



ELC INTERNSHIP

SUPERVISOR & MENTOR
HANDBOOK

ELIM LEADERSHIP COLLEGE

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Code of Ethics

Responsibilities toward people being served

- Staff including *lecturers, supervisors and mentors* will deal truthfully with students, encouraging free and open discussion, upholding their best interests, rights and well-being.
- Staff including lecturers, supervisors and mentors will respect the right of students to privacy and confidentiality of information except when there is a clear and imminent danger to those people or others, at which time the student will be informed that information will be passed on, and to whom.
- Staff including lecturers, supervisors and mentors will recognize the dignity and worth of every student and will offer pastoral care as appropriate without unfair discrimination.
- Staff including lecturers, supervisors and mentors will not abuse their position by taking advantage of students for personal, financial or institutional gain.
- Staff including lecturers, supervisors and mentors will recognize that sexual intimacy in the pastoral situation is unacceptable and will not subject students to sexual exploitation, sexual harassment or sexual abuse.
- Staff including lecturers, supervisors and mentors will recognise that there are limits to their competence and will refer students to others when this proves necessary or desirable. They will not attempt counselling without training.
- Staff including lecturers, supervisors and mentors will recognise that there is a cultural context for pastoral care and will act with awareness and sensitivity.
- ELC staff will act to prevent unfair discrimination in the wider community against individual and groups on the basis of race, colour, gender, sexual orientation, social class, age, religious or political belief.

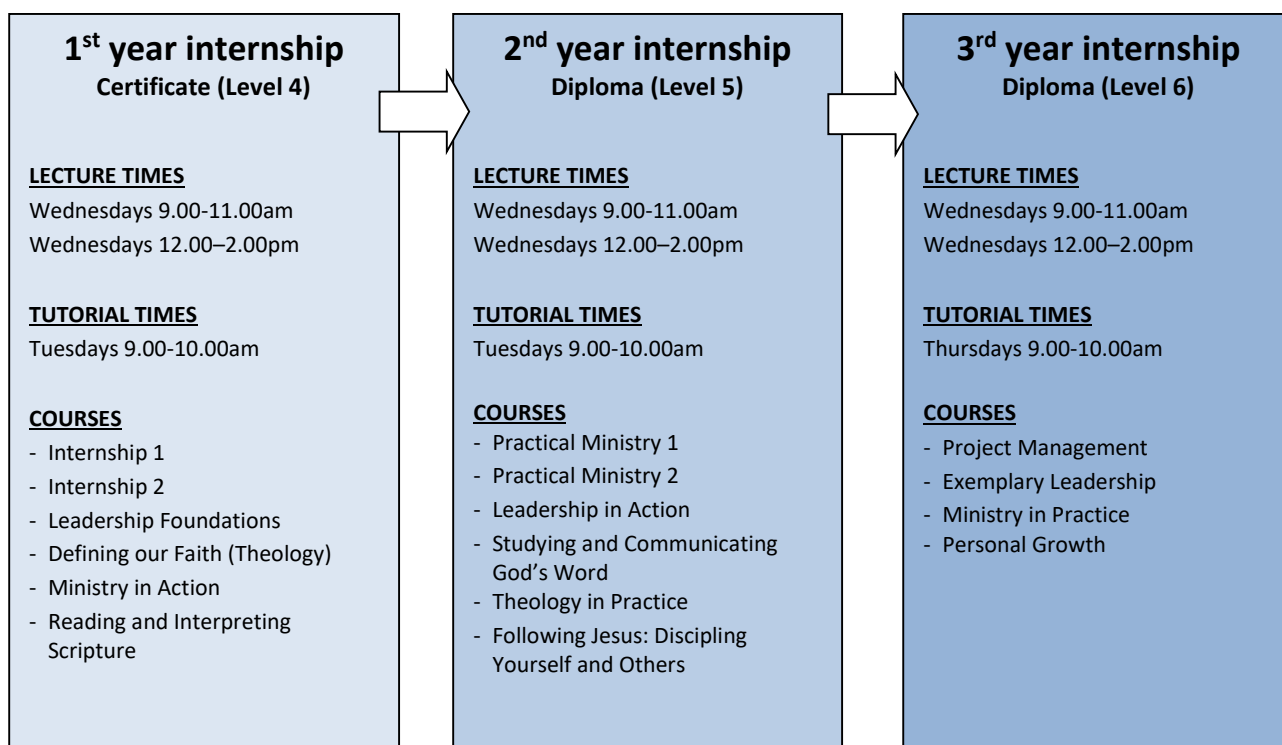
Elim Leadership College's Internships

Elim Leadership College (ELC) has three years of internship programmes. Each of these build on learning gained in the previous year(s) to form a logical progression from years 1 to 3.

