



YOUTH MINISTRY INTERNSHIP MANUAL

Fall 2017- Winter 2018

Name: _____

Box: _____

12140 – 103 Street Edmonton AB T5G 2J9

Phone: (780) 452-0808 Fax: (780) 452-5803

Internship Professor email denise.lang@vanguardcollege.com

(Please direct all questions and concerns to your internship professor)

MINISTRY HOURS:

1st Semester _____

2nd Semester _____

Total _____

FINAL GRADE _____

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Internship Overview

Developing Innovative, Spirit Filled Leaders

With God's guidance, blessing and help, the Field Education Department seeks to:

1. provide students with ministry experiences that are meaningful, challenging, and rewarding
2. help students gain greater certainty of their calling
3. help students develop becoming more innovative, spirit-filled, and able to lead
4. provide ministries with students who are teachable, dedicated, and dependable
5. partner with ministries in the formation of capable leaders for God's kingdom

A Word from the Field Education Department

On behalf of the Faculty and Staff of Vanguard College, we wish to extend to you our warmest welcome. May God richly bless you this year!

Internship is designed to help each student in their specific program put into practice what they are learning in the classroom. The wonderful part of field education is that you are also influenced and overseen by other ministers in local churches and ministries. Not only that, but Field Education provides you with a meaningful outlet for your gifts and abilities making a difference in this world.

A supervisors role is to influence, teach, equip and mentor an internship students during this whole school year. We value your experience and the time you will take to build into our students. We know this is a big commitment and we appreciate what you are doing for the student so very much. The Internship Professor will be your main contact with Vanguard should you have any questions or concerns beyond what the student can provide for you. We encourage the students to take the lead on their internship experience. This means that they will primarily be in continuous contact and communication with as their supervisor. However this does not mean that you cannot contact the Youth Internship Professor at any time.

Youth Internship Professor: Denise Lang denise.lang@vanguardcollege.com

Dear Supervisor, please feel free to contact me at any time with questions, concerns and feedback with regards to the student or our internship. I am here to serve both you and the student as we work together to bring about a healthy and fruitful internship experience for the Vanguard student.

Sincerely,

Denise Lang
Vanguard College
Internship Professor
Youth Ministry Assistant Director
Associate Dean of Students

Due Dates

Field Education Forms and Manuals must be submitted to Internship Supervisor by email on the week they are due. Failure to submit reports can result in loss of credit. Church attendance forms must also be submitted each semester. Students who do not hand in these forms can lose up to 40% of their practicum grade.

✓	DUE DATE	ITEM	✓	DUE DATE	ITEM
	Week of Sept 18-22	Profile/ Covenant		Week of Jan 22-26	Monthly Report
	Week of Oct 2-6	Monthly Report		Week of Feb 26- March 2	Monthly Report
	Week of Nov 6-10	Monthly Report		Week of March 26- March 30	Monthly Report
	Week of Dec. 4-8	Monthly Report & Mid Internship Evaluation & Attendance		Week of April 9-13	Last Hours for end of March and April/Manual & Final Evaluations

Note: Students are required to present Supervisor Evaluation Forms after they have been filled out and discussed with the internship supervisor.

INTERN PROFILE
Youth Ministry Institute Internship
VANGUARD COLLEGE
EDMONTON, ALBERTA, CANADA

1. Name: _____
2. Home Address: _____
Postal Code: _____
3. Home Phone: _____ - _____ Business Phone: _____ - _____
4. Email: _____
5. Marital Status: _____
6. Citizenship: _____
7. Age: _____
8. Church Affiliation: _____

9. Related Experience (Volunteer/Work):

Organization	Responsibilities	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

10. Self-Perception of Ministry Strengths:

11. Service and/or Learning Experiences Desired in Internship:

12. Availability: _____

Date Signature of Intern Signature of Supervisor

SUPERVISOR PROFILE
Internship
VANGUARD COLLEGE
EDMONTON, ALBERTA, CANADA

1. Name: _____

2. Organization: _____

3. Position: _____

4. Organization's Address: _____

Phone: _____ - _____

Email: _____

5. Education Experiences:

Institution	Program	Years
_____	_____	_____
_____	_____	_____

6. Ministry Experience:

Ministry	Position Held	Length of Service
_____	_____	_____
_____	_____	_____

7. Focus of Present Ministry:

8. Supervision Experiences:

9. Supervision Expectations. Through participation in Vanguard College's Internship, I hope to achieve the following in part or whole:

10. Supervision Provisions. Through participation in Vanguard College Internship, I feel I can best provide:

Date

Signature of Supervisor

LEARNING COVENANT
INTERNSHIP
VANGUARD COLLEGE
EDMONTON, ALBERTA, CANADA

1. Name of Intern: _____
2. Name of Intern Site: _____
3. Location of Intern Site: _____
Postal Code: _____ Phone: _____ - _____
4. Major Goals of Intern:
 - a. _____
 - b. _____
 - c. _____
5. Major Goals of Supervisor:
 - a. _____
 - b. _____
 - c. _____
6. Mutually acceptable major involvements to achieve goals in #4 and #5:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
7. Time Commitments: _____
8. Accountability: _____

Date

Signature of Supervisor

Signature of Intern

Program Director

MONTHLY INTERNSHIP REPORT

Month _____

NAME: _____ MINISTRY: _____ SUPERVISOR: _____

Date	Hours Of Prep	Ministry Hours	Your Role In This Ministry / Service / Activity
TOTALS			COMBINED TOTALS =

1. Brief outline of involvement: comments / insights / discoveries / issues or problems:

2. Comment on how you have been discipled or mentored this month in each area below
Internship Class

Internship Professor

Field Ed Supervisor

Comment on your personal devotional life this month: how can we assist you?

MONTHLY INTERNSHIP REPORT

Month _____

NAME: _____ MINISTRY: _____ SUPERVISOR: _____

Date	Hours Of Prep	Ministry Hours	Your Role In This Ministry / Service / Activity
TOTALS			COMBINED TOTALS =

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Field Ed Supervisor

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NAME: _____ MINISTRY: _____ SUPERVISOR: _____

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TOTALS			COMBINED TOTALS =

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2. Comment on how you have been disciplined or mentored this month in each area below Internship Class

Internship Professor I

Field Ed Supervisor

Comment on your personal devotional life this month: how can we assist you?

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Field Ed Supervisor

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NAME: _____ MINISTRY: _____ SUPERVISOR: _____

Date	Hours Of Prep	Ministry Hours	Your Role In This Ministry / Service / Activity
TOTALS			COMBINED TOTALS =

1. Brief outline of involvement: comments / insights / discoveries / issues or problems:

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Field Ed Supervisor

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Month _____

NAME: _____ MINISTRY: _____ SUPERVISOR: _____

Date	Hours Of Prep	Ministry Hours	Your Role In This Ministry / Service / Activity
TOTALS			COMBINED TOTALS =

1. Brief outline of involvement: comments / insights / discoveries / issues or problems:

2. Comment on how you have been discipled or mentored this month in each area below Internship Class

nternship Professor

Field Ed Supervisor

Comment on your personal devotional life this month: how can we assist you?

INTERN'S MID-PLACEMENT PROGRESS REPORT

Internship

VANGUARD COLLEGE

EDMONTON, ALBERTA, CANADA

DATE: _____

1. Intern: _____
2. Supervisor: _____
Site: _____
3. The significant service opportunities I have had so far are:

4. The significant observation opportunities I have had so far are:

5. Describe the progress you feel you are making in fulfilling the Learning Covenant:

6. Briefly discuss that which you are learning about ministry:

7. Briefly discuss that which you are learning about yourself:

8. Reflect on ministry areas where you need more knowledge and skill (may include areas in which you would like assistance or are having difficulty with):

Note: Complete form and bring with you to your mid-placement meeting

SUPERVISOR'S MID-PLACEMENT EVALUATION

INTERNSHIP

VANGUARD COLLEGE

EDMONTON, ALBERTA, CANADA

DATE: _____

1. Name of the Intern: _____
2. Name of Supervisor: _____
3. Site Name and Location: _____
4. From your perspective, describe the progress on the fulfilment of the Learning Covenant:

5. In what areas of personal life and ministry do you feel that the Intern needs additional guidance and development?

6. Briefly suggest plans you have for working with the intern in the rest of the term:

Note: Please complete this form and bring with you to the mid-placement meeting

Date of Meeting

Supervisors Signature

INTERN'S SELF EVALUATION

Internship

VANGUARD COLLEGE
EDMONTON, ALBERTA, CANADA

DATE: _____

1. Name of Intern: _____
2. Name of Supervisor: _____
3. Site Name and Location: _____
4. Dates: From: _____ To: _____

Please read the entire evaluation form before you begin to respond to it. You should feel at liberty to discuss any of these matters with your Supervisor and your internship teacher.

