

ON-SITE SUPERVISOR INFO: READ BEFORE YOU APPLY

On-Site Supervisor Expectations and Qualifications

Since Lincoln Christian University's Internships may receive as many as 6 credit hours that count toward students' graduation requirements, on-site supervisors are held to high standards. Internships are not intended to merely supply part-time help. On-site supervisors must be willing to mentor and invest in the lives of their student interns.

On-site supervisors play a very important role in the internship experience. They provide a model for students to imitate in character, knowledge, and commitment. In a church or church-related organization, the on-site supervisor will help the student reflect theologically upon his or her internship experiences. In public or private settings, character-driven mentors invest in our students.

The following qualifications have been established for on-site supervisors:

1. Character - The on-site supervisor will display good character and ethics.
2. Education - The on-site supervisor will have earned a minimum of a bachelor's degree or its equivalency in a ministry area or in a professional field related to the student's primary responsibilities in the internship. The University will exercise flexibility in this expectation for qualified mentors.
3. Experience - The on-site supervisor is to be at least 28 years old (five years' experience after achieving a bachelor's degree) and will have served a minimum of five years total (not necessarily in the same place) in ministry or in a field related to the student's primary responsibilities in the internship. LCU seeks mentors who have experience, maturity, and wisdom that can be shared with the intern. Faculty desire to place students into internship settings that match their degree program.
4. Continuing Preparation – On-site supervisors are encouraged to prepare themselves by participating in continuing education activities such as conferences, seminars, reading programs, etc.
5. Time – The on-site supervisor must be willing to meet with the student in a formal setting at least one hour per week for in-depth reflection, evaluation, and advising. This is in addition to time spent by the mentor in ministry activities with the student. The mentor understands that if he or she does not have the time to adequately mentor a student intern, then he or she should NOT apply to be an on-site supervisor for an intern.
6. Reporting – The on-site supervisor agrees to complete a monthly report concerning the intern's activities and progress and the Final Evaluation (at the end of the internship) to be provided to the faculty supervisor. Each of these reports will be emailed to the mentor's email account as an attachment. Once the report is completed, it is suggested that he or she copy and paste the report to a Word document before submitting the report, just in case it is not received by the faculty supervisor.

On-Site Supervisor Application Process:

Being an on-site supervisor takes time: leading, providing feedback, correcting, encouraging, challenging, and holding the intern accountable. This is what we mean by "mentoring." It is an investment with great dividends for the Kingdom. Lincoln Christian University internships require this kind of time-sensitive investment because we see how life changing mentoring is in the life of future leaders. Students hunger for direction, feedback, encouragement, and challenge. They want to become

the best they can be for Christ. We view on-site supervisors as important partners in educating our students, leading real life education in the classroom of the real world. If you have the time and the heart, and are willing to invest your life, resources, and energy in a student, LCU wants to partner with you. Fill out the application form if you have made the commitment to be an on-site supervisor.

Application Approval Standards:

The intern's on-site supervisor will grant approval based on the following criteria:

- Does the Supervisor meet the six qualifications listed earlier?
- Has the Supervisor agreed to take the student on as intern?
- Has the Supervisor completed the application form?
- Will the Supervisor provide the best learning experience for an LCU student?

The Next Step:

After the application has been processed, the faculty supervisor will contact the on-site supervisor via email telling him or her whether or not he or she has been approved as a qualified on-site supervisor.

After the faculty supervisor approves the on-site supervisor, the information will be made available to students as a possible internship location. Students (future interns) can see what sites are available for internship experiences and may make contacts with those that interest them.

If a church or organization makes a personal contact with a student or vice versa, the internship can only become official when the on-site supervisor becomes an approved supervisor and the student completes all the pre-internship requirements (on-site supervisor approved, Learning Covenant completed, and proof of health insurance).

APPROVED ON-SITE SUPERVISORS

We are grateful to mentors like you who are willing to invest so much time in the life of our students, helping them learn from you and become the Christian leaders God has called them to be.

Your energy, planning, instruction, and time spent are important to the maturation of our students. There is no greater leadership accomplishment that you can make in your career than to replicate yourself in others. Thank you, again, for partnering with Lincoln Christian University to prepare Christian leaders for the world.

Please review your responsibilities as a mentor on a regular basis while you are acting as an on-site supervisor for an LCU intern. Keep in mind that at the end of each month and at the end of the internship, you will be sent a report form to update us on the intern's progress. Each of these reports will be emailed to your email account as an attachment. If you do not receive a report at the end of the first month of the internship, contact your intern's faculty supervisor.

****We ask all approved on-site supervisors to keep their information up to date. Please contact the faculty supervisor or the office of the Undergraduate Academic Dean (internships@lincolnchristian.edu) if your contact information changes from what is listed on the cover page of the Learning Covenant.**