

CROSS-CULTURAL STUDIES PROGRAM

INTERNSHIP HANDBOOK 2008-2009



KUYPER  COLLEGE
Bringing God's Grace into Today's Culture

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Internship, what is it?

An internship normally consists of an assignment to a church, agency, or mission placement for students concentrating in cross-cultural studies.

Why is it?

The purpose of an internship is to assist you in applying your “book knowledge” to a real-life situation where you will have hands-on experience in a cross-cultural setting. The internship is your “coming of age” before graduation when you find out to what type of ministry God may be calling you to, how you actually relate to those who are different from yourself, and what may be the additional skills you need to successfully minister cross-culturally. An internship, much like a short-term mission trip, can give us experiences that we normally would not have if we were to remain “at home” in our own culture. By crossing cultures—whether across the seas or in multi-cultural New York City—we find the need to rely on God and to learn to appreciate the beauty found in those who are different from us, and we even come away with a better understanding of ourselves. We even learn that God has already been at work in places we never knew. To quote Stiles in their book *Mack and Leann’s Guide to Short-term Missions*:

We live in a culture that reminds us daily that if you want something done, you’d better do it yourself—trust your own plan. ... On a short-term we put our faith on the line. The cultural props that go with a life under control are stripped from us. And it’s there that we experience God most clearly (p. 22).

When is it?

Normally an internship is conducted during your senior year at Kuyper College or immediately following completion of your academic studies. It requires 400 hours of hands-on experience in a different culture.

How do I prepare for an internship?

You will attend a 1-credit hour seminar for each 3 credit hours of internship. You will be given cross-cultural preparedness, discuss issues that you may face in your assignment, begin to learn something about the country or city where you will be working, acquiring basic language skills for communicating in a different language (if applicable).

You will also have some reading assignments to do and journaling. You may go through some pre-departure simulations with your professor. Since internships are designed to have an educational component to them, this is an important facet of your pre-departure.

You will also at this time review your pre-departure check list to make sure you have everything you need in order to have a successful experience. We’ll discuss such things as passports and medical/travel insurance (as applicable), health concerns, politics, as well as review current customs in your assignment venue.

We will also emphasize in this seminar your need for spiritual preparation and review with you a basic Gospel presentation should you be given the opportunity to share your personal faith with someone in your assignment locale.

What are the requirements to apply for an internship?

- You need to have completed your junior year at Kuyper College. If you are a transfer student you will be evaluated on an individual basis.
- You need to have a GPA of 2.5 or higher in your cross-cultural studies courses.
- You need to pass an interview by your faculty advisor and will have submitted a written proposal concerning personal goals and objectives.
- Upon a successful interview, you will receive a written permission from the faculty advisor that will be attached to your proposal and placed in your file. If you do not successfully pass the interview, you will receive a written denial.
- You will pay the same per-hour tuition fees as you would for any other classes.

When can I apply?

Normally you need to apply no later than **February 15** of the year prior to placement into an internship site.

What are my obligations as an intern?

- With your field supervisor and faculty advisor, develop an internship focus, together with objectives and timelines. This includes such items as bibliography of required reading material, mentoring issues, journaling, reporting.
- Reflect with your faculty advisor on a regular basis (to be established in the learning contract) via e-mail, Skype, or other means of communication.
- You will complete a self-evaluation halfway through your experience and once again at the two weeks prior to the end of your experience.
- You will have your field supervisor submit an intern evaluation halfway through your experience and again two weeks prior to the end of your time under his/her supervision.
- You will write a 5-7 page reflection paper following guidelines that will be given to you prior to departure for the field. This paper needs to be submitted to your faculty advisor upon your return from your internship. This reflection paper ties theory to practice with personal reflection of the experience.
- You will maintain a journal prior to and during your field assignment according to guidelines given to you.
- You will read two books, one dealing with the type of ministry you are involved in and one dealing with the people group or country to which you are ministering.

What are my field supervisor's obligations?

- Meet regularly with you to mentor, observe, and discuss your experience, skills, strengths and weaknesses. She/he will help you to get the most out of this experience. This requires frankness on her/his part.
- Submit the mid-term and final evaluations to your faculty advisor. Communicate at other times with the faculty advisor if necessary.

