

Dear Internship Coordinator:

Plans are now underway for the Lilly Internship program at Azusa Pacific University for the upcoming semester. Azusa Pacific University continues to emphasize the holistic development of students with strong character. In addition to this, we are currently seeking to creatively incorporate co-curricular opportunities to support this process. We are able to do this with the help of Lilly Endowment Inc who granted us money for an initiative entitled “*Vocation as Ministry, Ministry as Vocation.*” Please see the enclosed brochure for additional information on the purpose of the grant.

This past semester (Spring '05) we have had 14 students placed in 8 different organizations for the purpose of a ministry internship experience. We are now seeking more internship sites to be involved with students in helping them find the mentoring that will enhance a great internship experience as they consider “*Vocation as Ministry, Ministry as Vocation.*” If you are interested in a program that ties students with ministry opportunities for your church or non-profit organization, please continue reading the information below.

This is the fourth semester that we are continuing a formalized internship program with a primary focus on students who are interested in using their gifts and talents in a church or parachurch setting. There are increasing numbers of students with various majors who are voicing an interest in using their major as a life ministry in an organization such as yours. While many students with a focus of study in Christian Ministries or Youth Ministries will continue to be interested in traditional internship positions, ***the primary goal of this initiative is to generate opportunities that will directly correlate to students with majors in Business, Psychology, Spanish, Computers, Communications, and Music, etc to name a few.*** As you will see in looking at the enclosed information, this calls for some creativity. The enclosed Internship Position Description form presents some options for areas where an intern might be utilized.

Because we received grant money from the aforementioned Lilly Endowment Inc, we are able to fund a select number of sites so that an otherwise unpaid internship position can be paid. The funding will be available for one semester after which time we will evaluate the internship sites and the student interns' experiences to determine which sites will continue to receive funding as well as select new sites for funding. Since the goal of the grant is to expose many students to the idea of “*Vocation as Ministry,*” we will not be attaching grant money indefinitely to any one site or student. If you are interested in requesting funding from Azusa Pacific University to pay your student intern, please see the back of the Internship Position Description form where the criteria is outlined. ***Please pay special attention to answering question 5, explaining how you and your organization are prepared to support a student intern in this process, etc.*** If selected for funding, a three-page Affiliation Agreement will be sent to the internship site outlining the funding process.

I am excited about the prospect of working with you and serving Azusa Pacific University students in this way! If you are interested in participating in this collaborative learning experience, please fill out the enclosed materials and return them to me via mail or fax (626.815.2106). Replying to this information by **August 15**, (for any Fall semester) and by **December 1** (for any Spring semester) will ensure consideration for future semester long internships. We will continue to keep your current information on file. Please update any current information on any of the three forms and return them to us. If you have any questions feel free to call Doug Stude at 626.815.2103 or email: dpstude@apu.edu.

Sincerely,

Doug Stude, M.Ed.
Career Counselor and Internship Coordinator
Enclosures

Church-Organization Data Sheet

Church/Organization: _____

Address: _____

City, State: _____ Zip: _____

Internet Address: _____

Contact Person: _____

Title: _____ Position: _____

Phone: (_____) _____ Ext. _____ Fax: (_____) _____

E-mail Address: _____

Church/Organization Information:

1. Briefly describe the history and denominational affiliation of the church/organization. Feel free to attach informational flyers or brochures as well.

2. What is the size of the church/organization?

Number of employees: _____

Number of attendees: _____

3. Other notable information about the church/organization.

Internship Position Description

A separate position description is necessary for each internship position.
This form may be photocopied for additional positions.

Intern Position Title: _____

Church/Organization: _____

Address: _____ **City, State:** _____

Area(s) of Need: If there are additional areas, please list them on back.

