

Indiana Wesleyan University
REL480 – Service Learning Internship
Faith, Work and Economics

Course Syllabus

UNIVERSITY MISSION:

Indiana Wesleyan University is a Christ-centered academic community committed to changing the world by developing students in character, scholarship, and leadership.

COURSE DESCRIPTION:

This internship allows the student to be directly involved in the life and flow of a local business with set times for guidance, evaluation, and reflection by the primary supervisor and by other appropriate business leaders. This internship requires a minimum of 126 hours of work experience, research, reading and completing the assignments.

COURSE LEARNING OUTCOMES:

This internship will provide the student with an overview of how the personal faith of business leaders informs and directs their particular business, and in turn adds to the economic flourishing of the American people. Developing a theology of work is critical for both those people engaged in a societal occupation and also for pastors, whose challenge of equipping the saints includes empowering people for the primary arena of their service to God in the world. The desired outcomes is for the student to understanding the following:

1. Develop a robust theology of work.
2. Understand a holistic Biblical perspective on life, work, and economics.
3. Clearly identify the four central themes and twelve economic wisdom principles found in the *Economic Wisdom Project*.
4. Describe the ethical values and guidelines prominent in this particular business and develop a Code of Ethics for doing business with others.
5. Identify the leadership principles learned during this internship. Evaluate business and leadership performance and integration of faith in the marketplace.
6. Develop a better understanding of how to effectively communicate and relate to business leaders in your particular church.

REQUIRED TEXTBOOKS:

Forster, Greg. *Theology that works: Making disciples who practice fruitful work and economic wisdom in modern America*. The Oikonomia Network, 2013.

Keller, Timothy. *Every good endeavor: Connecting your work to God's work*. New York: Penguin Group, 2012

Wright, David. *How God makes the world a better place: A Wesleyan primer on faith, work, and economic transformation*. Grand Rapids: Christian's Library Press.

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Course Guidelines and Expectations

1. The Direct Supervisor must be a Christian who is integrating their faith in the work place.
2. Interview with the Supervisor in the work place. Topic: Integrating faith in the work place. Below is a list of questions to ask, but also ask 2-3 questions of your own.
 - a. How do you engage your faith in the workplace?
 - b. In what ways do you try to help your employees/co-workers grow in their relationship with Christ? How does this play out?
 - c. What are some industry standard integrity issues and morals?
 - d. Do you see other businesses operating without integrity? If so, in what ways?
 - e. Does your faith in Christ ever “hinder” the advance of your business? If so, in what ways?
 - f. What are some specific Biblical principles you try to implement in your business?
 - g. What are some of the most meaningful Bible verses for you in the work place?
 - h. What are some potential pitfalls in this industry?
 - i. How do you balance and work and family life?
 - j. How can the Church best serve you?
 - k. What are some relevant topics for you that would be good for the Church to address?
 - l. How can your pastor best understand you?
 - m. If you were to give a young pastor some advice, what would it be?
3. Interview with the Supervisor or Executive Level leader. Topic: Learning about the business
 - a. Give me a history of your business and some of the highs and lows.
 - b. What is the mission of your business? What are the core values? How do you accomplish these on a daily, weekly, and monthly basis?
 - c. What is your strategic plan for your company?
 - d. How short and long term do you make goals? How often do you review the company and/or individual goals?
 - e. What is the training process for new employees? What type of ongoing training do you provide for your employees?
 - f. Describe the organization culture of your company? What sort of culture are you trying to create? How do you accomplish this?
 - g. How do you develop teamwork with your employees? How do you develop high performance teams?
 - h. What are some time management skills that you use to maximize your time and to also be efficient in your work?
 - i. What is your daily/weekly routine?
 - j. What is your preferred leadership style? Give me some examples? In other words, how does this play out on a daily basis?
 - k. How is your approach with employees or your business practices different than your colleagues who are not Christians?