As interns progress from year to year, so does the depth of engagement required of the intern. The same progression should be evident in the supervision and mentoring approach to enable as much personal and ministry growth as possible.

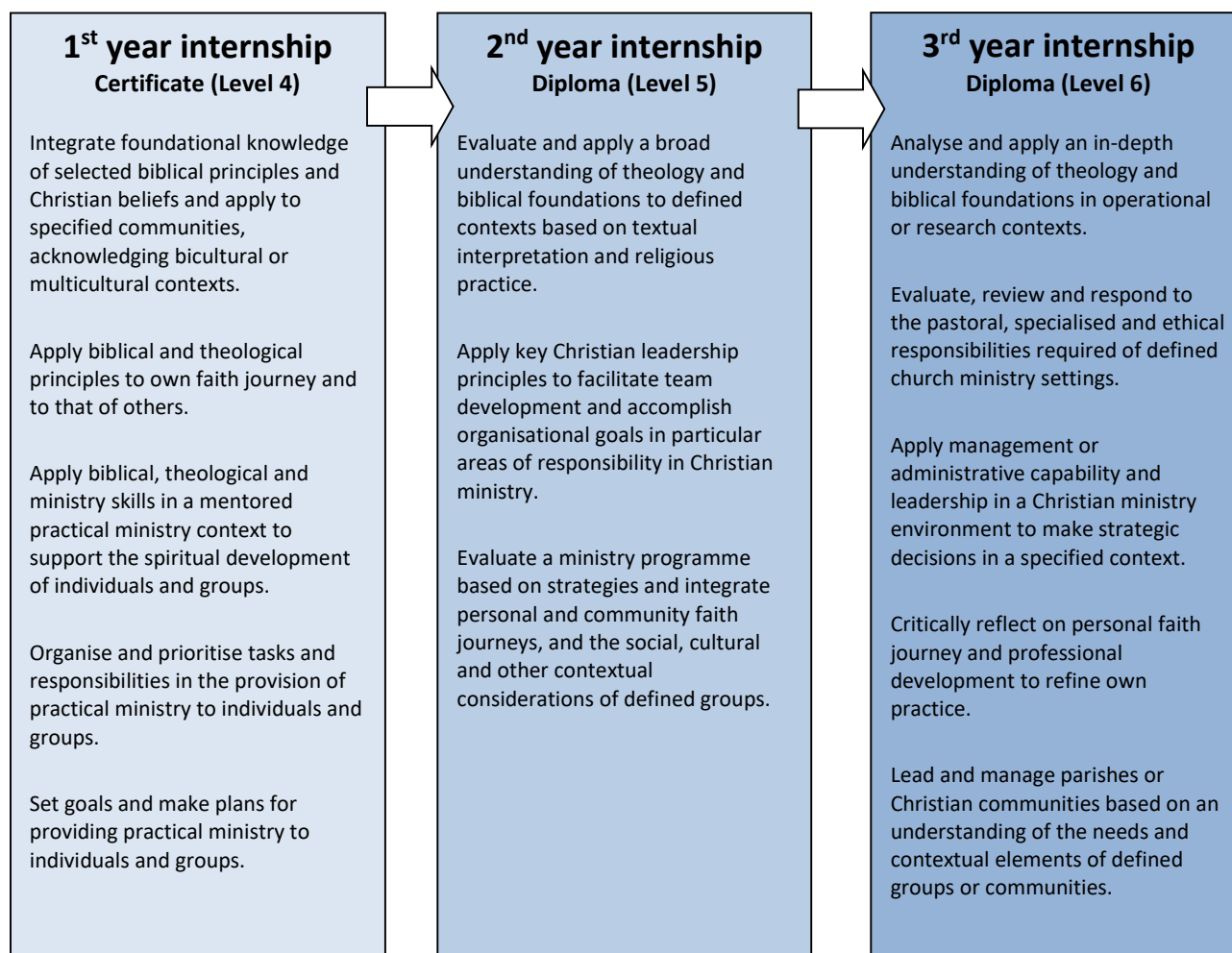
This handbook outlines the different requirements for each year of internship, and provides supervisors and mentors with information to ensure each intern is provided with the supervision and mentoring they require as they move on in their leadership potential.

