Disclaimer

The handbook and the policies and procedures herein are in effect from September 1, 2013 through August 31, 2014. Although the information herein has been reviewed by numerous university faculty and staff members, the text may nevertheless contain errors, which will be corrected when brought to the attention of the Office of Academic Affairs.

Olivet University makes every reasonable effort to provide accurate information in the contents of this handbook, but reserves the right to make changes at any time without prior notice. The university reserves the right to change calendars, academic programs, individual courses, policies and fees and all other aspects of university operations by official action of the University. In addition, changes in policies, procedures, and administration may have occurred since the printed publication of this handbook. Updates and changes shall be reflected in the online version at the time they are made. In case of discrepancies between the online and printed versions of the handbook, the online version is to be considered definitive. Students should contact the Office of Academic Affairs for the most recent information.

If programs are discontinued, or if substantial changes in requirements for degrees are made, the university will endeavor to allow students disadvantaged by the change to continue under existing programs and requirements.

Any questions a student may have regarding this handbook that have not been satisfactorily answered by the university may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

This revised handbook is effective beginning September 1, 2013.
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MINISTRY PRACTICE PROGRAM OVERVIEW

Introduction

The Ministry Practice program at Olivet University (OU) offers internship opportunities to the students. The purpose of the Ministry Practice program is to equip students for effective ministry in their specialized areas of study. The program matches students’ talents and interests with productive ministry work, supplementing classroom instruction with fieldwork guided by faculty and site supervisor. By providing students with field-based learning opportunities in professional ministry service environments, the program also enriches the overall educational experience, with the intention of facilitating spiritual and professional growth in preparation for ministry service.

The Ministry Practice Handbook is designed to provide faculty members, site supervisors, and students with general information about the Ministry Practice program and to assist faculty in their roles as academic supervisors of student interns. The roles within the program, which is central to an academically sound internship, is described in the handbook. Through the internship program, we hope to encourage students to apply their education, Christian faith, and skill-sets within a professional working environment.

Ministry Practice Program Objectives

In the context of Olivet University’s mission, completion of the Ministry Practice program will enable students to:

- Enhance academic learning in a professional environment
- Cultivate a spirit of service to Jesus Christ, His Church and His people
- Develop professional skills in a chosen fields of study
- Match the his/her talents and interests with productive ministry work
- Clarify, refine and reinforce career objectives

Internship Eligibility and Requirements

B.A, M.A., and M.Div. students are required to complete certain amount of internship credits. Please check the appropriate degree requirement information. Th.M. students and Ph.D. students are not required to take any internship.

The students are encouraged to take the internship courses during the final year of their studies. Special permission from the Ministry Practice program is needed to begin an internship with less than one year worth of full-time studies.
International students on F-1 visas must first consult with the International Student Office before starting an internship process. For more information, please check the International Student Handbook or contact the International Student Office.

**Internship Site**

Students must find and secure an internship position from ministries or organizations approved by OU before registering for an internship credit. The list of OU-approved internship positions will be available, and frequently updated, at the Job Listings section of MyOlivet.

If a ministry or an organization wishes to have OU students as interns, “Internship Site Agreement” must be signed and provide internship position information, including job title, job description, site information, site supervisor name and credentials, and internship application information. The internship site is expected to give the student intern ministerial responsibilities and duties.

**Internship Credit**

According to the federal definition in 34 CFR 668.8(k) and (l),

“a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than –

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”

Applying this definition, OU will award one quarter credit for 30 clock hours of site contact. The minimum time requirement for an internship is 120 clock hours per quarter or summer term. This is approximately 12 hours of internship work per week for 10 weeks during an academic quarter or 15-20 hours of work per week for 6-8 weeks during the summer term. OU internship courses will be graded on a Pass (P) / Non Pass (NP) basis.
Cost

The tuition for an internship course is equivalent to the standard tuition rate for other courses. As of July, 2013, the tuition rate is $237.00 per credit for undergraduate students and $273.00 per credit for graduate students.

