

# WEST INDIES SCHOOL OF THEOLOGY GUIDELINES FOR INTERNSHIP



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## **INTRODUCTION**

These guidelines are designed to help students, pastors/supervisors involved in the internship process become familiar with the expectations held by the West Indies School of Theology. The contents should be read and discussed jointly by all parties. Questions of clarification may be addressed to the Internship Coordinator at the West Indies School of Theology.

## **STATEMENT OF PURPOSE**

The internship program provides exposure to and experience in various structures and operations of church, para-church ministries, counseling, interpersonal relations and rehabilitative organizations. The program helps to fulfill the school's goals of helping students gain a wide scope of practical knowledge and experience while pursuing their training. In this way, the school is ensuring that when the student graduates from a program, that he/she will be able to demonstrate a level of competency and confidence in keeping with the certifiable level of ministerial training.

Things to note:

- a. Interns are to be supervised by persons certified in ministry.
- b. Interns are to be given exposure to practical areas of ministry, especially the areas outlined herein.
- c. Interns are to be mentored by their supervisors.
- d. Interns are encouraged to refine their own understanding of ministry and to integrate these insights in their ministerial development.
- e. All Diploma students are allowed to remain in their home church for the first semester of their program.
- f. All Bachelor students who are moving on from the diploma level are allowed to remain in their home church for the first year of their program.
- g. All Diploma and Bachelor students would begin their internship/practicum in the 2<sup>nd</sup> semester of their first year and the first semester of their second year respectively, in a church other than their home church.

## **DESCRIPTION OF INTERNSHIP PROGRAM**

- a. Credit hours for program - three (3) hours for Diploma level; and an additional three (3) hours to complete the Bachelor's degree, a total of six (6) credit hours.
- b. The internship program is designed so that a student will get the basic experience in a cross section of ministry fields with specific emphasis on the field of your major. For example, even though you are majoring in missions' you are required

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to engage in a cross section of Christian ministry which will help you to be a well rounded missionary.

- c. When internship is commenced, monthly planning sheets and monthly reflections are to be submitted to the Director of Student Affairs who is the internship coordinator. These monthly reports will now contribute to your cumulative overall internship grade.
- d. Variation or exemption from these General Guidelines would be dealt with on a case by case basis.

**OVERALL GOAL**

At the end of the internship program, each student should have acquired the practical experience in various areas of ministry, in order to be able to couple cognitive learning with practical skills; and develop a feel for what part-time or full-time Christian ministry would involve. In this way, the program allows the intern to make more informed and responsible future career decisions.

**All Diploma level students** will be required, at the end of their internship, to produce a comprehensive portfolio with examples of their practical work done during the period. This should include bible study, teaching, preaching sermon outlines; agenda for meetings chaired; brief guidelines used for counseling sessions; reflective practice pieces; summaries of social/counseling services, intern's reflection and intern's evaluation.

**Evaluation System**

Monthly Planning Sheets	9%
Monthly Reflections	9%
Final Reflection Paper	10%
Portfolio	50%
Final Student Evaluation	2%
Supervisor's Grade	20%

## **SUPERVISOR'S ROLE**

Internship is a person-centered experience. It is primarily a relational agreement with another person who serves as an example, guide and mentor to the intern.

For the Diploma level intern: As the supervisor, you are expected to meet with the intern, negotiate and complete a Statement of Expectation and Responsibility for the intern. (A copy of which should be kept by the church; one given to the student and one sent to the school by the end of the second month of the internship program).

For the Bachelor level intern: A Pastor-Intern contract should be signed to govern the relationship and interaction between both parties.

**In all cases** the pastor/supervisor is expected to:

- a. Introduce the intern to the staff and leaders of the church and personnel related to the church's ministry.
- b. Be in contact monthly for review and evaluation of intern's performance.
- c. Provide opportunity for the intern to be exposed to:
  - i. -The Role of leadership and different facets of the ministry.
  - ii. -Major administrative boards and committees in meetings
- d. Be present to observe and evaluate specifically the intern's performance on at least three (3) occasions throughout the internship period.
- e. Complete the evaluation form at the end of the internship period and submit it to the WIST office by the second week of April.