- | | | |
|--|--|--|
| <input type="checkbox"/> Athletics | <input type="checkbox"/> Counseling | <input type="checkbox"/> Teaching |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Drama | <input type="checkbox"/> Music |
| <input type="checkbox"/> Children's Ministries | <input type="checkbox"/> Missions | <input type="checkbox"/> Finance/Fundraising |
| <input type="checkbox"/> Middle School Youth | <input type="checkbox"/> Outreach | <input type="checkbox"/> Visitation Team |
| <input type="checkbox"/> High School Youth | <input type="checkbox"/> Homeless Ministries | <input type="checkbox"/> Mediations |
| <input type="checkbox"/> Spanish Ministries | <input type="checkbox"/> IT (computers) | <input type="checkbox"/> Staff Team Building |
| <input type="checkbox"/> Community Relations | <input type="checkbox"/> Law | <input type="checkbox"/> Mentoring |
| <input type="checkbox"/> Writing | <input type="checkbox"/> Communications | <input type="checkbox"/> Women's Ministries |

Responsibilities: List specific internship responsibilities, tasks and projects. Describe the internship as completely as possible.

Qualifications: Identify skills/knowledge necessary for this internship.

Expectations: Please list any other expectations that a potential intern would need to know.

Please see reverse side to include more information

Appropriate class level of intern: Check all that apply.

- Freshman Sophomore Junior Senior

1. This position is: (#)_____ Hours per week or _____ TBD

2. This position is: Paid by church/organization \$_____ (if known)
 For college credit only
 Both paid and for college credit
 We are requesting grant money; See #5 below

3. Position available: Check all that apply.

- Fall, September – December
 Spring, January – April
 Summer, May – August

4. Application deadline (if applicable): ____/____/____

5. Application for funding: A select number of internship sites will receive stipend money from Azusa Pacific University for their intern so that an otherwise unpaid internship position could be paid. Selection will be based on proximity to Azusa Pacific University, support and mentoring for the intern, creativity of the church to incorporate students of various majors into the organization and cohesiveness of match between student skills and church/organization needs. If you would like to be considered for funding please include a written statement that details how this will benefit your church/organization, plans for mentoring and supporting your intern and a brief description of how your church/organization plans to emphasize “Vocation as Ministry, Ministry as Vocation” with its intern(s).

Internship Site Agreement

Please sign and date this document. Make a copy for your files before mailing or faxing it to Career Services.

1. We understand that completing the following process is necessary to be considered as an approved Internship Site...
 - A. We must submit the Internship Site Agreement, Church/Organization Data Sheet, and Internship Position Description in order to be considered for acceptance as an Internship Site. Paperwork must be sent to the Internship Coordinator, Career Services at APU.
 - B. The Site Supervisor must meet with the Internship Coordinator to review the enclosed paperwork, assess the validity of the proposed internship in relationship to Lilly Vocation Grant standards, and gain a complete understanding of the Lilly Student Internship program goals.
 - C. Approval of Internship Sites is made on joint consultation with the APU Internship selection committee.
2. We understand that the primary purpose of an internship is to provide a learning experience for the student.
3. We understand that an intern must work and learn under the supervision of an on-site professional who will function as a “co-educator” with the internship coordinator and/or the student’s faculty supervisor during the student’s placement.
4. We understand that a way to accomplish #3 above is to mentor the student through intentional and purposeful meetings that provide opportunities for mentoring/discipleship, sharing, reflecting, and recounting past experiences of the Site Supervisor, etc. A scheduled weekly time for this purpose is the preferred method of mentoring and this should be considered a vital part of the intern’s weekly hours.
5. We understand that the internship activities must relate to a student’s academic field of study and/or to a professional field where that academic knowledge would be utilized.
6. We will provide accurate and complete position descriptions for each potential internship opportunity and each position will provide students with professionally oriented activities similar to what a new entrant in the field would experience. Clerical or non-professional tasks will be limited to 20% or less of the intern’s total responsibilities.
7. If requested, we will meet with the internship coordinator or the student’s faculty supervisor on site and we will provide such assistance as necessary to allow the student to accomplish his/her internship requirements (such as: informational interviews, organization charts, timesheets, evaluation forms, goals).
8. We understand that an approximate number of hours per semester suggested for an internship is 100 hours, depending on the Internship Description, the Organization’s need, and the Student Intern’s availability and willingness.
(i.e., \$850 per semester divided by 100 total hours equals \$8.50 per hour.)

Church/Organization/Site Supervisor’s Signature

Date

Printed Name

Name of Organization