## Table of Contents

- Internship Program.................................................................7
- Student Concerns........................................................................9
- Internship: Step by Step..........................................................11
- Writing Your Proposal.............................................................13
- Possible Family & Children’s Ministry Activities.........................15
- Church / Agency Concerns.......................................................17
- Guidelines and Job Descriptions..............................................19
- Forms.......................................................................................21
- Appendix..................................................................................23

Revised: September 2006
Internship Program
William Jessup University

William Jessup University (WJU) is a four-year university located in Rocklin, California, and dedicated to the education of men and women for Christian ministry. WJU is a non-profit organization and accredited by the Association for Biblical Higher Education, Western Association of Schools and Colleges and approved by the State of California to award four-year baccalaureate degrees. The University offers the following degrees:

- Bachelor of Arts in Bible & Theology
- Bachelor of Arts in Family & Children's Ministry
- Bachelor of Arts in Intercultural Studies
- Bachelor of Arts in Pastoral Ministry
- Bachelor of Arts in Youth Ministry
- Bachelor of Arts in English
- Bachelor of Arts in History
- Bachelor of Arts in Liberal Studies
- Bachelor of Arts in Music
- Bachelor of Arts in Psychology
- Bachelor of Arts in Public Policy
- Bachelor of Science in Business Administration
- Bachelor of Science in Christian Leadership
- Bachelor of Science in Counseling Psychology

Doctrinal Statement

We believe in one God: Father, Son and Holy Spirit as revealed in the Holy Bible and made known in Jesus Christ our Lord.

We believe that Jesus the divine Son became human, was born of a virgin, ministered in word and miracle, died for our sin, was raised from the dead, ascended to God's right hand and is coming again for His people.

We believe that the Holy Spirit is presently ministering through the Christian community, empowering lives of godliness and service.

We believe that the Holy Bible is completely God-breathed, true in all its teaching, and the final authority for all matters of faith and practice.

We believe that Jesus Christ established His church on earth to carry out His saving mission among all ethnic groups and formed her to be one holy people.

We believe in God's saving grace that calls forth from all people faith, repentance, confession, baptism, and new life and ministry through the Spirit.

We commit ourselves to the teaching, practice and defense of these truths until the coming of Lord Jesus Christ.
Mission Statement

In partnership with the Church, the purpose of William Jessup University is to prepare Christians for leadership and service in church and society, through Christian higher education, spiritual formation and directed experiences.

Education at William Jessup University is Christ centered, Biblical, general, practical and multicultural.

WJU is committed to an educational philosophy which integrates the truth learned from the theological, philosophical and theoretical courses with the practical work of ministering to Christians in the local church and reaching non-Christians for Christ. The internship program is one of the ways we seek to combine classroom learning with actual work in the field.

The purpose of the internship is to allow the student to explore in a first-hand way their potential for future ministry. Each internship is developed on a one-on-one basis to meet the individual needs of each student. Each element of the internship is designed by the student with input from the faculty internship advisor, the field supervisor and the church or agency where the student will be serving, thus fitting the work done to the needs of the church or agency, while helping the student grow by the experience of work.
Student Concerns

Why an internship?

WJU’s internship program is not simply another course that must be fulfilled before graduation. The internship is the opportunity to put into practice those things learned in the classroom while still in close contact with the University faculty support system. Each internship is individually designed by the student with advice from the field supervisor and the assigned faculty internship advisor.

As individual students differ, so do the internships in which these students participate. The internship proposal is the course syllabus that directs your activities. Approach the preparation of this proposal as if you were the instructor. Consider:

- What would you like to learn from this experience (content, experience)?
- What are you going to do to accomplish this learning (activities, process, ministry)?
- What are the critical conditions to the accomplishment of these activities (conditions of process)?
- How are you going to evaluate your learning? How will you know if you have accomplished your goals (evaluation procedure)?

Following are the steps to prepare an internship proposal. Read them carefully. The preparatory paperwork takes about one semester to prepare and be approved. This time investment up front will pay dividends in guiding effective fieldwork and ensures the University credit requirements are met.

What is the course description?

WJU Course Plan

CEDU 475 Internship

Course Goal

A directed educational experience that provides assisted learning with an educational environment that models the future vocational choices of the student.

