

INTERNSHIP MANUAL



GLOBAL STUDIES



INTERNSHIP PLACEMENT

The Global Studies program seeks to assist students to have a challenging, enriching, and life changing experience through the internship program. The internship program allows students the opportunity to synthesize and apply concepts learned throughout the program, and to gain real life experience to help determine the student's career path. The internship placement should fit as closely as possible to the outcomes for the area of concentration the student has followed within the Global Studies Program. Internships are required for all concentrations except Applied Linguistics/Bible Translation. These internships consist of 300 hours during the 2nd or 3rd year (primarily summers). Internship requirements vary per concentration.

Program Concentrations

Global Ministry

This is a helpful emphasis for those going into international mission work, including evangelism, discipleship, church planting, refugee resettlement and migrant services. It is also an excellent concentration for those desiring to pursue graduate studies in Christian leadership, intercultural studies, missiology, and theology.

Global Ministry internships will most often take place overseas. Placements will include working with missions teams in a support role overseas, a significant cross-cultural immersion experience, or in an administrative capacity with an international missions organization. Students who desire to specifically work with refugees, migrants, or in a cross-cultural ministry may work domestically.



INTERNSHIP PLACEMENT

Children at Risk

This is a helpful emphasis for students wanting to work with children (street children, child soldiers, human/child trafficking, child labor, adoption, etc.), community development, international/global development, humanitarian relief and urban ministries. It is also helpful for students desiring to pursue graduate degrees in intercultural studies, childhood studies, social justice, international/global development, public affairs, humanitarian studies and non-profit management.

Internships for the Children at Risk concentration can be placements within the U.S. or overseas, with organizations that have focused ministries with children at risk. The internship may involve direct work with children, program development, or a support/administrative role that directly supports the ministry and allows the student to grow in their understanding of the ministry's strategy and function.

Culture and Diversity

This is a helpful emphasis for those working in urban and multi-ethnic centers, multi-ethnic church work, market place, community outreach (public and private), education, public policy and law enforcement. It is also an excellent concentration for those desiring to pursue graduate studies in cultural studies, international affairs, intercultural studies, criminal justice, and social justice.

Internships in the area of Culture and Diversity may take place in the U.S. or overseas. Students will serve with an organization that works with multi-ethnic populations and addresses issues of diversity and culture. The organization may serve in a ministry or in a secular context. The student will apply concepts studied in the program and thus live out his or her faith by promoting understanding, unity in diversity, and just actions.

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Applied Linguistics

This is a helpful emphasis for those going into Bible translation, literacy work, culture preservation, general translation, education and development contexts. It is also an excellent concentration for those desiring to pursue graduate studies in anthropology, linguistics, socio-linguistics or teaching English as a second language (TESOL).

Students in the Applied Linguistics concentration are not required to have an internship experience. For those who chose to do so, the Applied Linguistics internships will be international placements in contexts where English is not the primary language. Students may teach English and/or literacy overseas in formal (classroom) or informal settings (such as English camps or through language partners), be involved with translation work or serving translation teams in a support role, or in a research capacity related to linguistics and culture.

International Regional Studies (through Study Abroad)

This is a helpful emphasis for those going into regional consulting work, research institutes, mission organizations, foundations, community development, government and policy development work. It is also an excellent concentration for those desiring to pursue graduate degrees in cultural studies, intercultural studies, international affairs, public policy and regional study.

Internships in the International Regional Studies concentration will involve a study abroad experience with a partner organization approved through the global studies program. The study abroad program will require cultural immersion and language acquisition. This study abroad program may (or may not) allow the student to earn credit through the sister organization for the student to transfer towards an MU degree. Regardless of the transfer of credit for content of the courses taken, the study abroad will count as the internship for the Global Studies program. The study abroad program may be an intensive summer program (one month or more) or a full semester or year abroad.

INTERNSHIP GUIDELINES

Internship Defined

An internship is a short-term career-related learning experience that is supervised in a professional learning environment. The work experience should be educational for the student and reinforce what the student has learned in the classroom.

