

Internship Manual

PUI 395 – Urban and Intercultural Ministries
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Introduction

Every vocation requires some degree of hands-on learning for training to be complete. Ministry is no exception. Mentoring and hands-on training experience is common in the New Testament. Jesus and the Twelve, Paul and Timothy, and Barnabas with John Mark are all examples. God established a period of training for all young Levites before they were actually permitted to handle the holy things of the temple (Numbers 8:24-26; I Chronicles 23:24-32).

In the Bible College setting, professional ministry internships are a bridge between the college and the church, providing an opportunity to test what is learned in the classroom in the real life situation of the local church or parachurch organization. Internships are designed to provide students with in-depth exposure to the full scope of the work of ministry, both as observer and participant. This is done under the joint supervision of the minister in a local church and the student's advisor at Cincinnati Christian University in order to better prepare the minister-in-training.

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For More Information:

General questions about CCU's internship procedures should be directed to Bill Baumgardner, Director of Service Learning. Questions specific to the Urban and Intercultural Ministries field area should be directed to Andrew Wood, Field Chairman, Urban and Intercultural Ministries.

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Description of the Urban and Intercultural Ministries Internship

I. Academic Prerequisites

1. The student must have completed sophomore year.
2. The student must have completed the following required courses:
 - PMN 145 Introduction to Evangelism
 - PUI 220 Modern World Religions
 - GSO 210 Practical Anthropology/Lab
 - PMN 220 Speech for the Pulpit (men) or
PCE 442 Principles and Practices of Teaching Adults (women)
 - PMN 230 Introduction to Ministry
 - PUI 330 Preparing for Intercultural Ministry

II. Choosing an internship

CCU affords students wide latitude in their choice of an internship. Students are encouraged to pray about their decision and seek the input of their advisor and other significant mentors. Before making any arrangements with a church or ministry to complete an internship, the student should check with his or her faculty advisor and the Director of Service Learning to make sure the planned internship will meet CCU's requirements.

In order to have a more authentic experience of full-time ministry students are strongly encouraged to complete a 7-month internship for 9 credits, (usually including a summer and an adjoining semester). In order to maintain full-time student status, many students will simultaneously complete a 3-credit course by Directed Study or as an online course. Your advisor can help you make these arrangements. For students who cannot complete a 7-month internship because of circumstances outside their control (financial, family, health, etc.), a 3-month option is available (2 credits) which requires completion of an additional seven credits of coursework, as specified in the Academic Catalog and on the Urban and Intercultural Ministries degree checklists.

We provide many opportunities every school year for students to discover internship opportunities. The Center for Urban and Global Outreach (CUGO), maintains contact information on a wide variety of mission organizations and urban ministries, provides networking opportunities for missions-minded students, and schedules mission recruiters and guest speakers in classes and chapel. Other ways to discover internship opportunities include participating in mission conferences such as Urbana or the National Missionary Convention, participating in Christian service opportunities, befriending international students, or participating in short-term missions.

Students approach their internship choice from different perspectives. Some are searching for an opportunity to work with a particular people group or in a particular geographic area. Others want to work with a certain organization regardless of location. Still others are looking for a particular type of ministry or service, regardless of location or organization. Whatever the approach taken, the internship must meet the following minimum criteria:

- Must be similar to the type of ministry the student anticipates doing after graduation.

- Must be able to provide an internship supervisor who has at least one year of on-field experience.
- The field team must be willing to take on an intern as a serious educational responsibility, not simply to get an extra short-term worker.

III. Setting up internship procedures

Whether in medicine, education, ministry, or some other area, the field mentor is possibly the most important factor in a successful internship. Mentors give their time and energy to shape a life into a powerful vessel for ministry. We encourage the church staff and congregation to effectively encourage and challenge their intern to develop his or her potential. The intern should not merely be plugged into the life of the church and then forgotten. In order to make the most of the internship experience for the church and the student, we recommend the following:

1. The supervisor and intern should meet to get to know one another, clarify objectives, and agree upon the terms of the internship. At this point the supervisor must send a signed Internship Agreement to the Director of Service Learning at CCU.
2. The supervisor should formally introduce the intern to the congregation, ideally at least one month before the internship begins; if not, then as soon as possible. The congregation should receive a clear description of the nature of the internship program in order to ensure their full support.
3. The supervisor then takes the intern with him or her into all areas of the ministry as it happens., giving the intern an opportunity to observe as well as to participate. This process will help the intern identify areas where more growth is needed.
4. Weekly conferences (a minimum of 30 minutes) with the intern for discussion and prayer are essential to keep a good flow of communication.
5. At the conclusion of this internship, evaluation forms should be submitted by the supervisor and by two adult co-workers of the intern to Cincinnati Christian University. Before the evaluations are sent to CCU, it is of great value for the supervisor to go over them in person with the intern.