Prerequisites: Junior level standing
Completion of 14 units in the Family & Children’s Ministry program
Course Objectives

Upon successful completion of an internship, the student will be able to:

- Evaluate the task desired by the intern and prepare behavioral objectives to be recorded in the internship proposal.
- Perform the duties approved in the proposal such as classroom teaching, program supervision, or activities generated under the supervision of the field supervisor and/or their designates.
- Reflect upon the practical experience gained in the internship in a formal presentation of learning from the experience (learning profile).
- Articulate insights gained from the compatibility of your philosophy of Christian ministry to the experience of this internship in a formal expository essay.

Course Requirements

The student is expected to:

- Establish the internship proposal and gain approval of the internship proposal.
- Accomplish the activities planned in the proposal.
- Meet weekly with the field supervisor.
- Maintain records of the activities.
- Evaluate the experience.
- Report the evaluation and learning gained from the experience.
- Write a formal essay relating the learning to your philosophy of ministry.
- Assemble the learning, essay, samples of your ministry activities, examples of materials produced, and evaluation of the ministry into a Learning Profile.

Course Guidelines

- Grading is Pass / Fail. A grade of Pass equals a C or better. A grade of D may be assigned if the student fails to report to the University all of the required paperwork. (A grade of D is a failure of the internship and a new one must be established.)
- A failure does not mean you failed to accomplish all you objectives. Some of your objectives may change during the ministry. A failure means that you did not attempt the objectives in your proposal, did not meet with your field supervisor weekly, did not evaluate and report your learning, did not write a formal essay regarding your learning and your philosophy of Christian ministry, or did not complete the required University paperwork (coordination sheet, proposal, Learning Profile, course registration, appropriate fees).
- Evaluation may include many different procedures. All must be objective, comprehensive and focused on learning from the internship.
- The Learning Profile is 3 – 4 pages of learning and 3 – 4 pages of reflections on the learning and your philosophy of ministry.
- A full time ministry of 15 weeks (40 hours per week) equals 4 units.
- A weekend ministry of 15 weeks (20 hours per week) equals 3 units.
- A once-a-week ministry of 15 weeks (5 hours per week) equals 2 units.
Internship – Step by Step

Student

When you (yes, you!) reach junior standing (64+ units) and complete sufficient background coursework in your major, it is time to begin work on your internship. The first step is to gather your ideas and attend the internship seminar or meet with your faculty internship advisor to coordinate expectations of the department where you plan to serve.

Chair of the Family & Children’s Ministry Program

This seminar is held the first part of each term to help you develop your thinking into a clear concept. After the seminar, it is time to fill out the Program Coordination Sheet (see sample form in Appendix) with the details of your proposed internship. Submit it to the Program Chair who will check for seminar attendance, approve/deny the location, concept, dates, field experience supervisor and appoint a faculty member to guide you.

(NOTE: The Program Coordination form is the key to the rest of your internship. Without this sheet, you cannot work on your internship and receive credit.)

The Chair will contact your requested / preferred field supervisor to see if they are qualified and agree to work with you. When that agreement is reached, the Department Chair will contact you and assign you to a faculty internship advisor.

Faculty Internship Advisor

The faculty internship advisor will help you develop the details of your proposal. The proposal (see sample form in Appendix) is the syllabus of your internship and should combine those things you want to learn from your internship and what the church/agency needs done, as well as meeting the University internship requirements in the current WJU catalog and this handbook.

After your proposal is approved, copies will be sent to the program chair, your faculty advisor, your field supervisor, your academic file and you.

Field Supervisor

Your field supervisor is a person within the church or agency in which you do your work. You will meet with the field supervisor (see sample agreement form in the Appendix) to clarify working relationships and set up weekly meetings.

Finally, after the team has helped you work through the paperwork, you are ready to actually being your ministry/work.
Ministry / Work

This is the time you accomplish all those requirements you listed for yourself in your Internship Proposal. At the conclusion of your internship, your faculty advisor will receive the field supervisor’s evaluation (see sample form in the Appendix) of your work. A midterm report (see sample form in the Appendix) is requested if your internship is six months or longer. At the conclusion of your ministry you will submit a Learning Profile.

Your Internship Learning Papers

This report states your evaluation of your work. It must include you list of learning, your formal essay that relates this learning to your philosophy of ministry, samples of lessons you taught, programs you established, samples of materials you created, evaluations given during your ministry, and your personal assessment against the standards set forth in your Internship Proposal. Successful completion of your planned work and evaluations will result in approval of your internship. Your final step is to register for your internship credit at the beginning of the semester in which you plan to complete your service and you can receive credit awarded for a job well done.