The National Association of Colleges & Employers (NACE) holds the following definition:

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experiences and make connections in professional fields they are considering for career path; and give employers the opportunity to guide and evaluate talent.

An internship should include the following:

- Applied Learning
- Career Exploration
- Skill Development
- Personal Development

NOT Acceptable Internships

- Situations where there is virtually no supervision or regular consistent interaction with a professional supervisor
- Volunteer positions that do not emphasize an educational component
- Commission based positions
- Internships located in a home-based business
- Positions that displace a regular employee
- Door-to-door, cold calling, telemarketing, or petition gathering
- "Independent Contractors"
- Positions in which the student would have to pay the employer for any part of the experience.

INTERNSHIP GUIDELINES

Paid vs. Unpaid Internships

Internships may be either paid or unpaid, this depends on the employer. Regardless seeking an internship should hold the priority of what offers the best experience.

Unpaid internships with for-profits must meet the standards of the Department of Labor criteria. Details for these standards are available at the following link, be sure your internship meets this criteria before accepting: <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>

Internship Requirements

1. Must be a learning experience that serves as an extension of the classroom.
2. The skills and experience from the internship must be practical for that field and transferable to similar employment settings.
3. The internship has a defined start and end date as well as a job description for the internship.
4. The student's learning objectives correlate with the professional goals of the organization.
5. Internship supervision is done by a professional with a background in the field experience.
6. Supervisor provides consistent and helpful feedback to the student.
7. There are resources, equipment, and facilities provided by the host employer that support the learning objectives of the student in the internship.

International internships will not be approved until the internship site and organization is approved by MU's Global Studies program.



INTERNSHIP GUIDELINES

Academic Credit

Students will register for GLS 410: Global Studies Internship for the semester or term in which they will participate in the internship experience. Students will be graded on their engagement and successful completion of the internship requirements. The internship placement must be approved by the internship supervisor and all coursework must be completed by the end of the term in which the student is enrolled in the program. Students who need an exception to the deadline must petition the internship supervisor at MU. Students should have at least 300 hours of applicable experience in his/her internship to complete the requirements.

Finding an Internship

- Have a clear understanding of what you would like to gain from your internship experience: solid goals and objectives
- Prepare and/or update your resume and cover letter (assistance available at career services)
- Start looking for networking opportunities or finding connections of organizations affiliated with or in partnership with the University of the program
- Utilize tools like LinkedIn and Glassdoor, as well as other online searching tools
- Make sure the internship meets the your goals/objective and meets the Global Studies Program requirements

INTERNSHIP REQUIREMENTS

Requirements

- The internship must be no less than 300 hours total, but can be longer. You will need to log your hours.
- Students must first register for the "GLS 410" internship (4 credits) on the Multnomah self-service page or with the registrar's office
- ALL internships must have the Global Studies Internship Adviser's approval prior to being undertaken (see internship agreement form).
- For internships to be valid, it must be performed under supervision and evaluation of a supervisor/manager working in the field with whom the student must have consistent contact, and who will be able to complete the student evaluations for the Global Studies Department
- Be sure to obtain, sign, and return to the Global Studies Department, a copy of the MU Legal waiver. This must be done BEFORE beginning your internship (only if you are traveling internationally).
- Students will be required to turn in both the Supervisor's Evaluation and the Self-Evaluation by the specified dates given below before a grade can be recorded with the Registrar's Office.
- All students must meet with the Global Studies Internship director after their internship is completed.

Keep in Mind

- The provided list (at the end of this packet) of possible internship opportunities offered in this packet is a good place to begin.
- It is HIGHLY suggested that students begin their search during their 1st semester in the program and begin their applications over winter break.
- While the internship coordinator of the Global Studies program will offer suggestions and advice, it is ultimately the student's responsibility to arrange for an appropriate internship with an organization or agency that meets the program's standards. While we will recommend organizations we consider to be "partners," keep in mind that there are always many outside possibilities.
- Internships can either be done locally or abroad.
- If you plan to do a summer internship you can do GLS410 for a summer session. If you are doing the internship during the course of the school year, you will need to register for the semester in which you are enrolling for the internship.