## **INTERN'S ROLE**

- a. Meet with supervisor and together (Diploma level) complete a Statement of Expectation and Responsibility (See pg. 19) for the intern. A completed statement of expectation and responsibility should be kept by the organization/church, one should be kept by the intern and one submitted to the Internship Coordinator by the end of the second month of the program.
- b. Complete at the beginning of each month a Monthly Planning Sheet. A copy to be submitted to the Coordinator of Internship by the first week in each month. (See pg 20).
- c. Complete and submit the Monthly Reflection Forms (See pg. 21) not more than one folder page, by the end of each month to the Coordinator of Internship.
- d. Maintain a level of professionalism and co-operate with the supervisor or church leadership by fulfilling agreed responsibilities.
- e. Meet with the Internship Coordinator three times during the period to discuss the internship.

Group Session – 1<sup>st</sup> Semester Orientation

Individual Session – 1<sup>st</sup> Semester

Individual Session – 2<sup>nd</sup> Semester

## 1. A) DIPLOMA IN CHRISTIAN EDUCATION

### GENERAL OBJECTIVE:

The intern is expected to couple theoretical knowledge with practical training and gain the necessary experience to be an effective Christian Education leader and support worker. The activities pursued should be geared towards all age groupings.

### SPECIFIC OBJECTIVES:

#### a) Practicum in Teaching

The intern will:

- i) Show evidence of the use of principles of teaching and learning. (Eg. *Teaching outline*)
- ii) Plan and execute four lessons/teaching plans each for three different age groups within the Christian Education Department, one being the adult's class.

#### b) Practicum in Discipleship

The intern will:

- i) Follow-through and report on the discipleship of a child, teenager or adult for at least one year. (*Show plan used and reflect on outcome*)

#### c) Practicum in Group Leadership

The intern will:

- i) Examine leadership practices and identify those he/she used and also observed in small groups, eg. Church board or departmental committee.
- ii) EITHER – Plan and implement a 5-day children's crusade  
OR - Plan and implement a 5-day Daily Vacation Bible School

#### d) Practicum in Personal Evangelism

The intern will:

- i) Show how the principles of personal evangelism were interwoven in the Christian Educational process.
- ii) Conduct two sessions of personal evangelism in the context of the public school

**e) Practicum in Social Ministries, Research & Counseling**

The intern will:

- i) Identify a range of social services and state their purpose.
- ii) Demonstrate an appreciation for the systems of referral.
- iii) Conduct at least one counseling session under the guidance of your supervisor.

1. B) BACHELOR IN CHRISTIAN EDUCATION

Internship (3 credits)

A custom internship involves practical work in a ministry situation, usually a local church, under the authority of an experienced supervisor attached to the ministry. This builds upon the successful completion of the above practicum. The ministry should be part-time over a twelve (12) month period. The scope of the practical work will be agreed and documented in an “internship contract” as will be the records and reports required for assessment.

**GENERAL OBJECTIVE:**

The intern will be involved in the practical work of the Christian Education ministry, and be able to evaluate the effectiveness of the department with a view to making and implementing recommendations for improvement.

**SPECIFIC OBJECTIVES:**

The intern will:

- i) Formulate a strategic plan for a Christian Education Department in a local church (this should include more than the Children’s Church and Sunday School Dept.), **and**
- ii) Develop and implement a quarterly (3 months) curriculum for a particular age group which should be used to satisfy one of the following (Sunday School Dept, Children’s Church, Religious Instruction in Public School, Adult Bible Study).

OR

- i) Formulate a strategic plan for a Christian Education Department in a local church (this should include more than the Children’s Church and Sunday School Dept.), **and**
- ii) Develop and implement a training tool for workers in the Sunday School/Children’s Church; Religious Instruction Teachers or Adult Bible Study Class.

OR

- i) Formulate a strategic plan for a Christian Education Department in a local church (this includes more than the Children’s Church and Sunday School Dept.), **and**
- ii) Plan and execute a family enrichment seminar with a view to building stronger Christian families.