(NOTE: For example, if you start your internship in the middle of fall semester and complete it during the middle of spring semester, you should register at the beginning of spring semester.)
Writing your Proposal
A few helpful hints

Make it easy to evaluate!

A proposal statement is made up of four critical parts.
- What you want to learn (content, experience).
- What you’re going to do to learn it (activities, process, ministry).
- Conditions critical to the completion (conditions of process).
- How you’re going to know if you really did learn it (evaluation).

For example, if one of your internship goals is to learn about recruitment...

Objective
I would like to learn how to become a recruiter of teachers and workers. I am planning to observe recruiting techniques of my field supervisor, receive recruiting assignments and to participate in recruiting five new teachers / workers by December 1.

Evaluation
At the end of the internship you will look back and see if you did recruit five new teachers. If you only recruited four, why did that happen? Maybe four was all you needed or perhaps when you got into the actual situation four was more feasible. So when you write your learning paper (Learning Profile), you will have more specific information such as recruiting four new teachers, contacted twenty people and recruited four of them to service. I met once a month with the recruit to help train them for service. I preached five sermons. They were evaluated by ten different people in the congregation.

If missions is a major part, your objective might look like this...

Objective
To learn about raising mission support in this internship. I plan to visit ten churches within five months in order to raise the needed $5,000 by June 15.

Evaluation
I set fifteen appointments and eight of them cancelled for various reasons. I raised $3,500. I learned that I needed to ask more clearly for what I needed. I also learned that I must follow up on contacts to make sure scheduled meetings take place. I was surprised that so many of my appointments cancelled and that when I did get the meeting it was hard to ask for the money. My University advisor helped me understand the process more clearly, and so now I am more prepared to raise mission support. If God calls me to mission service, I believe I can raise the financial support needed.

Stretch yourself in your plan for maximum growth!

There are three different types of activities you may consider in planning your internship.
Expressional activities
- This is the area where you are expressing your own unique talents and abilities into the internship experience. It includes such tasks as teaching, preaching, writing lesson materials, visitation, training programs, etc.
Associational activities
✓ Each intern is assigned to a field supervisor, someone who can be a positive influence for your internship. Part of your time should be spent working with and for the supervisor, watching and learning. Further, this activity means you associate with someone who can disciple you during your ministry.

Supervisory activities
✓ This type of work reflects leadership and demonstrates your ability to equip others for service in ministry such as teaching training, visitation training, overseeing or setting up a new program, recruiting new workers and training them. The focus is to help others accomplish their ministry.

Don’t put all your time and energy into just one area, plan for a well-rounded program that will help you grow in each of the three areas listed above based on your current ministry and educational experience. Determine to focus in areas where you need more experience.

Don’t get yourself into a time crunch!

Remember that it takes a whole semester, yes that’s right, a whole semester just to do the paperwork for your internship. If you are planning your internship for the summer session, you must start the paperwork in the beginning of spring semester. If your internship is scheduled to begin in January, start the paperwork in August or September. Numerous notes and letters circulate among the personnel in the University department where you are doing your internship. You, your field supervisor and faculty internship advisor all communicate. All of these details sound trivial, but each step is important. It may be time consuming, but critical to the successful completion of your internship ministry.

Guidelines to help your planning.

A full time ministry of 15 weeks (40 hours per week) equals 4 units.
A weekend ministry of 15 weeks (20 hours per week) equals 3 units.
A once-a-week ministry of 15 weeks (5 hours per week) equals 2 units.
Possible Family & Children’s Ministry Activities

Here are some sample activities that may be included in your internship proposal. They are not requirements, just some ideas to get you started on your Family & Children’s Ministry internship.