PRE-INTERNSHIP CHECKLIST

Check list for the completion of the "MAGDJ Internship" BEFORE YOU LEAVE THE CAMPUS:

- Ideally 5-6 months before you begin your internship, determine location, type of activity or work assignment, dates, and name of organization or agency with which you will serve (Keep in mind you are required 300 hrs. or more of service). For summer internships try to do this by the end of the fall semester.
- Meet with faculty internship coordinator and submit proposal from to the Global Studies Department.
- Go through the application process with the chosen organization or agency.
- Obtain your official acceptance by the organization or agency and email or hand in a copy of the acceptance letter to the Global Studies Department.
- Fill out Global Studies internship placement agreement.
- Obtain from your organization any instructions regarding needed visas, vaccinations, insurance (travel & health), support needed, and support-raising process (if needed). Ideally, you should have this done within 3-4 months of departure.
- You must provide proof of travelers insurance if you are going to participate in an internship outside of the U.S. (at least 5 weeks before departure).
- Obtain your passport, at least 5 weeks before departure, if you are going out of country (make sure that the expiration date of the passport takes you at least 6 months beyond the last day you will be in your country of destination).
- Register at MU for the "GLS410" before you leave the country for your service (normally when the usual registration process takes place for the next semester).

PRE-INTERNSHIP CHECKLIST

- Pay Multnomah for the tuition charges for the Internship!
- Be sure to obtain, sign, and return to the Global Studies Department, a copy of the Multnomah University Legal Waiver. This must be done before your departure to a foreign location.
- Discuss the medical/disabilities disclaimer page with the Global Studies internship coordinator.
- Obtain a current copy of the GLS 410 Syllabus, paying particular attention to the due dates listed at the end of the syllabus.
- Turn into the campus supervisor a copy of the Internship Agreement entitled "Multnomah University Global Studies Internship Agreement."
- Obtain a copy of the SUPERVISOR'S RESPONSIBILITIES FORM letter to take with you for your on-site supervisor.
- Obtain a copy of the SUPERVISOR'S EVALUATION FORM to take with you. This form will need to be given to your supervisor toward the end of your internship. Once your supervisor has completed the form, he/she will need to go through it with you, explaining why he/she gave the evaluations indicated. Both you and the supervisor will need to sign the form to indicate this was done. The supervisor can either mail the form back to Multnomah or have you carry it back to campus.

POST-INTERNSHIP CHECKLIST

Check off each item when completed:

- Hand in your SUPERVISOR'S EVALUATION FORM to the Global Studies Department as soon as you return to the MU campus.
- Obtain a copy of the STUDENT'S SELF-EVALUATION FORM and complete it as soon as possible.
- Establish an appointment with the campus supervisor as soon as you return to campus, to go through the Supervisor's Evaluation and the Self-Evaluation.
- Turn in your reflection and integration assignment to your internship supervisor.

After all evaluations are complete, the GLS410 course grade will be submitted to the Registrar's Office.



PROPOSAL FOR GLOBAL STUDIES INTERNSHIP PLACEMENT

- Date: _____
- Student's Name: _____
- Global Studies Concentration: _____
- Semester for Internship Experience: _____
- Proposed Internship: _____
- Organization: _____
- Location: _____

Desired outcome/experiences from this internship:

Describe how this internship experience fits with your area of concentration and your vocational goals in the area of Global Studies.