Overview of Programmes



Graduate Attributes

On completion of their programme, interns will be able to:



Partnering together

ELC and the church **partner together** to train and develop interns, ensuring that they learn as much as possible during their time of study.

ELC provides the **overall internship framework** (see diagram 1). This includes guidelines for how the internship will progress, quality lecturers and lecture material, group forum discussions, assessments and student support. Block courses are also an integral part of this framework, providing a unique opportunity for interns to gather together to interact and encourage one another.

The church provides the practical side of learning through application, development of practical ministry and leadership skills, as well as opportunities for growth and development.

The church context influences how interns apply their learning. The culture of the church team and the scope and expectations for their internship provide the framework for developing skills and applying their growing knowledge and understanding.

Just as importantly, the intern's learning impacts the church through new insights, practices and processes that contribute to the overall accomplishment of the church's vision.

Integration of theory and practice is of primary importance in all our internship programmes. Key in this process are the roles of the supervisor and mentor who provide the intern with support and guidance throughout the internship (see diagram 1).

The primary role of the supervisor is to oversee the intern in their practical ministry, affording them exposure to practical leadership opportunities. The mentor helps the intern to reflect on their personal and spiritual growth, processing the highs and lows of ministry.

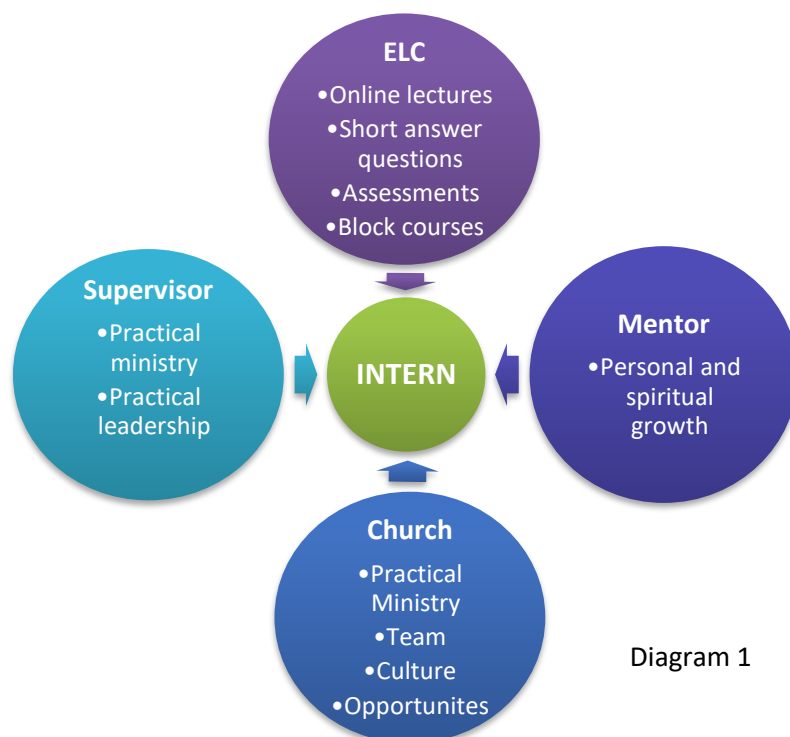


Diagram 1

Learning through action

Working in a practical ministry context forms a significant part of each internship programme. At the beginning of each semester, Level 4 and 5 interns will work with their supervisors to formulate specific goals for the semester. Level 6 interns will complete a needs analysis and write a project brief (including goals and milestones) which outlines a major project they will undertake through the year. For all year groups, the various assessment tasks will provide a framework for working on their goals.

During the semester these goals will be reviewed and evaluated using the Action Learning Cycle (see diagram 2). Evaluation will be included in the intern's end-of-semester reports (Levels 4 and 5) and progress reports (Level 6).

