



URSHAN UNIVERSITY

EDUCATE. EQUIP. EMPOWER.

Internship HANDBOOK



internships@urshan.edu

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MISSION

Urshan University's Internship Department transforms lives through education by partnering with local churches, parachurch ministries, businesses, and other social organizations to provide students with hands-on training in their chosen professional and ministerial fields. By collaborating closely with employers and pastors, the department proactively secures internships for students. It fosters meaningful connections that support students' vocational and ministerial development, ensuring successful, enriching experiences for students, host sites, and the university alike.

WHY INTERNSHIPS?

1. Internships are required for most degree completions.
2. Internships offer valuable real-world experience.
3. Internships provide valuable networking opportunities that extend beyond the college campus.
4. Internships can be essential for building a strong resume.



OVERVIEW



01

Prepare

- Attend the **Pre-Internship Seminar** two semesters prior to your internship.
- Enroll in the **Internship Prep course**.

02

Meet Requirements

- Maintain a 2.0 or higher GPA.
- Complete 60 credit hours, including required program related courses.
- Receive approval from the Office of Student Services.
- Obtain permission from Home Pastor.

03

Explore Choices

- Meet with the Internship Facilitator to discuss available internship choices.
- Initial contact is made to potential sites.

04

Interview

- Set up a virtual meeting, in-person meeting, or phone call with potential site mentors for introductory purposes.
- Determine the best fit for both student and host site.

05

Choose a Site

- Complete the Site Declaration Form in the Internship Prep course.
- The Internship Facilitator will approve/deny the form.

06

Complete Documents

- Finalize details with the Site Mentor to create the Internship Learning Agreement (ILA).
- Upload documents into the Internship Prep course.

07

Enroll

- Enroll in the correct **Internship course** through Populi.
- Connect with your Faculty Advisor.

08

Intern

- Upload the ILA.
- Complete 150 hours and additional required assignments.



INTERNSHIP POLICY



Objectives

Each internship should broadly meet the same core objectives. Internships are designed to assist students in:

1. Purposefully engaging in a local specialized career and/or ministry context.
2. Documenting progress toward personal career and/or ministry goals and degree requirements.
3. Integrating learning from academic coursework, service, and personal and spiritual growth.
4. Preparing for entry into career and/or ministry positions after graduating from Urshan University.

Eligibility

Student may register for an internship course at Urshan if they fulfill the following criteria:

- Have completed 60 credit hours, including required program related courses
- Have maintained a cumulative GPA of 2.0 or higher
- Have received approval from the Office of Student Services for being in good standing regarding student life
- Have obtained permission from their Home Pastor to complete an internship at a different church or to attend another church during their internship

INTERNSHIP POLICY



Grading

Credit internships are graded as a pass/fail course. All requirements stated within the course syllabus must be completed in order for credit to be awarded. One credit will be awarded for each 50 hours completed during the internship. A student earns 3 credits by completing 150 hours during the internship. All internship assignments are required for each internship, as directed by the student's Faculty Advisor and the Internship Facilitator.

Length

The number of required hours per week will vary depending on the length of the internship. Interns must complete 150 hours within the term.

- Fall and Spring Terms
 - Internships run concurrently with the 16-week semester.
 - In special cases, the Academic Dean may grant a student permission to complete a short-schedule internship during the fall or spring terms; however, such permission must be obtained before the internship formally begins.
 - Interns must work approximately 10 hours per week.
- Summer Term
 - Internships run concurrently with the 8-week semester.
 - Interns must work approximately 19 hours per week.

INTERNSHIP POLICY



Travel Restrictions

During the school year, only local internships (within a 60-mile radius of the university) will be approved unless special permission is granted. Internships outside a 60-mile radius of school are only made available to Urshan University students during the summer term.

The only exception is if the student's pastor and the Office of Student Services approve the student's early departure from school. Documentation of approval is required.

Remuneration

Remuneration is not mandatory for internships at Urshan. However, it is suggested that organizations provide some financial remuneration and other benefits, including but not limited to:

- Housing
- Travel expenses
- Weekly stipend
- Tuition reimbursement



INTERNSHIP PREPARATION



INTERNSHIP PREPARATION

Eligible students will be accepted into a non-credit internship seminar and a preparatory course two semesters before their internship begins. After the seminar, students will collaborate with the Internship Facilitator to evaluate the relevance and feasibility of various internship opportunities. Only those internships that align closely with the student's academic, ministerial, professional, and personal goals will be taken into account. The Internship Prep course encompasses personal development tasks, including creating a budget, crafting a resume, and writing a cover letter. Additionally, students will go through the necessary steps to select a site mentor and an appropriate location for their internships.