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SUPERVISOR RESPONSIBILITIES GLOBAL STUDIES INTERNSHIPS

The Global Studies Dept. expects supervisors to:

1. Be mature, experienced professionals who are trained in the field (usually with an M.A. degree in a relevant field) and capable to guide undergraduate students in their intern's responsibilities.
2. Be the person in the best position to weekly observe and directly supervise the student in their field.
3. Be able to spend regular personal time (weekly) with the student for evaluation, encouragement, teaching, and guidance.
4. Be willing to give a written evaluation of the student's internship, including strengths, weaknesses, results, and recommendations for future training (a form will be provided by the student for this purpose).

We appreciate your (the Supervisor's) time and interest with the student. You are a very important part of their training, fieldwork, and personal lives. We have found that both student and supervisor have benefited during this time together.

Thank you so much for your personal time and assistance in the important task of training more workers for involvement in God's global purposes.

Dr. Karen Fancher

Professor in Global Studies

Multnomah University, 8435 NE Glisan Street, Portland, OR 97220, USA

kfancher@multnomah.edu

503-251-5312

Global Studies Internship Description- Multnomah University

This internship emphasizes the importance of servant learning as students apply concepts learned in the Global Studies program in communities affected by conflict, poverty, and injustices. Students will work with an onsite supervisor of a reputable organization or church and will receive regular evaluation during the internship phase. Students are required to complete 150 hours during each internship (300 hours total of internship experience). The internship placement will depend upon one's focus, allowing for both national and international opportunities. Journal reflections, reports, and a final evaluation will be included in the experience.

GLS 410: 4 Credits



Global Studies Internship Agreement

This agreement is made on ____/____/____ by _____ & between
Date Student

_____ & Multnomah University.
Internship Organization

The agreement will be effective for a period from ____/____/____ to ____/____/____
Date Date

for _____ per week.
No. of Hours

Internship Job Title: _____

Field Internship Supervisor: _____ Phone Number: _____

Email: _____

Internship Address: _____

Campus Internship Supervisor: _____ Phone Number: _____

Student Name: _____ Phone Number: _____

Please note: This agreement must be triplicated and one copy returned to the student's campus internship supervisor **before** the student may begin the internship. Other copies of this agreement will be kept by the field internship supervisor and the student. This contract is for the entire internship period unless the student's internship responsibilities change significantly.

Purpose:

The purpose of this agreement is to provide a qualified graduate student with an internship experience in the field of global development and justice.

Multnomah University agrees:

1. To assign an institutional faculty liaison (campus internship supervisor) to facilitate communication between Multnomah University and the site;
2. To provide the site the following information about the student named above: name of student, level of academic preparation;
3. To notify the student that he/she must adhere to the administrative policies, rules, standards, schedules, and practices of the organization and site;



Global Studies Internship Agreement

4. That the campus internship supervisor shall be available for consultation with both field supervisor and student and shall immediately contact the site should any problem or change in relation to the student, or Multnomah University occur; and
5. That the campus internship supervisor is responsible for the assignment of a field work grade based, in part, on the recommendation of the field internship supervisor and a self-evaluation.

The Internship Organization agrees:

1. To assign a field internship supervisor who has appropriate credentials, experience, time, and interest for overseeing the student intern;
2. To provide opportunities for the student to engage in a variety of development and justice initiatives under supervision and for evaluating the student's performance.
3. To provide written evaluation of student based on criteria established by Multnomah University.

_____ will be the primary field internship supervisor.
Field Internship Supervisor

Training activities will be provided for the student in sufficient amounts to allow an adequate evaluation of the student's level of competence in each activity.

_____ will be the faculty liaison with whom the student and field internship
Campus Internship Supervisor supervisor will communicate regarding progress, problems, and
performance evaluations.

Campus Internship Supervisor will assist the intern and field internship supervisor in coordinating the intern's placement and fulfillment of graduate program requirements. Campus internship supervisor will maintain communication with the field internship supervisor(s) over the course of the intern's placement.

Please sign below.