- I. Intern's Development
Please evaluate yourself in the following areas as either: Excellent (1), Above Average (2), Average (3), Growth Area (4).

Skill	Grade				Comments
	1	2	3	4	
Organization					
Preparation					
Communicating					
Reliability					

- II. What have been the most valuable experiences during this period of Internship which assisted you in the above?

III. Indicate your growth or development in the following personal qualities:

1. Spiritual and Devotional Life

2. Dependability

3. Initiative

4. Self-discipline

5. Enthusiasm

6. Conviction of Christian Calling

7. Tactfulness

7. Cooperation with others

8. Cooperation with Supervisor

9. Openness to Suggestions

10. Ability to Meet People

11. Creativity

12. Sensitivity to People's Needs - Care About Others

13. Evangelistic Concern and Effectiveness

14. Social Concern - Community Involvement

16. Attitude Toward the Church

15. Openness to Criticism

16. Delegation Abilities

17. Adaptability

IV. In what positive ways has your experience in Internship assisted you in your development of the above. What have you learned about yourself?

V. List the goals (from the Learning Covenant) which you set out to accomplish and comment on how you have achieved them.

VI. What specific areas of your personal life and ministry do you feel need to be strengthened? How might you make this a reality?

VII. What areas of your Internship experience have been most helpful to you in preparation for ministry? What did you learn about ministry?

VIII. In what ways do you feel you have contributed to your Supervisor's organization?

IX. Discuss your relationship with your supervisor:
1. What positive things/qualities did your supervisor display?

2. What were areas of difficulty in your relationship with your supervisor?

3. Supervisory Skills:

a. Supervisor made expectation?

Difficult to know	Often Unclear
Usually Clear	Very Clear

b. The Supervisor's Assignments Were:

Usually Irrelevant	Often Irrelevant
Usually Relevant	Often Relevant

4. List areas of satisfaction in your relationship with your supervisor.

5. Was your supervisor reliable and trustworthy?

X. Discuss your relationship with those in the ministry you served in.

XI. Do you have any suggestions for making this Internship program more effective?

XII. Other Comments:

Date

Intern's Signature

SUPERVISOR'S FINAL EVALUATION

INTERNSHIP

VANGUARD COLLEGE
EDMONTON, ALBERTA, CANADA

DATE: _____

1. Name of Intern: _____
2. Name of Supervisor: _____
3. Site Name and Location: _____
4. Dates of Service: _____

Please rate the student on the following items (sections I and II) as either:
Excellent (1), Above Average (2), Average (3), Growth Area (4)

I. Intern's Ability In:

Skill	Rating				Comment
	1	2	3	4	
Organization					
Preparation					
Leadership					
Communication					
Self-discipline					

II. Intern's Personal Qualities:

Qualities	Rating				Comments
	1	2	3	4	
Spiritual Life					
Dependability					
Initiative					

Self Discipline	1	2	3	4	
Enthusiasm	1	2	3	4	
Conviction of Christian Calling	1	2	3	4	
Tactfulness	1	2	3	4	
Cooperation with Others	1	2	3	4	
Cooperation with Supervisor	1	2	3	4	
Openness to Suggestions	1	2	3	4	
Ability to Meet People	1	2	3	4	
Creativity	1	2	3	4	
Sensitivity to People's needs	1	2	3	4	
Evangelistic Concern and effectiveness	1	2	3	4	
Social Concern – Community Involvement	1	2	3	4	
Attitude Toward Church	1	2	3	4	
Personal Appearance	1	2	3	4	
Adaptability	1	2	3	4	
Openness to Criticism	1	2	3	4	

III. Intern's Personal Characteristics

Please place a check mark on the line of the continuum at the place which seems to best identify this person's expression of the following traits in his/her pulpit presentation. Even though some of the traits listed may have some degree of overlap, please indicate some evaluation in each of them.