Stipend

While a stipend is not specifically required, OU encourages employers to offer stipend. Care is taken to ensure that if an internship is unpaid, it falls clearly within the legal guidelines that make it a learning experience and not a job. Employers disclose the amount of compensation to OU, but the amount is at the employer’s discretion and the school does not have a minimum pay scale.
ROLES AND RESPONSIBILITIES

The Intern (Student)

Certain OU programs require students to complete supervised internship experience in the student’s area of specialization. The interns are to complete internship requirements and gain valuable experience that meets the student’s overall educational outcome.

Site Supervisor

The ministry will assign a site supervisor to the intern. The site supervisor is the primary instructor for the student and expected to provide field experience with theological integration. The site supervisor will also make regular reports about the intern’s progress.

Ministry Practice Faculty Mentor

The Director of Ministry Practice program, or one of the faculty members designated by the director, serves as the Ministry Practice Faculty Mentor of the intern. The faculty mentor communicates with the student on a regular basis during the internship and encourage him/her to meet the academic goal. The faculty mentor may also communicate with the site supervisor if an adjustment should be made.

Ministry Practice Director

The Ministry Practice Director directs, coordinates, and oversees the overall internship component of the school.
INTERNERSHIP PROCEDURE

Before the Internship

Planning for an Internship

The prospective interns are encouraged to plan for internship at least one year before and meet with their academic advisors and the Ministry Practice Director to confirm the feasibility. Internship experience should enhance the student’s learning objective without affecting the continuity of the intern’s academic program. Students who have not completed one year of full-time studies need special permission to start internship.

F-1 students should also consult the International Student Office for other requirement.

Search for Ministry Opportunities

After consulting with the academic advisor and the Ministry Practice Director, the prospective interns should search for internship opportunities. The list of OU-approved ministry positions is listed on the Job Listing section of MyOlivet and is frequently updated. Most positions will require a résumé and a cover letter and some may require a separate application. The Ministry Practice Director may give recommendations, but this does not guarantee the acceptance into the position.

OU Internship Application and Agreement

Once the position is secured, the student submits Internship Application form (Appendix A) to the OU Ministry Practice office, along with an employer letter that verifies the student’s acceptance to the offered position. If the application is approved, Ministry Practice Director assigns a faculty mentor from OU to assist in the internship process.

The intern, site supervisor, faculty mentor, and the Ministry Practice Director should file and sign appropriate sections of the Internship Agreement.

Register for an Internship Course

Student should register for the appropriate internship course. Registration is available from MyOlivet during the regular registration period.

During the Internship

Internship Projects and Training

The site supervisor will assign various tasks and projects throughout the internship period.
Mid-Term and Final Reports

The interns are required to submit at least two reports, once around the half-way point of the internship, and once at the end. Check the Mid-Term and Final Report (Appendix B) for more information.

Site supervisors and faculty mentors are required to submit mid-term and final evaluation.

After the Internship

Exit Survey and Interview

Some of the interns, site supervisors, and faculty mentors will be asked to take exit survey and interviews.
Appendix A – Internship Application

INTERNSHIP APPLICATION

Student (Intern) Information

Name: ________________________________ (Last Name) ________________________________ (First Name) ________________________________ (Middle Name)

Date: __________________ Student ID: __________________

(MM/DD/YYYY)

Are you an F-1 student? (Y/N) ______

Address: _____________________________________________

City __________________ State __________________ Zip __________________ Country __________________

Phone: __________________________ Email: __________________

Degree: __________________________ Major: __________________

Credits completed so far: ___________ Expected graduation date: ________________ (month) / (year)

Internship Site Information

Organization Name: ________________________________

Address: _________________________________________

City __________________ State __________________ Zip __________________ Country __________________

Phone: __________________________

Name of the position: __________________________ Supervisor: __________________________

