

Intern Expectations

1. Required Work Hours
 - The internship dates are from June 4, 2018 to August 9, 2018.
 - Monday – Thursday from 9:30AM-4:30PM, unless arranged otherwise with your supervisor
 - Regular attendance at PAC Sunday morning services is required.
 - Monday – Staff Prayer meeting @ 9:30AM
 - Tuesday – Cohort meeting from 12-2PM
 - Wednesday – Staff meeting @ 9:30AM
 - Summer Blast events – these hours should be considered
2. Professionalism
 - Time management
 - Ask your supervisor if you finish a task need something to do.
 - Lunch is one hour.
 - Be on time to work and all meetings.
 - Attire: Dress with professionalism and modesty; cover everything from shoulders to knees, with audience and task in mind.
3. E-mail Communications – use professional language, not for personal use.
4. Phone usage – limit phone usage, especially during meetings.
5. Vacation
 - The summer internship is a 10-week program and no vacation time will be granted.
 - Managers should make mention of this during the hiring process.
6. Mission Trips
 - An intern will apply for a mission trip in the Summer Intern application.
 - Each manager will consider this during the creation of the job description and interview process.
 - If the manager sees value for the intern to lead an aspect of a mission trip, the trip will count as work hours. On the contrary, if the intern wants to attend a mission trip that does not have a work component, he/she will not be compensated for hours worked.
 - Three trips to consider for interns with leadership roles and compensated:
 - Brazil: July 6-15, 2018
 - Dominican Republic: July 14-21, 2018
 - Thailand: July 26-Aug 6, 2018 (Remember Nhu)
 - Without leadership roles and not compensated:
 - Dominican Republic: May 19-26, 2018