

**Course:** IC453-O Intercultural Studies Internship  
**Credit:** 3 Credit Hours  
**Semester:** Spring 2023  
**Time:** 160 hours (e.g., four weeks of 40 hrs./week; six weeks of 26 hrs. and 40 min./week; or eight weeks of 20 hrs./week; etc.).  
**Instructor:** Joshua Paxton, [Joshua.paxton@calvary.edu](mailto:Joshua.paxton@calvary.edu), Office: CABRE 108  
(816)679-9387(cell); (816)322-5152 ext. 1353 (office)

## I. DESCRIPTION

This course is designed to provide the student opportunity for practical experience in a supervised internship program. During this course, the student will apply academic concepts to practice. Permission of the program director is required for enrollment in this course. (Prerequisite: The student must have completed the junior year and 15 hours in the Professional Education Academic discipline of their major. Fee: \$250)

## II. OBJECTIVES

### A. General competencies to be achieved:

1. Provide the student with a supervised ministry experience that represents a missionary's intercultural work. (PLO 1, 2, 3, 4, 5) (A 1, 2, 3, 4, 5, 6, 7, 8)
2. Determine a student's compatibility and suitability for missionary service and ministry. (PLO 1, 2, 3, 4, 5) (A 1, 2, 5, 7, 8)
3. Develop and exercise sufficient aptitude for missionary work in an intercultural setting. (PLO 1, 2, 3, 4, 5) (A 1, 3, 4, 5, 6, 7, 8)
4. Draw on educational preparedness to apply learning in new situations by facing the challenges of intercultural ministry in an appropriate manner. (PLO 1, 2, 3, 4, 5) (A 1, 2, 3, 4, 5, 6, 7, 8)
5. Cultivate a greater passion for intercultural ministries through missions exposure. (PLO 1, 2, 3, 4, 5) (A 1, 2, 3, 5, 6, 7, 8)

### B. Specific competencies to be achieved:

1. Operate within and interact with a culture that is unfamiliar. (PLO 1, 2, 3, 4, 5) (A 1)
2. Experience the procedures and practices of support discovery for the internship. (PLO 1, 2, 3, 4, 5) (A 1, 2, 3, 5, 6)
3. Form alliances with the network of people who make up the support base. (PLO 1, 2, 3, 4, 5) (A 1, 2, 3, 5, 6)
4. Gain personal firsthand experience in the daily routine of life in another culture. (PLO 1, 2, 3, 4, 5) (A 1, 2, 3, 7, 8)
5. Draw on educational and spiritual preparedness to make a noteworthy contribution to the missionary enterprise. (PLO 1, 2, 3, 4, 5) (A 1, 2, 3, 4, 5, 6, 7, 8)
6. Analyze the ability to adapt to a new culture and ministry opportunities in a

*Our Mission: "...to prepare Christians to live and serve in the church and in the world according to the Biblical worldview."*

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- supervised setting. (PLO 1, 2, 3, 4, 5) (A 1, 5, 7, 8) (A 1, 3, 5, 7, 8)
7. Note unforeseen discord in physical, mental, or spiritual preparedness for intercultural ministry in order to seek advice, counsel, and training to be better equipped. (PLO 1, 2, 3, 4, 5) (A 1, 2, 3, 4, 5, 6, 7, 8)

**III. REQUIREMENTS**

**A. Appropriate Internships**

1. Internships may be completed through a local church or a mission organization, in a language understandable to the intern and to those with whom the intern will minister.
2. Acceptable kinds of internship experiences include:
  - a. Preaching (men only)
  - b. Teaching
  - c. Visitation
  - d. Leading a Bible study group
  - e. One-on-one discipleship
  - f. Counseling
  - g. Children's Bible classes
  - h. Evangelism
  - i. Planning activities
  - j. Organizing ministries
  - k. Any other that would be unique to the church or mission
3. Any exception to the above is to be approved by the Intercultural Studies Advisor. Exceptions will be granted on a case-by-case basis and only in rare circumstances.