INTERVIEWS

After crafting a resume and cover letter, the student will consult with the Internship Facilitator to explore potential internship opportunities. They will then refine their options and apply for interviews at their selected locations. These interviews provide students with the chance to connect with prospective Site Mentors, investigate available positions, and discuss important details such as housing arrangements and expectations.



INTERNSHIP PREPARATION



MAKING A DECISION

Students are encouraged to discuss their shortlist of potential locations with their home pastor and other spiritual advisors as they prayerfully consider their final decision. As the proverb states, “Where there is no counsel, the people fall; But in the multitude of counselors there is safety” (Proverbs 11:14).

Once a choice has been made, the student should complete the **Site Declaration form** and ask the potential mentor to fill out a **Mentor Commitment form**. The Internship Facilitator will then review the forms and either approve or decline the site.

If the site receives approval, the Internship Facilitator will reach out to the host site mentor. The student will collaborate with the Site Mentor and the Internship Facilitator to finalize the Internship Learning Agreement. Should the Site Declaration or Mentor Commitment be declined, the student will need to revisit other options and select a different site.



REGISTER

Once a student has formally accepted an internship offer, they are required to enroll in the corresponding internship course through the Registrar to earn official credit. **Before the Internship course begins, the Internship Facilitator must receive the Pastoral Approval form, the Site Declaration form, the Mentor Commitment form and the Internship Learning Agreement.**

INTERNSHIP ASSIGNMENTS



To successfully pass the Internship course and earn credit, students are required to complete several assignments alongside the 150 hours of practical experience.

Internship Learning Agreement

The Internship Learning Agreement (ILA) for each internship is created collaboratively by the student, the Faculty Advisor (professor on record), the Site Mentor, and the Internship Facilitator. A complete ILA must encompass the following components:

- **Details of the internship:** This includes the church or organization, location, and the name and title of the Site Mentor.
- **Learning objectives:** These should be articulated as outcomes derived from the learning experience, clearly linked to specific skills, professional aspirations, and personal growth.
- **Description of internship duties:** These responsibilities must be directly associated with the stated internship learning objectives.

Once all parties have reached a consensus on the internship objectives and related duties, the ILA will be signed by the student, the Site Mentor, the Internship Facilitator, and the Faculty Advisor. The Faculty Advisor is responsible for submitting the ILA to the Academic Dean's Office.



INTERNSHIP ASSIGNMENTS



Course Assignments

The assignments for the Internship course are applicable to all majors; however, the materials and tasks are tailored to each student's major and are detailed in the Internship Learning Agreement. Assignment due dates and additional details will be listed in the course syllabus.

1. Reading Reflections

- Students are required to read two program-related books selected collaboratively with their Site Mentor. A reflective book review for each text will be necessary to showcase the student's engagement with the material and its application within their internship context.

2. Hour Logs

- Students must maintain a record of the hours and activities completed during the internship on a weekly basis. Each activity log should be approximately one page long. Students are required to submit weekly logs that account for at least the minimum number of hours required for the credits earned.

3. Self-Evaluations

- At the midpoint and the conclusion of the internship, students must submit a formal reflection on their experience. These self-evaluations should demonstrate what they have learned throughout the process.

4. Site Mentor Evaluations

- Students are expected to meet formally with their Site Mentor at least every other week to discuss their performance and progress toward internship goals. Site Mentors are obligated to submit two evaluation forms: one at the midpoint of the internship and another at its conclusion. These evaluations will assess progress, identify areas for growth, and address any concerns.

NON-CREDIT INTERNSHIPS



Optional Experience

Students may complete a non-credit internship for hands-on experience without receiving academic credit or being charged tuition. These internships do not require a Learning Agreement or formal assignments.

Non-credit internships facilitated by Urshan University must adhere to the Internship Policy regarding eligibility and travel restrictions. Hosts of non-credit internships are encouraged to follow the suggested remuneration portion of the policy.

Non-credit internships do not require a set number of hours to be accumulated; however, students and host sites are encouraged to design the internship around roughly 150 hours of practical ministry experience. Although non-credit internships do not require an ILA, it is strongly recommended that students, in cooperation with the internship host, identify their goals, skills to develop, and responsibilities to fulfill.

If a student's degree program requires a 3-credit internship, a non-credit internship is still an option in a different semester. **Two internships cannot be completed simultaneously.** For example, if a student plans to fulfill their required 3-credit internship in the summer prior to their senior year, they could complete a non-credit internship during the fall or spring semesters of their junior or senior year, or in the summer between their sophomore and junior years.



