

# SUPERVISOR'S INTERNSHIP MANUAL

COLUMBIA BIBLE COLLEGE

2940 Clearbrook Road  
Abbotsford, B.C.  
V2T 2Z8

Doug Epp, Director of Service Learning

Phone: 604-853-3567 Ext. 322

Fax: 604-853-3063

E-Mail: [Doug.Epp@columbiabc.edu](mailto:Doug.Epp@columbiabc.edu)

# Supervisor Internship Manual

## I. The Internship Program

### 1. **WELCOME** to the Internship Program at Columbia Bible College!

Columbia's mission is: "**Preparing people for a life of discipleship, service and ministry in the contemporary world.**" An important part of that preparation is providing students opportunities for practical training under the supervision of experienced leaders who are willing to disciple and mentor them.

Our model for internship comes from Jesus, who sent out his disciples saying, "The harvest is plentiful, but the workers are few. Ask the Lord of the harvest, therefore, to send out workers into his harvest field" (Luke 10:2). Immediately after that he said, "Go, I am sending you out..." When the disciples returned from a ministry assignment, "they reported to him all they had done and taught" (Mark 6:30).

Columbia is committed to equipping students with ministry skills, recognizing that the healthiest way of growing future leaders is in the context of a service environment. To that end, the College works closely with churches, missions, parachurch, and community agencies in placing students in ministry assignments that will stretch and broaden their gifts and skills.

Internship is a requirement for all Bachelor's Degree students (except for Early Childhood Education majors who do a practicum), in order to complete the four year program of studies.

Your personal investment in this program will ensure that the intern's experience is rewarding stretching and personally beneficial for personal growth as well as discerning vocational direction for the future.

Thank you for your participation in this program.

### 2. **PHILOSOPHY OF THE INTERNSHIP PROGRAM**

The **Internship** experience provides students with hands-on ministry training, which is an integral part of the learning process at Columbia Bible College. Your help as a Supervisor, in providing on-the-field exposure, training and experience for the intern, is greatly appreciated.

But, internship is more than hands-on training; it is developing a relationship. The success of an internship experience will depend largely on the nature of the relationship between you, the supervisor, and the intern.

The internship program encourages the Supervisor to develop a mentoring relationship with the intern to provide guidance, instruction, evaluation, and encouragement in the context of the internship assignment.

### 3. THE PURPOSE OF THE PROGRAM

Since internship is an integral part of preparation for service, the following four statements sum up the purpose of this program for the intern:

- Acquire and develop one's skills and abilities through a practical service assignment.
- Apply one's classroom knowledge and insights in practical life situations.
- Analyze one's suitability for a particular area of service related to the internship assignment:
- Assess one's understanding and ability to deal with issues arising in the internship assignment.

### 4. LEARNING OBJECTIVES FOR THE INTERN

By completing the internship experience the student should have been able to:

- Explore and enhance personal skills, strengths and potential.
- Evaluate personality traits and lifestyle as they affect personal growth and ministry.
- Assess the value system and assumptions about life, people, and ministry.
- Integrate theological knowledge and understanding with practical experience.
- Enhance the ability to relate to people, situations and programs.
- Examine potential vocational directions relating to the internship assignment.
- Develop a spirit of interdependence and cooperation with the supervisor and fellow-workers.
- Experience personal and spiritual growth in their life and ministry.

### 5. PROGRAM GUIDELINES

To ensure a measure of uniformity in the internship program and assist Supervisors, the following guidelines have been established:

- a. Arrangements for placing interns are made by the Director of Service Learning (DSL).
- b. Supervisors are selected on the basis of their commitment to the internship program and their ability to provide the most beneficial experience for the intern.
- c. The Supervisor should have the approval of his/her governing board/council before an intern is assigned to the internship placement.
- d. A **Learning Contract** will be drawn up between the Supervisor and the Intern and approved by the DSL. It will include the intern's job description and other practical arrangements such as finances, expectations, etc.
- e. The length of the internship will be determined by the DSL in consultation with the Intern and the Supervisor. Interns must complete 420 hours of field work to fulfill their program.
- f. Interns are assessed a per hour fee for this 4 credit hour course.
- g. The church or agency is not obligated to remunerate the Intern, but is encouraged to consider supporting the student financially (for example, paying the 1 hour internship costs if a concurrent placement) and providing a salary for a full-time summer block

placement.

- h. When a student interns full-time in the summer away from their home location, the church or agency is expected to provide room and board and to cover any expenses incurred as a result of the internship assignment.
- i. Time off from internship responsibilities should be agreed upon by the Intern and the Supervisor, if the internship is a full time assignment.
- j. The DSL, Supervisor and Intern are responsible to fulfill all of the requirements and expectations stipulated in the Internship manual.

## 6. PLACEMENTS AND CREDITS

### Two Options:

#### **a) BLOCK PLACEMENT SUMMER INTERNSHIP - 3 months, 4 credit hours**

A full-time internship assignment off campus. A minimum of 10 -12 weeks full time is required (420 hours field hours). Please note – If the internship takes place in a camp or a similar setting where the student is potentially involved 24 hours a day – the internship hours are calculated at a rate of 40 hours a week.

