

2008 Intern Handbook



HARDING UNIVERSITY



## Preface

Mud . . . friendly people . . . opportunities to serve . . . exotic foods . . . rough roads . . . bonding in a native's home . . . strange languages . . . It's all part of Global Outreach Internships.

The summer of 2008 will mark the 20<sup>th</sup> year for the internship program from Harding University. Until 2007, the interns went mainly to Africa. However, long before 1989, students from Harding were traveling to Africa every other year with Dr. Van Tate and his wife Jean. About one-half of the missionaries in Africa with the Church of Christ are from Harding. Now, we have the opportunity to place interns in many countries throughout the world.

The internship program is quite unlike most of the summer missions organized at Harding. The internship is part of a long-range plan to increase the number of missionaries working around the world. Only those students who are open to God using them in long-term mission work should be a part of this program.

There are four primary objectives to this internship:

1. To learn the tools of cross-cultural church planting by walking side by side with experienced missionaries involved in exciting works.
2. To learn about mission families and teams through first-hand interaction with successful mission teams in their homes and their ministries.
3. To survey cities and people groups (accompanied by missionaries) that might respond favorably to the gospel in order for the students to see where they might be useful for long-term mission work in the future.
4. To grow closer to God and experience Him in new and significant ways and see His hand at work in the world.

Activities for the internship will include eating and sleeping in the missionaries' homes, eating and sleeping out in villages (Africa) from time to time, language and culture study, evangelistic days for personal evangelism, participating with the missionaries in group evangelistic meetings, team meetings, visiting the market, shopping, working on projects, and bonding with a native family for a weekend or more, a survey trip, and an evaluation time usually in a relaxing location.

After a summer overseas, students will have a better idea of their giftedness and call to long-term missions. Whether they become missionaries or not, we believe the impact of their summer experience will make them sensitive advocates of missions wherever they serve. Our prayer is that from this internship, God will raise up mission teams for the peoples of the world who are still unreached by the good news of Jesus Christ.

While on the field, students will be under the supervision of experienced missionaries. Students will be trained and prepared throughout the school year for the internship by visiting and veteran missionaries at Harding.

Each student will need to raise \$3600 for the internship program that will cover airfare, transportation, food, lodging, immunizations, visas, and any other expenses directly related to the internship. This does

not include the cost of passports, personal spending or personal travel expenses. In a few cases where interns choose an extended internship, they will need to raise an extra \$120 per week. Funds raised beyond the budgeted amount may be used to assist other interns who are experiencing difficulty in raising funds or used for future mission work with Global Outreach.

The dates for the Internship for the summer of 2008 will range from approximately May 15 to August 8. Anticipated internship offerings are as follows:

### **Summer 2008**

<b>Bolivia</b>	<b>New Zealand</b>
<b>Burkina Faso</b>	<b>Romania</b>
<b>Ecuador</b>	<b>Singapore</b>
<b>Czech Republic</b>	<b>Togo</b>
<b>Hungary</b>	<b>Zambia</b>
<b>Mozambique</b>	

Questions and requests for additional information may be directed to:

Ken Graves  
Box 12280, Harding University  
Telephone: 501-279-5646  
E-Mail: [kgraves@harding.edu](mailto:kgraves@harding.edu)

### **Internship Policy and Requirements**

To be eligible for the missions internship, a student must

1. Demonstrate serious interest in long-term missions
2. Have a 2.00 cumulative GPA at the end of the fall 2007 semester
3. Attend a regional Missions Fellowship regularly
4. Practice with language tapes and materials at least 2 hours a week starting in January
5. Attend the Fall and Spring Internship Retreats.

## Applying for the internship

You may apply for a missions internship if you are currently enrolled in college. Openings are limited and priority will be given to upperclassmen who apply.

You can apply for the internship by picking up an application form at the Center for World Missions in the McInteer Building Room 136 at Harding or you can download an application form at [harding.edu/go](http://harding.edu/go). Timing is important so that you can begin your fundraising over the Thanksgiving break. (See **Interns Prayer Retreat**).