Poised	●	_____	●	Nervous
Optimistic	●	_____	●	Depressive
Enthusiastic	●	_____	●	Inhibited
Accepting	●	_____	●	Hostile
Sympathetic	●	_____	●	Indifferent
Self-accepting	●	_____	●	Ego-centred
Creative	●	_____	●	Conventional
Disciplined	●	_____	●	Impulsive

IV. The Intern's Relationship With The Supervisor

1. List the ministry involvements of the student and rate the effectiveness of the involvement (excellent, above average, good, fair, poor)

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

2. Has the intern put in the required amount of time for this program? (400 HRS)

Above Average Average Below Average

3. In what areas do you feel this placement has personally helped the intern?

4. In what areas of personal life and the ministry do you feel the intern needs additional help and guidance?

5. What do you perceive are the intern's personal and ministry strengths?

6. To what extent were the goals and the expectations of the Learning Covenant achieved?

V. The Intern's Relationship With The Ministry Field

1. Does the student evidence a positive view toward the youth ministry field?

2. Briefly describe the intern's ability to relate to, care for, and work with the people of this ministry.

VI. Grade: this is a combination of the mark you gave the intern (using the number rating you gave the intern-i.e. the rating of 1-4 along with the other pertinent sections) and an assessment from you personally of how the intern performed in your ministry context. We value your input and expertise as evidenced by the weighting of the supervisor's mark for the intern. As you prayerfully consider their mark see below for the percentage that each letter represents on a scale. We ask that you write down the percentage you would like to give the intern alongside of the letter evaluation.

Please give the intern a grade. A+ Exceptional (97-100) A Excellent (93-96)

A- Superior (90-92) B+ Very Good (87-89) B Good (83-86)

B- Satisfactory (80-82) C+ Adequate (77-79) C Fair (73-76) C- (70-72)

D+ Poor (67-69) D- (60-62)

D Very Poor (63-66) F Unacceptable (35-59)

Final Grade: (percentage and letter grade) _____.

I have discussed this final evaluation with the intern. **Sign here** _____.

Date

Supervisor's Signature

LISTENER EVALUATION FORM (print off 9- 3 per sermon)

Rate each of the following characteristics					
The Introduction	Weak	Needs improvement	Good	Strong	Excellent
builds with rapport with audience	1	2	3	4	5
holds the groups attention	1	2	3	4	5
Shows confidence	1	2	3	4	5
Appropriate appearance for the group	1	2	3	4	5
Attention getter –draws group into the subject	1	2	3	4	5
Objective is clearly stated	1	2	3	4	5
Answers the question “So What” –gives reason to listen	1	2	3	4	5
Transition to first point is smooth	1	2	3	4	5
The body					
Outline is communicated clearly	1	2	3	4	5
Each point effectively illustrated	1	2	3	4	5
Each point offers practical application	1	2	3	4	5
Language is clear and avoids jargon	1	2	3	4	5
Illustrations are colorful and compelling	1	2	3	4	5
Transitions between illustrations, points are smooth	1	2	3	4	5
Biblical Passage(s) read clearly and carefully	1	2	3	4	5
Adequate use of the Bible	1	2	3	4	5
Draws the group back to the passage(s)	1	2	3	4	5
The Delivery					
Maintains constant effective eye contact	1	2	3	4	5
Use of notes is not obvious or distracting	1	2	3	4	5
Voice dynamics -uses good variety of volumes	1	2	3	4	5
Voice dynamics -uses variation in tempo	1	2	3	4	5
Use of meaningful gestures	1	2	3	4	5
The Conclusion					
Conclusion is a challenge to specific response	1	2	3	4	5
Conclusion skillfully ends the message	1	2	3	4	5
Includes a skillful summary or important points	1	2	3	4	5
Has a compelling illustration or story	1	2	3	4	5

Further comments:

LISTENER EVALUATION FORM (Print off 9-3 per sermon)

Thank you for participating in our intern's growth and development. Please answer the following questions yourself before discussing the sermon with anyone else.

1. A one sentence summary of this sermon would be...
2. The strong areas of the sermon would be (i.e. what I liked about the sermon)
3. Main points of the sermon are:
4. If this sermon were preached again I would suggest...
5. Were there any distractions (mannerisms, movements, etc.) that may be worked on
6. My overall impression of this sermon is...

