



Children's Bible Ministries  
National Internship Program  
Syllabus

**I. Classes and homework**

During the interns' four months of preparation and equipping at headquarters, classes and crash courses will be taught in a selection of (as teacher and intern schedules allow and also based on intern developmental needs) the following subjects, and most will be accompanied by practical, real world experience initiatives, pre-reading, and homework assignments/papers to ensure learning objectives are met.

(Classes *NOT* standard to each team are highlighted.)

Some classes will have mandatory assigned books to read prior to the class starting. CBM will provide all books. Interns are able to keep any books for which they desire to pay the cost to CBM.

*\*A minimal number of courses will be taught by non-CBM staff offsite (TSBDC classes, taught by local marketing and business professionals).*

- a. **Customer Service**, taught by Jamie Simmons (with practical video project and experiences such as Groupon, greeting guests, etc).
- b. **Phone Etiquette**, taught by Jamie Simmons (with practical video project and experiences such as answering the phone, making outbound calls, etc).
- c. **Professional Image**, taught by Lincoln Simmons (with practical project/challenge and ongoing experiences).
- d. **Website and Social Media**, taught by Sue Duchow, CBM/TRC media specialist (with practical assignment: website design/creation).
- e. **Public Speaking**, taught by Lincoln and Jamie Simmons (with practical project and experiences: sharing testimonies at events, churches, etc).
- f. **Church Relations**, taught by Jamie Simmons (with practical project and experiences: calling and visiting churches, speaking at churches, etc).
- g. **Communication**, taught by Ruth White (was CBM's Innkeeper for 12 years).
- h. **Fundraising**, taught by Jamie Simmons (with practical projects such as fall Auction, spring Golf outing, and personal support raising).
- i. **Budgeting: personal and ministry finance**, taught by Lincoln Simmons (with practical project).
- j. **Professional writing and editing**, hands-on (coached by Jamie Simmons, with experiences such as writing, personal websites, newsletters, business e-mails, etc). During the full course of the program, interns will rotate writing blogs for CBM's website.
- k. **CPR**, taught by a local person for those who aren't certified.

- l. **Marketing and Public Relations**, taught by Jamie Simmons (with practical projects and experiences, such as intern recruiting at colleges, intern video series, promoting TRC and CBM at local businesses/churches/events, etc).
- m. **Released Time**, taught by Mark and Roberta Redka (with experiences such as observing, serving/teaching in local Released Times, etc).
- n. **Cleaning** (daily cleaning/chore time from 11a-12:30p unless otherwise denoted), **trained by Lincoln Simmons and checked by the IC.**
- o. **Maintenance and grounds keeping**, hands-on training and projects around the property.
- p. **Hospitality and inn keeping**, hands-on training (greeting guests, answering phones, Groupon promotion, etc).
- q. **Event planning**, hands-on training (fall Auction, Ladies' Retreat, Directors' Conference, spring Golf outing, and more).
- r. **Personality/gifts**, taught by Jamie Simmons or Jeff Nelson (Director of CBM's Ponderosa Student Ministries).
- s. **Business skills**: interviewing and resume writing, taught by Jamie Simmons (with practical projects and experiences).
- t. **Bible classes**
  - i. Old Testament, taught by Pastor Keith Eggert (Interim Executive Director at CBM's Camp Grace)  
**Assigned reading: Survey of the Old Testament, by Paul N. Benware**
  - ii. New Testament, taught by Chuck Bounds (CBM's New Life Camp)  
**Assigned reading: Entire New Testament**
  - iii. Christian Ethics, taught by Pastor Greg Kain (Chairman of CBM's National Board)  
**Assigned reading: Christian Ethics, by Evangelical Training Association**
  - iv. Beyond Reasonable Doubt, taught by Pastor Greg Kain (Chairman of CBM's National Board)  
**Assigned reading: Evidence and Truth, by Robert J. Morgan**
  - v. Apologetics in Evangelism, taught by Dr. Luke Milam (Executive Director of CBM's Apologia Outdoors)  
**Assigned reading: Already Gone, by Ken Ham**
  - vi. World Religions, taught by Pastor Rick Piatt (Senior Pastor of the Simmons' home/sending church in FL)  
**Assigned reading: The Kingdom of the Cults, by Walter Martin**
  - vii. Christian Leadership, taught by Dr. Marcus Daly  
**Assigned reading: Who Moved My Cheese?, by Spencer Johnson & QBQ! The Question behind the Question, by John G. Miller**
  - viii. Bible Study Methods, taught by Bill Richoux (Camp Director at CBM's Camp Victory)

**Assigned reading: Living by the Book, by William D. Hendricks  
and Howard G. Hendricks**

**II. Academic honesty**

Cheating is defined as but not limited to the following (taken from:

[http://www.marywood.edu/nutrition/forms/DIHandbook\\_2012\\_2013.pdf](http://www.marywood.edu/nutrition/forms/DIHandbook_2012_2013.pdf)):

1. having unauthorized material and/or electronic devices during an examination without the permission of the instructor;
2. copying from another student or permitting copying by another student in a testing situation;
3. communicating exam questions to another student;
4. completing an assignment for another student, or submitting an assignment done by another student, e.g., exam, paper, laboratory or computer report;
5. collaborating with another student in the production of a paper or report designated as an individual assignment;
6. submitting work purchased from a commercial paper writing service;
7. submitting out-of-class work for an in-class assignment;
8. changing grades or falsifying records;
9. stealing or attempting to steal exams or answer keys, or retaining exams without authorization;
10. submitting an identical assignment to two different classes without the permission of the instructors;
11. falsifying an account of data collection unless instructed to do so by the course instructor;
12. creating the impression, through improper referencing, that the student has read material that was not read;
13. artificially contriving material or data and submitting them as fact;
14. failing to contribute fairly to group work while seeking to share in the credit;
15. collaborating on assignments that were not intended to be collaborative.

Plagiarism is defined as the offering as one's own work the words, sentence structure, ideas, existing imagery, or arguments of another person without appropriate attribution by quotation, reference, or footnote. It includes quoting, paraphrasing, or summarizing the works of others without appropriate citation. No claim of ignorance about the nature of plagiarism will excuse a violation.