



# URSHAN COLLEGE INTERNSHIP HANDBOOK

*The mission of Urshan College is to educate, equip, and empower Apostolics for life and servant leadership in the church and the world.*

155 Urshan Way, Wentzville, MO 63385  
[www.urshancollege.org](http://www.urshancollege.org)

Revised October 19, 2022

# TABLE OF CONTENTS

<b>INTERNSHIP POLICY</b>	<b>3</b>
<b>PURPOSE</b>	<b>3</b>
<b>OBJECTIVES</b>	<b>3</b>
<b>ELIGIBILITY</b>	<b>3</b>
<b>PASTORAL PERMISSION</b>	<b>3</b>
<b>GRADING &amp; CREDIT</b>	<b>3</b>
<b>LENGTH</b>	<b>4</b>
<b>TRAVEL RESTRICTIONS</b>	<b>4</b>
<b>SUGGESTED REMUNERATION</b>	<b>4</b>
<b>TYPES OF INTERNSHIPS</b>	<b>5</b>
<b>CREDIT INTERNSHIPS</b>	<b>7</b>
<b>NON-CREDIT INTERNSHIPS</b>	<b>6</b>
<b>INTERNSHIP APPLICATION PROCESS</b>	<b>7</b>
<b>INTERNSHIP INFORMATION REQUEST</b>	<b>7</b>
<b>CHOOSING A LOCATION</b>	<b>7</b>
<b>VIRTUAL INTERVIEW</b>	<b>7</b>
<b>ACCEPTING AN OFFER</b>	<b>8</b>
<b>REGISTRATION</b>	<b>8</b>
<b>CREDIT INTERNSHIP PROCEDURES</b>	<b>9</b>
<b>COURSE SYLLABUS</b>	<b>9</b>
<b>COURSE ASSIGNMENTS</b>	<b>9</b>
1. READING REFLECTIONS	9
2. HOUR LOGS	9
3. SELF EVALUATION	9
4. FIELD SUPERVISOR EVALUATIONS	9
5. DUE DATES	10
<b>APPENDIX</b>	<b>11</b>
<b>INTERNSHIP SET-UP FLOWCHART</b>	<b>11</b>
<b>S.M.A.R.T. GOALS</b>	<b>12</b>

# INTERNSHIP POLICY

## PURPOSE

Urshan College, in its mission to both educate and equip our students, partners with local churches, parachurch ministries, businesses, and other social organizations to provide students with internship opportunities that grant them "hands-on" training in their chosen professional fields.

## OBJECTIVES

Each internship should broadly meet the same core objectives. Internships are designed to assist students in:

1. Purposefully engaging in a local specialized career and/or ministry context
2. Documenting progress toward personal career and/or ministry goals and degree requirements
3. Integrating learning from academic coursework, service, and personal and spiritual growth.
4. Preparing for entry into career and/or ministry positions after graduating from Urshan College.

## ELIGIBILITY

A student may complete an internship for credit at Urshan College if they meet the following requirements: completed 60 hours of total college credit, either at UC or another school, maintaining a 2.0 or higher cumulative GPA, and are in good student life standing as deemed appropriate by the Dean of Student Services and the Director of Spiritual Life. Some degrees may require the completion of a for-credit internship as part of their professional core courses.

## PASTORAL PERMISSION

Students must seek permission from their home pastor to fulfill an internship at a different church. A student should have pastoral approval before beginning the placement search and syllabus creation.

## GRADING & CREDIT\*

Credit internships are graded as a pass/fail course. All requirements stated within the course syllabus must be completed in order for credit to be awarded. One credit will be awarded for each 50 hours completed during the internship. A student may earn up to 3 credits by completing 150 hours during the internship. All internship assignments (see below) are required for each internship, as directed by the student's professor.

While non-credit internships do not demand a set amount of hours, it is recommended that they be set up to reflect the same hourly requirements.

## **LENGTH\***

In general, internships that coincide with the College on-campus fall or spring semester will be expected to run concurrent with it (15 weeks). Summer internships, however, will need to run on a shortened schedule (10-12 weeks). Thus, the number of required hours per week may vary a bit depending on when the internship is completed. In special cases, the Academic Dean may grant a student permission to complete a short-schedule internship during the fall or spring semester, but such permission must be obtained *before* the internship has formally begun.

## **TRAVEL RESTRICTIONS**

During the school year, only local internships (within a 60-mile radius of the college) will be approved unless special permission is granted. Internships outside a 60-mile radius of school are only made available to Urshan College students during the summer months.