## 2. A) DIPLOMA IN BIBLE AND THEOLOGY

### GENERAL OBJECTIVE:

Interns will be able to gain additional practical training and experiences that are unique to their choice of Christian ministry. There should be involvement in a variety of methods and situations to share the Bible and related topics, which would help the interns find the particular areas with which they are most comfortable and effective.

### SPECIFIC OBJECTIVES:

#### a) Practicum in Personal Evangelism

The intern will:

- i) Use the basic tools and principles of personal evangelism and show examples of having put these into practice.
- ii) Show evidence of having related to a group of people outside your normal social group in order to guide them towards faith in Jesus Christ.

#### b) Practicum in Preaching and Teaching

The intern will:

- i) Use the art of biblical interpretation, preaching and teaching, by planning and executing a teaching and preaching plan in a variety of instructional settings (Adult Bible Study, Evangelistic and Deeper life/Revival meetings).

#### c) Practicum in People Care

The intern will:

- i) Show how he/she related to someone who expressed need for assistance;
- ii) Plan a biblical response to that person's need under the supervision of a Pastor or experienced church leader and implement the plan;
- iii) Demonstrate how healthy relationships were developed with individuals and families in order to effectively minister to them.
- iv) Evaluate his/her performance with the help of the supervisor.

#### d) Practicum in Social Ministries, Research & Counseling

The intern will:

- i) Identify a range of social services and the types of people they cater for.
- ii) Compile a profile of these Social Ministries.

iii) Demonstrate an appreciation for the systems of referral

**e) Practicum in Discipleship**

The intern will:

- i) Follow-through and report on discipleship of a new convert to Christianity within a local church setting.
- ii) Give examples of how he/she modeled Christian principles and values before the new convert.

**f) Practicum in Small Group Leadership**

The intern will:

- i) Examine leadership practices and identify those applicable to small group leadership.
- ii) Discuss these principles with a supervisor and apply these principles to his/her supervised leadership of a small group.

## **2. B) BACHELOR IN BIBLE AND THEOLOGY (Year 3-4)**

### Customized Internship (3 credits)

This builds upon the successful completion of the above practicum. A custom internship involves practical work in a ministry situation, usually a local church, under the authority of a supervisor attached to the ministry, usually a certified leader. The ministry should be part-time over a twelve (12) month period. The scope of the practical work will be agreed and documented in an “internship contract” as will be the records and reports required for assessment.

### **GENERAL OBJECTIVE:**

This practicum affords the student the opportunity to do customized work which builds upon the successful completion of internship at the Diploma level. The intern will be required to use analytical skills to evaluate an existing ministry and develop a project to meet a need therein. There is also opportunity to plan and implement an innovative project within the sphere of the church or community.

### **SPECIFIC OBJECTIVES:**

The intern will:

- i) Draw on experience, training and knowledge base to investigate a practical problem in a ministry context and develop and implement an appropriate response.
- ii) Plan and implement a project in a new ministry context to meet an existing need.

### 3. A) DIPLOMA IN MISSIONS

#### GENERAL OBJECTIVE:

Participation in the missions' practicum will afford students the opportunity to be involved in hands-on missionary and related work as they follow Jesus' charge to go into all the world and preach the gospel. They will function under the supervision and guidance of an experienced missionary and are encouraged to reflect on their experiences as they relate to their personal calling.

#### SPECIFIC OBJECTIVES:

##### a) Practicum in Personal Evangelism

The intern will:

- i) Use the basic tools and principles of personal evangelism by showing examples of having put these into practice.
- ii) Show evidence of having related to a group of people outside the normal social group in order to guide them towards faith in Jesus Christ.

##### b) Practicum in Preaching and Teaching

The intern will:

- i) Show evidence of the use of the art of biblical interpretation, preaching and teaching.
- ii) Plan and execute a teaching and preaching plan in a variety of instructional settings.

##### c) Practicum in People Care

The intern will:

- i) Show how you responded to the holistic needs of a group of individuals outside your social network.
- ii) Plan, implement and evaluate your performance with the help of the supervisor.

##### d) Counseling

The intern will:

- i) Show how you responded, under the supervision of a pastor or experienced church leader, to someone who needed counseling.