Is this position listed on MyOlivet? (Y/N)  REF Number: 

---------------------------------- ADMIN USE ONLY ----------------------------------

Employment Verification CPT Special Permission Term (Qt/Year) Credits

Faculty Mentor

**Job Description**

<table>
<thead>
<tr>
<th>Start Date: (MM/DD/YYYY)</th>
<th>End Date: (MM/DD/YYYY)</th>
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How many hours per week? Total work hours

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<tr>
<th>Why do you wish to take internship?</th>
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</table>

Please submit this form, along with a **letter from the employer verifying your acceptance into the internship position**, to the Ministry Practice office:

Olivet University  
Attn: Ministry Practice  
250 4th St.  
San Francisco, CA 94103
The verification letter must be written in the company/organization’s letterhead and include information such as the name of the intern, job title, start and end date, work hours, site information, and site supervisor name and contact.

______________________________
(signature)

______________________________
(name)

______________________________
(date)
INTERNSHIP REPORT

This form is to be filled out by the intern.

Basic Information

This report is for (select one):   ___ Midpoint   ___ Final   ___ Other

Name: ___________________________
Name of the Organization: ___________________________
Site Supervisor: ___________________________
Faculty Mentor: ___________________________
Intern Position: ___________________________
Date submitted: (mm/dd/yy) ___________________________

Report

Answer the following questions concerning your internship experience.

1. Were you able to participate in occupation(s) that interested you?

2. Did you have sufficient time to train?

3. Would you recommend this job site for other students?

4. Are you still interested in this career field?

5. How was the internship helpful to you?
6. What did you like best about the internship?

7. What did you like least about the internship?

8. What educational and career plans/goals must you make to pursue this field?

9. What are your overall reflection about the value of this internship?

Intern’s Signature: ________________________________

Date Signed (mm/dd/yyyy): __________________________
INTERNSHIP EVALUATION – SITE SUPERVISOR

This form is to be filled out by the Site Supervisor. The Site Supervisor is required to complete at least (2) Intern Assessment Forms, which should be prepared at the midpoint and upon the completion of Internship program. It is suggested that the Site Supervisor retain a copy of each evaluation.

The final evaluation should reflect the overall picture of all other assessments with emphasis placed on the Intern’s improvement.

Basic Information

This evaluation is for (select one): ___ Midpoint ___ Final ___ Other

Intern’s Name: __________________________
Name of the Organization: __________________________
Site Supervisor: __________________________
Intern’s Position: __________________________
Date submitted: (mm/dd/yy) __________________________

Evaluation

Please use the following scale to evaluate your intern’s performance:
1 – Unsatisfactory
2 – Basic
3 – Average
4 – Proficient
5 – Distinguished
N/A – Not Applicable or Not Observed

1. General Workplace Performance

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<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Attendance</td>
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<td>Appropriate dress</td>
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<td>Work habits</td>
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<td>Acceptance of criticism</td>
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<tr>
<td>Setting priorities</td>
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<tr>
<td>Asks appropriate questions</td>
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<tr>
<td>Self-motivated</td>
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2. Specific Job Assignment Performance

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<td>Sufficient knowledge to perform tasks</td>
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<tr>
<td>Analytical skills</td>
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<td>Verbal skills</td>
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<td>Written skill</td>
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<td>Technical skills</td>
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<tr>
<td>Meeting deadlines</td>
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<tr>
<td>Completing tasks</td>
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3. Growth on the Job

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<tr>
<td>Development of new skills</td>
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<td>Knowledge of organization</td>
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<tr>
<td>Contribution to the workplace</td>
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4. Briefly comment on the following questions

What do you consider the major strengths of this intern?

What areas need improvement?

Other comments, commendations, or recommendations:

Site Supervisor Signature: ________________________________

Date Signed (mm/dd/yyyy): ________________________________
Appendix C – Internship Agreement

INTERNSHIP AGREEMENT

The agreement is between (name of the ministry) (hereinafter referred to as the “Site”), (name of the student) (hereinafter referred to as the “Intern”), and (name of the College) (hereinafter referred to as the “College”), covering the period from (start date) until (end date).

