

## INTERNSHIP PROGRAM OVERVIEW FOR PUBLIC AND PRIVATE ORGANIZATIONS

### The Internship Philosophy

The Internship Program at Lincoln Christian University (LCU) has been developed to be an integral part of the student's training for his or her degree. It requires a strong partnership between the University and the Internship Sites/Field Mentors to provide meaningful internship experiences for the student. Most four-year degree students at LCU are required to complete an internship (varies from 6 – 12 hrs, based on the degree), usually during their senior year. These internships normally last between 2-6 months.

LCU believes that students need an opportunity to experience situations in the workforce prior to graduation in order to reflect on how to directly use the education they have received. The students will benefit from their field mentors who can teach insights and understandings that can be difficult to explain in the classroom. This opportunity to practice what the interns have learned in the classroom will benefit both the students and the internship sites. The interns will have the opportunity to reflect upon their experience with a mentor, to articulate insights gained on the job, and to plan how to use the newly learned insights in the future. The internship experience will help the student integrate formal and informal learning, which will enhance his or her total educational experience.

*The Internship Program is an integral part of the education process, directly related to the student's degree.*

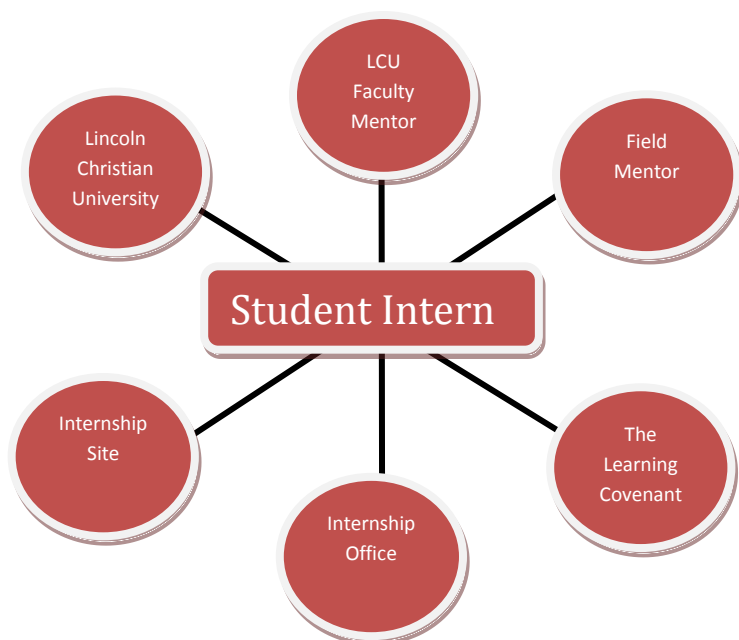
### Internship Goals

The primary goal of the Internship Program is to help students to grow in the integration of practical skills, service, academics, and personal faith previously learned in the classroom. This goal can be met by helping students develop leadership skills, reflect intellectually on tasks, grow in self-understanding, and grow in their relationships with mentors and co-workers. For each student, this goal will be accomplished in relationship with the Field Mentor, individuals at the internship site, and the student's Faculty Mentor.

The following four strategies will be used:

- **Developing Relational Skills:** The experiential learning provided by the internship will enhance the opportunities for the student to develop his or her relational skills with guidance and support from a mentor.
- **Reflecting Intellectually:** The student will be assisted in intellectual reflection upon the events which he or she experiences in the workplace setting.
- **Progressing through Academics:** Developing knowledge from the classroom and gaining real-life experiences from the internship.
- **Learning through Events:** Participation in the planning, recruiting, implementing and reviewing phases of work-related events will provide opportunities for integrating classroom learning and leadership opportunities.

## Internship Components



Since LCU's goal is to *prepare leaders for the world*, we seek to use several components to make this goal a reality. Below is a diagram that illustrates how each internship component works with the others to help each student become an effective leader.

### The Student Intern

Most undergraduate degree-seeking students are required to complete a supervised internship experience in their areas of specialization. The internship requirements range from 6-12 credit hours, including 300-600 actual hours of experience. We encourage scheduling internships during the fall semester (August-December) of the student's senior year. However, it is possible to participate in an internship during the spring semester (January-May) or summer break (June-July).

### The Internship Site and Field Mentor

The student, with appropriate assistance and approval, will select a Field Mentor/internship site for his or her internship. The Field Mentor and the internship site will enter into a Learning Covenant with the Faculty Mentor and the student. This Learning Covenant will include clearly defined expectations.

### The Faculty Mentor

A faculty member from the student's area of specialization will serve as his or her Faculty Mentor during the internship experience. The Faculty Mentor will work with the student in preparing for the internship through an orientation class and supervise students during the entire internship experience. This includes reviewing student reports, communication, and assigning the final grades. The Faculty Mentor will, as the budget and schedule allows, contact the Field Mentor and intern to arrange a visit to the internship site. Since an internship must be directly related to the intern's field of study, the Faculty Mentor in that field will approve or not approve each potential Field Mentor (based on Field Mentor qualifications and, most importantly, the students' academic and practical ministry needs).

## **The Field Mentor**

The person at the internship site to whom the student is most responsible will serve as the intern's Field Mentor. He or she will be the primary model for the student and will assist with the integration of character and service. The mentor will help the student to reflect upon his or her internship experiences through weekly scheduled meetings, monthly Reflection Reports, and a Final Evaluation Report. The Field Mentor will also grade the overall internship experience according to how the student met his or her individualized goals and school learning objectives as listed in the student's Learning Covenant.

## **The Learning Covenant**

An explicit, written covenant will be developed as a guide for the internship and for subsequent evaluation. The Learning Covenant must be completed before a student can be registered for the internship. The complete Learning Covenant will be sent via email to the student, Faculty Mentor, and Field Mentor. It must be approved via email by all parties within two weeks of its receipt and prior to the start of the internship. The covenant may be refined during the first two weeks of the internship. All changes must be communicated to the Faculty Mentor.

## **The Internship Office**

The Internship Office is staffed by a part-time student worker. He or she will support the Faculty Mentor with whatever help they need in the internship process.

## **The University**

Lincoln Christian University will provide direction for the students and Field Mentors through the process of selection, involvement, and evaluation. Resources are available for training and support. The Faculty Mentor will conduct on-site visits to provide encouragement and direction for each intern and Field Mentor, if the budget and schedule allows. Otherwise, other means of communication will be used.

## **What an LCU Internship Is and Is Not**

An LCU internship is a special relationship between a Field Mentor, Faculty Mentor, and the Internship Department working together to shape the student to be a leader for the world. It is an opportunity to help a student learn new skills and apply the knowledge they have gained in the LCU classrooms.

Although Lincoln Christian University students work hard on their internships, an internship is not about getting some cheap part-time help to fill a few gaps in the organization's staff. There must be a qualified mentor who is currently in the field directly related to the student's major (or focus) and who will invest in the life of the student. For a more complete explanation of "what an internship is *not*" contact the Lincoln Christian University Internship Office.

## **Areas of Specialization**

LCU undergraduate students are required to study core classes in Bible and Theology. Students also choose a particular "major" or "specialization" that they believe best suits their gifts, interests, and call. Listed below, are the focus areas from which they may choose.

- Biblical Studies
- Business Administration
- Children and Family Studies
- Education and Discipleship
- Communication
- General Studies
- Intercultural Studies (Missions)
- Psychology – Agency or Church-setting
- Philosophy
- Preaching
- Spiritual Formation and Ministry
- Teacher Education
- Youth and Family Ministry
- Worship Ministry

*Updated 2/28/12*