The only exception is if the student's pastor and the dean of students approve of the student leaving school early. Documentation of approval is required. These churches outside the 60-mile radius of the school agree to only offer and advertise positions that are for the summer months.

## **SUGGESTED REMUNERATION**

Though not mandatory, it is suggested that organizations that utilize Urshan College interns provide some financial remuneration and other benefits, including but not limited to:

- Housing
- Travel expenses
- Weekly stipend
- Tuition reimbursement

\*These items are applicable to credit internships only. All other items are applicable to both credit and non-credit internships.

## TYPES OF INTERNSHIPS

Urshan College offers two types of internships to students: “credit” and “non-credit”. Both types of internships are conducted under the policy outlined above. Both types of internships will be beneficial to students as they both offer hands-on training and implementation of classroom learning.

### CREDIT INTERNSHIP

A credit internship means that a student will receive credit that will be reflected on their transcript. For some degree programs, an internship is part of the graduation requirements (see Academic Catalog) and must be taken as credit. This does not mean students cannot also fulfill a non-credit internship but should be considered in student planning. Students fulfilling a credit internship for their graduation requirements typically fulfill this internship in the summer between their junior and senior years.

#### REQUIREMENTS

- Registration

A credit internship will require the student to register for the appropriate course (e.g. Christian Ministry, Organizational Leadership, Worship). Registration for internships follows the same procedure as registration for other courses. Credit internships follow the tuition fees listed in the Academic Catalog.

Because a credit internship will go on a student’s transcript, the student should expect to pay for the course like any other course.

- Syllabus, Assignments, and Textbooks

A syllabus template will be provided and students will customize the goals and responsibilities of the internship to fit their degree program, as well as personal ministerial goals. The Program Director and/or the DFEI can provide a copy of a syllabus template.

The assignments are degree-specific and students should contact the Program Director for his/her instructions and expectations.

The reading requirements for internships are also degree-specific. In most degree programs, the required textbooks are chosen as a collaborative effort between the student, host pastor, and Program Director. The books chosen should support the goals and responsibilities of the internship. For example, if a student is fulfilling a children’s ministry internship, reading should be centered around that topic versus reading about youth-related ministry or elder-related ministry.

The syllabus and any assignments will be submitted to the professor-of-record via the Canvas course.

- Host evaluations of the student

Each intern should expect to have an on-site field supervisor whether that be the host pastor or his/her designate. The person overseeing the student will be asked to complete an evaluation of the student’s performance and progress towards the stated

goals and responsibilities in the syllabus. These evaluations will be submitted to the professor-of-record.

## **NON-CREDIT INTERNSHIP**

Students choosing to fulfill a non-credit internship will not receive credit on their transcript. Consequently, students will not be charged a fee or be required to complete a syllabus or other assignments stipulated in a credit internship.

Non-credit internships facilitated by Urshan College must adhere to the Internship Policy (pp. 3-4) in matters of eligibility and travel restrictions. Hosts of non-credit internships are encouraged to follow the suggested remuneration portion of the policy.

Non-credit internships do not require a set number of hours to be accumulated, however students and host sites are encouraged to design the internship around roughly 150 hours of practical ministry experience. During the 10 to 12-week summer, this correlates into 12 to 15 hours per week. If students fulfill a fall or spring internship over 15 weeks, this correlates into roughly 10 hours per week.

Though non-credit internships do not require a syllabus, it is strongly recommended that students (in cooperation with the internship host) identify goals, skills to develop, and responsibilities to fulfill. A successful internship is one in which the student can discover gifts and talents, develop skills and abilities, and deepen their classroom learning with hands-on experience. Having a goal to work towards provides structure and clarity for the internship. The internship will be more beneficial and meaningful if these things are discussed prior to the start of or within the first week.

Evaluations are not required in a non-credit internship, however we have found that it helps both the church and the student to be accountable to a review process.

If a student's degree program requires a 3-credit internship, a non-credit internship is still an option in a different semester. Two internships cannot be completed simultaneously. For example, if Student plans to fulfill their required 3-credit internship in the summer prior to their senior year, they could do a non-credit internship during the fall or spring semesters of junior or senior year, or in the summer between their sophomore and junior year.

## **INTERNSHIP SET-UP PROCESS**

### **INTERNSHIP INFORMATION REQUEST (DOES NOT APPLY TO “NON-CREDIT” INTERNSHIPS)**

Eligible students must notify the Program Director of their academic program of their interest in completing an internship for credit. The advisor will then coordinate with the Director of Field Education and Internships (DFEI) to provide the student with a list of available opportunities. The Program Director (or their designate) will serve as the professor-of-record for the course.