SUPERVISOR SERMON EVALUATION FORM (print off x3 - 1 per sermon)

Thank you for your commitment to the student's development. Please use this form help the student to learn and to improve.

Interns name _____ Date: _____
 Purpose of meeting _____ Group present _____
 Topic or Title _____ Text (s) _____

Rating scale: 5=excellent, 4=above satisfactory, 3=average, 2=below average, 1=unsatisfactory

1) PUNCTUALITY AND PRE-SERVICE PREPARATION	5	4	3	2	1
2) APPROPRIATE APPEARANCE	5	4	3	2	1
3) COOPERATION AND FLEXIBILITY	5	4	3	2	1
 4) SERMON CONTENT					
a) APPROPRIATE CHOICE OF TEXT	5	4	3	2	1
b) FAITHFULNESS OF EXPOSITION	5	4	3	2	1
c) THEOLOGY	5	4	3	2	1
d) APPROPRIATE APPLICATION	5	4	3	2	1
e) CLARITY OF IDEAS	5	4	3	2	1
 5) SERMON FORM					
a) FLOW OF THOUGHT AND IDEAS	5	4	3	2	1
b) UNITY OF THE MATERIAL	5	4	3	2	1
c) CLARITY OF STRUCTURE	5	4	3	2	1
d) INTRODUCTION	5	4	3	2	1
e) USE OF ILLUSTRATIONS	5	4	3	2	1
f) PROGRESSION OF THOUGHT	5	4	3	2	1
g) CONCLUSION	5	4	3	2	1
 6) SERMON DELIVERY					
a) READINF OF SCRIPTURE	5	4	3	2	1
b) POISE	5	4	3	2	1
c) VOICE PROJECTION	5	4	3	2	1
d) EYE CONTACT	5	4	3	2	1
e) ENUNCIATION	5	4	3	2	1
f) PRONUNCIATION	5	4	3	2	1
g) FACIAL EXPRESSIONS	5	4	3	2	1
h) GRAMMAR	5	4	3	2	1
i) GESTURES	5	4	3	2	1
j) VARIETY OF PACE AND PITCH	5	4	3	2	1
k) EXPRESSIVENESS	5	4	3	2	1

totals

SUPERVISORS EVALUATION FORM. Your honest impressions are an invaluable part of the student's progress. Please comment on the following areas and meet with the intern this week to discuss your evaluation. Thank you.

MECHANICS: voice projection, enunciation, sentence drop, body language, and distracting mannerisms

DEVELOPMENT OF THOUGHT: coherence and organization of thought. Good development of the main idea.

TOOLS OF PREACHING: use of illustrations, proper use of speech –pause, questions, voice, gestures

APPLICATION: Answers the question "So What" appropriateness of expected response. Did people "get it" hear and understand the intention of the message?

EXEGESIS: was the exegesis sufficient?

SUMMARY COMMENTS:

STUDENT SELF EVALUATION FORM (print off 3 1 per sermon)

Your name _____ Date: _____

Purpose of meeting _____ Group present _____

Topic or Title _____ Text _____

(s) _____

Rating scale: 5=excellent, 4=above average, 3=average, 2=below average, 1=unsatisfactory

PUNCTUALITY AND PRE-SERVICE PREPARATION	5	4	3	2	1
APPROPRIATE APPEARANCE	5	4	3	2	1
COOPERATION AND FLEXIBILITY	5	4	3	2	1

SERMON CONTENT

APPROPRIATE CHOICE OF TEXT	5	4	3	2	1
FAITHFULNESS OF EXPOSITION	5	4	3	2	1
THEOLOGY	5	4	3	2	1
APPROPRIATE APPLICATION	5	4	3	2	1
CLARITY OF IDEAS	5	4	3	2	1

SERMON FORM

FLOW OF THOUGHT AND IDEAS	5	4	3	2	1
UNITY OF THE MATERIAL	5	4	3	2	1
CLARITY OF STRUCTURE	5	4	3	2	1
INTRODUCTION	5	4	3	2	1
USE OF ILLUSTRATIONS	5	4	3	2	1
PROGRESSION OF THOUGHT	5	4	3	2	1
CONCLUSION	5	4	3	2	1