**B. Internship Requirements**

1. Obtain a copy of the Missionary Internship Syllabus.
  - a. This syllabus is designed to acquaint the student, the internship director, and the immediate supervisor with basic information about the missionary internship.
  - b. The internship is a requirement for the four-year degree and is considered extremely important and valuable in the total educational process.
  - c. The internship involves a total of 160 hours (e.g., four weeks of 40 hrs./week; six weeks of 27 hrs./week; eight weeks of 20 hrs./week, etc.)
  - d. The internship is to be completed before the start of the semester in which the student will graduate but not before his/her Junior year.
2. Request Participation in a Missionary Internship
  - a. Every student who majors in Intercultural Studies is required to complete a missionary internship by participating in a part-time or full-time program. It is recommended that the internship be taken in the summer prior to beginning the fall semester of the final year in the major.

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- b. An internship may be done in a local church or within a mission organization. In either case, it is to be done under the supervision of a staff member.
  - c. It is the student's responsibility to select the organization where the internship will be done, to secure official approval from the Intercultural Studies Advisor and the organization, and to register for the course IC4530 Intercultural Studies Internship.
3. Raise the funds necessary to participate in the internship program – if required
4. Complete all requirements: These requirements include: time on the job, submitting all written reports and evaluations, personal interviews, and other requirements as stated in the course syllabus. The grade is withheld until all requirements are met. It is the student's responsibility to see that the student's and the immediate supervisor's evaluations and reports are submitted to the Intercultural Studies Advisor at Calvary University.
5. Internship Responsibilities:
- a. The student is responsible for:
    - i. Selecting and securing the location for the internship and a supervisor to oversee it.
    - ii. Securing all required written material from the Intercultural Studies Advisor.
    - iii. Obtaining written approval for the internship and completing all requirements according to this syllabus.
    - iv. Making certain the supervisor submits all required reports and evaluations.
    - v. Meeting with the Intercultural Studies Advisor for the exit interview.
  - b. The Immediate Supervisor is to be:
    - i. A staff worker in the organization through which the internship is being done.
    - ii. Willing to supervise the intern and willing to complete the required reports and/or evaluations.
  - c. The Intercultural Studies Advisor is responsible for:
    - i. Giving approval and advice to the student about the internship.
    - ii. Collecting and reviewing the student's and supervisor's documentation.
    - iii. Meeting with the student after the internship has been completed to go over data, assess the effectiveness of the learning, and assign a grade.

6. Internship Commitment

- a. The intern will:
  - i. Give himself/herself wholly to the direction and supervision of the supervisor.
  - ii. Demonstrate a high degree of diligence and faithfulness.
  - iii. Be responsible to submit all required forms and information.
  
- b. The immediate supervisor will:
  - i. Provide the student with planned opportunities and make certain the intern is supervised when necessary.
  - ii. Communicate to the Intercultural Studies Advisor as soon as possible any concerns or dissatisfaction with the intern.
  - iii. The internship may be terminated by mutual consent or by the supervisor at any time. If this should be necessary, a meeting with the intern and notification of the Intercultural Studies Advisor is required.

**C. Internship Procedures/Assignments**

1. Seek internship approval from the Intercultural Studies Advisor AND the Immediate Supervisor for a missionary internship.
2. Document the internship in a reflective journal.
3. A personal ministry journal is required for the internship. This journal is simply an account of the daily activities, relationships, ministries, and exposures as well as lessons learned, areas that indicate where God blessed and areas where you need to improve. This may be done in the form of a blog.
4. Keep a record of the schedule of hours spent in the internship.
5. Complete the Internship Self-Evaluation
6. Submit all written assignments, reports, and evaluation forms.
7. Have the supervisor submit the Supervisor's Evaluation to the Intercultural Studies Advisor.
8. Make an appointment with the Intercultural Studies Advisor for an exit interview.
9. Remember
  - i. The internship is not official until the Supervisor submits a tentative plan for the internship.
  - ii. All requirements listed in the course syllabus are met no later than the required dates.
  - iii. Schedule a personal interview and evaluation with the Intercultural Studies Advisor as soon as you return to campus or as soon as you complete the requirements if the internship was during the school year.
  - iv. The student should keep one copy of all reports, evaluations, and materials submitted to the Intercultural Studies Advisor.