Working with their advisor, the student will assess the value and viability of the different internship opportunities. Only internships that are directly related to the student's specific academic, ministerial, professional, and personal objectives should be considered. It is expected that the student and the advisor will have discussed the relative merits of the internship opportunity prior to beginning the internship development process.

For an overview of the entire process, see the Internship Set-Up Flowchart in the Appendix section.

### **CHOOSING A LOCATION**

Prior to choosing a location for the internship, the student should meet with their home pastor to discuss the possibility of doing an internship at a different location. The student's home pastor must approve an internship at a different church. The home pastor's signature will be on the proposed syllabus.

If a student has already secured a location at which to complete their internship, they will then work with their Program Director (aka “professor-of-record”) to complete a syllabus outlining the goals and responsibilities of the internship.

If a student does not have a location for the internship, they can contact the DFEI to help with placement. The DFEI's office keeps a file of available internship locations and will provide the students with a short list of opportunities that fits their educational and personal ministerial goals.

### **VIRTUAL INTERVIEW**

From the short list provided, the student can choose to meet the pastors/employers offering the internship via a video-call set up by the DFEI. The DFEI will be present in that call to help facilitate discussion and be available to answer any questions related to academics and other logistics.

These virtual interviews provide a time for the students to meet the host pastor, hear about the church/business, the opportunity available, discuss housing, and other details. This video-call will also allow the student to share their personal ministry background, the focus of their internship (youth, music, outreach, leadership, etc), and the areas they wish to



develop in the internship. It is strongly recommended that students meet as many pastors on their short list as possible.

### **ACCEPTING AN OFFER**

The student is encouraged to share their short list of locations with their home pastor and other spiritual advisors as they prayerfully make their final choice. “Where there is no counsel, the people fall; But in the multitude of counselors there is safety” (Proverbs 11:14).

Students using the DFEI’s office to choose a location will communicate with the DFEI once they have chosen an internship location. The DFEI will then communicate with the host pastor/employer that the student has accepted the offer to intern.

### **REGISTRATION (DOES NOT APPLY TO “NON-CREDIT” INTERNSHIPS)**

Once an internship offer has been formally accepted, the student will be required to register for the appropriate internship course with the Registrar in order to receive official credit. Registration for internships follows the same procedure as registration for other courses. No internship can be added more than 2 weeks after the semester has officially begun; no summer internship can be added more than 2 weeks after the last day of spring semester classes.

# CREDIT INTERNSHIP PROCEDURES

## COURSE SYLLABUS

The syllabus for each internship is developed cooperatively by the student, the assigned professor, and the field supervisor. A completed internship syllabus must include the following items:

- Particulars of the internship (church or organization, location, name & title of field supervisor)
- Learning objectives stated as outcomes achieved through the learning experience; these must be demonstrably related to specific skills, professional goals, and personal development
- Description of internship duties that are clearly related to the stated internship learning objectives

Once all parties have agreed to the internship objectives and related duties, the syllabus will be signed by the student, the field supervisor, and the professor, who is responsible to file the syllabus with the Academic Dean's Office.

## COURSE ASSIGNMENTS

Assignments for the internship are degree-specific, the following list is taken from the Christian Ministry Internship and may or may not be the same for other internships.

### 1. READING REFLECTIONS

Students must read two books chosen by the professor related to the internship area. A reflective book review for each text will be required to demonstrate the student's engagement of the material and application to their internship context.

### 2. HOUR LOGS

Students will keep track of the hours and activities completed during the internship on a weekly basis. Each activity log will be approximately 1 page; the student will be required to submit weekly logs that total at least the minimum hours of recorded work for the number of credits earned.

### 3. SELF EVALUATION

At the end of the internship, the student must submit a formal reflection on the time spent during the internship. The student is expected to demonstrate what they have learned throughout the process. This self-evaluation will be submitted by the due date listed on the syllabus.

