

# CHRISTIAN MINISTRIES INTERNSHIP MANUAL

**Introduction:** The purpose of this manual is to give an overview of the academic requirements for the Christian Ministries Internship Program. A fivefold emphasis, listed below, is expected of each student for the successful accomplishment of the internship. Following the requirements is a discussion of oft-asked questions of internships.

## Five academic requirements of the Internship

1. Journal
2. Preliminary evaluation
3. Supervisor's evaluation
4. Reflective essay
5. Readings

1. You are expected to keep a journal of your ministry experiences on a regular basis. Regular is defined as two or three times a week. A journal entry is not expected every day of the internship. These entries include work assignments, meetings, visits or any other activity related to your duties and responsibilities in the internship.

The journal may be written or typed. In all cases it needs to be legible. Only first names of individuals included in the journal are to be mentioned. Last names are to be omitted for purposes of confidentiality. Many office supply stores carry formal journal formats which can be used if you so desire.

Be honest in your feelings as you write. You will want to be able to see how much you have grown over the course of your experience. By writing in such a way that you hide your feelings will not reveal your true state of mind. However, your entries are more than blowing off steam during times of frustration. You may keep a personal journal for that purpose.

I am not concerned with the journal being formal but honest and forthright. You need not keep a list of your hours in this format, but it is permitted if you like.

2. About half way through the internship you will be asked to complete a midway evaluation that paints a picture of your progress to date. Just like the journal it is an honest appraisal of your ministry.

Please acquire it from me in advance so you will have time to complete the form in an expeditious fashion.

3. Since you are ministering under the auspices of a ministry, you are expected to have a supervisor who is able to evaluate what you have accomplished over the course of the internship. This person is one who regularly sees you perform in the ministry and who can give an accurate account of your work at the end of the experience.

The form for this evaluation is available from the registrar's website on campus web. You are responsible for acquiring one from this office and giving a copy to your

supervisor. It is best to give the form to your supervisor at least two weeks before the completion of the internship.

Ideally, the supervisor should review his comments with you before it is sent to me. This is not a requirement but a suggestion on my part. Ask your supervisor to mail or fax the form to me in time for you to be graded on this work.

4. At the completion of your ministry you will be required to type a five to ten page reflective essay on the internship experience. It is not a research paper, but a paper that actually may come out of your journal entries. What did God teach you? What would you do differently? In what ways were you spiritually stretched?

First person usage is permitted for you to share your heart. You may include any other relevant supplements to this work including church bulletins, reports, event calendars and even pictures if you so desire. Some students have submitted audio and video components, although this is not required. Pictures are helpful.

5. Finally, you are asked to submit a list of books which you intend to read over the course of the internship. Usually two or three are sufficient to encourage you in this regard. A book report on this is requested so that I can see when and how often you read.

These five items are the basis upon which your grade is determined at the end of the experience.

#### **MISCELLANEOUS:**

1. Students may take an internship during any semester or over the summer.
2. Each hour of credit is given for sixty hours of work over a semester or eighty hours of work during the summer months.
3. Hours of work include planning, driving, as well as on-site ministry.
4. The ministry itself is not required to follow a stringent set of guidelines in your internship. The validity of your internship is determined by the Internship Director when you submit a list of duties and responsibilities in advance of registering for the course.
5. Summer internship registration deadlines usually coincide with Study Day. Paper work submitted after this day requires special permission before taking the Internship.
6. All students are eligible to take an internship who are Christian Thought majors, double majors, religion minors, or those in the Christian Ministry Auxiliary.
7. No more than three hours of credit is normally permitted for any single internship experience.

8. For permission to take the internship it is advisable to follow the order listed below to add the internship to your schedule:
  - a. Your advisor
  - b. Internship Director
  - c. Department Head
  - d. College Internship Coordinator
9. All paperwork must be completed before the internship can be initiated.
10. Internships are not permitted on campus within college groups.