#### **IV. METHODS**

- A. Assessment:** All work submitted constitutes the background and basis for assessment.
- B. In-class Methods:** There are no classroom expectations for this course, because the internship involves the student's ability to apply learning principles to real ministry obligations. However, students are expected to meet periodically and voluntarily with the professor for informational updates and reports.
- C. Out-of-class Methods:** The student will seek personal experiences in a valid internship ministry, raise the funds to be involved, fulfill ministry expectations, conduct a self-evaluation, be observed and evaluated by a supervisor, and debrief with the Intercultural Studies Advisor.
- D. Grading:** Grades are based on the student's investment of time and ministry, and the application of the internship (i.e. it is not a vacation from classes, a camping experience, or a sightseeing opportunity). Timeliness of reporting, quality of information included in reports, scholarly insight and thought expressed in journal entries, student self-assessment, the supervisor's candid evaluation, and personal interviews with the professor constitute the foundation for grade evaluation according to the following scale:
- |                          |     |
|--------------------------|-----|
| a. Invested Hours        | 20% |
| b. Daily Journal         | 20% |
| c. Self-Evaluation       | 20% |
| d. Supervisor Evaluation | 20% |
| e. Professor Interview   | 20% |
- C.** The Bible is a required textbook in every course at Calvary University. To facilitate academic level study, students are required to use for assignments and research an English translation or version of the Bible based on formal equivalence (*meaning that the translation is generally word-for-word from the original languages*), including any of the following: New American Standard (NASB, English Standard Version (ESV), New King James (NKJV), or King James (KJV). Other translations and versions based on dynamic equivalence (*paraphrases, and thought-for-thought translations like NLT and NIV*) may be used as supplemental sources. Please ask the professor if you have questions about a particular translation or version.
- D.** All class papers must follow the Turabian style according to *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th edition. Unless otherwise indicated book reports and study questions may be in non-research format, interviews and other research papers should be in research paper format. A copy of the Turabian Style Guide is available on the Clark Academic Center page of Calvary's website.
- E. Late Assignments:** Assignments will be lowered **15%** if not turned in on the due date. Assignments that are more than one week late will be assigned a zero (0) grade unless prior arrangements have been made with the professor.

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**F. Plagiarism:** *Plagiarism is defined as copying any part of a book or paper without identifying the author. This also includes taking another person's ideas and presenting them as your own.* Any assignment that includes plagiarism will receive a zero (0) grade. Students should note that papers will be submitted in Canvas via "Turn-It-In". This program automatically gives the students work a plagiarism score, students should strive for a score less than 20.

**G. Disabilities:** Students with disabilities have the responsibility of informing the Accommodations Support Coordinator ([aso@calvary.edu](mailto:aso@calvary.edu)) of any disabling condition that may require support

**H.** The Clark Academic Center ([learning@calvary.edu](mailto:learning@calvary.edu)), located in the library building, is dedicated to providing free academic assistance for all CU students. Student tutors aid with all facets of the writing process, tutor in various subject areas, prepare students for exams and facilitate tests. Please take advantage of this service.

**V. MATERIALS:** To be arranged with the Student and Immediate Supervisor

- The Bible (Instructor will use ESV)

**VI. TENTATIVE CLASS SCHEDULE**

<b>Form</b>	<b>Due Date</b>
1. Student request to participate in internship	Six Weeks prior
2. Supervisor's approval for an internship	Four Weeks prior
3. Internship Self-Evaluation	Two Weeks after
4. Intern's Daily Journal	Two Weeks after
5. Intern's Journal Summary	Two Weeks after
6. Supervisor's Internship Evaluation	Two Weeks after
7. Interview with IC Advisor: To be scheduled once all written materials have been received by the IC Advisor, but not more than Four Weeks after completion of the internship.	