Field Internship Supervisor #1 _____ Date ____/____/____

Field Internship Supervisor #2 _____ Date ____/____/____

Student Name _____ Date ____/____/____

Campus Internship Supervisor _____ Date ____/____/____



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Global Studies Internship Agreement

CONFIRMATION of INTERNSHIP PLACEMENT

Please complete this form for each internship placement you obtain and return it to the Campus Internship Supervisor.

Name of student

Internship Organization and Site

Street Address

City

State

Zip Code

Primary On-field Supervisor: -----

Degree: -----

Email: -----

Phone: -----

Type of Internship Setting:

___ Mission Organization

___ Social Rehabilitation Facility

___ School, College, University

___ International NGO

___ Church

___ Portland-based Non-profit

Other: -----

Is this a paid internship? YES / NO

Comments: -----

*Please attach job description and/or brief one page proposal of your internship responsibilities



Legal Waiver (Global Studies Internship)

I understand that not all internship positions for the Global Studies Program are remunerated and in many cases are voluntary. I agree to abide by all present and subsequent guidelines for the Internship as issued by the Global Studies Department of Multnomah University.

I clearly understand that I am responsible for support raising or paying all expenses (internship tuition costs, travel to and from the designated location, passport, required vaccinations, travel insurance, on-site living and personal expenses) will be my responsibility, unless otherwise provided by the organization I will be working with. I further agree that either Multnomah University or the organization/agency with which I will be serving has the right to discontinue my internship at any time at their sole discretion.

I recognize that participation in an internship of this nature may be hazardous or dangerous. Therefore, I am, for myself, my parents, my heirs, executor and/or administrator, agreeing to waive liability and/or litigation against Multnomah University and all its officers, personnel, staff and faculty, acting officially or otherwise, from any and all reason of injury, damage (including property damage to any of my belongings), loss or death which may occur from any cause including, but not limited to, any accident and/or occurrence while participating individually or with others in fulfilling the internship assignment.

I, the undersigned, have read, understand, and accept the terms and conditions stated in the above Legal Waiver. Additionally, by signing this form I confirm my intent to complete the MU Global Studies Internship with the organization or agency with which I have been accepted to serve.

Signature _____

Printed Name _____ Date_____

Internship Location_____ Internship Dates_____

Internship Organization_____



MEDICAL/DISABILITY SELF-DISCLOSURE (INTERNATIONAL INTERNSHIPS)

The purpose of this form is to help you determine if you will need any medical or other assistance while you are travelling internationally. You should look this over and then meet with the program coordinator or clinical coordinator to discuss any issues that you feel are important. If you have a serious condition, take medication or have a serious allergy, please place a description with your passport or wear a medical identification bracelet. Do not turn this form into the coordinator. It is for discussion only.

1. Are you currently being treated for any physical or psychological/emotional problems?
2. Are you concerned that a problem may become more serious while you are in another country?
3. Are you currently taking any medications, or do you receive any treatments on a regular basis?
4. Do you have any allergies? If yes, are they serious enough that you carry epinephrine?
5. Do you have any dietary restrictions that you will need to let people at your housing situation know about?
6. Do you have any medical conditions that may require treatment overseas (diabetes, asthma)? If yes, will you be taking this medication with you?
7. Do you have needs that must be accommodated on site because of a physical or learning disability or other condition?

Action Plan: To be healthy on this trip I will need to do the following things before I leave:

- 1.
- 2.
- 3.
- 4.



Global Studies Supervisor Evaluation Form

Student's Name _____

It is our hope that upon the completion of the student's INTERNSHIP, he/she will be better prepared vocationally to work in the field of international development and/or community organizing and/or justice and advocacy work. We also hope the student is more certain about their own career path in one of these fields. As one of the tools in this process, we are requesting that you complete the following evaluation of the student's time with you. You will greatly assist us and the student in his/her own evaluation and debriefing. We ask you to be honest, open, gracious, and fair. Please be prepared to encourage the student as well as point out areas needed for improvement. Your counsel will be more profitable for growth and maturation than if the problems are overlooked.