- l. What is an appropriate way to handle conflict? What are some conflict resolution skills you use in the work place?
 - m. How do you handle workers who are disgruntled or someone who is not meeting individual or team goals?
 - n. What is your view of authority in the work place?
 - o. What is your marketing strategy? What can the church learn from this? What marketing strategy should the church have?
 - p. What are some sound business principles that you use on a regular basis? How can these principles effect our economy – personally, corporately, and on a government level.
 - q. What are some legal issues you must watch off for in your business?
 - r. What is your annual budget? How do you come up with that budget? Give me an overview of your budget strategies.
4. Shadow different people throughout the organization on different levels to get exposed to diversity of work life, jobs, etc.
 5. Sit in on a variety of weekly Executive level meetings (staff meetings, budget meetings, team meetings, Executive team meetings, etc.) Debrief the meetings with the intern.
 6. Spend time engaging in the work force. Doing things, learning a skill, working on projects and assignments, working on teams, learning good communicating skills through a variety of contexts.
 7. Weekly journal entries via Bb. Journaling should consist on what you are observing and learning on a variety of topics.
 - a. A theology of work.
 - b. The Wesleyan view of work.
 - c. Connecting your work to God’s work.
 - d. Leadership principles learned and ethics observed.
 8. Integrative paper that demonstrates learning and thinking on how faith informs your work and vice versa, and how does this affect your economics personally as well as corporately. How does all of this come together to make a better place, better world, and better communities to the glory of God?
 9. A minimum of 104 hours is required onsite in the work environment. An additional 22 hours should be allotted to complete journaling, reading the required textbooks, and writing the final paper. This breaks down to 8 hours a week for a 13-week semester, or 35 hours a week for May term. You should be on time for all work assignments and class projects.

<u>GRADING SCALE:</u>		<u>ASSESSMENT OVERVIEW:</u>	
Grades will be assigned according to the following scale:			
A	1000 – 950	C	769 – 730
A-	949 – 900	C-	729 – 700
B+	899 – 870	D+	699 – 670
B	869 – 830	D	669 – 630
B-	829 – 800	D-	629 – 600
C+	799 – 770	F	599 – Below
		Total Points Possible 1000 points	

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Course Assessments

1. Work in the business (200 points): This entails completing at least 104 hours in the work place. You will be graded on your involvement, engagement, and productivity in the work place. Were you on time for your work? Did you actively participate in projects? Did you add to the creativity and innovation of the business? Did your attitude add value to the overall camaraderie of the work environment? Your work site supervisor will complete the evaluation of your work performance. The evaluation is included in this packet. **Due: Week 13**
2. Your evaluation of the business (100 points): Your evaluation of the work experience. Evaluation includes how the leaders are integrating their faith in the market place. The evaluation is included in this packet. **Due: Week 13**
3. Two Interviews with the Supervisor (100 points): **Topic** – Integrating Faith in the Work place. Interview with Supervisor or Executive Leader: **Topic** – Learning about the business. Use the interview questions provided on each topic and add some of your own. Type up the questions and answers; then submit the paper via Bb. **Due: By the end of Week 4.**
4. A Theology of Work (100 points): Discussion Board on Bb. Develop a theology of work. Journal what you are learning through your readings (*Theology That Works*). **Two posts each week (Weeks 2-4)**. Each post must include two thoughtful and insightful paragraphs (5-6 healthy sentences). The initial post is due by **Thursday 11:59 p.m.** each week. The second post is due by **Sunday 11:59 p.m.** each week
5. The Wesleyan view of Work (100 points): Discussion Board on Bb. Journal what you are learning through your readings (*How God makes the world a better place*). **Two posts each week (Weeks 5-8)**. Same discussion guidelines as above.
6. Connecting your work to God’s work (100 points): Discussion Board on Bb. Journal what you are learning through your readings (*Every good endeavor*). **Two posts each week (Weeks 9-13)**. Same discussion guidelines as above.
7. Leadership principles learned and ethics observed (100 points): Discussion board on Bb. Journal about the leadership principles you are learning through your internship and ethical principles in the work place that you are observing. **One post each week (Weeks 2-13)**. Same discussion guidelines as above.
8. Integrative Paper (200 points): Write an integrative paper that demonstrates learning and thinking on how faith informs your work. How does this affect your economics personally as well as corporately? Include a robust theology of work. Include biblical leadership principles and ethics. How does all of this come together to make a better place, better world, and better communities to the glory of God? **The paper should about 2500 words in length (double spaced), “12” font in “Times New Roman” or “Cambria”, 1” margins, with a title page, and a works cited page. Due: Wednesday, April 23rd by 11:59 p.m.**

