Crossroads College – Compass Adult Studies

INTERNSHIP SYLLABUS AND DOCUMENTATION

PLEASE READ CAREFULLY

MIN 4905-70 Ministry Internship

Faculty Advisor: Dr. Claudio Divino, D.Min.

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Credit: 3 semester hours

Mission of Crossroads College

Crossroads College serves Christ and his Church through academic excellence in a Christ-centered education, by developing Christian leaders who impact the world for Christ and by providing resources to strengthen churches and enrich the community.

Course Description

The practicum and internship is intended to provide the student with an opportunity to apply what has been learned in the classroom to a "real life" environment. The intern will be mentored at the internship site by a supervisor whose qualifications have been established with the specific Faculty Advisor. The nature of the internship and the site chosen will depend upon the student's vocational goals and availability of time. The appropriateness of the internship site will be determined by mutual agreement of the Faculty Advisor, the student, and the site supervisor.

Relationship of Course to Curriculum

This is a required course for the Compass Bachelor of Science degrees in Business Administration, Counseling, and Ministry. Ideally, the internship is completed during the last year of the students program of study. Internship experiences should serve as a "capstone" to the entire undergraduate focus.

Course Goals

- 1. To evidence the student is capable of integrating academic training with practical expression in their specific area of study.
- 2. To give the student opportunity to serve in a mentored learning experience, continuing their equipping and training in real and practical ways.
- 3. To give the student insight into their abilities and interests, highlighting both areas of success but also areas of additional learning and focus.

Objectives

- 1. A Working Knowledge of:
 - a. Various aspects of service and actions related to the interest of the student and specific focus of study for this degree program
 - b. Organizational structures and role responsibilities at the internship site, and beyond in vocational settings, with effective work habits and abilities
- 2. An Increased Ability to:
 - a. Put into practice the skills and information learned in the classroom
 - b. Evidence spirit of cooperation and effective communication with colleagues and supervisors
 - c. Working effectively with others in your internship setting, including professionals, staff and volunteers are the internship site
 - d. Demonstrate godly leadership, character, and professionalism
- 3. A Life-Shaping Commitment to:
 - a. A growing relationship with the Lord
 - b. Reflecting a positive and encouraging presence in your work and service
 - c. Self-evaluation and positive self-leadership
 - d. Seeking on-going feedback and interaction with a qualified mentor
 - e. Continued life-long learning experiences

Grading Policy

Internships are "Pass/Fail", based on review of the completed documentation. Specific documentation or experiences in the internship are not graded individually. Significant facts in grading will include the completion of the number of hours of service, completion of all required paperwork, and final evaluation by both the Site Supervisor and Faculty Advisor.

Course Requirements

- All internships, sites for internships, and Site Supervisors must be approved in writing by the Faculty Advisor, prior to the start of the internship experience. Students must submit a one-page internship plan for approval by the Faculty Advisor, and should include specifics such as location, Site Supervisor, beginning and ending dates, learning expectations and responsibilities.
- Students must complete and document 135 hours of service, including up to 50 hours of preparation. These hours should be kept in an internship "log" or journal.
 Documentation should be submitted to the Faculty Advisor no later than the final day of the term.
- Duration of the internship experience should be no less than three months and no more than one year of documented experience. Even though documentation is submitted by specific dates, internships may continue beyond the dates arranged; extensions are fully at the discretion of the student and Site Supervisor.
- Student must make monthly updates with Faculty Advisor, by phone, email, or personal visit.
- Student must have regular contact meetings with Site Supervisor, weekly or monthly.
- Students and Site Supervisor have specific documentation to complete, and alternative forms or documentation are not acceptable unless agreed upon prior to the start of the internship experience. Documentation should be submitted to the Faculty Advisor no later than the final day of term.
- Students are to complete additional reading specific to their degree and internship experience, submitting a written report for each item. The titles should be mutually agreed upon by Faculty Advisor, Site Supervisor, and Student. Reading reports should be submitted to the Faculty Advisor no later than the final day of term.
- It is the responsibility of the student to make sure everything is documented and submitted in a timely manner, and it is not the responsibility of the Site Supervisor or Faculty Advisor.
- NOTE: Please check further in this document for any degree-specific requirements for internship experiences or documentation.

Special Needs

Any accommodations for students with special needs must be documented and approved through the Academic Office. Contact the Vice President of Academics to initiate the process.

Academic Integrity

Honesty in all endeavors is vital as an expression of the Christian life. Students at Crossroads College will not participate, encourage, or condone such behavior as cheating, plagiarism, or other forms of academic dishonesty. All assignments must be the student's original work for the course in which the material is submitted. When students utilize work that is not their own, proper credit must be given to the source of the information. Cheating, plagiarism, and/or any other form of dishonesty in any context should be considered a moral and ethical offense, will not be tolerated at Crossroads College, and students may be placed on probation, suspended, or expelled as a result. It is the student's responsibility to be aware of behaviors which constitute academic dishonesty and consequences, as defined in the current college catalog.

