

INTERNSHIP MANUAL



GLOBAL DEVELOPMENT & JUSTICE





INTERNSHIP REQUIREMENTS

Please consult with the Financial Aid Dept. about reserving financial aid to pay for your internship tuition costs over the Summer. This must be done in the Fall semester.

The internship must be no less than 300 hours total (this includes both GLS630 and GLS640), but can be longer. You will need to log your hours.

Students must first register for the "GLS 630 internship," then the "GLS 640 internship," (2 credits each) on the Multnomah self-service page or with the registrar's office.

ALL internships must have the MAGDJ Advisor's approval prior to being undertaken. A job description and/or proposal for internship must be sent to the advisor prior to receiving permission (see internship agreement form). For summer internships, proposals are due by April 1st, or for Fall or Spring semester internships, due 3 weeks prior to the beginning of the semester.

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 pass/fail grade can be recorded with the Registrar's Office.

All students must meet with the MAGDJ director after their internship is completed. Individual or group debriefings will be held.



INTERNSHIP INFORMATION

A good place to start your search for internships:

<https://www.multnomah.edu/academics/graduate-programs/masters-in-global-development-and-social-justice-degree/internships/>

Additionally, there is a list of up to date opportunities on the bulletin board outside of the Global Studies Office and potential opportunities will be emailed out as they arise.

It is HIGHLY suggested that students begin their search during their first semester in the program and begin their applications over winter break or early spring semester.

While the director of the MAGDJ 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 done abroad, students will receive a 50% tuition discount on the GLS 630 & GLS 640 credits.

If you plan to do a summer internship you can do both GLS 630 and 640 at the same time. 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

for all internships

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

- ☐ 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).
- ☐ Submit a job description and/or proposal to be sent to the advisor for prior to approval. For summer, proposals are due by April 1st. For Fall and Spring internships, proposals are due by 3 weeks prior to the beginning of the semester.
- ☐ 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.
- ☐ Register at Multnomah University for the “GLS630 and/or 640 Internship” (normally when the usual registration process takes place for the next semester). If you are fulfilling this requirement during the fall and spring and plan to fulfill your internship locally, you must register each semester.
- ☐ Pay Multnomah for the tuition charges for the Internship!
- ☐ Obtain a current copy of the GLS630/640 Syllabus.
- ☐ Turn into the campus supervisor a copy of the Internship Agreement entitled “Multnomah University MAGDJ Internship Agreement”.
- ☐ Give a copy of the SUPERVISOR RESPONSIBILITIES letter to take with you for your on-site supervisor.
- ☐ Obtain a copy of the SUPERVISOR’S EVALUATION FORM to take with you. 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 the campus.



PRE-INTERNSHIP CHECKLIST

for international internships

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

- ☐ You must provide proof of travelers insurance (should include trip cancellation, medical and evacuation) if you are going to work outside of the US.
- ☐ Obtain your Passport 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).
- ☐ Turn in the Multnomah University Legal Waiver to the Global Studies Department
- ☐ Obtain from your organization or agency any instructions regarding needed visas, vaccinations, insurance (included travel & health), support needed, and support-raising process (if needed).



POST-INTERNSHIP CHECKLIST

for all internships

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.
If you would like to submit this form in a digital format, visit https://multnomah.formstack.com/forms/magdj_supervisor_evaluation
- ☐ Obtain a copy of the STUDENT'S SELF-EVALUATION FORM and complete it as soon as possible.
If you would like to submit this form in a digital format, visit: https://multnomah.formstack.com/forms/magdj_internship_self_evaluation
- ☐ Establish an appointment with the campus supervisor (director of MAGDJ or designee) as soon as you return to campus, to go through the Supervisor's Evaluation and the Self-Evaluation.

**After all evaluations are complete, the
GLS630/640 course pass/fail grade will be
submitted to the Registrar's Office.**



SUPERVISOR RESPONSIBILITIES

GLOBAL DEVELOPMENT & JUSTICE 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 graduate students in their internship responsibilities.
2. Be able to spend regular personal time (weekly) with the student for evaluation, encouragement, teaching, and guidance.
3. 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. Greg W. Burch

Director of the M.A. in Global Development and Justice

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

gburch@multnomah.edu

503-251-6429

Global Development & Justice Internship Description- Multnomah University

This internship emphasizes the importance of servant learning as students work 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). 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. For those students with significant international or community-based experience (3 years or more), a field research writing project can be completed in place of the field internship. This will prove helpful for those students pursuing doctoral degrees in the field as well.

Prerequisite: Complete 1st year of MAGDJ courses

GLS 630/640: Two Credits Each



MAGDJ Internship Agreement

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

Internship Organization & Multnomah University.

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;



MULTNOMAH
UNIVERSITY

MAGDJ 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 ____/____/____



MULTNOMAH
UNIVERSITY

MAGDJ 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

Cohort

Internship Organization and Site

Street Address

City

State

Zip Code

Primary On-field Supervisor: -----

Degree: -----

Email: -----

Phone: -----

Type of Internship Setting:

____ Government Entity

____ School, College, University

____ Inter-Governmental Organization

____ Church

____ Foundation

____ Social Rehabilitation Facility

____ Mission Organization

____ Portland-based Non-profit

____ International NGO

____ 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 (MAGDJ Internship)

I understand that not all internship positions for the Global Development and Justice 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 MAGDJ Internship with the organization or agency with which I have been accepted to serve.

Signature _____

Printed Name _____ Date_____

Internship Location_____ Internship Dates_____

Internship Organization_____



MAGDJ 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:

	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



MAGDJ Supervisor Evaluation Form

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

1. knowledge base (cultural & professional/occupational)

2. skills (communicational, 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)

☐ I would like to address this student further with the campus supervisor.

Agency/Organization Name (with which student served)

Location of service: _____ City: _____ Country: _____



MAGDJ Supervisor Evaluation Form

Any additional comments and/or suggestions for our Global Studies 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. Mail the form to the following address:

Dr. Greg W. Burch
Global Studies Department
Multnomah University
8435 NE Glisan Street
Portland, OR 97220 U.S.A.

or globalstudies@multnomah.edu

THANK YOU FOR YOUR PARTNERSHIP WITH US!



MAGDJ 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).**

A. KNOWLEDGE Professional Knowledge (as relevant to internship) Biblical and Theological Knowledge	<table border="1"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	1	2	3	4	5	1	2	3	4	5															
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B. SKILLS Adequacy of Communication Skills Cultural Competence Leadership Skills Personal Initiative Ability to Handle Interpersonal Relationships	<table border="1"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
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C. INTEGRATION Integration of Spiritual Foundation Academic Preparedness for Internship Personal Preparedness for Internship	<table border="1"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5										
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D. PERSONHOOD Servanthood Empathy Maturity Level Personal Fit for Internship	<table border="1"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5					
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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 GLS630/640 Syllabus.