### 4. FIELD SUPERVISOR EVALUATIONS

Students are required to formally meet with their field supervisor at least every other week to monitor performance and progress on internship objectives. Field supervisors are

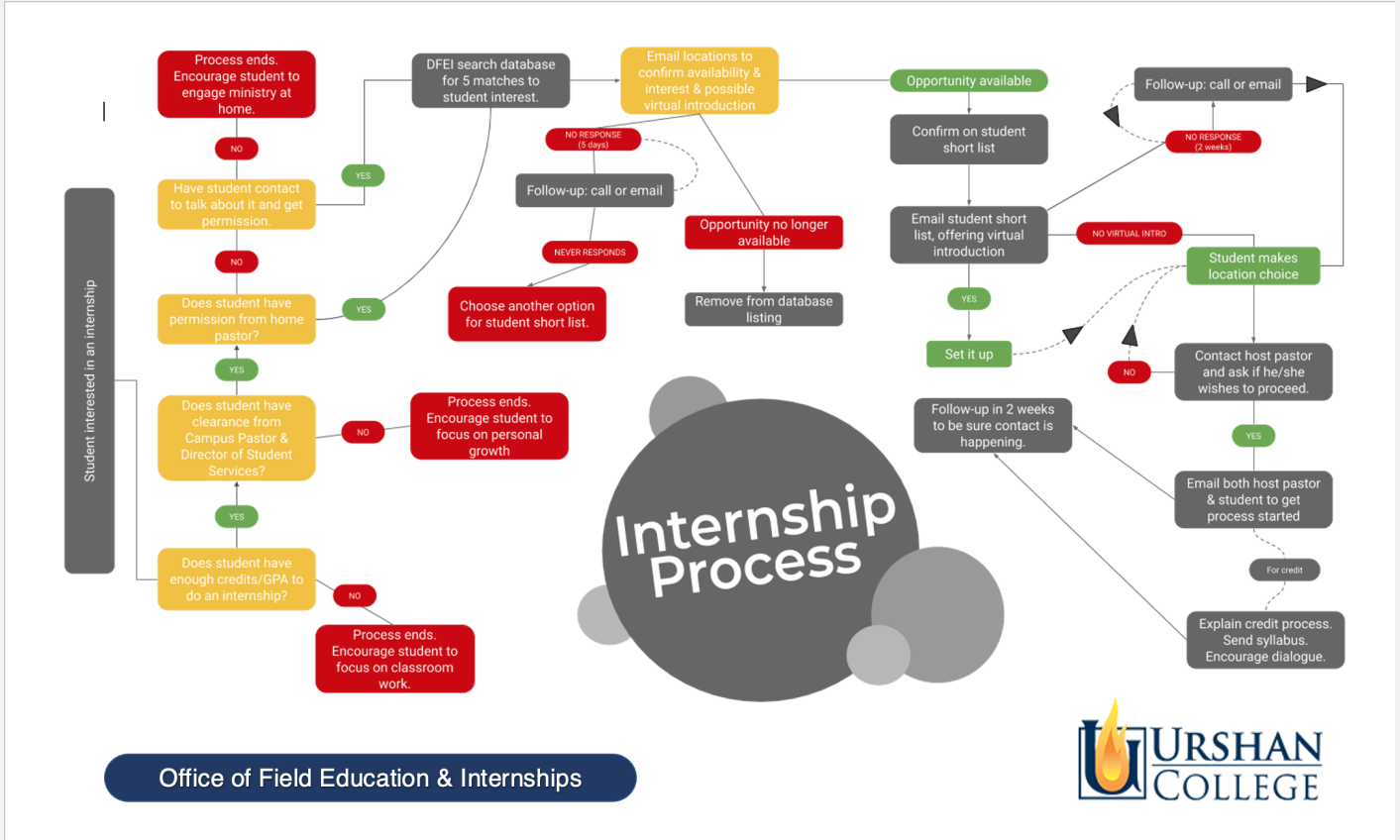
required to submit two evaluations, one each at the middle and at the end of the internship to evaluate progress, assess areas of needed growth, and address any areas of concern. These evaluations will be submitted by the due dates listed on the syllabus.

#### 5. DUE DATES

With the exception of the field supervisor's evaluations, all student assignments (reading reflections, hour logs, and self-evaluation) are to be submitted within one week of the conclusion of the internship. All assignments should be submitted through the Canvas course.

