

Course: MS453-O Ministry Studies Internship
Credit: 3 Credit Hours
Semester: Spring 2026
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: Dr. Joshua Paxton, 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)

This course is offered in two formats: in-person and online. Students registered for in-person attend the classes in person, online students attend the classes via the online classroom. For both in-person and online students, assignments and interaction outside of the class period are done in the learning management system.

II. OBJECTIVES

A. General competencies to be achieved:

1. Understand the variety and complexity of ministry through first-hand experience. (PLO: 2, 5)(A: A-G)
2. Articulate passion for ministry. (PLO: 1, 2, 5)(A: C-G)
3. Describe more clearly a specific, personal, God-given calling and unique gifting for ministry. (PLO: 1, 2, 5)(A: C-G)
4. Serve as an effective leader in a ministry setting. (PLO: 1-5)(A: B, D, E)

B. Specific competencies to be achieved:

1. Present affirmation by ministry leaders as to possession of the Christian character required for ministry. (PLO: 1)(A: D, F, G)
2. Present affirmation by ministry leaders as to possession of basic interpersonal skills essential for effective ministry. (PLO: 3)(A: D, F, G)
3. Present affirmation by ministry leaders as to possession of effective communication skills essential for effective ministry (PLO: 4)(A: D, F, G)
4. Present affirmation by ministry leaders as to possession of basic ministry skills necessary for effective ministry (PLO: 5)(A: D, F, G)
5. Plan and implement effectively in a ministry setting. (PLO: 2-5)(A: A, B, D, F, G)

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

III. REQUIREMENTS (see Canvas for specifics)

A. Secure an internship location and supervisor

1. Read Internship Documents: Ministry Studies Internship Introduction and Syllabus
2. Consult with the Course Instructor (CU Professor) about identifying and securing an internship position in a local church.
3. Contact a ministry leader to serve as the Internship Supervisor
4. Secure an agreement for the student to serve a supervised internship. This agreement must be submitted in writing to the Course Instructor before the Internship can be considered official.

B. Develop an Internship Plan (IP)

1. Work with the Internship Supervisor to develop an IP according to the requirements below. An IP will include a specific schedule of planned ministry opportunities.
2. Requirements
 - a. Length: 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.). At least 100 of those hours should be spent in actual supervised ministry activities.
 - b. Opportunities: Typical internship requirements consist of the following, but ministry opportunities vary from ministry to ministry. Therefore, the Internship Supervisor is free to direct the intern to perform ministry responsibilities deemed appropriate for experiencing the full range of ministry in a given context. The intern and internship Supervisor may freely contact the Course Instructor with and Questions concerning ministry opportunities.
 - i. Personal and/or team evangelism
 - ii. Teach/Preach (including preparation suggestions beforehand and assessment afterward from Internship Supervisor)
 - iii. Lead a small group discussion
 - iv. Plan, participate in and lead a major event.
 - v. Attend committee, board and leadership team meetings.
 - vi. Plan, participate in a worship service.
 - vii. Home / Hospital visitation.
 - viii. Serve the poor and/or elderly.
 - ix. Observe counseling sessions.
 - x. Write a ministry communication (e.g. e-mails, texts, newsletter, worship bulletin, web posts, power point, etc.)
3. Submit the IP in writing to the Course Instructor
4. Schedule a meeting or conference call with the Course Instructor and Internship Supervisor to discuss and finalize the IP.
5. Note: The bulk of the points earned during this internship (400) are awarded for the actual ministry activities done over the course of 16 weeks. This part of the

grade will be awarded after all assignments have been turned in and Assignment G is completed.

C. Keep a Weekly Journal

1. Every ministry week, document specific ministry participation and the time spent in those ministry activities via the weekly assignments in Canvas.
2. Following the record of weekly ministry activities, document experience gained, lessons learned, questions raised, and personal applications to make from the week's activities.
3. Include a report of the student's discussions with the Internship Supervisor (see Assignment E).
4. The purpose of this journal is two-fold:
 - a. To develop a record which will remind the student of lessons learned as well as a guide for needed further training or learning.
 - b. To meet the requirement of weekly contact with the Course Instructor and to affirm the progression of the internship as well as to process any concerns.

D. Read a ministry related book(s).

1. Discuss suggestions with both the Internship Supervisor and Course Instructor, then select a book or books, totaling more than 200 pages.
2. Get the approval of the Course Instructor for the reading selection via Canvas.
3. Discuss the reading with the Internship Supervisor at least weekly.
4. Write a book review (see Canvas assignment for more info.)