Grading Rubric for Integrative Paper (100 points)

Criteria	Beginning	Developed	Accomplished	Score
Organization	Deficient or no title page, poor sequencing in logic and no purposeful direction 0 – 7 points	Clear title page and structure begins to enhance the sequence and flow of the paper. 8 - 14 points	Clear title page, & works cited page solid introduction, good flow of logic and sequence in the body, and a clear and appropriate conclusion 15 – 20 points	Total possible points 20 points
Research and Development of the topic	Coverage of topic was limited or non-existent. Depth of research was not apparent and the subject was left undeveloped. Less than two works were cited. 0 – 7 points	Some evidence of an effort to research the subject was apparent. Depth of coverage was shallow and the topic could have been more fully enhanced with more research. 3 to 4 works were cited. 8 - 14 points	There were several insights delivered from research of the subject and the depth of research gave additional support to the topic being considered. Research was used appropriately to enhance the paper. 15 - 20 points	Total possible points 20 points
Proper usage of scripture as it relates to the issue being presented	The biblical references applied were irrelevant to the topic and they offered no support for the position being posed by the writer. 0 – 7 points	Biblical references were cited but offered only limited insights into the topic being discussed. References were for the most part properly used as they applied to the subject. 8 – 14 points	The cited biblical references were used appropriately to support a complete Biblical view for the subject being presented. References were used to guide the thoughts of the writer as opposed to proof-texting to show support for the author’s point of view. 15-20 points	Total possible points 20 points
Grammar, Punctuation, and Spelling	Word choice makes reading the paper more difficult. Redundancy, jargon, slang are evident. Over 10 mistakes in spelling, punctuation and grammar. 0 – 7 points	Wording aids in the read-ability of the paper. The thought is mostly clear and there are 6-10 mistakes in spelling, punctuation and grammar. 8 – 14 points	Precise word usage is observed; language conveys ideas effectively and clearly expresses the writer’s intent. There are 1-5 mistakes in spelling, punctuation and grammar. 15 – 20 points	Total possible points 20 points
Elements of Application	There were no applications made and few supportive scriptural examples were referred to from the Bible. 0 – 7 points	Limited personal and cultural applications were made, but they are vague and impersonal. There are limited references to supportive scriptures from the Bible. 8 - 14 points	3 or more points of personal & cultural applications were made and several conclusions were made as to how these applications might be lived out in our society. Multiple references are made from the Bible that offers insights that lend to the understanding of a robust theology of Work & Economics. 15 – 20 points	Total possible points 20 points

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Internship Position Description

Internship Position Title: _____

Organization: _____

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

Area(s) where you need student internship:

1. _____
2. _____
3. _____

Responsibilities: List specific internship responsibilities, tasks and projects.

1. _____
2. _____
3. _____

Qualifications: Identify skills/knowledge necessary for this internship.

1. _____
2. _____
3. _____

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

1. _____
2. _____
3. _____

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 \$____ (if known) College credit only Both paid & college credit

3. Position available: Check all that apply.

September – December January – April May Term June - August

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

Use another page to complete information, if needed.

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Internship Learning Contract

This document must be signed by all parties

TERM: _____

This is an educational agreement between:

_____ (Student-Intern)

_____ (Supervisor) and

_____ (Professor of record)

It is agreed upon that the learner-intern will undertake the following service learning program to fulfill the internship requirement for the Kern *Christian Ministries* major at Indiana Wesleyan University. The internship earns 3 credits.

STUDENT-INTERN

Name:
Home Address (street, city, state, zip code, phone #, email):
Address while on internship (street, city, country, zip code, phone #, email):
Intern's position:

INTERNSHIP ORGANIZATION & SUPERVISOR

Name of organization:
Address:
Phone# / Fax #:
Name of supervisor / email address:
Supervisor's position:

PROFESSOR

Name: Dr. Eddy Shigley
Address: Indiana Wesleyan University 4201 South Washington Street, Marion, IN 46953
Phone # / Fax# / E-mail address: 765-677-2259; Fax: 765-677-2766; edward.shigley@indwes.edu

1. *Service Activities & Responsibilities* (Your “Job Description”). I understand that I will be involved in the following service activities. [Provide substantial detail.]