- It is expected that all work presented to the class in the form of assignments or class
 participation notes <u>represent the student's original words or ideas</u>. When anything
 included in a student's work (ideas, thoughts, or words) is not original with the
 student, all relevant sources should be cited using proper writing format and style
 defined by the instructor, and the extent to which the sources were used should be
 noted.
- <u>Students must reference ALL sources used</u>, including hardcopy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content comes from an identifiable source. We encourage students to use outside sources, but they must be properly referenced.
- It is expected that work done in a class is <u>original for that particular class</u>. If you include work done in another class, you should reference that work just like you would any other source.
- It is expected that students do their own work. It is not acceptable to have a tutor, spouse, or friend complete a portion of your assignments. It is not acceptable to have a reviewer make extensive revisions to an assignment.
- If someone types a student's paper, the final product should represent the original work of the student and not a version edited by the typist. The student is responsible for making grammar, sentence structure, and spelling corrections as a part of the learning process, and corrections by someone other than the student are inappropriate. (A reviewer may note the mistakes, but the student should make the corrections.)

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Course – Outline of Process

- ✓ Meet with Faculty Advisor and/or potential Site Supervisor to formulate ideas for internship experience.
- ✓ Determine options that best meet your needs and the need of the site for internship.
- ✓ Submit a written Plan for Internship to the Faculty Advisor for approval (can be emailed)
- ✓ Wait for Faculty Advisor to forward approval for proposed plan
- ✓ Assemble documentation necessary to complete the internship
- ✓ Begin internship
- ✓ Keep records of time and experiences in the internship
- ✓ Complete internship reading (books, or periodicals)
- ✓ Write reports on reading
- ✓ Student and Site Supervisor complete evaluations
- ✓ Submit evaluations and documentation to Faculty Advisor
- ✓ Meet with Faculty Advisor for final review
- ✓ Faculty Advisor submits Pass/Fail grade to Registrar's Office

Documentation

Please see the following pages for course requirements and documentation specific to your degree program and internship experience.

MINISTRY INTERNSHIP Specific Requirements and Documentation

Course Objectives

The students who successfully complete this course will demonstrate:

1. A Working Knowledge of . . .

- a. Various aspects of ministry related to the interest of the student, including, but not limited to:
- b. Preaching
- c. Teaching
- d. Counseling
- e. Visitation
- f. Administration
- g. Special services (e.g., baptisms, weddings, and funerals)
- h. Worship
- Preparation and participation in meetings

2. An Increased Ability to . . .

- a. Put into practice basic ministry skills learned in classes.
- b. Work effectively with others in a ministry setting, including other professional staff and volunteers.
- c. Exercise leadership
- d. Demonstrate godly character and professionalism

3. A Life-Shaping Commitment to . . .

- a. A growing relationship with the Lord
- b. Self-evaluation
- c. Seeking the evaluation of a qualified mentor
- d. Continued lifelong learning
- e. Implementing God-given talents in ministry

Course Requirements

- 1. Complete 135 hours of supervised internship experience, including up to 50 hours of preparation.
- 2. Keep a careful log that includes a record of time spent in preparation and participation in internship experience. (See attachments for log samples) Ideally, a journal of time spent but also learning experienced is a helpful item to include in the documentation.
- 3. Make monthly contact with the Faculty Advisor (can be email, phone call, office visit, etc.)
- 4. Student meets regularly with Site Supervisor (as mutually agreed upon)
- 5. Read two (2) books related to the internship experience or desired future experience. Summarize your reading in the following manner: three or four pages typed, double spaced, include full reference using APA reference format, your summary of the book, your reaction to it, how this integrates into your internship experience or desired future experience.
- 6. Schedule a final interview with the Faculty Advisor for a review of the final evaluation reports and assignment of grade.