#### **b) CONCURRENT PLACEMENT SCHOOL YEAR INTERNSHIP - 7 months, 2 credit hrs**

A part-time assignment for a minimum of 26 weeks involving 8 hours per week, alongside the regular program of studies (210 hours per school year). To fulfill the 4 credit hour requirement (420 field hours), a student may take 1 credit hour of internship per semester over 2 years, or 2 credit hours of internship per semester in one school year.

## 7. GRADING

The Intern will receive a letter grade based on the quality of performance in their field work (50%), as well as fulfilling all requirements of the Internship course (reports, journal, meetings). The Supervisor will receive guidelines from the DSL on which to grade the intern's work.

## II. PERSONNEL

This section outlines the **specific requirements** for those involved in the internship program. Successful completion of the internship assignments hinges on the fulfilment of these requirements.

### A. Responsibilities of the DSL:

**The Director of Service Learning will...**

1. **DISCERN** with the Intern a suitable internship placement.
2. **PREPARE** both the Intern and the Supervisor for the internship assignment.
3. **OVERSEE** the internship experience as a consultant for the Supervisor and as an advocate for the Intern. The DSL will seek to contact the Supervisor at least once every three months during the internship assignment and will contact the Intern monthly to reflect on

the internship experience.

4. **EVALUATE** the internship experience.

The DSL will conduct a closing evaluation session at the end of the internship assignment together with the Intern and Supervisor. The DSL will contact out-of-town Supervisors by phone for a final evaluation discussion.

**B. Responsibilities of the Supervisor:**

Quality supervision will require a significant time investment on the part of the Supervisor. A mentoring relationship with an Intern will mean an added commitment of time to the Supervisor's job, rather than a lessening of his/her load. It is essential that an Intern receive regular interaction, guidance, nurture, instruction and evaluation.

**The Supervisor will . . .**

1. **OUTLINE** areas of responsibility.

Before the internship assignment is ratified, the Supervisor, in conjunction with the Intern, must outline the specific areas of responsibility (job description) for which the Intern will be accountable. The list of activities must be recorded in the **Learning Contract**.

2. **CONDUCT** an orientation.

The initial days of the internship are often the most difficult for an Intern simply because of the unknown. The Intern will receive a thorough orientation on the expectations of the organization.

3. **ARRANGE** weekly meetings with the Intern.

The success of the internship experience hinges upon regular weekly meetings with the Intern. **THE WEEKLY MEETING IS NOT AN OPTION.** The purpose of these meetings is to clarify specific tasks and responsibilities and to assist the Intern in preparing a weekly schedule of activities. In the event that the Supervisor is absent, it is essential that another staff member or lay consultant meet with the Intern. The weekly meeting should include:

- a) REFLECTIVE INTERACTION on the activities of the week (ie. working relationships, performance, goals, progress and problems, expectations).
- b) PLANNING details for future tasks/preparing Intern's weekly planning schedule OR Daytimer
- c) GOAL SETTING
- d) ENCOURAGEMENT
- e) MUTUAL SHARING/PRAYER
- f) OTHER RELEVANT ISSUES

4. **ASSIGN** reading materials that are relevant to the intern's area of work (minimum of 200 pages per semester if it is a concurrent placement or 500 pages if a full-time placement).

5. **MAINTAIN** contact with the DSL.

The Supervisor should not hesitate to contact the College when necessary.

6. **EVALUATE** the Intern and the internship experience.
  - a) **Monthly Reports:** The supervisor will complete a monthly progress report throughout the internship assignment. This report is due on the last day of each month and should be submitted to the DSL.
  - b) **Final Evaluation:** The Supervisor will complete a **Comprehensive Evaluation** of the Intern at the end of the internship program and will participate in a closing session with the DSL and the Intern. The closing session will focus on the written evaluations submitted by the Supervisor and the Intern. The DSL will contact out-of-town Supervisors by phone for a final evaluation discussion.
  - c) **Grading** - the Supervisor will assign a grade value to the assignment based on the criteria provided by the Internship DSL.

### C. Responsibilities of the Intern:

The intern will . . .

1. **ATTEND weekly meetings** with the Supervisor for reflective interaction, feedback and discussion.
2. **PREPARE weekly schedule** using a Day Timer or Planning Calendar. This should be done in conjunction with the Supervisor. Include all aspects (journaling, reading, meetings etc.) of your internship into your weekly plan. If necessary, seek clarification from the Supervisor regarding the responsibilities assigned.
3. **EVALUATE the internship experience.**
  - a) **Reports:** The Intern will complete a **monthly progress report** throughout the internship assignment.
  - b) **Reading & Response:** The Intern will read the materials assigned by the Supervisor and submit a two-page response **to the DSL**, giving a brief overview of what was read along with 4 or 5 key ideas that were relevant to your internship assignment. You should go over this with your supervisor before you submit it to the DSL.
  - c) **Journal:** The Intern will journal at least **once per week** throughout the assignment, highlighting experiences, struggles, solutions, reflections, and lessons learned. The journal and Day Timer will be valuable in preparing the Comprehensive Evaluation. The journal will be submitted to the DSL along with the Comprehensive Evaluation.
  - d) **Final Evaluation:** The intern will complete a **Comprehensive Evaluation** at the end of the internship assignment.
  - e) **Closing Session:** The Intern will participate in a closing session with the DSL and the Supervisor (if local). The closing session will focus on the written evaluations submitted by the Supervisor and the Intern.