E. Meet regularly with the Internship Supervisor

1. Meet at least weekly, more often if possible.
2. Look over the IP (Assignment B) to assess progress and plan for the coming week. Discuss any concerns, questions or lessons learned.
3. Discuss the ministry-related book (Assignment D) and any other ministry-related subjects.
4. Write a one-page report after each of these weekly meetings.

F. Written evaluations

1. Internship Supervisor: The student is responsible for making sure the Internship Supervisor completes an evaluation form (available via Canvas) within one week after the end of the internship. The form should be submitted via Canvas before Assignment G.
2. Lay Leader: The student is responsible for making sure at least one lay leader (non-staff person; elder, deacon, etc.) who played a significant part in the student's internship completes an evaluation form (available via Canvas) within one week after the end of the internship. The form should be submitted via Canvas before Assignment G.
3. Student: The student is to complete a self-evaluation form (available via Canvas) within one week after the end of the internship. The form should be submitted via Canvas before Assignment G.

G. Meet with the Course Instructor following the internship

1. Schedule an appointment with the Course Instructor for a personal interview and evaluation after all assignments have been completed and submitted.
2. This interview should be done in person or via Teams/Zoom during the final week of the internship, but no later than two weeks after completing the internship.
3. Note: The points awarded for the actual ministry activities will be awarded after all assignments, including evaluations have been turned in.

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. Secure an internship location and supervisor: 50 points
 - b. Develop an Internship Plan (IP): 100 points
 - c. Keep a weekly journal: 100 points
 - d. Read a ministry related book(s)/Book Review: 100 points
 - e. Meet regularly with the Internship Supervisor / Report: 100 points
 - f. Written Evaluations: 50 points each (150 points)
 - g. Meet with the Course Instructor following the internship: 400 points
- Total – 1000 points
- E.** 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.

F. 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.

G. Late Assignments: Assignments will be penalized according to the professor's late policy as explained in Canvas.

H. Plagiarism: Plagiarism is defined as copying any content without identifying the source. This also includes taking another person's or AI entity's ideas or constructs and presenting them as your own. Plagiarism of any kind will not be tolerated. Most assignments at Calvary require the student to produce original work. Therefore, unless specifically permitted by the instructor, the use of AI-generated content is prohibited (even if cited) as it does not represent original work created by the student and is an unreliable aggregate of ideas from other sources. AI, however, may be utilized in cases where the instructor has explicitly permitted its use to accomplish specific tasks. It is only in these cases that AI-generated (or modified) content may be submitted by the student. If there are any questions as to the permissibility of AI use for an assignment, please ask your instructor for clarification.

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 student's work a plagiarism score, students should strive for a score less than 20.

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

J. The Clark Academic Center (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.

K. Attendance Policy – Calvary has no official attendance policy, the attendance policy of the professor will be explained in class and in Canvas.

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

- The Bible (Instructor will use ESV)

VI. TENTATIVE CLASS SCHEDULE

| Form | Due Date |
|---|------------------|
| 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 AN INTERNSHIP
MS-453-O MINISTRY STUDIES INTERNSHIP**

(To be completed by the student and returned to the MS Dept. Chair 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:

What are the Intern's expectations for this internship:

Intern's Signature _____ Date _____

CALVARY UNIVERSITY
SUPERVISOR'S APPROVAL FOR A MINISTRY 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 _____

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 Ministry Studies Dept. Chair before the student may enroll in MS-4530 Ministry Studies Internship.

Approved _____ Date _____
Ministry Studies Department Chair

**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?

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

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

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

6. What did you learn about relating to people?

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

8. List areas you need to review and rebuild.

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

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

11. Did you receive adequate supervision? Yes _____ No _____

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

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

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

15. What do you think are your strengths?

16. What areas in your life need improvement?

MINISTRY STUDIES INTERNSHIP MINISTRY JOURNAL SUMMARY

A personal ministry journal is required for the internship. This 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):

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

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

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?

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 _____

**CALVARY UNIVERSITY
SUPERVISOR'S MINISTRY STUDIES 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 and give further explanation for any rating at or below a 3 (attach additional sheets if necessary):

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

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

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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

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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

Additional Comments

Supervisor's Signature _____ Date _____

Internship Director's Signature _____ Date _____