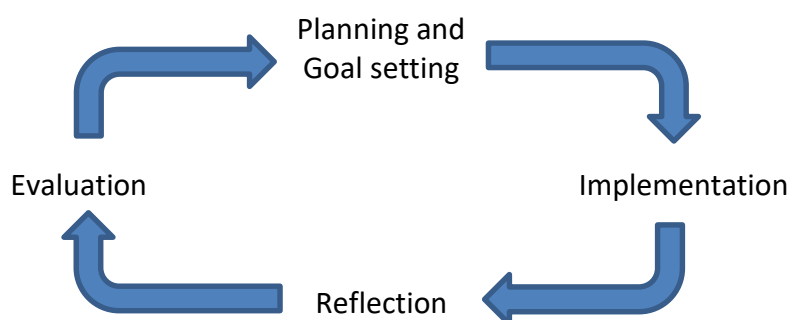
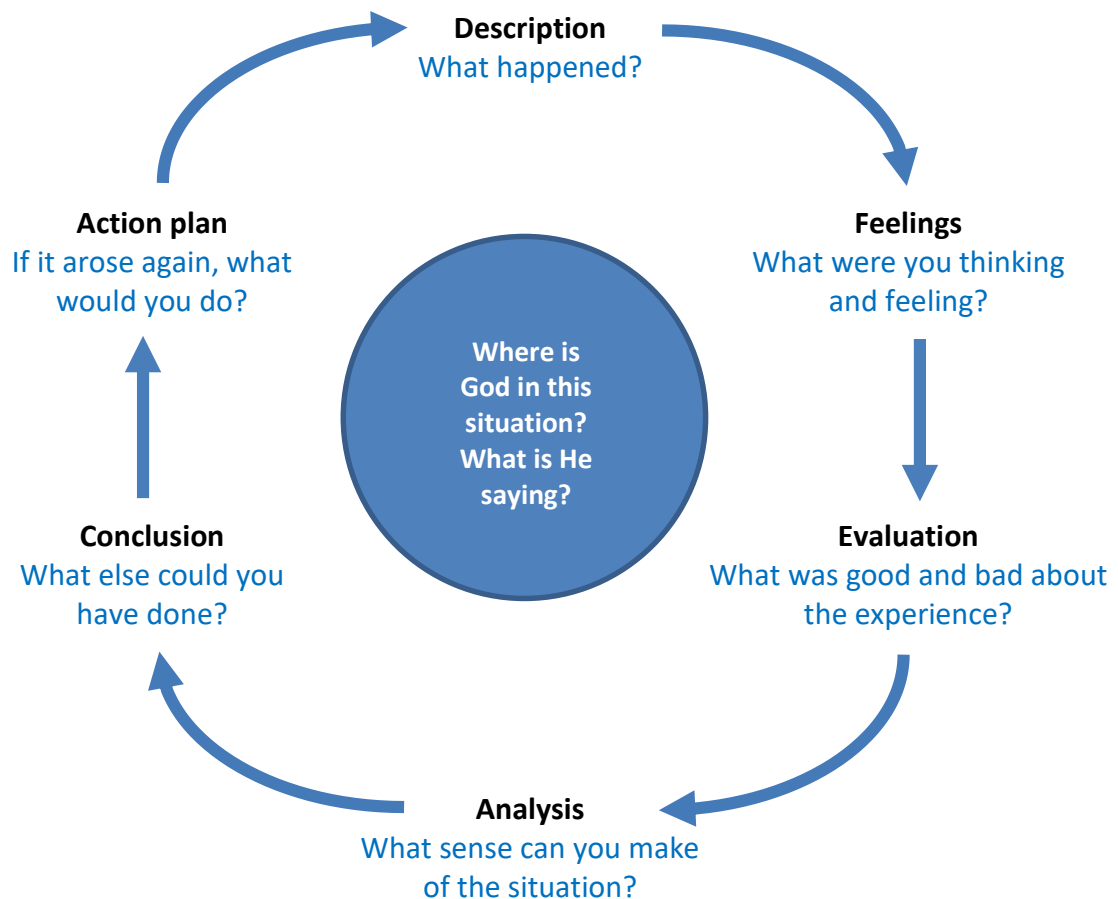


Diagram 2

Learning through reflection

Mid-semester and end of semester reports, plus some other selected assessments require interns to engage in reflective practice. The cycle of reflective learning provides a framework for discussion of significant events during the intern's practical ministry.