Your internship will last seven to eight weeks. The exact timing of the internship varies from year to year and depends somewhat on the schedule of the hosting missionaries. In applying, you will have some choice as to when and where to do your internship. We do our best to accommodate your interests and your summer schedule in placing you for the internship, though we cannot guarantee to meet all your preferences.

## Preparation Time Line

### October

Fill out an application form for the internship.

Submit a \$100 non-refundable application fee (Check payable to Global Outreach).

Decide on the US airport for departure & reentry. List stopovers (if any).

### October 12

Intern Prayer Retreat @ HUT

### By November 1

Develop a list of possible donors: churches, friends and family.

Apply for a passport. (Application fees are not included in internship pricing.)

Send out fund-raising letters to family, friends and churches. This gives people time to make a decision before year's end and include you in their current year budget. Also consider creating a presentation for your church to present over Thanksgiving Break.

Submit Guarantee of Funds form.

Submit Medical Information form.

**By November 15**

Begin vaccinations. Obtain an international health certificate booklet (available from wherever you receive vaccinations.) Vaccinations must be officially recorded in the booklet. Vaccinations are specific to each internship location.

Continue fundraising. Include family members and even non-Christian relatives.

Consider speaking engagements explaining your internship. Meet with people individually and making presentations.

**January 15****Half of funds are due.**

Pick up language tapes and materials in the Missions Lab.

Contact your host missionary, if you have not already.

Submit Release of Liability forms.

**By February 20**

**All of your internship funds are due.** Air tickets must be ordered early. Your tickets will not be ordered unless your funds in by this date.

Visa forms completed and submitted to the director along with your passport.

Visa pictures must be taken. Pictures are taken each Thursday in McInteer 136.

**By March 31**

Immunizations must be completed.

**Before March 30**

Be sure to write a note of thanks to each church or person that has contributed financially to your internship fund.

Listen to language tapes two hours a week.

A mandatory spring retreat is scheduled on **April 4-6 or 18-20, 2008.**

**By April 30**

All passports with visas and airline tickets will be available in the Missions Lab.

Pick up Travel Packet.

## Academic Credit

It is possible to take the Internship for 3 hours of academic credit (BMIS 423) at Harding University. There are prerequisites for this course. See application form for specifics. You may also take it for Field Work (BMIS 387) for 1, 2 or 3 hours of academic credit. If you want to do this, see Ken Graves. The Harding University catalogue states, "**Prior to the experience, the student must meet with the faculty advisor for internships and agree on details concerning job description, supervision, course requirements and evaluation.**" Harding University will not grant credit retroactively.

## Shots and Immunizations

Harding Interns will be able to get vaccinations at the Searcy Medical Center. You need to obtain a yellow International Health Certificate and have your shots recorded in it. The internship will cover the costs of these vaccinations. Call for an appointment! (501) 278-2868. A list of specific vaccinations for each location will be given to you.

The following vaccinations are required, but you should already have them. Consult your shot record. The Nurse at the Searcy Medical Center will help you with this. These will **NOT** be covered by the internship: Polio, Tetanus/diphtheria, MMR (only if you haven't had the 2nd shot)

## Fundraising

You will need to begin contacting friends, family and churches for funds soon after you make the decision to go on an internship (See **Preparation Timeline for students**). The director will provide a sample fundraising letter and a letter of recommendation to you after your application for the internship has been accepted. The fundraising letter can be used as a format to write personalized fundraising letters and can be adapted to a particular situation. The letter of recommendation gives credibility both to the student and to the internship program as well as giving a little more information about the program.

All funds given for your internship should be sent to Global Outreach Box 12280 Searcy AR 72149. Checks should be made payable to Global Outreach. Please use the fund raising envelope provided by Global Outreach. We receipt all funds coming in for interns and make weekly status reports on each intern's funds.

The internship budget for 2008 is \$3600 (approx). What does the budget cover? The funds raised by the student are to cover airfare, transfers, food, accommodation and transportation in the field, medical insurance, visas, shots, immunizations, administration fee and some internship related pocket money. It does not cover the cost of passports, spending money for souvenirs, etc., or travel and other expenses not related to the internship.