1. Teach in the educational program.
2. Lead / assist with training classes for teachers or sponsors.
3. Observe the minister of education in staff meetings and training sessions.
4. Develop a camp curriculum.
5. Serve in a summer camp program in a teaching, supervising or leadership role.
6. Recruit workers for programs or classes.
7. Participate in home visitations for evangelistic, shepherding, crisis, or friendly purposes.
8. Observe and share in staff meetings.
9. Write Sunday School curriculum for publication.
10. Organize and lead a seminar or conference for church or agency.
11. Work in a VBS program.
12. Attend elder or board meetings.
14. Participate in wedding, funeral or baptismal services.
15. Work in the graded worship program.
16. Hospital calling with field supervisor.
17. Observe and/or participate in counseling sessions.
18. Evaluate a church’s potential for growth.
19. Organize a program for growth in an area church.
21. Organize a survey to cover an un-reached area in preparation for a new church.
22. Submit a plan for church growth for publication.
23. Gather support to visit a mission field as a summer helper.
24. Survey 25 missionaries to find greatest needs, richest blessings, educational needs. Report findings in an educational class in a local congregation.
25. Serve as a teaching assistant to a Bible faculty professor.
26. Write a major paper on a Biblical subject, demonstrating Biblical research techniques.
28. Prepare and present a Bible course of study in a local congregation.
29. Write a series of Bible teaching tracts.
30. Prepare a major article for publication that presents a Biblical topic.
31. Work with a youth minister in developing materials, people and programs.
32. Develop and lead a sponsor training program.
33. Preach a series of sermons for a youth retreat or seminar.
34. Lead a major music program in a local church.
35. Recruit choir members.
36. Develop a music group, plan a production, perform a program.
37. Help the congregation grow in understanding and use of music in worship.
38. Develop a graded choir program in the church.
39. Lead and/or arrange a music seminar.
40. Research an area of concern to the local church from the social sciences (this is not a paper, but more like a thesis).
41. Participate in a field research project related to the congregation’s educational program or need.
42. Participate in a counseling training program.
43. Work with a counseling agency or department.
44. Work as a volunteer to a counseling agency or program.
Church / Agency Concerns
Partners in Ministry Training

➢ What’s an intern?
An intern is one of WJU’s students receiving on the job training at your church or agency. An intern, however, is not just any student, but rather a junior or senior at WJU who has the course background that readies them to work for and with you.

➢ How does this involve us?
Our internship program depends on you, you are the key. We are not satisfied with 100% book learning. We want our students to have on the job opportunities to put their knowledge into action. Together we are active participants in the growth of the Christian servant.

In exchange for your help, you receive the services of a well-trained person who is excited about ministry. An intern can help explore new avenues of service for your church or agency, initial training programs, give your minister or administrator a helping hand, or use special talents to meet special needs. Perhaps your church is unable to hire additional staff at this time but could benefit from part-time help from an intern.

➢ It sounds great! How do we get involved?
There are two ways to get involved. First you may contact the head of department at WJU where you are seeking to participate and present a list of your needs. Please keep in mind, however, that the resources of a possible intern are limited and, as much as we would like to, not all needs can be met.

The second way to get involved is for you to accept an intern to learn from your ministries. Most of our interns complete their internships in the church or agency where they have been serving or attending.

➢ What do we need to do?
The first thing to do is recruit a field supervisor who will work directly with the intern.

➢ What is a field supervisor?
The field supervisor is someone at your church or agency who is selected to oversee the intern’s work. The field supervisor can be a minister, an associate minister, an elder, a teacher, a Christian Education director, or anyone who is actively involved in ministry and has the time and willingness to guide and oversee the activities of the intern. The intern works closely with the field supervisor observing and participating in the activities of ministry. The field supervisor must be carefully chosen and is subject to approval by the University. The field supervisor must be more qualified than the intern.

➢ What does the field supervisor do?
In addition to overseeing the work of the intern, the field supervisor is required to sign the internship field supervisor’s agreement. (See sample form in Appendix.) This clarifies the field supervisor’s agreement to meet with the intern at least once a week for about an hour to analyze work accomplished, evaluate growth achieved and offer encouragement toward Christian maturity. It also clarifies the field supervisor’s
agreement to complete an evaluation form at the end of the internship. (A mid-term evaluation is required for internships lasting six months or longer.)

- Do we have to plan a program for the intern?
  Each internship is set by the individual student with help from the field supervisor and their faculty internship advisor. The student lists the area/s they feel need more work and experience and then lists the activities that will help meet those needs. When the intern meets with the field supervisor, some of these activities may be adjusted to fit into your program. Each internship is designed to match church needs with student needs while still meeting WJU requirements set forth in this handbook.