IV. Required Experiences

The following experiences are required for internship credit. This list should be shared with the potential field supervisor and discussed thoroughly before the church or ministry agrees to host an intern. If a proposed internship will not be able to provide most of these experiences, another choice of internship should be made. However, if just one or two experiences will be a challenge because of the nature of the field (closed country, an unconventional ministry, etc.), the student should consult with his or her advisor and field supervisor about creative ways to fulfill the required experience. If either the student or the field supervisor has questions about what experiences will meet the requirements, contact the faculty advisor.

1. Partnership development
 - a. Recruit ministry partners for prayer and financial support
 - b. Develop a presentation to educate potential partners

2. Cultural Adaptation
 - a. Culture learning (stay in local homes if possible)
 - b. Language learning (if applicable)
3. Relationships
 - a. With nationals/locals - lessons learned recorded in journal
 - b. With other missionaries - lessons learned recorded in journal
4. Evangelism / Discipleship
 - a. Accompany others in evangelism and discipleship
 - b. Be observed and receive feedback / training in evangelism and discipleship
 - c. Train at least one other person to begin evangelism and discipleship.
5. Teaching / Training
 - a. Preach or teach at least two times a month
 - b. Participate in Bible School, VBS, camp programs
 - c. Observe / participate in leadership training sessions
6. Special Ministries (as applicable; arranged between intern and supervisor)
 - a. Medical
 - b. Educational (literacy, etc.)
 - c. Counseling
 - d. Community development (economic, construction work, etc.)
 - e. New church planning/planting
7. Publicity
 - a. Help answer ministry correspondence
 - b. Help prepare a newsletter or web page
 - c. Help organize and/or use mailing records
 - d. Prepare a report for the student's return home
 - e. Prepare informational materials / display for return report
8. Administration
 - a. Observe / participate in financial record-keeping
 - b. Observe decision-making procedures
 - c. Other missionary record-keeping

V. Assignments

Each of the following assignments should be completed and reviewed by both the faculty advisor and internship coordinator within one month of completing the internship.

1. Reading assignment

Each student will select a book to read in preparation for his internship and will turn in a three page evaluation and reflection paper on the book. The book should relate to the intern's area of ministry.

2. Daily log

You must keep a daily log detailing your internship experiences. The log should also include samples of work done, reactions to the work, and lessons learned from the field supervisor (including notes on weekly evaluations).

3. Evaluations

You will meet for weekly verbal evaluations with your field supervisor. In addition, evaluation forms in this packet must be completed by:

1. your field supervisor
2. two other adults with whom you worked
3. you (self-evaluation)

4. Personal growth plan

Develop a personal growth plan for improving your understanding and performance of your particular ministry. This should include plans for additional education, reading lists, professional organization involvement, and any other areas believed to be of value.

5. Debriefing interviews

After your internship, contact your faculty field advisor to set up a debriefing interview. Bring to this meeting all your written work and evaluations listed above. After that meeting, schedule a debriefing interview with Bill Baumgardner, Director of Service Learning and turn in all your materials to him. You can only receive credit for your internship after this interview.

VI. Grading

Internships are graded on a pass/fail basis. Students who submit substandard work may be required to redo the assignments. Students who fail to complete the requirements of the internship, including neglecting to submit one or more of the required assignments, will not pass the internship.

VII. Internship Agreement and Evaluation Forms

Contents:

1. Agreement Between Intern and Supervising Church/organization
2. Supervising Minister's Intern Evaluation
3. Adult Observer's Observation (2 copies)
4. Student's Internship Report
5. Faculty Advisor Debriefing Record

Faculty Advisor Debriefing Record

Professor Information

Name: _____ Academic Field: _____

Intern Information

Name: _____ Academic Field: _____

Place of Internship: _____

Field Supervisor: _____

Debriefing Verification

Date: _____

Materials reviewed:

_____ Reading assignment _____ Evaluation (field supervisor)

_____ Daily log _____ Evaluation (2 adult co-workers)

_____ Personal growth plan _____ Evaluation (self-evaluation)

Professor's Signature: _____

Student's Signature: _____

Internship Grade

Based upon the student's experience in the internship, the responsibility he or she has shown in turning in required reports and documentation, and any other factors you consider appropriate, what grade do you assign for this student's internship experience (contingent on completion of final debriefing with Director of Service Learning)

Grade assigned: Pass/Fail

Date sent to Registrar: _____

When the debriefing is completed, please return the debriefing form to the Internship Coordinator separate from the student's folder. Thank you.