## Language-learning tapes

Once it has been determined where you are going for your internship, the director will make a language tape available to you. You should have this by the beginning of January. The tapes will contain basic greetings and simple phrases and sentences in the language of the local people among whom you will be working. At least twice a week you should take an hour to listen to the tape and practice the greetings and simple sentences on the tape. This will give you a head start on being able to introduce yourself and respond to people who speak to you in their language.

### **Internship Retreats**

Two internship retreats are scheduled during the school year. During the fall semester usually before the Thanksgiving break, we will have an Interns Prayer Retreat. Attending this is a **MUST** for students planning an internship next summer. In addition to praying for families and supporters, students will receive instructions about preparation and documentation to begin the fundraising process.

In the spring semester there will be a working retreat for all interns. Its purpose is to finish up all documentation and go through a travel and cultural orientation process relating to your internship context. **ATTENDANCE IS MANDATORY!**

### **Passports**

If you do not have a passport that is valid through January 2009, visit your local County Circuit Court Clerk or this website: [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html). Be sure to apply for your passport with **exactly the same name** that you used on your internship application. This must be done ASAP!

### **Visas**

A visa is a stamp in your passport that indicates that you have been given permission from a country's foreign office to enter that country. This must be done before you leave the United States. Depending on the country you may need two or three prints of your passport photo to be submitted with the visa application. With a few exceptions, Americans need a visa for every country they plan to visit. Make sure you have enough photos made (3 per country) for your visa applications and carry any extras with you when you travel. Remember you may travel to more than one country on your survey trip. Visa applications and extra photos will be taken care of at the Spring Retreat.

### **Airline reservations**

Normally the internship director will make your airline reservations in February. It is important that you have turned in all necessary information to the director by January 31. The following information and documents are required.

1. Your full name (same as in your passport)
2. Your passport
3. Your airport of departure from the U. S.
4. Will you stop over on your return trip to the U. S? How many nights?
5. Your airport of destination on return to the U. S.

If you will be leaving for the internship from a point of origin outside the U. S. A., you must let the internship director know before January 15.

## **Air Tickets**

Normally the internship director will order your air tickets by March 1 assuming your travel funds have come in. You should not leave Harding at the end of school without these tickets! (See Internship Travel Packet).

## **Health insurance**

Health/travel/evacuation insurance will be provided for each intern under the internship program.

## **Release of liability form**

Each intern must sign a release of liability form before air tickets will be purchased.

## **Malaria Treatment**

You will be given prophylaxis for Malaria before you leave for Malaria-prone areas. Normally this will consist of one pill a week that you should begin taking at least two weeks before you arrive in the field. It is vital that you take this treatment regularly as prescribed. Getting Malaria during your internship is not a fun experience.

## **Pre-departure Orientation**

There will be a pre-departure orientation held at the spring internship retreat in April and in subsequent Internship meetings.

## **Pre-Departure Checklist**

- Raise funds
- Obtain a Passport
- Take all recommended vaccinations
- Obtain necessary visas for the countries to be visited
- Write thank you letters to all who contributed to your trip
- Sign and turn in release of liability form
- Study language tapes
- Pick up Internship Travel Packet before leaving Harding.

(See Preparation Timeline)

### To take with you . . .

- Bible
- Passport with appropriate visas
- Airline Tickets
- International health certificate
- Pocket money (in cash), new bills
- Small flashlight (Extra batteries)
- Journal (2 writing pens)
- Floppy hat
- Plastic poncho
- Walking shoes
- Appropriate clothes (See Clothing)
- Personal care items
- Gifts (**For Hosting Missionaries**)
- Ziploc bags
- Antibacterial gel
- Band-aids

### Clothing

You will need to pack several changes of every day clothes and one set of nice casual clothes, as well as one light jacket.

In most areas of the world, especially in rural areas, views of modesty and appropriate dress for women are different from modern America. In Africa women should wear clothes, specifically dresses and skirts, that go past their knees and are not tight fitting. Dresses should have sleeves. If they are sleeveless, you will need a decent shirt to go underneath them.

