

EXPL 301/302/303/304 Internship - Overview

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 in-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 two credit hours in each of two settings. The internship can be completed in a variety of configurations any time during the school year or in the summer between the student's third and fourth years.

Prerequisites: EXPL 101, EXPL 102, EXPL 201, EXPL 202. 60 credit hours, LDRS 201 Intro to Leadership Studies

Students must attend the Internship Orientation either before or at the beginning of the first semester they have enrolled in EXPL 301. The internship cannot proceed if this expectation is not met.

Internship Process

1. Students register and pay for internship credit based on the semester that the internship officially begins. The student can choose both to register and pay up front for all the credits of internship that they will be taking over that academic year (Fall, Winter, and Summer Semester) or they can spread this out over the semesters they anticipate will be needed to complete the internship hours. Unless they have chosen to register and pay for all credits up front, they must register for at least 1 credit during each of the remaining semesters that the internship is going on. For example a student doing a year-long 4 credit internship could either register and pay for all 4 credits at the beginning in the Fall semester or spread them out over the year (e.g., 1 Fall; 1 Winter; 2 Summer).
2. Students attend the Internship Orientation at the beginning of their first semester of internship (or before if they make arrangements with the DSL). The internship cannot continue without attending the orientation. If you are planning a Summer Semester internship you can attend the orientation in January or April. If you are planning on starting your internship in the Fall Semester you can attend the orientation in April or September. If you are planning on starting your internship in the Winter Semester you can attend the orientation in September or January.
3. Students meet with the Director of Service Learning (DSL) to discuss the type, location and timing of the internship placement.
 - This meeting should happen the week following the Orientation.
 - Please feel free to contact the DSL any time prior to officially enrolling in internship to clarify questions or discuss options.
4. Once a placement has been confirmed, interns meet with their on-site mentor/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.
5. Interns and Mentor/Supervisors submit regular reports. Each student along with their supervisor determines their own specific due dates when completing the Learning Contract.

6. In addition, at the conclusion of the internship, both the intern and mentor/supervisors also submit a Comprehensive Evaluation to the DSL a minimum of two days prior to the closing Interview.
7. Interns submit all assignments as outlined in the syllabus.
8. An Internship Closing Interview is scheduled at the conclusion of the internship
 - The intent of this meeting is to bring the internship experience to an end by spending some time evaluating what took place.
 - The intern should contact the DSL to schedule the interview for a time when the DSL can meet with both the intern and supervisor for approximately one hour.
9. 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.

Finding a Placement

It is up to the student to find their own internship placement. The Service Learning department will provide ideas, encouragement and contact information (where possible) but students are not "placed" into internship assignments.

When looking for a placement keep in mind these primary criteria for an acceptable internship credit:

1. The experience must be completed after the Internship Orientation.
2. The experience needs to fit with the student's CBC major (or minor if they are a Biblical Studies Major) and life goals.
3. The internship must be overseen by a qualified supervisor who has a heart to mentor the intern.
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.

How are internships configured?

Internships should be a minimum of 8 hours a week and could be configured in the following ways:

- 8 hours a week for 4 semesters
- 8 hours a week over an entire calendar year
- 16 hours a week for 2 semesters
- 35 hours a week for 12 weeks (3 months)
- A combination of any of the above

For the sake of internship hours we consider a week to be 40 hours toward your internship even though a setting like a missions trip or camp may actually be more hours.

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. Click on "Academics" and in the drop down box under "Service Learning" you can click on the "Internship" which will take you to all the internship information.

Doug's Contact Information

- Office (#123) is located in the Resource Centre
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