- ii) Identify a range of social services (Christian and secular) and the types of needs they address. (Cont'd on next page)
- iii) Identify missionary agencies that partner with the local church to meet the holistic needs of individuals and families.
- iv) Demonstrate an appreciation for the systems of referral.

**e) Practicum in Discipleship**

The intern will:

- i) Report on your discipleship of a new convert to Christianity within a local church setting.
- ii) Give examples of how you modeled Christian principles and values before the new convert.

**f) Practicum in Small Group Leadership**

The intern will:

- i) Examine leadership practices and identify those applicable to small group leadership.
- ii) Discuss these principles with a supervisor and apply these principles to your supervised leadership of a small group.

**g) Practicum in Missions**

The intern will:

- i) Participate in a foreign missions trip
- ii) Identify steps in planning and executing such a venture
- iii) Describe your experience ministering in a culture other than your own.

All Diploma level students will be required, at the end of their internship period, to produce a comprehensive portfolio with examples of their practical work done during this period of internship. This should include bible study, teaching, preaching sermon outlines; agenda for meetings chaired; brief guidelines used for counseling sessions; reflective practice pieces; summaries of missions and/or counseling services.

**3. B) BACHELOR IN MISSIONS (Year 3-4)**

Customized Internship (3 credits)

This builds upon the successful completion of the above practicum or its equivalent at the Diploma level. A custom internship involves practical work in a ministry situation, under the supervision of an experienced leader. The ministry should be part-time over a twelve (12) month period. The scope of the practical work will be agreed and documented in an “internship contract” as will be the records and reports required for assessment.

**GENERAL OBJECTIVE:**

The interns will be exposed to further practical experience and training under the guidance of an experienced missionary, as it relates to the missionary calling, life and work. They will be required to relate to individuals and families within a cross-cultural setting; share the gospel using unique modes of delivery; and assist in the planning and implementing of a missionary venture.

**SPECIFIC OBJECTIVES:**

The intern will:

- i) Research the spiritual need of a community; plan and implement a program to meet that need, for example, establish an outstation or plant a new church.
- ii) Assist in planning and executing a foreign missions trip.

#### **4. A) DIPLOMA IN PASTORAL STUDIES**

##### **GENERAL OBJECTIVE:**

Interns will add to their theoretical knowledge, hands-on pastoral experience as they work closely with a Pastor. This internship will focus on exposing the students to different facets of pastoral life, work and care, namely counseling, people care, preaching and teaching, leadership, evangelistic work among other clerical duties.

##### **SPECIFIC OBJECTIVES:**

###### **a) Practicum in Personal Evangelism**

The intern will:

- i) Use the basic tools and principles of personal evangelism by showing examples of having put these into practice.
- ii) Show evidence of having related to a group of people outside your normal social group in order to guide them towards faith in Jesus Christ.

###### **b) Practicum in Preaching and Teaching**

The intern will:

- i) Use the art of biblical interpretation, preaching and teaching, by planning and executing a teaching and preaching plan in a variety of instructional settings (Adult Bible Study, Evangelistic setting and Deeper life/Revival meeting).

###### **c) Practicum in People Care**

The intern will:

- i. Show how he/she related to someone who expressed need for assistance;
- ii. Plan a biblical response to that person's need under the supervision of a Pastor or experienced church leader and implement the plan;
- iii. Demonstrate how healthy relationships were developed with individuals and families in order to effectively minister to them.
- iv. Evaluate your performance with the help of the supervisor.

###### **d) Practicum in Social Ministries, Research & Counseling**

The intern will:

- i. Identify a range of social services and the types of people they cater for.
- ii. Compile a profile of these Social Ministries.

**e) Practicum in Discipleship**

The intern will:

- i. Follow-through and report on your discipleship of a new convert to Christianity within a local church setting.
- ii. Give examples of how you modeled Christian principles and values before the new convert.

**f) Practicum in Small group leadership**

The intern will:

- i. Examine leadership practices and identify those applicable to small group leadership.
- ii. Explain the importance of leading by example
- iii. Discuss these principles with a supervisor and apply these principles to your supervised leadership of a small group.