# APPENDIX

## INTERNSHIP SET-UP PROCESS FLOWCHART



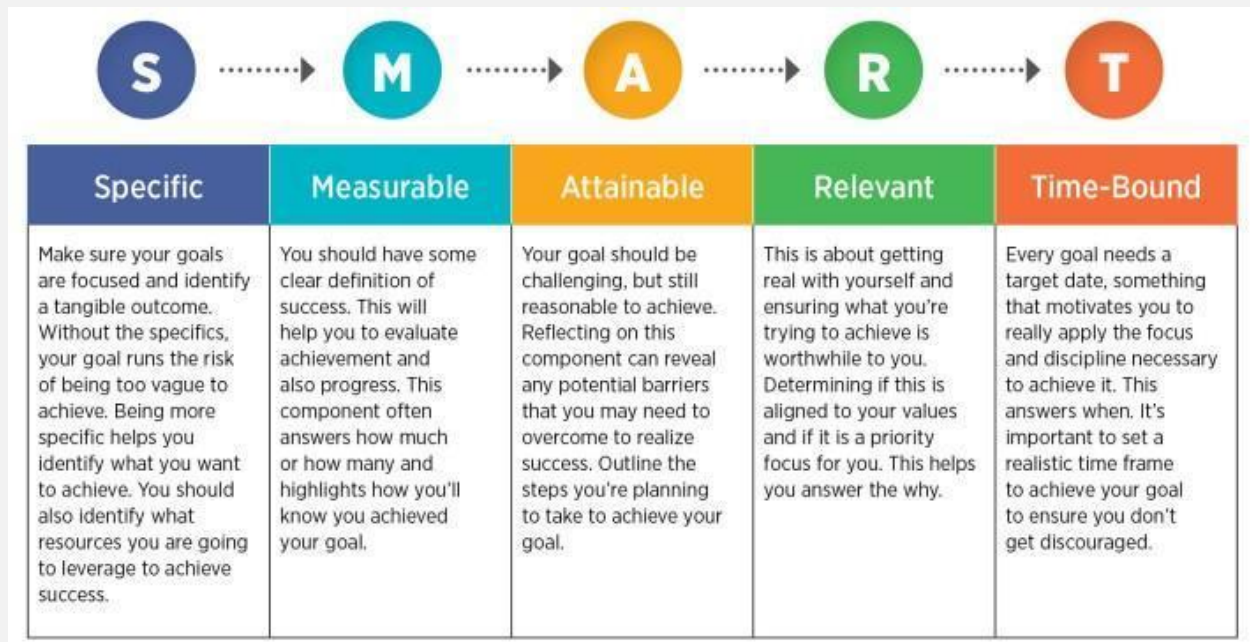
## S.M.A.R.T. GOALS

A successful internship will be built on two to three well-defined and clearly articulated goals. Having a goal to work towards provides structure and clarity for the internship.

In the syllabus, the student (collaborating with the host) will define 3 or more goals of the internship. When considering what goals should be established, the student should focus on the end-result they (& the host) would like to see. Having the goals well-defined is key as it will guide the student and be a way to measure the success of the internship. Some goals will be practical, others may be spiritual or personal.

The following is adapted from

<https://thinkmarketingmagazine.com/how-to-create-smart-goals/>



## CREATING SMART GOALS

[S] for Specific:

A specific goal has a much greater chance of being accomplished than a general goal.

To set a specific goal you must answer the six "W" questions:

\*Who: Who is involved?

\*What: What do I want to accomplish?

\*Where: Identify a location.

\*When: Establish a time frame.

\*Which: Identify requirements and constraints.

\*Why: Specific reasons, purpose or benefits of accomplishing the goal.

EXAMPLE: A general goal would be, "Get in shape." But a specific goal would say, "Join a health club and workout 3 days a week."

[M] for Measurable:

Establish concrete criteria for measuring progress toward the attainment of each goal you set. When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.

To determine if your goal is measurable, ask questions such as.....

How much? How many?

How will I know when it is accomplished?

[A] for Attainable:

When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.

You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps. Goals that may have seemed far away and out of reach eventually move closer and become attainable, not because your goals shrink, but because you grow and expand to match them. When you list your goals you build your self-image. You see yourself as worthy of these goals, and develop the traits and personality that allow you to possess them.

[R] for Realistic

To be realistic, a goal must represent an objective toward which you are both willing and able to work. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. But be sure that every goal represents substantial progress.

A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Some of the hardest jobs you ever accomplished actually seem easy simply because they were a labor of love.

[T] for Timely:

A goal should be grounded within a time frame. With no time frame tied to it there's no sense of urgency. If you want to lose 10 lbs, when do you want to lose it by?

"Someday" won't work. But if you anchor it within a timeframe, "by May 1st", then you've set your unconscious mind into motion to begin working on the goal.

Your goal is probably realistic if you truly believe that it can be accomplished.

Additional ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal.

T can also stand for Tangible – A goal is tangible when you can experience it with one of the senses, that is, taste, touch, smell, sight or hearing.

When your goal is tangible you have a better chance of making it specific and measurable and thus attainable.