I. The Site
   a. The Site agrees to offer an internship position focused on its best understanding of ministry, commensurate with the requirements of the Ministry Practice program of College. Supervision will be provided by the Site Supervisor (name of the supervisor).
   
   b. The Site will offer a stipend of $ (amount) per month. The Site shall be responsible for paying the employer’s portion of FICA. The Site will also withhold the required Federal and state income taxes from the Intern’s stipend.
   
   c. The Site agrees to provide regular reports and evaluations that is described in College Ministry Practice Handbook.

II. The Intern
   a. The Intern agrees to work a minimum of 12 hours per week for 10 weeks.
   
   b. The Intern will provide all the reports that is required by the student listed in the College Ministry Practice handbook.

III. College
   a. College agrees to assign the Faculty Mentor (name of the faculty mentor).
   
   b. College agrees to award 4 quarter credits once the Intern successfully completes all the requirement to pass the Internship course.

Should there be sound and compelling reason for either party to terminate this agreement before the end of the contract, a minimum of thirty days’ written notice shall be given. In such an event, the stipend will be paid through the end of thirty days’ notice.

__________________________________________________________________________  ___________________________________________________________________
Intern                                                                 Date
Appendix D – Internship Site Agreement

INTERNSHIP SITE AGREEMENT

This agreement establishes the relationship between (name of the College) (referred to as the “College”), a theological school of Olivet University in San Francisco, CA, and (name of the organization) (referred to as the “Organization”).

The College offers degree programs which are academically enhanced by practical experience outside of the traditional classroom setting. For this agreement, the Organization shall provide practical experience pursuant to the terms of this agreement and serve as an internship site offering facilities, resources, and supervision to students.

Both parties agree to the following:

I. Duties and Responsibilities of the College
   a. The College will be responsible for internships that are conducted during a regular academic quarter(s) or scheduled summer term(s). The College and the Organization agree to schedule the internship hours to mutually benefit all parties involved and to confirm to the scheduling formula of 30 hours of site contact to equal one quarter credit.
   b. The College shall certify eligibility for students registering internships for academic credit. Approved students will have the appropriate educational background and skills consistent with the advertised internship and departmental requirements for participation.
   c. The College determines the amount of academic credit to be earned through the internship and establishes all academic requirements that the student must meet to earn the credit. The College establishes a grading system and criteria to earn the grade upon completion of the internship.
   d. The College will assign faculty member to monitor and evaluate the student’s performance during the internship. The College will assume all costs associated with the faculty supervision of the intern.
   e. The College, at the beginning of internship term, will provide the Organization with all evaluation materials and the expected timeline for submission.
   f. The College agrees to advise students of any known policies, procedures, and requirements of the internship as specified by the Organization.
   g. The College, at the beginning of the internship term, will inform the Organization of course requirements such as the intern’s attendance at meetings/seminars of activities that may take the intern away from the assignment.
   h. The College may request termination of the internship placement for any student not complying with College guidelines and procedures for the internship program, as long as the Organization has been notified in advance.
i. The Organization understands that the College is not covering the insurance for the Organization.

