

**Beulah Heights University
Internship Program
Directives for the Project Mentor**

1. As a Project Mentor with the Division of Biblical Studies, your role is to guide the student into educational experiences as he/she is ready for them. This demands good judgment since one experience may be threatening to one student and no challenge to another. Those experiences are best when they are within the range of the student's ability but can also stretch all of his/her own capacities. You are to give the Intern responsibility in his/her ministry area that will assist in fulfilling his/her goals set in the agreement.
2. Meet together regularly as much as possible for feedback and planning. This is critical to successful mentoring and learning. As you encourage the student's own planning and leadership, new ideas and approaches may result for both of you.
3. Expose the Intern to new situations by...
 - Introducing him/her to new people
 - Taking him/her to new places
 - Sending him/her to a conference or seminar
 - Subjecting him/her to different pressures
 - Making him/her solve new problems
 - Allowing him/her more independence in some areas
4. Make use of hypothetical situations in your personal conferences together through discussing experiences in...
 - Exercising good judgment
 - Dealing with difficult people
 - Looking at other points of view
 - Crisis ministry, sickness, death, and divorce
 - Cross-cultural communication
 - Special services: weddings, funerals, baptisms, etc.
5. You and the student will each be asked to complete brief questionnaire-like reports for the Department chair of Biblical Studies. Your reports should not be shown to each other, although you may review your comments with the student at the end of the Internship. All reports will be sent in separate.
6. During the term of the student's association with the ministry organization, you will pick up information and impressions about him/her from other people as well as your own casual contacts with the student. These observations should help you develop the student's gifts and skills as a professional.
7. The ministry organization is responsible for all expenses incurred that are directly involved in the student's intern ministry. Some organizations may provide a small stipend for interns during their term of service. Others prefer to have a farewell reception where others can contribute a freewill offering to assist in the student's next semester obligation. Any remuneration is strictly between the student and the ministry organization.
8. You may consider some initial public welcome or recognition of the student intern at the beginning of the term.
9. You should interview the student prior to his/her assignment. This will ensure an understanding of his/her goals for the semester and specificity of his/her ministry description. These should be included in the Internship Program Agreement that you will both sign and return by deadlines indicated for each semester.
10. The Chair of Biblical Studies will call you at least once during the term to discuss the progress of the student. Should you have any questions about the program, call the Department Chair of Biblical Studies or faculty member overseeing the student's internship.

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Final Assessment by Project Mentor

To the Biblical Studies Project Mentor: Please omit any area about which you have no opinion or knowledge of the student. Place only one checkmark on the line that indicates your best estimate. Additional remarks for fuller explanation will be most helpful to us.

Student Name Dorthea A. Johnson Appraisal Period _____

Project Mentor Augustus Jackson Date 1/12/17

1. Christian Testimony
 - Zealous/deep spirituality
 - Active in Fellowship
 - Nominal
 - Obscure
2. Sociability
 - Very outgoing
 - Makes friends easily
 - Self-centered
 - Bashful/Shy
 - Withdrawn—cannot relate to others
3. Emotional Stability
 - Exceptionally stable
 - Well-balanced
 - Unresponsive
 - Moody/Variable
 - Easily upset
4. Industry
 - Hard worker
 - Active
 - Moderate
 - Enough to pass
 - Lazy
5. Leadership
 - Inspiring
 - Usually influential with others
 - Can lead, but not eager to do so
 - Good follower
6. Initiative
 - Always takes initiative
 - Sometimes takes initiative
 - Usually needs to be told what to do
 - Needs constant pressure
7. Cooperation
 - Works well with others
 - Works well under others
 - Cooperative only under pressure
 - Not cooperative
8. Judgment
 - Discerning
 - God common sense
 - Average
 - Poor sense of values/ethics
9. Responsibility
 - Excellent
 - Usually accepts what is given
 - Must be prodded
 - Avoids when possible
10. Personal Appearance
 - Exceptionally attractive person
 - Well-groomed
 - Neat, plain
 - Neglects details
 - Careless
11. Learning Ability
 - Applying new methods/new knowledge
 - Retaining information and concepts
 - Mostly competent in what is asked
 - Often needs reviewing/re-explanation
 - Dull and Unsatisfactory

Summary Statements

Strongest Qualities:

Patience

Qualities most needing Improvement:

Speaking up.

**Beulah Heights University
Internship Program
Agreement Form**

This agreement must be completed by the Student Intern, Project Mentor, and the Chair of Biblical Studies. If possible, this is to be done *together* in conference and returned to the office of Biblical Studies no later than _____. Copies of the completed Agreement should be kept by the signatories for future reference and evaluation.

General Information:

Student's Name Dorthea A Johnson

Specific training and background the Intern brings to this experience:

Ms. Johnson has been a part of our Outreach Ministry for many years, she has assisted by helping with the Food Drive, Toys for Tots & Clothing.

Project Mentor's name: Augustus Jackson

Project Mentor's position: Senior Pastor

Name of Organization: K. B. Ministries

Mailing address of organization: 2577 Park Central Blvd.

City/State/Zip: Decatur, GA 30035

Phone number of organization: 678-534-5217

Project Mentor's/Organization's e-mail address: apostlejackson12@kbwcmministries.net

Intern's Learning Goals:

Please identify clearly and specifically at least two goals you would like to accomplish in the organization this semester. What skills and knowledge would you like to attain?

I would like to eventually be able to manage the administrative department of the Outreach Ministry, as well as becoming the lead coordinator.

Supervision:

Date Internship begins 1/12/18

Role the Intern will fill: Assistant to Outreach Coordinator

The organization will cooperate by:

1. Introducing the student intern to its administrative guidelines and policies, if the student is not already familiar with them.
2. Recognizing its status as a training agency for Beulah Heights University and its Internship Program.
3. Seeking to be sensitive to the student's questions, needs, and status as a learner in professional ministry.

The undersigned acknowledge and understand Beulah Heights University's Internship Program by having read the Internship Manual and agree to the terms of this Agreement. This Agreement cannot be terminated except by written notice and only by mutual agreement of the parties involved.

This arrangement as outlined herein is accepted by:

 1/12/2018

Student's Signature

Date

 1/12/18

Project Mentor

Date

Department Chair/Faculty Overseer

Date