- _____
- _____
- _____
- _____

2. *Personal Learning Goals / Anticipated Outcomes*. I intend to develop the following understandings and skills as a result of my service activities. [Be specific and concrete.]

- _____
- _____
- _____
- _____

3. *Support & Supervision*. During the course of my internship, I have arranged to receive the following instruction, assistance, direction, and supervision in order to refine the knowledge and skills needed to accomplish my service tasks.

- _____
- _____
- _____
- _____

4. My site supervisor and I agreed to *meet regularly* (at least once each week) for guidance, problem solving, and informal evaluation; the dates and times of these meetings are listed below.

- _____
- _____
- _____
- _____

5. *Potential Problem(s)*. I anticipate the possibility of encountering the following problems in achieving my course goals and realizing my learning outcomes:

- _____
- _____
- _____

6. *Evaluation*. I understand that, in addition to direction in and monitoring of service activities by the Supervisor, there will be two formal evaluation points – one at the middle and the other at final points of the internship. The Supervisor, in dialogue with the Internship Coordinator, will utilize the “Internship Performance Evaluation Form” in completing these evaluations.

Signed:

STUDENT _____

DATE _____

SUPERVISOR _____

DATE _____

PROFESSOR _____

DATE _____

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Internship Time Sheet

WEEK	MON	TUE	WED	THU	FRI	SAT	SUN
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
TOTAL							

Supervisor: _____

Student Intern: _____

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Internship Site Supervisor's Evaluation

Student Name: _____

Organization: _____

Supervisor Name: _____ **Date:** _____

Intern Position Title: _____

Estimated Number of Hours Student Intern Worked: Weekly: _____

Total hours at Midpoint: _____

Total hours at end of internship: _____

	Excellent	Good	Satisfactory	Average	Needs Improvement
Attitude					
Initiative					
Dependability					
Work quality					
Work quantity					
Team work					
Organizational Ability					
Judgment/ Decision making					
Responsibility					

Other observations: _____

Please respond to the following questions:

- 1) Has your experience with this Internship met your expectation? Please describe how that has taken place for you or your organization.

- 2) Describe the impact this student internship has had on your organization as a whole and more particularly on how this experience (with our student) has contributed to fulfill the goal(s) and mission of your organization.

- 3) What are some specific ways that this student intern has contributed to your organization and its programs?

- 4) Were you able to have some significant mentoring times with your student intern? How often did you meet with the student intern? Describe at least one mentoring occasion and the difference that this made.

- 5) Are there some things that could improve the experience for you or your organization?

- 6) Would you recommend our internship program to other organizations in your network? **Yes** or **No** Explain:

- 7) Additional comments:

Signature _____ Date _____

Would you like a follow-up call from the Service Learning Professor? __Yes __No

If Yes, phone number: _____ Good time to call during work day: _____

Use another page to complete information, if needed.

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Student's Post-Internship Evaluation I

Student ID # _____ Name _____

Rate the following: 1 = strongly disagree 2 = disagree 3 = neutral 4 = agree 5 = strongly agree

1) The internship was a worthwhile experience for me.

1 2 3 4 5

2) I feel that the internship experience will help prepare me as a pastor.

1 2 3 4 5

3) As a result of this experience, I have a better understanding of my strengths and abilities.

1 2 3 4 5

4) I was able to use my strengths and abilities throughout the course of my internship.

1 2 3 4 5

5) I received a balance of support and challenge from my supervisor at the internship site.

1 2 3 4 5

6) I would recommend my internship site to future IWU interns.

1 2 3 4 5

7) The meetings with my supervisor was an effective way to help me process my experience.

1 2 3 4 5

8) Because of my internship experience, I now know several ways to better minister to those in the professional business world.

1 2 3 4 5

9) I have better defined my calling through this internship experience.

1 2 3 4 5

10) How useful were the assignments and textbook readings

1 2 3 4 5

11) How many hours did you put into this internship?

____Hours per week; ____Hours per month; ____Hours for the whole internship period.

12) Please list any additional comments or suggestions. Use additional paper if necessary.