II. Duties and Responsibilities of the Organization
   a. The Organization agrees to prepare an internship job description that outlines the duties and responsibilities of the intern. The College will use this document to determine the suitability of the internship for academic credit. Should changes to the job description be necessary after the internship is approved, the College agrees to notify the College for such changes.
   b. The Organization agrees to notify the College of all selection criteria and any requirements of the selection process including, but not limited to, background investigation, drug testing, health screening, etc.
   c. The Organization selects interns based on the Organization’s need and preferences.
   d. The Organization determines the schedule that the intern will maintain on premise. The total scheduled hours will comply with the standards established by the College for the award of credit hours; 30 hours of site contact equals one quarter credit. The minimum internship is 120 hours for a quarter or summer term.
   e. The Organization provides and assigns a qualified site supervisor for the intern.
   f. The Organization, at the beginning of the internship, determines the amount of compensation, if any, received by the intern. The Organization will inform the University if interns will receive an hourly wage, stipend, or will serve in a non-paid capacity.
   g. The Organization agrees to provide suitable workspace and resources for the intern to complete the internship assignment. The Organization will also provide orientation, training, supervision, and evaluation of the intern.
   h. The Organization shall provide all reasonable information requested by the College on a student’s internship performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the College and the Organization.
   i. The Organization agrees to make every possible accommodation to the College’s request for a faculty site visit during the internship. The Organization also agrees to allow the intern to attend University required internship meetings/seminars during the internship.
   j. Should the Organization becomes dissatisfied with the performance of a student, the Organization may request removal of the student. This occurs only after the College has been notified in advance and a satisfactory resolution cannot be obtained.
III. Mutual Terms and Conditions

a. This Agreement will begin on _________ day of ______________ and
last until _________ day of ______________. Either the College or
the Organization may terminate this agreement with 90 days notice.
Should the Organization wish to terminate the agreement prior to the
completion of a quarter/term, any student intern(s) will have the
opportunity to complete their internship. In the event of substantial breech,
either party may terminate this agreement.

b. The parties agree to continue their respective policies of nondiscrimination
based on Title VI of the Civil Rights Act of 1964 in regards to sex, age,
race, color, creed, national origin, Title IX of the Education Amendments
of 1972 and other applicable laws, as well as the provisions of the
American Disabilities Act.

c. The laws of Olivet University shall govern this Agreement.

d. The relationship between the parties of this Agreement to each other is
that of independent contractors.

e. Neither of the parties shall assume any liabilities to each other. As to
liability to each other or death to persons, or damage to property, the
parties do not waive any defense as a result of entering into this contact.

f. This Agreement represents the entire understanding between the parties.
This Agreement shall only be modified in writing with the same formality
as the original Agreement.

The authorized representatives of the parties have executed this Agreement as of the date
indicated in section III a.

________________________________________________________________________
                  (College)                                                (Organization)

________________________________________________________________________
                  (College Authorized Signature)                      (Organization Authorized Signature)

________________________________________________________________________
                  (Name/Title)                                          (Name/Title)

________________________________________________________________________
                  (signed date)                                         (signed date)
Appendix E – Internship Position Request Form

INTERNSHIP POSITION REQUEST FORM

Requestor Information

Name of the Requestor: ________________________________

Representing Organization: ________________________________

Request Date: ________________________________

Primary Contact Person: ________________________________

Contact Person Email: ________________________________

Internship Job Information

Name of the Internship Position: ________________________________

Job Description:

Qualifications:

Start Date: ____________  End Date: ____________

*Be sure to check the school’s academic calendar

Work Hours Per Week: ____________
( to the nearest 30 min)

Total Work Hours: ____________
( to the nearest 30 min)

Stipend: $ ____ per hour ____________

ADMIN USE ONLY

Supervisor Qualification Received? _____

Supervisor Approved? _____

Internship Approved? _____

Listed on MyOlivet? _____

Ref No: ____________
Application Information

How does a student apply for this position?

Site and Supervisor Information

Address of the location the intern will be working at:

Site Supervisor:  

Supervisor’s Phone Number:  

Supervisor’s Email:  

*Please attach the site supervisor’s résumé if he/she has never been a site supervisor for an intern before. It is also recommended for returning site supervisors to send updated résumé if the previous résumé was more than 2 years old.

Please submit this form along with the supervisor’s résumé to:

Olivet University
Attn: Ministry Practice Program
250 Fourth Street
San Francisco, CA 94103

Signature:  

Printed Name:  

Organization:  

Date:  