Once you have completed your evaluation, please go over it with the student concerned. Then we request that both you and the student sign the form. This will indicate to us that you went through the evaluation with the student.

Please evaluate the student on the following areas by circling the number which best describes him/her:

General Evaluation:

	Low		Avg.		High	
Adaptability/Flexibility	1	2	3	4	5	
Dependability/Reliability/Faithfulness	1	2	3	4	5	
Initiative	1	2	3	4	5	
Communicating ability (with team)	1	2	3	4	5	
Overall attitude	1	2	3	4	5	
Execution of assigned responsibilities	1	2	3	4	5	
Acceptance by people being served	1	2	3	4	5	
Response to authority	1	2	3	4	5	
Relational abilities	1	2	3	4	5	
Team player	1	2	3	4	5	
Ability to handle stress	1	2	3	4	5	
Sensitivity of diversity	1	2	3	4	5	
Teachability	1	2	3	4	5	
Leadership ability	1	2	3	4	5	
Administrative ability	1	2	3	4	5	



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Global Studies Supervisor Evaluation Form

Additional comments (on each of the following) regarding the student's

1. Knowledge base (cultural & professional/occupational)

2. Skills (communication, practical, professional/vocational)

3. Personhood (maturity, servant's attitude, compassion, gifting/skills set)

Student's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Supervisor's Name and Address (Please Print)

Agency/Organization Name (with which student served) _____

Location of service: _____ City: _____ Country: _____



Global Studies Supervisor Evaluation Form

Any additional comments and/or suggestions for our Global Development and Justice department related to our Internship program for students would be most welcome.

Please return the evaluation form by either of the following two methods:

1. Give the completed evaluation form to the Practicum student to hand-deliver back to the University when he/she returns (which will probably be the easiest), or . . .
2. Post the form by airmail to the following address:

Dr. Karen Fancher
Global Studies Department
Multnomah University
8435 NE Glisan Street
Portland, OR 97220 U.S.A.

THANK YOU FOR YOUR PARTNERSHIP WITH US!



Global Studies Internship Self-Evaluation

NAME: _____ DATE: _____

Please complete a self-evaluation regarding your competencies, covering the following areas as listed below. [1] For each area, rate your level of competency on the scale of 1-5, 5 being the highest. On this page, circle the appropriate number after each category. [2] **Then, on additional paper, please type an evaluation covering points/questions listed under each of the categories (between 4 to 6 pages double spaced).**

<p>KNOWLEDGE Assess and explain the adequacy of your biblical, theological, cultural, global development & justice knowledge for the Internship.</p>	<p>1 2 3 4 5</p>
<p>SKILLS Assess and explain the adequacy of your skill levels in terms of communication, cultural competence, leadership, initiative, & interpersonal relationships. Comment on how you handled any stressful situations and/or personality conflicts while on the job, and what you learned about yourself through them. Explain how you did, or did not, respond in culturally appropriate ways (if working internationally)</p>	<p>1 2 3 4 5</p>
<p>INTEGRATION Assess and explain how you integrated Christian witness into your internship. Note any Multnomah courses that prepared you for this. What facets of your theology were challenged by the internship, why, and what was the result? Is there anything you wish you'd known before you went to help with this integration?</p>	<p>1 2 3 4 5</p>
<p>PERSONHOOD What did you learn about your walk with God? What lessons (if any) did you learn about your attitudes, thought patterns, servanthood, compassion, or maturity levels? What things do you need to work on, or develop further? How do sense that God used you in the lives of others? How much do you find you need tangible evidence that God is using you in order to continue in the work or ministry? Will you approach your ministry/vocation any differently now? How would you or wouldn't you repeat your internship experience? Describe if this role/job would be a good fit in the future. List why or why not this is a good fit.</p>	<p>1 2 3 4 5</p>

FINALLY, **hand in all completed pages**, together with your on-site supervisor's evaluation, to the MAGDJ Department at Multnomah University by the stipulated deadline given in the IS630/640 Syllabus.