All Diploma level students will be required, at the end of their internship period, to produce a comprehensive portfolio with examples of their practical work done during the period. This should include bible study, teaching, preaching sermon outlines; agenda for meetings chaired; brief guidelines used for counseling sessions; reflective practice pieces; summaries of social/counseling services.

#### **4. B) BACHELOR IN PASTORAL STUDIES (Year 3 - 4)**

##### Customized Internship (3 credits)

A custom internship involves practical work in a ministry situation, usually a local church, under supervision of an experienced leader. The ministry should be part-time over a twelve (12) month period. The scope of the practical work will be agreed and documented in an “internship contract” as will be the records and reports required for assessment.

##### **GENERAL OBJECTIVES:**

This practicum affords the student the opportunity to do customized work which builds upon the successful completion of internship at the Diploma level. The intern will be required to use analytical skills to evaluate an existing ministry and develop a project to meet a need therein. There is also opportunity to plan and implement an innovative project within the sphere of the church or community.

##### **SPECIFIC OBJECTIVES:**

The intern will:

- i. Investigate a practical problem in a ministry context and develop and implement an appropriate response.
- ii. Plan and implement a project in a new ministry context to meet an existing need.

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**STATEMENT OF EXPECTATIONS FORM**

(Please make three (3) copies – See Intern’s Role #1)

Name of Assembly/Organization: \_\_\_\_\_

Supervisor’s Name: \_\_\_\_\_ Intern’s Name: \_\_\_\_\_

Title of Intern’s Position: \_\_\_\_\_

<b>GENERAL EXPECTATIONS</b>	<b>SPECIFIC RESPONSIBILITIES</b>
1.	1.
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10

Date: \_\_\_\_\_

.....  
Supervisor’s Signature

.....  
Student Signature

**MONTHLY PLANNING SHEET**

NAME: \_\_\_\_\_ TERM: \_\_\_\_\_

MONTH OF: \_\_\_\_\_

**INSTRUCTIONS:**

Please complete this sheet; it should be used in planning your internship activities for the month.

Academic Goal:

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Personal Goal:

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---

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Practical Goal:

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Spiritual Goal:

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(Please turn in these sheets each month to the internship coordinator)

**MONTHLY REFLECTION**

1. Rate the success of the month (Circle one no., and say why it was so?)

Poor	Fair	Good	Very Good
1 2	4 5	6 7	8 9 10

2. List the major activities of the month and the approximate number of hours?

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3. What would you do differently if you could?

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3. What did you read that was helpful? How was it helpful?

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-----

4. What did you learn from your supervisor?

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5. What did you learn about yourself?

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(Please complete and submit this form to the internship coordinator monthly)

***OVERALL INTERNSHIP REFLECTION***

At the end of the semester, please include in your portfolio a 3-5 page reflective essay responding to the following items.

1. Share how you felt about what occurred in your internship. What gave you the greatest satisfaction?
2. What aroused positive and/or negative reactions?
3. Describe the types of ministry styles or philosophies reflected by your supervisor and other leaders.
4. Summarize the main things you feel you learned from your contact with your supervisor.
5. In what ways did your experience help you better understand your classroom studies?
6. What did you learn about your own preferences or abilities in ministry?
7. What do you feel WIST could do better to make the internship experience more meaningful for the interns?

***INTERN'S EVALUATION***

**INSTRUCTIONS**

To be completed at the end of the internship/practicum period and included in your portfolio.  
(Circle the response that best describes your view.)

1. In general, did you enjoy your internship as much as expected to?
  - a. I enjoyed it more.
  - b. Yes, just as much as I expected.
  - b. Somewhat less than I expected.
  - d. A great deal less than I expected
  
2. What is the total length of time you personally devote to your preparation for the internship ministry per week?
  - a. None
  - b. 1-5 hours
  - c. 6-10 hours.
  - d. 11-20 hours
  - e. More than 20 hours
  
3. Do you feel satisfied that you have had enough time to meet privately with your Supervisor?
  - a. Yes, very much
  - b. Yes, somewhat
  - c. Barely enough time.
  - d. Definitely not enough time
  
4. How frequently did you have contact with your supervisor!
  - a. Not at all
  - b. Once or twice altogether
  - c. Once a week
  - d. Once a month
  - e. More often

5. If your supervisor provided an evaluation of your work, how accurate was it in reflecting your performance?
  - a. It was very accurate
  - b. It was mostly accurate
  - c. It only reflected some accomplishments
  - d. It was mostly inaccurate
  - e. No time was given for evaluation.
  