The idea is to use the intern's experiences for reflection and turn them into a learning opportunity. Reflection involves consciously thinking about the event, both during and after the experience. It involves looking for opportunities to learn from the experience and formulating ideas/plans from this, to guide future actions. While it is usual to start at Description (see diagram below) and work around the elements, it is also possible to start at another point in the cycle:



[Based on Gibbs' Reflective Cycle]

Working in a Christian environment, students should be encouraged at each point to ask "Where is God in this situation?" and "What is He saying?".

The Supervisor

The supervisor oversees the practical component of the internship programme which is agreed by the supervisor and intern at the beginning of the internship via a Position Description. Supervisor responsibilities include:

- Helping the intern to plan ministry goals and steps to achieve those goals.
- Giving clear instructions and overseeing the intern's weekly work commitments.
- Actively seeking to train and develop the intern in their ministry area.
- Meeting with the intern weekly for the duration of the programme, to discuss the intern's progress and activities within their role.
- Completing a regular Supervisor Report (via a link which will be sent to supervisors).

These reports are essential in helping ELC to:

- track intern wellbeing
 - assess intern transferable skills and identify areas of improvement
 - identify issues that need to be addressed
 - verify information given by interns in their assessments
 - gauge the success of the programme content in equipping the intern for their practical ministry.
- Maintaining open communication with ELC throughout the programme. It is important that the supervisor raises any concerns relating to:
 - an unexplained absence or prolonged absence of the intern
 - poor performance in the workplace or issues with learning progression

ELC will then offer resources to help with any issues arising.

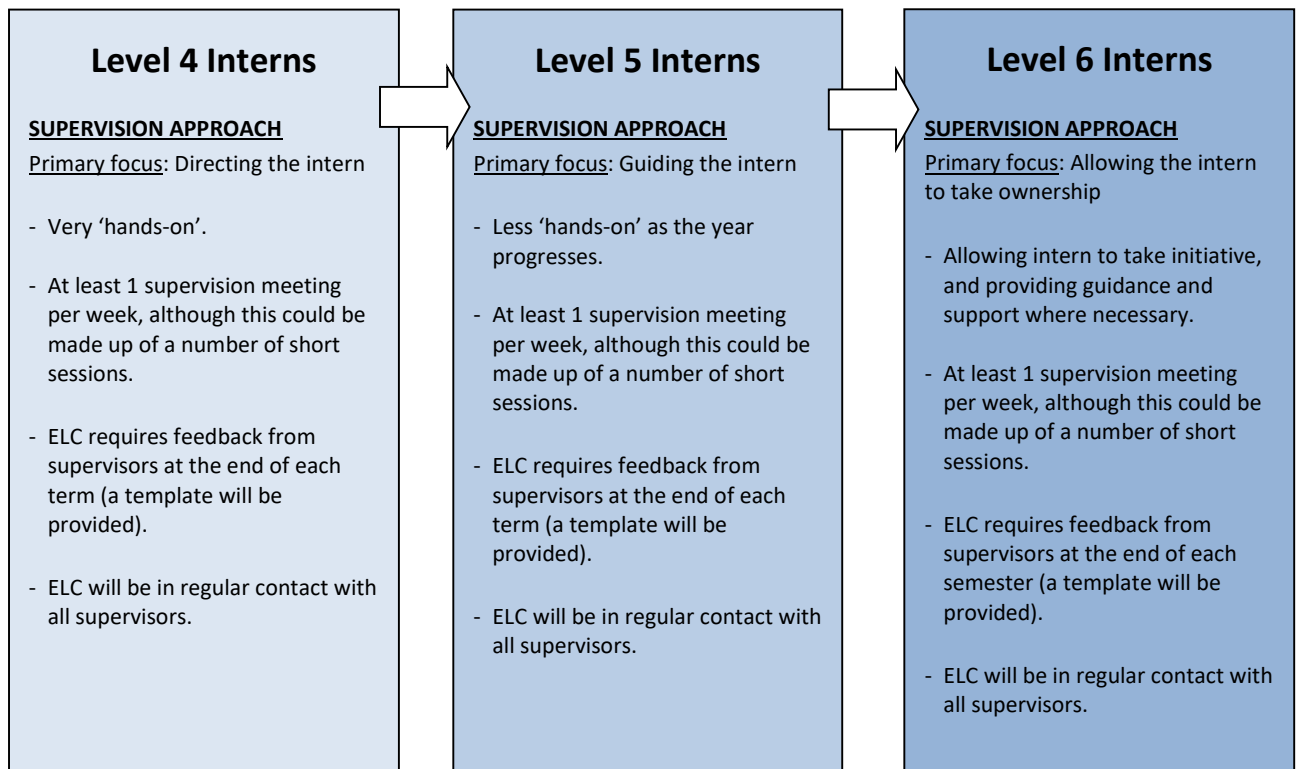
To ensure that they are aware of their intern's academic progress, ELC will supply the supervisor with a copy of their intern's report at the end of each term. This gives details of assessment marks, attendance, practical ministry hours and staff comments. In addition, if the intern fails to submit significant assessments through the term, the supervisor will be copied into ELC emails with the student.