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GOALS AND ACTIVITIES SHEET

1.	Knowledge – As a part of the internship students have an opportunity to gain new knowledge about the ministry. List several goals in the area of knowledge development that you would like to attempt to reach as a part of your internship. Also, identify activities you can do in which you can reach these goals.
	Goals:
	>
	>
	Activities:
	>
2.	Experience – As a part of the internship students have an opportunity to gain hands on experience in ministry. List several goals in the area of hands on experience that you would like to attempt to reach as a part of your internship. Also, identify activities you can do in which you can reach these goals.
	Goals:
	Activities:
	>
	>

MINISTRY INTERNSHIP EVALUATION (Student's Form)

Name of Student			
be able to evaluate	oneself accura	•	ies. It is an important life-skill in ministry to 'Think of yourself with sober judgment." in mind.
Internship Site:			
Address:			
Phone Number:			
Site Supervisor(s), Cor	nplete Name ar	d Title:	
Dates of Internship:	Beginning	Month and Year	
	Ending	Month and Year	
RESPONSIBILITIES			
<u>Teaching</u> : Clas	sses Taught or G	roups Led	
			Age Group

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ing: Topics and Dates	
	Date
	Date
	Date
stration:	
Meetings Attended for Planning and Program	nming (as participant):
Meetings Led for Planning and Programming	g (as coordinator):
-	
Martings Attended (to observe)	
Meetings Attended (to observe):	

<u>Visitation</u> (note the number of calls made, but not details):
Hospital/Nursing Home
Church Members
Evangelistic
Other /Misc.
Counseling Settings (what kind, setting, and general age of people):
-
Special Activities or Projects (camps, social events, weddings, funerals, etc.):
Other Activities Unique to Your Interests:

APPRAISE YOURSELF AS APPLICABLE IN THE FOLLOWING FUNCTIONS OF MINISTRY:

Preaching: What methods do you prefer? How do people respond?
Teaching: What methods do you use? What age groups are you best suited for?
<u>Visitation</u> : What types have you done? What is the importance of visitation, in relation to your ministry
Administration: What kinds of administrative tasks do you enjoy? Evaluate your abilities.

king wi	th Volunteers: What approaches have you used? How successful have you been in recrui	itinc
	ers in ministry service?	tirig
<u>er</u> :		

APPRAISE YOURSELF IN THE FOLLOWING PERSONAL SKILLS:

	tion:
<u>Organiz</u>	ation:
<u>Commu</u>	nication:
<u>Interper</u>	sonal Relationships:
COMMENT BR	IEFLY ABOUT THE FOLLOWING ITEMS, IN RELATION TO YOURSELF:
<u>Christia</u>	n Devotion:
<u>Self-Ima</u>	ge:
<u>Self-Ima</u>	ge:
	ge: o Cope with Stress:

<u>Punctuality</u> :	
Insight into Problems:	
Tolerance of Divergent Views:	
<u>Leadership Abilities</u> :	
Relationship to Site Supervisor:	
The greatest benefits and greatest weaknesses of my in	ternship experience were
Signature of Student	Date

MINISTRY INTERNSHIP EVALUATION (Site Supervisor's Form)

Name of Student		
tool for insight into to vital for shaping the experiences. In orde	performance of the student intern relative to the listed competencies. This is a valuable the student who has been serving under your mentoring. Accurate and honest feedback person involved in ministry as well as for giving direction for future educational er for this internship and evaluation to be of greatest value for the student, please share tern prior to forwarding it along to the college Faculty Advisor.	
Internship Site:		
Address:		
Phone Number:		
Site Supervisor(s), Cor	mplete Name and Title:	
Dates of Internship:	Beginning Month and Year	
	Ending Month and Year	
Date	e of Evaluation Meeting:	
Stud	lent's Signature:	
Site	Supervisor's Signature:	

RESPONSIBILITIES Please define the responsibilities of the student intern or attach a complete job description, if availables		

APPRAISE STUDENT ON THE FOLLOWING FUNCTIONS IN MINISTRY, AS APPLICABLE

<u>Preach</u>	ing
	Appearance and Delivery:
	Content (Biblical, organization, and type of sermons preached):
Teachir	<u>ng</u>
	Preparation:
	Methods Used:
	Appropriate to Situation/Age Group:
	Content:

Visitation

	Types of Calls:
	Ability to Relate to People at their Point of View:
	Strengths/Weaknesses:
<u>Admin</u>	<u>istration</u>
	Initiative:
	Creativity:
	Organization:
	Communication:
	Follow-Thru:

Counselir	<u>ng</u>
In	sight:
_	
Al	bility to Relate:
Aı	reas for Improvement:
_	
Working '	with Volunteers
Sı	uccess in Recruiting and Training:
Al	bility to Get Along:
Other Act	<u>tivities</u>
	ld rank any of the above items, what would be your top strengths (i.e. preaching, teaching, ation, etc.)?
_	

APPRAISE THE STUDENT IN THE FOLLOWING AREAS

Preparation:
Organization:
Communication:
Interpersonal Relationships:
Christian Commitment:
Self-Image:
Ability to Cope with Stress:
Punctuality:
Insight into Problems:
Tolerance of Divergent Views:
Ability to Articulate His/Her Faith:
Leadership Ability:
AL COMMENTS Student's Relationship to Site Supervisor:
Student's Greatest Strength:
Student's Greatest Weakness:

Please state frankly your opinion as to the student intern's suitability for Christian Ministry, specifical what is necessary for the student to be successful in ministry:
Does the student intern have any personal peculiarities or physical issues that would hinder him/her Christian Ministry? If so, what:

PLEASE CHECK THE APPROPRIATE BOX

SPIRITUALITY Consider personal devotion and testimony to others	Characterized by immaturity	Genuine, but non-contagious	Rich and growing in maturity	☐ Vital and contagious	□ Unable to report
LEADERSHIP Others willing to follow?	☐ Seldom leads	Leads occasionally	□ Usually a leader	Consistently a leader	□ Unable to report
INTELLIGENCE Consider mental alertness	☐ Faith to apply knowledge	☐ Average	☐ Intelligent responses	Exceptionally good responses	□ Unable to report
PERSONALITY AND TACT Consider mannerisms and appearance, general impression on others	☐ Tolerated	☐ Accepted	□ Well-liked	□ Sought out	□ Unable to report
EMOTIONS Consider the way the student reacts under stress	□ Unstable	Usually well- balanced	□ Well-balanced	Unusual balance	☐ Unable to report
JUDGMENT AND COMMON SENSE Consider the student's ability and foresight in decisions in everyday situations	Poor results	☐ Fait deductions	Good conclusions	Sound decisions	Unable to report
COOPERATION Consider willingness to work with people in various capacities	□ When convenient	Usually willing	□ Willing	☐ Outstanding	Unable to report
INTIATIVE AND PERSEVERANCE Consider the ability to see things to do and diligence in accomplishing the tasks	Completes tasks if supervised	Does ordinary assignments	☐ Follows-thru	Completes tasks regardless of difficulty	☐ Unable to report
RELIABILTY Consider dependability, willingness, consistency	□ Unreliable	□ Usually reliable	□ Reliable	☐ Absolutely reliable	☐ Unable to report
Signature of Evaluator				Date	

Return form to: Crossroads College, Dr. Claudio Divino, 920 Mayowood Rd SW, Rochester, MN, 55902-2382

Attachment Four

STUDENT'S RATING OF INTERNSHIP SITE

Name	of Student							
Site of	Internship							
1.	On the basis of your e	experience at this intern	ship site, would you recommend it as a future internship	site?				
	Yes	No	Maybe					
	Comment on your respo	onse:						
2.		ork you did at the site an our program in the futur	nd the skills you evidenced on the job, is it likely that the	site will				
	Yes	No	Maybe					
	Comment on your respo	onse:						
3.	did you feel that the	On the basis of the competencies needed for you to perform your internship duties in a professional manner did you feel that the Christian Ministry degree program at Crossroads College prepared you to meet the expectations of performance during your internship?						
	Yes	No	Maybe					
	Comment on your respo	onse:						
4.		•	you to perform your internship duties in a professional r epared you to meet the expectations of performance du					
	Yes	No	Maybe					
	Comment on your respo	onse:						
_								
5.	Other information yo	u would like to share:						

Attachment Five

SUMMARY SHEET OF PROPOSED INTERNSHIP ACTIVITIES

Since this remains in your internship file, please fill it out as completely as possible, and describe your activities as completely as possible. Use as many continuation pages as you need to complete the task.

Intern:				
(Last Na		(First Name)	(MI)	
Internship Site:				
Address:				
Phone Number:				
Site Supervisor(s), Cor	nplete Name and	d Title:		
Crossroads' Faculty As	lvicor:			
Crossidads Faculty At	IVISUI			
Dates of Internship:	Reginning			
Dates of meemsp.		Month and Year		
	Ending			
		Month and Year		
Summary of Types of A Brief Description of Expe				
впеј Безсприон ој Ехре	cteu Activities			

(Continue on another sheet if necessary)

CROSSROADS COLLEGE - INTERNSHIP LOG

Student Intern		Page
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Date	Start Time	Stop Time	Total Hours	Project / Activity	Code	Supervisor's Initials

Total Hours

Codes: TE = Teaching

VI = Visitation

VOL = Working with Volunteers

PR = Preaching

CO = Counseling

ADM = Administration SP = Special Project

OA = Other Activities (Specify)

Attachment Seven

CROSSROADS COLLEGE STUDENT INTERN'S WORK SCHEDULE

Name of Student:	
Phone Number:	
Name of Faculty Advisor:	
Phone Number, office/work:	
Name of Field Site:	
Address of Field Site:	
Name of Site Supervisor:	
Phone Number of Site Supervisor:	

Schedule:

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.

Note to Student: A copy of schedule must be given to the Faculty Advisor, Site Supervisor, and keep a copy for yourself.