- What’s the average wage for an intern?
  There are about as many ways to pay an intern as there are churches or agencies with interns. Some churches offer the intern payment in the form of WJU scholarship funds. Other churches provide housing and travel expenses. Still others offer a monthly or weekly salary. Some interns serve with no expense to the church, but, please remember that WJU tuition must still be paid by the student in some form. These interns usually have a part-time job while working on their internship and are unable to work full time for the church or agency. Previously (as an example) a church offered room and board, allowance of $150, a goodwill offering at the end of the summer and a 50% scholarship for one semester. Please be good stewards, consider the needs of the intern and find ways to encourage the intern in their ministry.

- Do we have to grade the intern?
  No. Just complete the (possible mid-term and) final evaluation form. Sit back and leave the grading to us.

- Whom do we contact if we have questions?
  Feel free to call, write or email the individual’s faculty internship advisor about the area of your concern.

- What are the guidelines for placement?
  - The ministry (internship) is an aspect of Christian ministry, whether in a congregation, school or para-church agency and is arranged by the student with the approval of the faculty advisor.
  - A regular weekly meeting with the field supervisor is required.
  - The commitment requires a minimum of five hours per week for every unit of internship credit. (Example: five hours per week for 15 weeks equals 2 units.)
  - One-site supervision of the intern is required. The field supervisor must be more qualified than the student and must be approved by the faculty advisor.
  - The intern’s responsibilities include either supervisory activities of other workers or major lesson design and instruction. This is to be the highest level of ministry for maximum learning potential for the student.
Guidelines and Job Descriptions

Internship director or faculty internship advisor
- Organize and administer the entire internship program.
- Lead internship seminar at the beginning of each term.
- Submit proposal copy to academic office.
- Approve concept, location, length of internship.
- Appoint faculty internship advisor.
- Approve field supervisor.
- Award credit.
- Report grade to Registrar.
- Send thank you note to field supervisor.

Faculty internship advisor
- Serve as a resource person to whom both the intern and the field supervisor can come to seek answers to questions and concerns.
- Assist the student in formulating the proposal.
- Approve the proposal.
- Receive the evaluation form/s from field supervisor.
- Receive the Learning Profile from the intern.
- Complete the Internship Advisor Report.
- Approve internship work for University credit and assign grade.
- Give completed work to Registrar’s office.

Department faculty secretary
- Prepare internship folder.
- Send letter and agreement form requesting field supervisor participation.
- Send memo to student regarding the approval of field supervisor.
- Make copies and distribute proposal.
- Send letter, proposal copy, evaluation form/s to field supervisor.
- Submit proposal copy to internship director.
- Send memo and proposal copy to student advising of approval of proposed plans.

Field supervisor
- Consent to and sign agreement to serve as field supervisor.
- Assist the intern with development of Internship Proposal (to be approved by faculty internship advisor).
- Serve as resource person from whom the intern may find answers to learning challenges, answers to questions and encouragement in ministry growth.
- Work with intern, encourage ministry.
- Meet weekly with intern.
- Allow intern to experience the internship.
- Complete mid-term evaluation if internship is six months or longer.
- Complete final evaluation form.
- Complete post-internship survey form.
Intern

➢ Design Internship Proposal in consultation with field supervisor and University faculty advisor in light of the work the intern desires to do.
➢ Meet weekly with the field supervisor. No more than two meetings may be missed to earn internship credit.
➢ Complete weekly assignments as directed by field supervisor.
➢ Complete weekly report forms to be submitted to University faculty advisor.
➢ Meet with the faculty advisor to ensure the Proposal meets WJU requirements and focuses on the learning the intern desires.
➢ Write the two parts of the Learning Profile.
   ○ Learning from the experience, list of principles learned, re-learned and/or adjustments to understood concepts.
   ○ The formal expository essay that relates new learning to the intern’s philosophy of Christian ministry and the experience of this internship.
➢ Submit evaluation materials to the University faculty advisor.
Forms

During the process of the internship, the following forms will be completed by the intern:

*Internship Program Coordination*

This form is the key to the rest of the internship procedure. It is the basis of all other paperwork and signals the start of the internship process. Until this form is received and approved, you cannot proceed further in the internship process. After attending the seminar, complete this form listing what you want to do, where you want to do it and under whose direction you wish to work. The top section must be filled out in its entirety, the bottom section is used for routing within the University offices to keep your paperwork up to date and in order. Again, no internship work may begin until this form is completed and approved.