**CALVARY UNIVERSITY  
STUDENT REQUEST TO PARTICIPATE IN A MISSIONARY INTERNSHIP  
IC-453-O INTERCULTURAL STUDIES INTERNSHIP**

(To be completed by the student and returned to the IC Advisor for approval)

Name of Intern \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

***Internship Location:***

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

***Location of Internship*** (if different than the address)

Country (if outside the U.S.) \_\_\_\_\_ Language \_\_\_\_\_

Denomination \_\_\_\_\_

Pastor's Name (if internship is with a church) \_\_\_\_\_

Internship Supervisor's Name \_\_\_\_\_

Expected Date to Begin \_\_\_\_\_

Expected Date to Conclude \_\_\_\_\_

Has the supervisor listed above agreed to supervise you? \_\_\_\_\_

Are there any special circumstances or limitations imposed by the organization? \_\_\_\_\_ If so, explain:

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\_\_\_\_\_

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What are the Intern's expectations for this internship:

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Intern's Signature \_\_\_\_\_ Date \_\_\_\_\_



**CALVARY UNIVERSITY**  
**SUPERVISOR'S APPROVAL FOR A MISSIONARY INTERNSHIP**  
(To be completed by the Intern's Supervisor for approval before the internship begins)

Name of Internship Director \_\_\_\_\_

Title \_\_\_\_\_

Years with the organization \_\_\_\_\_. Total years in ministry \_\_\_\_\_

Highest degree earned \_\_\_\_\_

College or Seminary where earned \_\_\_\_\_

List other significant training, experience, or positions you have had on the reverse side of this sheet.

Name of intern you will oversee \_\_\_\_\_

The organization's expectation for this internship \_\_\_\_\_

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Please attach a copy of the tentative schedule for the internship program. This is what the supervisor expects to cover and the experiences designed for maximum exposure to ministry and learning.

Names of additional staff who will assist such as the immediate supervisor of the internship, if any:

Name \_\_\_\_\_ Position \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

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By signing below, I affirm that: (1) I agree to conduct the internship within the guidelines set forth in these materials; (2) I agree to complete the reports and evaluations and to return them by the due dates.

Signed \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_  
*Immediate Supervisor*

Signed \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_  
*Internship Director*

This document is to be returned to the Intercultural Studies Office, Calvary University, 15800 Calvary Road, Kansas City, MO, 64147, and to be approved by the Intercultural Studies Advisor before the student may enroll in IC-453-O Intercultural Studies Internship.

Approved \_\_\_\_\_ Date \_\_\_\_\_  
*Intercultural Studies Advisor*

**CALVARY UNIVERSITY  
INTERNSHIP SELF-EVALUATION  
(To be completed by the intern)**

1. I was satisfied with my total ministry performance.

No\_\_\_\_\_ Somewhat\_\_\_\_\_ Yes\_\_\_\_\_

2. As a result of this internship, what concerns do you now have about your future ministry, abilities, attitudes, awareness, and relationships with others?

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3. List areas you would have liked to have become involved in during your internship but were not able to:

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4. What did you discover about your abilities and gifts?

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5. What did you discover were difficulties in the internship?

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6. What did you learn about relating to people?

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7. What were the most fulfilling and joyful aspects of ministry?

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8. List areas you need to review and rebuild.

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9. Describe the relationship you had with the supervisor and/or team.

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10. Do you feel more or less inclined to missionary ministry? Explain briefly why or why not.

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11. Did you receive adequate supervision? Yes\_\_\_\_\_ No\_\_\_\_\_

12. How could the experiences (responsibilities and supervision) be more effective and useful?

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13. What did the supervisor and people to whom you ministered appreciate most about you?