For women you would need: (Africa) 5 dresses and/or skirts and shirts, 1-2 pairs of pants, 1 pair of shorts, 3-4 t-shirts, enough underwear and socks, etc. for 10 days, 1 nice dress, 1 pair of good walking shoes and 1 pair of sandals. (Other countries) A variety of clothing, including layers, for 10 days.

For men you would need: 4-5 pairs of pants, 2 pairs of shorts, undershirts and underwear for 10 days, 5 t-shirts, 2-3 button down or nice shirts, 1 pair of good walking/hiking shoes and 1 pair of sandals.

You will be given more culture-specific instructions about clothing and appropriate dress.

## General Preparation for the Internship

**Be a learner.** As you enter a new culture, realize you have a lot to learn. Your hosts will appreciate a spirit of humility and curiosity and will gladly share their knowledge and their life experiences with you. You may encounter ideas and practices that you find to be different or even disturbing to you. As a visitor it is not your place to make changes. Rather, ask yourself the question, “What can I learn from this?” Be open with your missionary hosts about your questions.

**Be a servant.** Start by taking care of your own things on the internship. Don’t wait for others to carry your bags, handle your affairs or wait on you. Look for ways you can be helpful to others. This is your opportunity to ‘go the second mile’ and to focus on the needs of others before you think of your own.

In the home of the missionary, remember that you are in some ways an interruption to the missionary’s regular work. While the missionaries enjoy doing it, your being there is an added burden and responsibility for your host. Be aware also that just the basic business of everyday living is a lot harder overseas than it is in America, so be ready to jump in and do your part to help out. For example, while the missionary wife is organizing a meal, ask what you can do to help or observe and take the initiative to do what needs to be done. It may be to entertain the children or get the laundry started.

**Spend time with the people.** Missions is all about being with people and developing relationships with them. If you find it difficult being with strangers, push yourself beyond your comfort zone. The most important experience you will have on the internship is to develop a relationship with someone of another culture and come away with the sense that ‘given time, I could learn to communicate the love of God to this person.’

**Expect the unexpected.** It helps to be prepared. You may be asked to give a greeting or spiritual message, start a song or do something you’ve never done before. Tuck away some ‘post it’ notes in the back of your Bible and list some scriptures and thoughts that mean a lot to you. On your way to church meetings or Bible studies be thinking of appropriate ways to illustrate thoughts you want to share with others.

## Baggage for hosting missionaries

Missionary families very much appreciate their guests being willing to bring personal and work related supplies from the U.S. The internship director will give you the necessary information to contact the missionaries with whom you will be staying. Contact these missionaries and note what things they need or would like you to bring. Often their families or supporting congregations will pay for the items that you will take over to the missionaries.

### **Gifts for hosting missionaries**

It is also a nice gesture to take small gifts over to the family that you will spend the majority of your time with as an intern. Also, it can be fun to find out which of the children will be having birthdays and either have a card or a small gift for them.

### **Internship travel packet**

Before you leave Harding at the end of the spring semester, make sure you pick up your internship travel packet. This will contain your passport with visas, air tickets and itinerary, malaria medicine; your cash travel allowance and a sheet of contact information of all the other interns in your group and the host missionaries.

### **Baggage allowance**

Normally each airline passenger is allowed 2 checked bags weighing no more than 50 lbs. each on your flight. **Please check with your airlines for the latest baggage allowances.** You should be able to pack everything you will need in your carry on and one checked bag. The other bag you are allowed to check will be used to carry needed food and supplies to your hosts.

### **Debriefing**

Normally there will be a debriefing time at the end of your internship in the field. Your missionary supervisors and the internship director will conduct this if possible. Later there will be time for more debriefing if you are able to attend meetings at Harding following your internship, tentatively within the first few weeks after the beginning of the fall 2008 semester.

*Commit to the Lord whatever you do, and your plans will succeed.*

*Proverbs 16:3*