What are your obligations to me as my faculty advisor?

- To provide you with adequate preparation for your experience by way of a pre-departure seminar.

- To review your pre-departure checklist to make sure you have everything you need.
- Via e-mail, Skype, or other means of communication, to reflect with you on a regular basis the experiences you are going through and your completion of the learning contract.
- To make an on-site field visit as feasible.
- To debrief with you once you have returned, and to read and interact with you regarding your final reflection paper.
- To issue you your final grade for your internship.

Internship Learning Application

NOTE: If this application is approved, it becomes the Internship Learning Contract between the intern, Kuyper College and the field supervisor.

Name of intern: _____

Name of faculty advisor: _____

Proposed locale: _____

Time frame for internship: __/__/200__ through __/__/200__.

Name of proposed field supervisor: _____

E-mail: _____ Phone #: _____

Mailing address: _____

Brief description of ministry assignment:

Specific objectives to be accomplished: (Some objectives must be ministry-related; others must reflect personal growth goals, including spiritual and skills development)

Activities to be carried out for evaluation purposes:

1. Ministry activities and/or projects as assigned by field supervisor
2. Journaling on a regular basis
3. Reading of a minimum of two books approved by the faculty advisor and a brief written report on each.
4. Regular communication with the faculty advisor for on-going reflection and updating
5. Midterm and final written evaluations by field supervisor
6. Midterm and final written self-evaluations
7. Final reflection paper
8. Debriefing with the faculty advisor

Midterm Evaluation of Intern by Field Supervisor
(to be mailed to the faculty advisor)

Student:

Supervisor:

Date:

What has been the emphases/major topics of your meetings to date with your intern?

Are there any areas of growth? Yes No Briefly explain.

Are there areas of concerns? Yes No. Briefly explain.

Reflect on the intern's personal health (spiritual, physical, emotional, mental)

Reflect on the intern's relational skills with supervisor, others.

What will be the major foci of your meetings in the future with your intern? What specific goals need to be implemented in order for the intern to successfully complete the internship?

NOTE: Next sheet is a rating scale. To comment on any of your ratings, please use an additional sheet for your written comments with the corresponding number of the item.

Midterm Intern Evaluation, continued

Rating scale: 4= Excellent; 3=Good; 2=Average; 1=Poor; 0=Unsatisfactory

| | | | | | |
|---|---|---|---|---|---|
| 1. Has love for people | 4 | 3 | 2 | 1 | 0 |
| 2. Meets people easily | 4 | 3 | 2 | 1 | 0 |
| 3. Attends to spiritual growth | 4 | 3 | 2 | 1 | 0 |
| 4. Prepares all assignments/tasks thoroughly and diligently | 4 | 3 | 2 | 1 | 0 |
| 5. Gains and holds interest | 4 | 3 | 2 | 1 | 0 |
| 6. Organizes time well | 4 | 3 | 2 | 1 | 0 |
| 7. Shows flexibility when needed | 4 | 3 | 2 | 1 | 0 |
| 8. Dresses respectfully according to the culture | 4 | 3 | 2 | 1 | 0 |
| 9. Shows proper respect to those in authority | 4 | 3 | 2 | 1 | 0 |
| 10. Tactful, speaks truth without offense | 4 | 3 | 2 | 1 | 0 |
| 11. Demonstrates confidence in his/her abilities | 4 | 3 | 2 | 1 | 0 |
| 12. Able to laugh at self | 4 | 3 | 2 | 1 | 0 |
| 13. Cooperative and adaptable according to circumstances | 4 | 3 | 2 | 1 | 0 |
| 14. Accepts suggestions/correction graciously | 4 | 3 | 2 | 1 | 0 |
| 15. Show resilience in the face of adversity | 4 | 3 | 2 | 1 | 0 |
| 16. Appears comfortable in a different culture | 4 | 3 | 2 | 1 | 0 |
| 17. Completes tasks on time | 4 | 3 | 2 | 1 | 0 |
| 18. Self-motivated. Does not need constant direction | 4 | 3 | 2 | 1 | 0 |
| 19. Willingly takes the lead when needed | 4 | 3 | 2 | 1 | 0 |
| 20. Evidences a minimum of worry/stress/conflict | 4 | 3 | 2 | 1 | 0 |
| 21. Others see Christ in him/her | 4 | 3 | 2 | 1 | 0 |

Midterm Self-evaluation
(to be mailed to the faculty advisor)

Name: _____

E-mail address: _____

What were your first impressions upon arriving at your field assignment?