6. How much independence did your supervisor give to you in your internship?
  - a. Total independence
  - b. Some guidance
  - c. A lot of guidance
  - d. Totally structured by supervisor
  
7. Did you generally keep up to date on your work for the internship?
  - a. I was frequently behind
  - b. I was sometimes behind
  - c. I was behind once
  - d. I was mostly up to date with my work
  - e. I always kept up to date

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On a scale of 1-10 please rate your ability on the following items with (1) being poor and (10) being excellent.

8. Making decisions \_\_\_\_\_
9. Planning a task \_\_\_\_\_
10. Gathering Information \_\_\_\_\_
11. Accomplishing a task \_\_\_\_\_
12. Taking initiative \_\_\_\_\_
13. Undertaking new or unfamiliar activities \_\_\_\_\_
14. Overcoming a fear \_\_\_\_\_
15. Confronting a problem \_\_\_\_\_
16. Adapting to a difficult or unpleasant situation \_\_\_\_\_
17. Solving a problem \_\_\_\_\_
18. Working independently \_\_\_\_\_
19. Working as a member of a team \_\_\_\_\_
20. Accepting criticism \_\_\_\_\_
21. What other comments would you like to make concerning your internship, which were not discussed previously in this evaluation or your reflective paper?

**SUPERVISOR'S EVALUATION FORM**

**NAME OF INTERN:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

Student's duties and responsibilities:

\_\_\_\_\_  
\_\_\_\_\_

Please comment on the following:

1. Performance of duties and responsibilities

\_\_\_\_\_  
\_\_\_\_\_

2. Attitude toward work:

\_\_\_\_\_

3. Manner on the job (conscientious, responsible, mature, etc.)

\_\_\_\_\_

4. Following suggestions of superiors:

\_\_\_\_\_

5. Display of initiative:

\_\_\_\_\_

6. Working relationship with fellow employees (workers):

\_\_\_\_\_

7. In your opinion, does the intern possess skills necessary to successfully perform duties?

\_\_\_\_\_

8. If the student had a specific job to perform or task to complete, how would you characterize the results?

\_\_\_\_\_

9. Dependability to follow-through on something that was started:

\_\_\_\_\_

10. Teachability:

**INTERN’S PERFORMANCE**

Please indicate the extent of opportunity the intern was given and also his/her performance in regard to the following items;

	Opportunity					Intern’s Score				
	Never	Often			Poor	Excellent				
1. Making Decisions	1	2	3	4	5	1	2	3	4	5
2. Gathering Information	1	2	3	4	5	1	2	3	4	5
3. Planning a Task	1	2	3	4	5	1	2	3	4	5
4. Accomplishing a Task	1	2	3	4	5	1	2	3	4	5
5. Undertaking new or unfamiliar activities	1	2	3	4	5	1	2	3	4	5
6. Overcoming Fear	1	2	3	4	5	1	2	3	4	5
7. Confronting a Problem	1	2	3	4	5	1	2	3	4	5
8. Taking Initiative	1	2	3	4	5	1	2	3	4	5
9. Adapting or to a difficult or unpleasant situation	1	2	3	4	5	1	2	3	4	5
10. Solving a problem	1	2	3	4	5	1	2	3	4	5
11. Working independently	1	2	3	4	5	1	2	3	4	5
12. Working as a member of a team	1	2	3	4	5	1	2	3	4	5
13. Accepting Criticism	1	2	3	4	5	1	2	3	4	5

In your opinion, is this student suited to pursue a career in this field? \_\_\_\_\_

Signed by: .....

Name in Block Letters.....

Supervisor’s Grade: ..... /20

*(Submit to the WIST office in sealed enveloped by 2<sup>nd</sup> week in April)*