*Internship Proposal*

This form is completed with input from your field supervisor and assistance from your faculty internship advisor. The four parts of the proposal include:

- What you want to learn (content, experience).
- What you’re going to do to learn it (activities, process, ministry).
- Conditions critical to the completion (conditions of process).
- How you’re going to know if you really did learn it (evaluation).

Upon approval, the proposal will be distributed to your field supervisor, your faculty internship advisor, the department supervisor and you.

*Learning Profile (personal learning)*

Although there is no standard form for evaluation of your internship, objective evaluation must be made. In addition to your list of personal learning and the formal exposition essay relating your learning to your philosophy of ministry, you may include information from a daily or weekly journal, evaluation reports from those you worked with, samples of articles written for newsletters or lessons. You need to analyze what went well, what didn’t and why, what you would do differently next time, whether your objectives were met, why or why not. Summarize these areas in your paper. This paper must be typed but other materials may be presented in the form of a notebook, stapled paper or a series of files.

*Registration*

You must register for the internship at the beginning of the semester in which you plan to complete the requirements. If you begin your internship in the middle of the fall semester and complete it by the end of the spring semester, you must register for the internship at the beginning of spring semester. If you must finish the internship at the end of the summer, you must register at the beginning of fall semester. WJU registration forms and policies must be followed.
Appendix
Forms

Completed by intern
  Internship Program Coordination
  Internship Proposal

Completed by University faculty advisor
  WJU Internship University Faculty Advisor Report

Completed by field supervisor
  Internship Field Supervisor’s Agreement
  Mid-Term Internship Evaluation
  Final Internship Evaluation

Completed by church or agency
  Internship Request
INTERNSHIP PROGRAM COORDINATION

Intern’s Name __________________________________________  Date ____________

Intern’s email __________________________________________

WJU Major / minor _______________________________________

Concept (what you plan to do) _______________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Field supervisor requested ________________________________________

Location requested _____________________________________________
Address __________________________________________________________
City __________________________ State __________ Zip ____________
Phone __________________________ email ____________________________

Starting date ____________ Mid term date ____________ End date __________

Number of weeks __________ Days per week ____________ Hours per day _______

Number of units requested _____________ Fall ____ Spring ____ Summer ____

FOR OFFICE USE ONLY

Internship Director

Seminar attendance  Concept, location, length approved  Faculty internship advisor appointed

Department secretary

Folder prepared  Letter, agreement card, handbook to field supervisor

Internship Director

Agreement card received, student notified  Field supervisor appointed

Faculty internship advisor

Proposal approved

Department secretary

Proposal copied (4)  Letter, proposal, report form/s to field supervisor
Proposal to internship director  Memo and approved proposal to intern

Faculty internship advisor

Midterm evaluation received from field supervisor (if 6+ month internship)
Final evaluation received from field supervisor  Individual learning paper received from intern
Approval of internship work (advisor report)  Credit awarded
Grade to Registrar’s office  Proposal copy to Academic office files
Thank you note to field supervisor
## Internship Proposal

**Cover sheet**

Intern’s Name ________________________________________ Date ______________

Intern’s email ________________________________________________________________________________

WJU Major / minor _____________________________________________________________________________

Concept (what you plan to do) _________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Field supervisor requested ________________________________________________________________

Location requested _____________________________________________________________________________
Address _____________________________________________________________________________________
City __________________________ State ________ Zip ____________________________
Phone ______________ email ____________________________

Starting date _______________ Mid term date _______________ End date _________________

Number of weeks ___________ Days per week _______________ Hours per day _______

Number of units requested _______________ Fall ______ Spring ______ Summer _______

Using this sheet as a title page, list on another paper each of the activities in which you will be involved during your internship. For each of these activities, answer the following questions. (These questions may be answered by separate sentences or included in a complete paragraph.)

- What is your intended outcome of this activity? In other words, what is it that you want to learn as a result of completing this activity?
- Describe exactly the intended activity. What are you going to do to facilitate the learning of this activity?
- Articulate the critical conditions required to the completion of the process planned for this ministry. What special or critical components apply to the activity?
- How are you going to evaluate your learning? In other words, how will you know you have learned from this activity? The plan of this evaluation must be specific (number of sessions, amount of people, percentage of increase, etc.) and must be clearly connected to the learning activity itself.
WJU INTERNSHIP
University Faculty Advisor’s Report

Intern’s Name ________________________________________ Date _____________

Duplicate this report (copy to file, copy to intern). Use back if necessary.