SERMON DELIVERY

READINF OF SCRIPTURE	5	4	3	2	1
POISE	5	4	3	2	1
VOICE PROJECTION	5	4	3	2	1
EYE CONTACT	5	4	3	2	1
ENUNCIATION	5	4	3	2	1
PRONUNCIATION	5	4	3	2	1
FACIAL EXPRESSIONS	5	4	3	2	1
GRAMMAR	5	4	3	2	1
GESTURES	5	4	3	2	1
VARIETY OF PACE AND PITCH	5	4	3	2	1
EXPRESSIVENESS	5	4	3	2	1

Totals

Evaluation Criteria	Requires improvement 1	Good 2	Very Good 3	Excellent 4	Exceptional 5	
<p>1.Format. 6-8 pages written in double line Clear formal presentation of reflection and reference to the reading. content. Uses page numbers.</p> <p>Writing. Spelling, Grammar, Word Usage and Style Please include the following content (#2-5 below).</p>	Very many errors in format adequate structure and organization	Some errors in format good structure and organization	Some minor errors in format very good structure and organization	Very minimal errors in format excellent structure and organization,	Perfect format in all areas Exceptional structure and organization No improvement needed	—
<p>2.Description: In about a page you will describe the event in detail, including location, duration, participants, activities and the purpose of the event as it relates to the overall program</p>	weak description	good description	Very good description	Excellent, detailed description	Exceptionally thorough, detailed description	—
<p>3a. Planning Log: You will submit a log detailing all planning, meetings, specific goals and objectives, research, preparation, budgeting, approvals, safety precautions, rentals, prayer times, fund raisers, as well as promotion, that went into the event.</p>	weak event log too many details missing	good event log missing many details	Very good event log Missing some details	Excellent, detailed log Missing very few details	Exceptionally thorough, detailed log missing no details	
<p>3b.Event schedule: This will include a detailed schedule of the day, evening, weekend or week. Copies of posters, advertisements etc.</p>	weak event schedule too many details missing	good event schedule missing many details	Very good event schedule Missing some details	Excellent, detailed schedule Missing very few details	Exceptionally thorough, detailed schedule missing no details	—
<p>4.Evaluation: You will prepare an evaluation sheet that will be given to all participants concerning the effectiveness of the event. Compile the results and submit an evaluation of the event based on the data. Try to obtain at least 6 students and/ or leaders to complete this for you.</p>	Weak evaluation only some detail and insight	Good evaluation shows good amount of detail and insight	Very Good evaluation shows very much detail and insight	Excellent evaluation shows excellent detail and insight	Exceptional evaluation shows exceptional detail and insight	—
<p>5.Supervisors Evaluation: You will also submit a supervisor's evaluation form concerning the organizational and recreational leadership skills of the student, as well as the effectiveness of the event. (see page 36)</p>	Not included or 0 —	Includes 5 —				
<hr/> 25						

SUPERVISOR'S RECREATIONAL LEADERSHIP EVALUATION SHEET

As you know there are a myriad of organizational tasks that are involved in executing excellent church events. Please use this form to provide feed back to the intern about the planning, preparation, and running of this event. If any of the questions are not applicable please indicate by selecting NA. Please have the student email this to their Professor after you have discussed it with him or her. (please see next page for evaluation).

Briefly describe the event:

Date of event _____

Purpose of the event _____

Number of participants _____ Ages _____

Location of the event _____

Interns role in the event _____

	weak				strong	
PREPARATION AND PLANNING	1	2	3	4	5	NA
1. level of communication with others involved						
2. advertising of the event (on time, effective...)						
3. securing permits, resources, transportation						
4. recruiting volunteers						
5. delegating responsibilities						
6. preparation well in advance (no procrastination)						
7. was able to implement an effective evaluation of the event						
8. evidence of a back up plan in case of unforeseen difficulties						
LEADERSHIP						
1. relaxed, in control, prepared						
2. able to lead volunteers in a positive manner						
3. has the attention and respect of participants						
4. flexible able to deal with situations as they arise						
5. maintain positive attitude throughout						
6. was able to develop and stay on schedule						
7. oversaw setup and cleanup to the end						
8. consistent energy level throughout						

Please comment further on any of the areas above or add comments for areas this form does not address.