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14. What did the supervisor and people to whom you ministered appreciate least about you?

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15. What do you think are your strengths?

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16. What areas in your life need improvement?

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**MISSIONARY INTERNSHIP MINISTRY DIARY SUMMARY**

A personal ministry journal is required for the internship. This diary is simply an account of the daily activities, relationships, ministries, and exposures as well as lessons learned, areas that indicate where God blessed and areas where you need to improve. Using your diary, please complete the following summary form:

1. Name \_\_\_\_\_

2. List five major experiences and a statement of the significance of each (attach extra sheets, if necessary):

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3. List three situations that either confused or hindered you from ministering effectively (attach extra sheets, if necessary):.

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4. Do you think you related well to people?    Yes \_\_\_\_\_    No \_\_\_\_\_  
How do you measure this issue?

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5. Did you encounter relational problems with others? Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, what was the nature of the difficulties, and how did you deal with them?

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6. Overall, how would you rate yourself in the following areas on a scale of 1-5, with 5 being superior (circle your rating)?

- A. Communication            5 4 3 2 1
- B. Attitude                5 4 3 2 1
- C. Promptness             5 4 3 2 1
- D. Faithfulness            5 4 3 2 1
- E. Diligence               5 4 3 2 1
- F. Counseling             5 4 3 2 1
- G. Organization/Administration    5 4 3 2 1
- H. Worry                 5 4 3 2 1
- I. Quality of Work        5 4 3 2 1
- J. Ministry Impact        5 4 3 2 1

Signature \_\_\_\_\_ Date \_\_\_\_\_



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**CALVARY UNIVERSITY  
SUPERVISOR'S MISSIONARY INTERNSHIP EVALUATION  
(To be complete by Immediate Supervisor)**

Intern's Name: \_\_\_\_\_

The information shared will be used to give specific direction to the intern. Please make every attempt to be accurate. For additional comments, use the back of this sheet. Please circle the appropriate figure as follows:

5	Outstanding
4	Above Average
3	Average
2	Below Average
1	Needs Improvement

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|-----|----------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| 1.  | The intern was focused on reaching the goals set out for this internship.                                            | 5 | 4 | 3 | 2 | 1 |
| 2.  | The intern was prompt to all meetings and events.                                                                    | 5 | 4 | 3 | 2 | 1 |
| 3.  | The intern displayed a teachable spirit.                                                                             | 5 | 4 | 3 | 2 | 1 |
| 4.  | The intern would foresee a situation and act upon it; did not always need prompting from supervisor or team workers. | 5 | 4 | 3 | 2 | 1 |
| 5.  | The intern was cooperative on tasks set before him without undue questioning of ideas or methods used.               | 5 | 4 | 3 | 2 | 1 |
| 6.  | The intern was responsive to the needs of others.                                                                    | 5 | 4 | 3 | 2 | 1 |
| 7.  | The intern handled conflict with others in a calm manner using biblical principles.                                  | 5 | 4 | 3 | 2 | 1 |
| 8.  | The intern maintained listener's interest by communicating subject matter clearly.                                   | 5 | 4 | 3 | 2 | 1 |
| 9.  | The intern displayed an accepting attitude toward events and situations rather than a complaining spirit.            | 5 | 4 | 3 | 2 | 1 |
| 10. | The intern was flexible with unexpected changes in schedules and duties.                                             | 5 | 4 | 3 | 2 | 1 |
| 11. | The intern has a basic knowledge of missions and missionary responsibility.                                          | 5 | 4 | 3 | 2 | 1 |
| 12. | The intern is a team worker.                                                                                         | 5 | 4 | 3 | 2 | 1 |
| 13. | Rate the overall performance of the intern during the internship period.                                             | 5 | 4 | 3 | 2 | 1 |

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Internship Director's Signature \_\_\_\_\_ Date \_\_\_\_\_