

## FIELD MENTOR INFO: READ BEFORE YOU APPLY

### **Field Mentor Expectations and Qualifications:**

Since Lincoln Christian University's Internship Program requires as many as 12 credit hours of the student's academic requirements, Field Mentors are held to high standards. The Internship Program is not about getting part-time help, and Field Mentors must be willing to invest in the lives of their student interns.

The Field Mentor plays a very important role in the internship experience. They provide a model for students to imitate in character, knowledge, and commitment. In a church or church-related organization, the Field Mentor will help the student to reflect theologically upon his or her internship experiences. In public or private settings, it is character-driven mentors who will invest in our students.

*The following qualifications have been established for Field Mentors:*

- 1. Character** - The mentor will display a good character and ethics.
- 2. Education** - The mentor will have earned a minimum of a **bachelor's degree** or its equivalency in a ministry area or in a field related to the student's primary responsibilities in the internship. The University will exercise flexibility in this expectation for qualified mentors.
- 3. Experience** - The mentor is to be at least **28 years old** (five years' experience after achieving a bachelor's degree) and will have served a minimum of **five years** total (not necessarily in the same place) in ministry or in a field related to the student's primary responsibilities in the internship. LCU seeks mentors who have experience, maturity, and wisdom that can be shared with the intern. Faculty members desire to place students into internship settings that match their degree program.
- 4. Continuing Preparation** - Field Mentors are encouraged to prepare themselves by participating in continuing education activities such as conferences, seminars, reading programs, etc.
- 5. Time** - The mentor must be willing to meet with the student in a formal setting at least one hour per week for in-depth reflection, evaluation, and advising. This is in addition to time spent by the mentor in ministry activities with the student. **The mentor understands that if he or she does not have the time to adequately mentor a student intern, then he or she should NOT apply to be Field Mentor for an intern.**
- 6. Reporting** - The mentor agrees to complete a monthly report concerning the intern's activities and progress and the Final Evaluation (at the end of the internship). Each of these reports will be emailed to the mentor's email account as an attachment. Once the report is completed, it is suggested that he or she copy and paste the report to a Word document before submitting the report, just in case it is not received by the Faculty Mentor. The intern receives points for each report which is reflected on his or her internship grade.

### **Field Mentor Application Process:**

Being a Field Mentor takes time: leading, providing feedback, correcting, encouraging, challenging, and holding the intern accountable. This is what we mean by "mentoring." It is an investment with great dividends for the Kingdom. Lincoln Christian University's Internship Program requires this kind of time-sensitive investment because we see how life changing mentoring is in the life of future leaders. Students hunger for direction, feedback, encouragement, and challenge. They want to become the best they can be for Christ. We view Field Mentors as adjunct professors, of sorts, leading real life education in the classroom of the real world.

If you have the **time** and the **heart**, and are **willing** to invest your life, resources, and energy in a student, LCU wants to partner with you. Fill out the [application form](#) if you have made the commitment to be a Field Mentor.

### **Application Approval Standards:**

The intern's Faculty Mentor will grant approval based on the following criteria:

- Does the Mentor meet the six qualifications listed earlier?
- Has the Mentor agreed to take the student on as intern?
- Has the Mentor completed the application form?
- Will the Field Mentor provide the best learning experience for an LCU student?

### **The Next Step:**

After the application has been processed, the Faculty Mentor will contact the Field Mentor via email telling him or her whether or not he or she has been approved as a qualified Field Mentor.

After the Faculty Mentor approves the Field Mentor, the information will be made available to students as a possible internship location. Students (future interns) can see what sites are available for internship experiences and may make contacts with those that interest them.

If a church or organization makes a personal contact with a student or vice versa, the internship can only become official when the Field Mentor becomes an approved Field Mentor and the student completes all the pre-internship requirements (Field Mentor approved, Learning Covenant completed, and proof of health insurance).

### **APPROVED FIELD MENTORS**

We are grateful to mentors like you who are willing to invest so much time in the life of our students, helping them learn from you and become the Christian leaders God has called them to be.

Your energy, planning, instruction, and time spent are important to the maturation of our students. There is no greater leadership accomplishment that you can make in your career than to replicate yourself in others. Thank you, again, for partnering with Lincoln Christian University to prepare Christian leaders for the world.

Please review your responsibilities as a mentor on a regular basis while you are acting as a Field Mentor for an LCU intern. Keep in mind that at the end of each month and at the end of the internship, you will be sent a report form to update us on the intern's progress. Each of these reports will be emailed to your email account as an attachment. If you do not receive a report at the end of the first month of the internship, contact your intern's Faculty Mentor.

**\*\*We ask all of the approved Field Mentors to always keep their information up to date. Please contact the Faculty Mentor or Internship Office ([internoffice@lincolnchristian.edu](mailto:internoffice@lincolnchristian.edu)) if your contact information changes from what is listed on the cover page of the Learning Covenant.**

*Updated 2/28/12*