Supervisor attributes

Successful supervisors will:

- Make time to invest in the training of their intern.
- Be experienced in the area of ministry the intern is serving in.
- Have a hands-on approach to training.
- Complete all reports on time and encourage the intern to do the same.
- Follow up with their intern when advised by ELC that they have outstanding assessment work.
- Partner with ELC, keeping open channels of communication.

The Supervision Approach



Supervising Interns – Ensuring a Positive Experience

Here are some tips that may help both you and your intern make the most of your experience:

- Be a role model by presenting yourself as you would expect the intern to.
- Ensure goals and expectations are understood correctly from the start. The first practical ministry assessment (for Levels 4 and 5) will help in this regard as you will work with the intern to formulate goals and action plans for the year as well as expectations for supervision meetings.
- Try to set tasks that are both challenging and achievable within the given timeframe.
- Explain how the intern's tasks and/or ministry area fits into your church's overall vision or strategy so they understand the 'big picture'.
- Help the intern think through the small components of big tasks.
- Build small milestones into the intern's plan which will help you both monitor progress.
- Build a good relationship with the intern. Encourage them to ask questions and approach you with any problems they are experiencing. Challenge them to think about how they could go one step further.
- Expose the intern to brainstorming and decision making processes.
- Clarify when you want the intern to review progress with you and when to seek your approval.
- Encourage the intern to look for answers before relying on you.
- Allow the intern, where appropriate, to have some leeway to learn from their mistakes.
- Set up a regular time and place to provide feedback to the intern and discuss their progress. **A minimum of one supervision meeting per week is a requirement of the programme.**
- Be generous with your praise. Like all of us, interns will appreciate being told when they are doing a job well.

The Mentor

The Mentor oversees the character and spiritual growth of the intern. Internship is a challenging time and the support of a Mentor willing to walk the journey of personal growth with the intern is invaluable.

Mentor responsibilities include:

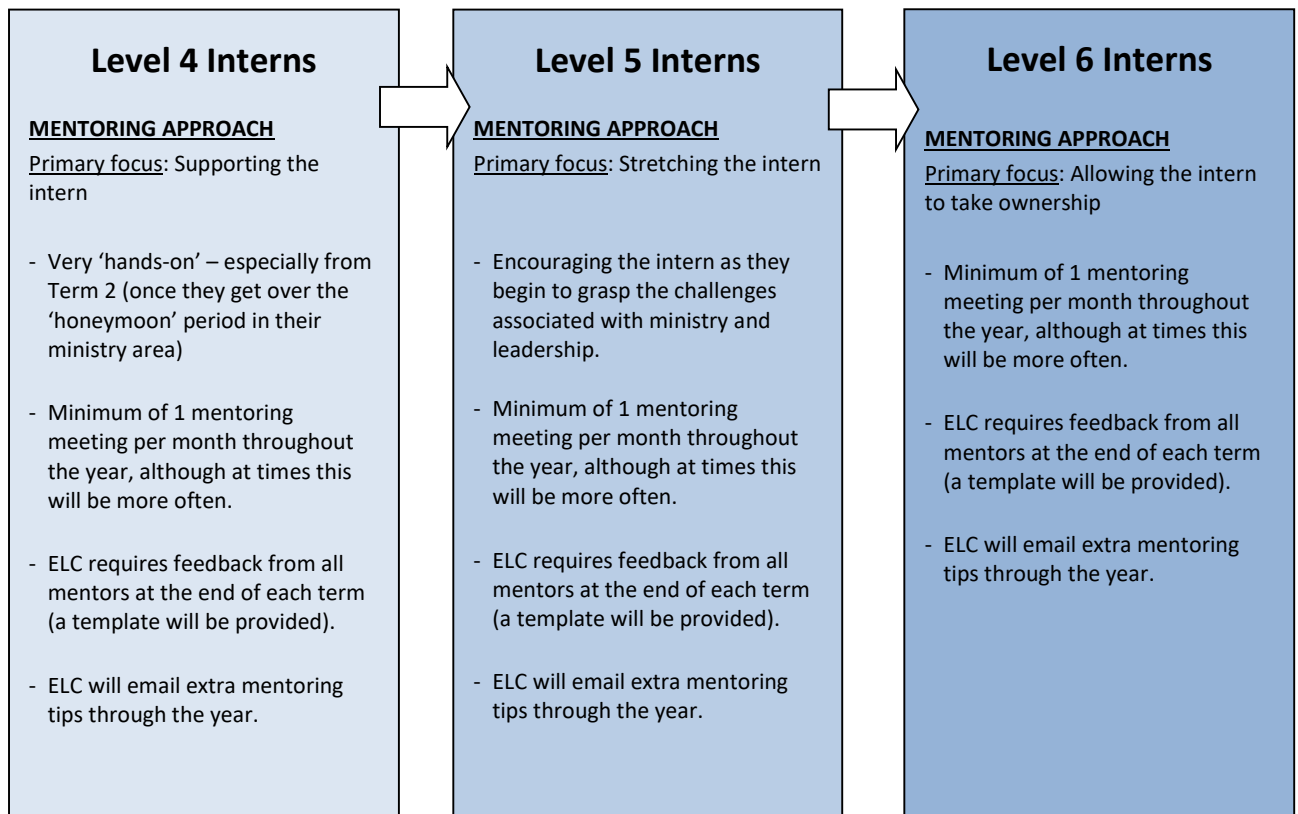
- Offering support, encouragement, advice and a caring sounding-board for the intern who will probably face many hurdles over the course of the programme.
- Meeting with the intern every month and providing an opportunity for truthful sharing and feedback.
- Praying regularly for the intern.
- Holding the intern accountable to a self-care plan that the intern themselves have created.
- Completing a quarterly report. This information, along with other feedback, is used to track the intern's wellbeing, relationship status with co-workers and self-care.

Mentor attributes

Successful mentors will:

- Make the time to invest in regular meetings with the intern and will keep notes of key outcomes.
- Help their intern evaluate and reflect on challenges.
- Give honest feedback and lots of encouragement.
- Keep an intern accountable for their own self-care.
- Discuss the intern's relationship with God and their devotional times.
- Pray for the intern throughout the programme.
- Partner with ELC for the duration of the programme, complete all reports on time and adhere to the College's Code of Ethics.

The Mentoring Approach:

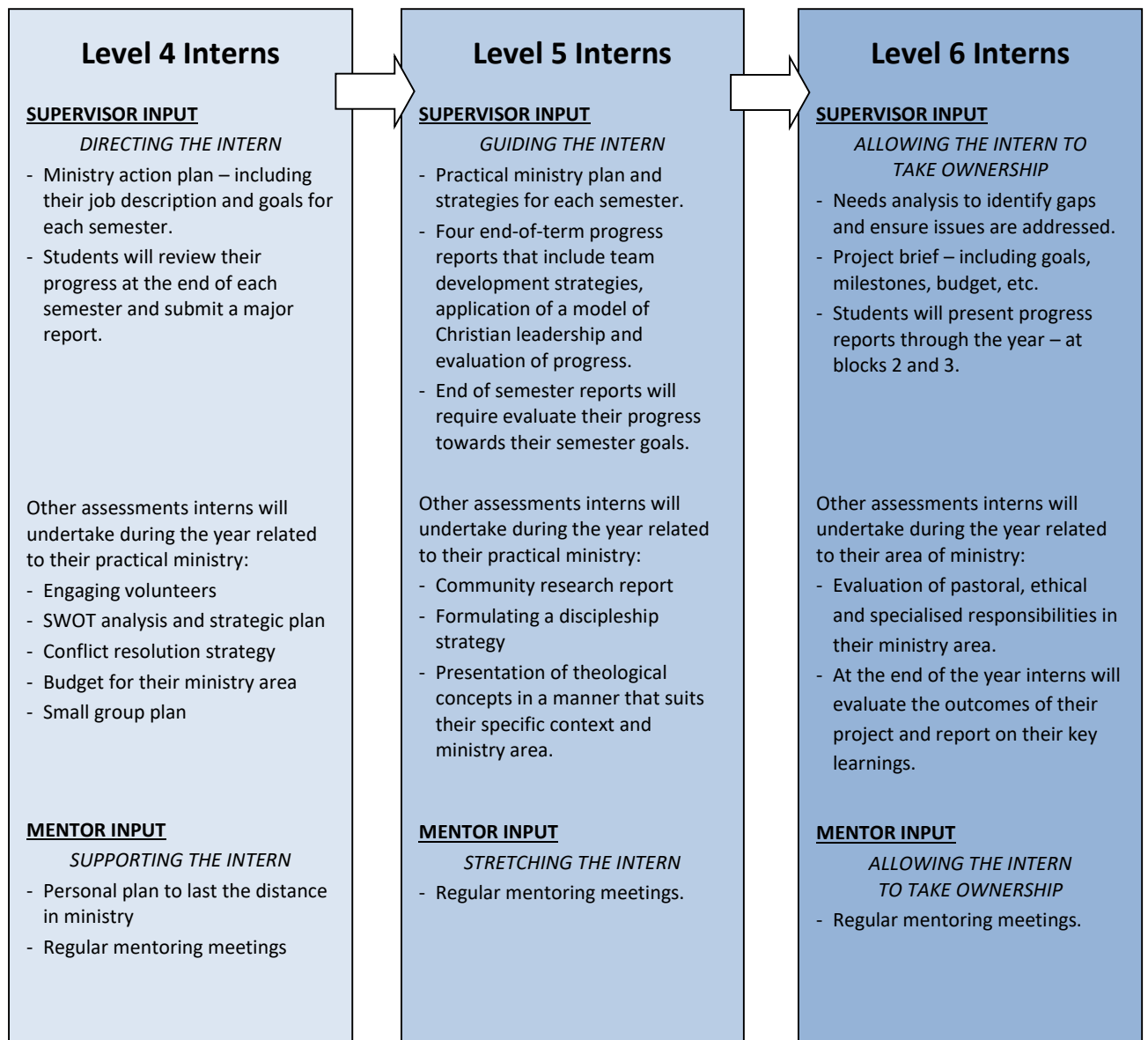


Assessments

Several different forms of assessments are used in the internship programmes, including:

- Various plans and reports
- Short answer questions
- Essays
- Activity logs
- Oral and written presentations
- Critical reflection reports

Some assessments require input from Supervisors and Mentors. These are detailed below, as well as an outline of other assessments that relate to their practical ministry area.



Dealing with problems

Occasionally problems arise during the internship. Such problems may include health or behavioural problems associated with the intern, or organisational problems associated with the internship. Should any problems arise (which cannot easily be resolved), the supervisor should contact the ELC as soon as possible.

You may also find these tips useful in resolving problems:

PROBLEM	ACTION
Intern is unable to complete the tasks required	<ul style="list-style-type: none"> - Confirm that the intern understands the task and has the necessary skills and capabilities to execute it. - Ensure the intern is equipped with all information and equipment necessary to complete the task. - Check that the intern is working on tasks in order of priority. - Ensure the intern listens to instructions. - Ascertain whether the intern has been allocated extra tasks by other people. - Assess timeframes in accordance with the intern's capabilities. - Ascertain whether other factors, such as private life or family responsibilities are impacting their completion of assigned responsibilities.
Intern appears unwilling to complete the task required	<ul style="list-style-type: none"> - Determine whether there is a reason the intern is unable to complete the work. - Take care not to confuse inhibition with lack of motivation. - Ask the intern if they are experiencing any other difficulties not associated with the internship.
Intern is late or absent	<ul style="list-style-type: none"> - Explain to the intern that his/her lateness is unprofessional and that s/he needs to conform to your expectations in future. - If the intern is absent without notification, contact ELC immediately.