How have these impressions changed over the course of your internship?

On a scale of 1 to 4, rate your spiritual growth during this time period
(1= No growth; 2= Little growth; 3= Some growth; 4= Significant growth)

1 2 3 4

Explain what has contributed to your score on the rating scale.

What have you learned about yourself during this internship?

What areas would you like to work on during the remainder of your internship?
(spiritual, skills, knowledge, relationships, etc.)

Describe the goals and objectives you outlined in your intern learning contract and where you see yourself in completing these.

How may I be praying for you during the remainder of your internship?

Signed: _____

Date: __/__/200__

Final Evaluation by Field Supervisor
(to be mailed to the faculty advisor)

Student:

Supervisor:

Date:

What has been the emphases/major topics of your meetings with your intern for the last half of this internship?

Are there any areas of growth? Yes No Briefly explain.

Are there still areas of concerns? Yes No. Briefly explain.

Reflect on the intern's personal health (spiritual, physical, emotional, mental) during this last half of the internship.

Reflect on the intern's relational skills with supervisor, others.

Overall, how do you evaluate your intern's experience and his/her readiness for ministry in a cross-cultural setting?

NOTE: Next sheet is a rating scale. To comment on any of your ratings, please use an additional sheet for your written comments with the corresponding number of the item.

Final Intern Evaluation, continued

Rating scale: 4= Excellent; 3=Good; 2=Average; 1=Poor; 0=Unsatisfactory

| | | | | | |
|---|---|---|---|---|---|
| 1. Has love for people | 4 | 3 | 2 | 1 | 0 |
| 2. Meets people easily | 4 | 3 | 2 | 1 | 0 |
| 3. Attends to spiritual growth | 4 | 3 | 2 | 1 | 0 |
| 4. Prepares all assignments/tasks thoroughly and diligently | 4 | 3 | 2 | 1 | 0 |
| 5. Gains and holds interest | 4 | 3 | 2 | 1 | 0 |
| 6. Organizes time well | 4 | 3 | 2 | 1 | 0 |
| 7. Shows flexibility when needed | 4 | 3 | 2 | 1 | 0 |
| 8. Dresses respectfully according to the culture | 4 | 3 | 2 | 1 | 0 |
| 9. Shows proper respect for those in authority | 4 | 3 | 2 | 1 | 0 |
| 10. Tactful, speaks truth without offense | 4 | 3 | 2 | 1 | 0 |
| 11. Demonstrates confidence in his/her abilities | 4 | 3 | 2 | 1 | 0 |
| 12. Able to laugh at self | 4 | 3 | 2 | 1 | 0 |
| 13. Cooperative and adaptable according to circumstances | 4 | 3 | 2 | 1 | 0 |
| 14. Accepts suggestions/correction graciously | 4 | 3 | 2 | 1 | 0 |
| 15. Show resilience in the face of adversity | 4 | 3 | 2 | 1 | 0 |
| 16. Appears comfortable in a different culture | 4 | 3 | 2 | 1 | 0 |
| 17. Completes tasks on time | 4 | 3 | 2 | 1 | 0 |
| 18. Self-motivated. Does not need constant direction | 4 | 3 | 2 | 1 | 0 |
| 19. Willingly takes the lead when needed | 4 | 3 | 2 | 1 | 0 |
| 20. Evidences a minimum of worry/stress/conflict | 4 | 3 | 2 | 1 | 0 |
| 21. Others see Christ in him/her | 4 | 3 | 2 | 1 | 0 |

Final Internship Self-evaluation

_____ (Name)

___/___/200__ (Date)

_____ (Field assignment)

_____ (Faculty Advisor)

Kuyper College
(LOGO)

Goals and objectives

The specific goals and objectives that were met on this internship were the following:
(List each goal/objective and briefly describe how you accomplished it.)

Areas for growth

List any areas for growth and how you plan to accomplish them

Signed: _____