EVALUATION

Give an estimate of the intern’s apparent strengths and weaknesses during your guidance through this experience. Give an example of the intern’s strengths and weaknesses for future ministry.

SUGGESTIONS

List the suggestions you gave the intern and how well they were carried out. List any further suggestions you would make for this intern’s future ministry.

Approved ______________ Not approved _______________ internship for credit?

Signature ____________________________________________ Date _______________
FIELD SUPERVISOR’S AGREEMENT

Intern’s Name ___________________________________________ Date ________________

Field supervisor ____________________________________________
Organization ______________________________________________________________________
Address __________________________________________________________________________
City ___________________________ State ________ Zip ____________________________
Phone __________________________ email ____________________________________________
Supervisor’s title _____________________________________________
Supervisor’s main area of responsibility ____________________________
Supervisor’s educational background ____________________________________________
Supervisor’s ministry experience (if applicable) ____________________________

Supervisor’s agreement: I agree to closely supervise the student named above in a Christian
education setting for the minimum of one full semester. I agree to meet with the student at
least one hour a week for the full semester to monitor her/his progress in the assignments we
choose and to complete the accompanying Evaluation of Intern. I expect the student to show
me the requirements for the internship. I willingly agree to this with the end purpose in mind
of cooperating with William Jessup University to help prepare men and women for leadership
and service in churches, schools and other ministries. To indicate my agreement to participate
in the vocational practicum / internship program as a supervisor, I affix my signature below.

_____________________________________________ __________  __________  __________
Signature of Supervisor Date

For the supervisor: Thank you for your part in the ministry development of this student. If you have any
questions, please contact the internship director at William Jessup University.

William Jessup University
333 Sunset Blvd.
Rocklin, CA  95765
www.jessup.edu
Mid-Term Internship Evaluation
(if internship is six months or more)

Report submitted by _______________________________ Date ______________
Sponsoring institution ________________________________________________________
Supervisor’s title _____________________________________________________________
Supervisor’s main area of responsibility _________________________________________
Address _______________________________________________________________________
City ___________________________ State _______ Zip ____________________________
Phone __________________________ email _______________________________________

Is progress to date satisfactory or unsatisfactory?

If unsatisfactory, what must be done to make this internship satisfactory?

What are the weaknesses and strengths that should be noted at this time?
Weaknesses:

Strengths:

Please return to _______________________________ at the University address.
   faculty internship advisor

William Jessup University
333 Sunset Blvd.
Rocklin, CA  95765
www.jessup.edu
Final Internship Evaluation

Report submitted by ________________________________ Date ______________
Sponsoring institution ________________________________
Supervisor’s title _________________________________________
Supervisor’s main area of responsibility __________________________
Address __________________________________________________
City _____________________________ State ________  Zip ____________________________
Phone ____________________________ email _______________________________________

The nature of the work performed...
Quality

Understanding shown

Areas of needed improvement

The nature of interpersonal relationships...
In what ways was the intern sensitive to the people that s/he worked with?

Was this intern able to give and receive credit for work done? Please give an example.

What suggestions would you make regarding the abilities of the intern to deal with people in the context of ministry?

The nature of the internship...
Was it significant? In what way?

Overall evaluation of the internship experience
☐ I have met weekly with the intern
☐ Approve
☐ Disapprove
☐ Approve with the following recommendation/s ________________________________

_______________________________________________________
_____________________
Signature Date
INTERNSHIP REQUEST

Church / agency name ____________________________________________________________

Request made by _______________________________________________________________

Address ____________________________________________________________

City ___________________________ State ________ Zip ____________________________

Phone ____________________________ email _______________________________________

General needs
☐ Children’s Ministry
☐ Family Ministry
☐ Missions
☐ Music
☐ Preaching
☐ Youth Ministry
☐ Other _______________________________________________________________

Specific needs
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

(Attach additional pages if needed)

Hours per week ___________________________ Salary __________________________

For office use only

Persons suggested ___________________________ Date contacted ________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Position filled by ___________________________ Date ________________

Field supervisor ______________________________________________

William Jessup University
333 Sunset Blvd.
Rocklin, CA  95765

Page 29