Appendix

Applying for an Internship **A**

Church Cover Letter
Template **B**

Business/Non-profit Cover
Letter Template **C**

APPYLING FOR AN INTERNSHIP



Each employer has its own application process. Be sure to check whether the company prefers online applications and take note of any deadlines. Understand what materials the employer requires to complete your application. **Start this process early.**

Here are a few tips to help you get started:

- Keep your resume to one page.
- Place your contact information at the top of your resume, including your name, address, and phone number.
- Write a career or ministerial objective that is broad enough to cover various opportunities while being specific enough to indicate the type of position you are seeking.
- In the education section, list your degree, major, and minor, along with your anticipated graduation date and the name and location of the university. You may also include a list of relevant coursework.
- When describing your related experience, use action verbs to effectively convey your accomplishments.

To apply for the internship, you need to write a cover letter that accompanies your resume.

Structure your letter as follows:

- **First paragraph:** Clearly state your purpose for writing and express your interest in the internship opportunity.
- **Second paragraph:** Highlight your education, experience, and personal qualities that make you a suitable candidate for the position.
- **Final paragraph:** This should be your action-oriented paragraph. Request an interview and explain how you plan to follow up. Include your contact information to make it easy for the employer to reach you.
- **Closing:** Thank the employer for considering your application.

Ensure your cover letter accurately reflects your personality and unique qualities while effectively showcasing your strong writing skills. Remember to proofread your letter, as you only get one chance to make a great first impression.





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Subject: Inquiry: Internship Opportunity at [Church Name]

Dear [Recipient's Name],

I am writing to express my sincere interest in the internship opportunity at [Church Name]. As someone deeply committed to my spiritual growth and service to others, I am eager to contribute to your church while gaining hands-on experience in church operations, community outreach, and discipleship.

Currently, I am a [current year] student pursuing a [your major] degree at Urshan University. My passion for faith-based service and leadership development aligns strongly with the mission of your church. I have been actively involved in [mention any relevant church activities—youth ministry, worship team, teaching Sunday school, etc.], and I am enthusiastic about deepening my understanding of church leadership and ministry work through this internship.

I am particularly drawn to [mention specific aspects of the church or internship program—e.g., your focus on youth engagement, your commitment to community outreach, or your dynamic worship culture]. I believe this internship would provide an excellent environment for spiritual growth, learning from experienced leaders, and supporting the church's mission with humility and dedication.

Enclosed is my résumé for your review. I would be grateful for the opportunity to discuss further how I can contribute to your church and learn through this internship experience. Thank you for considering my application.

I look forward to hearing from you.

Blessings,
[Your Name]



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Subject: Inquiry: Internship Opportunity at [Company or Organization Name]

Dear [Recipient's Name],

I hope this email finds you well. My name is [Your Name], and I am a student at Urshan University, currently pursuing a degree in [your major]. I am writing to express my interest in securing an internship opportunity at [Company or Organization Name] in the [desired internship position or department] for [specific duration, e.g., summer 2025].

I have been genuinely impressed by [Company or Organization Name]'s accomplishments and commitment to [mention specific values or goals]. Your work in the [industry/field] has inspired me, and I believe that an internship at [Company or Organization Name] would offer a valuable platform for me to contribute to your mission while further developing my skills.

With a strong academic foundation in [relevant skills, knowledge or coursework], I am well-prepared to be a contributing member of your team. My coursework in [mention specific relevant courses] has provided me with a solid understanding of [mention key concepts or principles]. Additionally, through [mention any previous internships, projects, or part-time positions], I have gained practical experience in [highlight key achievements or responsibilities].

In addition to my technical qualifications, I possess strong communication and teamwork skills. I thrive in dynamic environments and have a proven track record of effectively collaborating with diverse groups of individuals. I am eager to bring my enthusiasm, dedication, and fresh perspective to the projects and initiatives at [Company or Organization Name]. I have attached my resume for your review, which provides further details about my educational background, experiences, and achievements. I would greatly appreciate the opportunity to discuss how my skills align with [Company or Organization Name]'s needs and objectives. I am available for a conversation at your convenience and can be reached via email at [Your Email Address] or by phone at [Your Phone Number].

Thank you for considering my application. I look forward to the possibility of contributing to [Company or Organization Name] and discussing how I can support your organization's long- and short-term goals.

Best regards,
[Your Name]

CONTACT INFORMATION



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