

ME353 Internship (4 Credits)

Columbia Bible College

Instructor: Doug Epp; Doug.Epp@columbiabc.edu; 604-853-3567 Ext. 317

Office Hours: By appointment (Service Learning offices are situated with the Student Care and Career Centre)

Columbia's Mission

Columbia Bible College's mission is to prepare people for a life of discipleship, service and ministry. This course focuses primarily on the preparation for ministry component of that mission within a student's specific major but is not limited to vocational ministry.

Course Description

The Internship experience provides students with hands-on ministry training, which is an integral part of the learning process at Columbia Bible College. Under an approved Supervisor, interns receive a total of 420 hours (105/credit hour) of on-the-field exposure, training and experience in a practical service assignment. Ideally the 4 credit hours of internship should all be done in one setting or 2 credit hours in each of two settings.

Objectives

1. Students will grow in their understanding of:
 - a. Their personal skills, strengths and potential.
 - b. Potential vocational directions relating to the internship assignment.
2. Students will grow in their ability to:
 - a. Evaluate personality traits and lifestyle as they affect personal growth and ministry.
 - b. Assess their value system and assumptions about life, people, and ministry.
 - c. Integrate theological knowledge and understanding with practical experience.
 - d. To relate to people, situations and programs.
3. Students will learn the value of:
 - a. A spirit of interdependence and cooperation with the supervisor and co-workers.
 - b. Personal and spiritual growth in their life and ministry.

Primary Criteria

The primary criteria for an acceptable internship credit would be:

1. The experience must be completed after the Internship Seminar.
2. The experience needs to fit with the students CBC major and life goals.
3. The internship must be supervised by a qualified mentor.
4. The setting needs to provide an opportunity for the student to learn and not just do.
5. The experience needs to provide an opportunity for the intern to live out their faith and apply what they have learned in the classroom context.

Texts

As assigned by the Internship Supervisor according to the guidelines in the Supervisor's Manual

Manuals/Forms/Reports

All the needed information to properly complete your internship is available for download on the CBC Web Page at www.columbiabc.edu. Under the "Academics" link go to "Service Learning" and then "Internship". All of the downloads are available in the right hand column. Many of the forms/reports are also available to complete and submit on line.

Internship Process

1. Students enroll in the Internship Seminar
 - Fall Semester for those starting an Internship in the Fall
 - Spring Semester for those starting an Internship in the Spring or Summer

- The first class will focus on the internship expectations and requirements
2. Students fill out the Application Form available on-line.
 - The application should be completed by due date on CM 361 Internship Seminar Syllabus
 3. Students meet with the Director of Service Learning (DSL) to discuss the type, location and timing of the internship assignment.
 4. If they have not already done so, students need to register for the appropriate number of Internship Credits before they start their internship. You need to register for at least one credit for every semester in which you are completing your internship.
 5. Once a placement has been confirmed, Students meet with their Field Supervisor to complete the Learning Contract.
 - This should be completed as soon as a potential internship assignment is decided upon.
 - The internship placement is not final until the learning contract is handed in and approved by the DSL
 6. Students and Supervisors submit regular reports. Each student along with their supervisor determines their own specific due dates when completing the Learning Contract:
 - For those doing their internship over the two semesters of the school year, a total of five reports are due.
 - For those doing their internship in the summer, a total of three reports are due.
 - For those doing their internship over the calendar year a total of 5 reports are due.
 - For those doing an OL program Internship one report is due mid semester.
 - For internships longer than a year – talk to the DSL re: the number of reports
 - It is up to the student to make sure that their Supervisor is aware of this schedule
 7. Students and Supervisors submit the Comprehensive Evaluation to the DSL a minimum of two days prior to the closing Interview.
 8. Students regularly work on their journals as outlined below in “Assignments” and hand in their Journal to the DSL at the closing interview.
 9. Students complete their reading response as outlined below in “Assignments” and hand in their Response to the DSL at the closing Interview.
 10. An Internship Closing Interview is scheduled at the conclusion of the internship
 - The intent of this meeting is to bring your internship experience to an end by spending some time in evaluation of what took place.
 - The student should contact the DSL to schedule the interview
 - The Supervisor should attend this interview if at all possible
 11. The final grade is submitted to the Registrar’s office following the Closing Interview. If an internship placements runs for more than one semester the student’s transcript will show an “Incomplete” until the final closing interview is completed at the end of the internship.

Course Requirements

1) Reading

A minimum of 125 pages per Internship Credit (500 pages total) should be assigned by the on-sight supervisor. If you read more than one book, you can write a response based on an overview of all the reading or on the one book that had the most impact on your internship. The 2-3 page reading response should include:

1. In one paragraph: What was the main idea the author was attempting to make? To what extent was that goal achieved?
2. What were two or three key things you learned from this reading that was relevant to your internship?

3. What were some of the strengths and weaknesses of the material you read?
4. How were you able to use and apply some of the ideas in your internship ministry?
5. Why would or would you not recommend this book(s) to other interns for their reading benefit?

2) Reflection: Choose one of the following options

1. Journaling

Over the course of the internship you are expected to journal at least once a week. There is no specific guide for what this journaling must look like but the intent is for you to use the journaling as an opportunity to reflect on the past week (what has happened, what has God been teaching you and what are you possibly struggling with). You will need to hand in the journal but the main thing the DSL is looking for is how consistently it has been done as opposed to specific content. It can be neatly handwritten or done on a computer.

OR

2. A reflection paper

Write an eight page paper reflecting on the entire internship experience. What were you involved in and how did it go (the good things and the bad)? What did you learn about yourself (gifts, strengths, challenges, areas of growth), about others and about ministry? Share at least one story of a significant event during your internship and how this impacted you. Discuss the areas in your life that you would like to develop further in the future. Conclude with how your life was impacted through this internship.

3) Regular Reports

You will decide the exact due dates of your monthly reports when they complete the Learning Contract and it is your responsibility to send the reports in on time. Care should be given to thorough and thoughtful answers. All report forms are available on the website to either be downloaded as a PDF file or to be completed and submitted on-line.

4) Field Assignment

You are required to do 105 hours of field work for every hour of credit and you will be evaluated by your on-sight supervisor at the end of the internship process.

Internship Assignment Checklist

The following forms are to be filled out and returned to the Director of Service Learning at the times specified. It is your responsibility to make sure they are handed in so please check off as they are completed (all forms and needed information is available in the Service Learning the CBC Website

___ Internship Manual	Read through and be familiar with the contents of the Manual, especially noting the "Responsibilities of the Supervisor and the Intern."
___ Application Form	Due when you meet with the DSL.
___ Learning Contract	Due at the outset of the internship This requires the signatures of the Intern, Supervisor and DSL.
___ Regular Report Forms	Due as determined on the Learning Contract.
___ Reading Report	The reading will be assigned by your on-sight supervisor and is due at the closing interview.
___ Comprehensive Evaluation	Due two days before the Closing Interview
___ Reflection	Please remember to do some reflective writing in your journal at least once a week throughout the whole internship or complete the reflection paper assignment. Due at the closing interview.

Grading Breakdown

Field Assignment	50%
Reading Response	15%
Monthly & Comp Reports	20%
Personal Journal	15%