected dress and grooming attire.
- Protecting the confidentiality of all persons, observed, or seen in clinical practice site. Ministry cases should not be discussed with anyone other than the CPE Supervisor, Onsite Coordinator, and other internship students. Even then, every effort is made to protect the confidentiality of all persons.
- Demonstrating professionalism in all forms so oral or written communication.
- Maintaining a mature and teachable attitude.
- Adherence to the CPEI Code of Professional Ethics as well as any specific code of ethics honored at the internship site.

### *Internship Coordinator Responsibilities*

- Provide resources to ensure the CPE Intern has what he/she needs to be successful.
- Provide an opportunity for the CPE Intern to have a wide variety of pastoral care opportunities for growth and development.
- Discuss with the CPE Intern any concerns or questions that may surface as to the student performance, while recognizing that this is a learning/training opportunity.
- Communicate with the CPE Supervisor/Educator any concerns or questions.
- Complete the end of course Coordinator assessment for the CPE Intern.

## **Selecting an Internship Site**

It is the responsibility of the CPEI student to locate a site that best suits one's interests and needs. Start by looking up local organizations such as hospitals, hospices, long-term care facilities, law enforcement agencies, fire departments, etc. The key is to locate a site that will provide you opportunities to engage individuals,

couples, families, and staff in pastoral care. If you have an interest in healthcare chaplaincy, it is recommended that you seek an internship in such a location.

Because of the breadth of hours required in the CPE supervised internship, some students may have difficulty meeting requirements at one single site. In such cases, a second supervised clinical practice site can be considered. For a second site to be approved, you must comply with the following requirements: (a) You must have an approved Coordinator to oversee your work/ministry in all clinical practice sites and (b) you must submit a *CPEI Internship Memorandum of Understanding (MOU)* for each site.

### *Internship Site Selection Checklist*

When deciding on an internship site, keep the following considerations in mind:

- Will the opportunity meet the requirements for the CPE supervised clinical practice?
- Is the organization similar to the type of ministry you would prefer during your professional career?
- Is there a broad range of patients/clientele to provide a wide range of learning experiences?
- Does the internship site have someone who is willing to serve as your onsite coordinator?

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## CPE Internship Memorandum of Understanding (MOU)

Clinical Pastoral Education (CPE) involves an internship setting to meet the continuing educational needs for those enrolled as students. The purpose of the training is to foster and improve pastoral care skills as well as personal and pastoral awareness and identity. Successful completion of this program is designed to result in an improved understanding of the complex needs of human beings in spiritual crisis, and improved skills and competency in responding to persons in need.

### *Accreditation*

CPEI is accredited by the International Accreditors for Continuing Education and Training (IACET) and complies with the ANSI/IACET Standard, which is recognized internationally as a standard of excellent in instructional practices. As a result of this accreditation, CPEI is authorized to issue the IACET CEU.

### *Requirements*

Students are required to have an internship site, i.e., health care facility, parish, correctional institution, etc. in which she/he is intensively engaged in ministry.

### *CPE Supervisory Staff Duties*

- Design, implement, and supervise the training of the CPE students in accordance with the *CPEI Standards*.
- Engage in regular group and individual supervision with each CPE student.
- Work closely with the Internship Coordinator regarding performance and respond to any questions or concerns that may surface.
- Maintain all confidential materials brought to group or individual supervision abiding by the Professional Code of Ethics as described in the CPEI Standards.

### *CPE Students Duties*

- Participate in weekly classes, individual supervision, and complete written and reading requirements, and ministry assignments.
- Abide by the guidelines, procedures, policies, etc. as outlined by the Internship Site, the CPE Program, and the CPEI Standards.
- Maintain confidentiality and abide by HIPPA regulations and seek consultation if in doubt.
- Abide by agency policy and state requirements as it relates to reporting of ethical/legal issues such as suicidal or homicidal behavior, or child abuse.

### *Internship Coordinator Duties*

- Provide an opportunity for the CPE student to have a wide variety of pastoral care opportunities for growth and development.
- Discuss with the CPE Supervisor any concerns or questions that may surface as to the student performance, recognizing the learning opportunity.
- Recognize that supervision is the responsibility of the CPE Supervisor; however, this does not limit the coordinator from providing feedback to the student as appropriate.
- Complete a final assessment for the Intern.

I have read the MOU and agree with the contents- Sign and Date (*Directions*).

- *Internship Coordinator- Sign/date and return to CPE Intern.*
- *CPE Intern-Sign/Date and return to CPE Supervisor.*

- *CPE Supervisor- Sign/date and retain in Student Files (SharePoint)*

<b>Internship Coordinator</b>	<b>DATE</b>
	Click or tap to enter a date.
<b>CPE Intern</b>	<b>DATE</b>
	Click or tap to enter a date.
<b>CPE Supervisor</b>	<b>DATE</b>
	Click or tap to enter a date.