

WEST INDIES SCHOOL OF THEOLOGY

INTERNSHIP MANUAL

Psychology and Counselling

2018



Educating ■ Equipping ■ Empowering

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INTRODUCTION

The West Indies School of Theology (WIST) is the official training centre for the Pentecostal Assemblies of the West Indies (PAWI). The main office and principal compound is located at 4th Bridge Maracas Royal Road, St. Joseph, Trinidad and Tobago.

WIST is dedicated to high ethical and moral values in keeping with good Christian principles. Students should remember that enrolment is granted to those who desire to actively support the aims and values of the institution. An integral part of the programmes offered at WIST is the opportunity to gain practical experience in the various areas of ministry that the student may become involved in.

As such, the internship programme provides exposure to and experience in various structures and operations of church, para-church ministries, counselling, interpersonal relations and rehabilitative organizations. The programme helps to fulfil the School's goals of helping students gain a wide scope of practical knowledge and experience while pursuing their training. In this way, WIST is ensuring that when students graduate from a programme, they will be able to demonstrate a level of competence and confidence in keeping with the certifiable level of ministerial training.

INSTITUTIONAL HISTORY

In 1946, missionaries of the Pentecostal Assemblies of Canada (PAOC) founded the West Indies School of Theology (WIST) in Trinidad. This school was intended to provide training for people who became pastors in the West Indies District of the Pentecostal Assemblies of Canada. The District currently embraces most of the English-speaking islands in the region and a small part of Venezuela and Brazil. As the vision expanded and the student body increased, classes were moved from the Woodbrook Pentecostal Chapel, its birthplace, to the El Dorado Pentecostal Church.

In 1954, the six-and-one-third-acre campus at Fourth Bridge, Maracas Valley, was purchased, and from that time has been the home of the School. Since its founding, the scope of the School has gone beyond training for pastoral ministry and now includes training for evangelism, missions, counselling, Christian education, leadership in para-church organizations, and general church leadership.

In 1966 the Pentecostal Assemblies of the West Indies (PAWI) became an independent body and four years later, a Caribbean national was appointed as President of the School for the first time. Since then the leadership of the institution has rested entirely in the hands of Caribbean nationals and all Presidents have been WIST graduates. PAWI continues to enjoy fraternal relations with PAOC.



The student population has increased significantly, from six in 1946 to an average of 250 over the past five years. Approximately 85 percent of our students come from member churches of PAWI. The remaining 15 percent comprise representatives from other evangelical church groups. Students are drawn mainly from the English-speaking Caribbean countries.

Graduates of WIST fill 98 percent of the pulpits of PAWI member churches. Other graduates are presently ministering in the United Kingdom, the United States, Canada, Kenya, Zambia, Ghana, Venezuela, Brazil and most of the English-speaking Caribbean islands.

The curriculum of the School has been broadened significantly since its foundation. New undergraduate offerings include Sociology, Social Work, Curriculum Development, Computing, Educational Technology, Sound Engineering, Audio-Visual and Performing Arts, and Psychology.

Students are now able to read for the Certificate programme through Extension Schools in Grenada, St. Vincent, Antigua, St. Lucia, Montserrat, North, South and Central Trinidad, and for the Interdisciplinary Diploma programmes through Extension schools in Tobago, Barbados and St Vincent, as well as the main campus. They are also able to pursue the Interdisciplinary Bachelor programmes at the main campus and the South Trinidad site. Facilities exist in some PAWI Districts to allow persons who are unable to reside in Trinidad to read for a degree through a modular programme that involves specific arrangements to instruct them in their home Districts.

WIST participates online in a Master's programme in Interdisciplinary Studies, in association with the Caribbean Graduate School of Theology (CGST). Several WIST graduates have gone on to earn Master's and Doctoral degrees abroad. The School also offers Honorary Doctorates during its graduation exercises to persons who have made outstanding contributions to the spread of the Gospel regionally and internationally.

Currently, WIST enjoys dual accreditation with the Accreditation Council of Trinidad and Tobago (ACTT), and the Caribbean Evangelical Theological Association (CETA), of which WIST is a member. WIST is also a member of Caribbean Area Network for Quality Assurance in Tertiary Education (CANQATE) and the Association of Caribbean Tertiary Institutions (ACTI). Students who are nationals of Trinidad and Tobago have access to the Government Assistance for Tertiary Education (GATE) programme which allows them to apply for 100% tuition assistance.



GUIDING STATEMENTS

The following are the institution's key guiding statements

Vision Statement

A leader in biblically-based ministerial training for the Caribbean and beyond.

Mission Statement

Providing higher education to equip Christians to be godly servant-leaders for the fulfilling of the Great Commission.

Motto

Educating ■ Equipping ■ Empowering

Core Values

1. Bible-Centredness
2. Excellence
3. Integrity
4. Life-long Learning
5. Team Work

Quality Policy Statement

WIST is committed to maintaining a quality management system that ensures all programmes and services meet or exceed the expectations of our stakeholders. It is also our policy to maintain a process of continual improvement that is accomplished in part through diligent follow-up on stakeholder feedback, employee suggestions, internal and external audits and through management review of the quality system.



OBJECTIVES OF THE INTERNSHIP HANDBOOK

The guidelines contained in this manual are to help interns and pastors/supervisors to become familiar with the internship requirements of the West Indies School of Theology (WIST). All parties are advised to pay attention to them and address all questions of clarification to the Vice President, Student Affairs at WIST, or a designated representative.

Things to note:

- All students are expected to begin their Bachelor Level 1 internship after completing eighteen (18) credit hours of theoretical work, and the Bachelor Level 2 after completing their sophomore year.
- The Bachelor Level 1 internship is a pre-requisite to the Bachelor Level 2 internship.
- For the Bachelor Level 1 internship, interns will be involved in practical areas of counselling and Christian ministry.
- Interns will work under the guidance of persons who meet the requirements of WIST.
- Interns are encouraged to refine their own philosophy of counselling in relation to the Great Commission.
- All students will be required to do their internship in an organization agreed upon with the WIST administration.

OVERALL GOAL

The overall goal is that at the end of the internship/practicum, each student would have been exposed to a cross section of Christian service, as well as, observed and participated in psychological and/or counselling procedures and practices in line with the level of study. This practicum aims: (1) to provide students with pre-requisite knowledge of the art of counselling and/or psychology; (2) to show how psychological and/or counselling theories and methodologies are used in a practical setting; and (3) to provide a broad base of Christian ministry areas that can be pursued. This is necessary to bridge the cognitive, practical and attitudinal spheres, while the student experiences what ministry service would involve. In this way, the programme allows the intern to make more informed and responsible future career decisions.



DESCRIPTION OF INTERNSHIP PROGRAMME

The following summarizes the key features of the internship programme:

Bachelor Level 1 Internship:

- a. The student registers for the Level 1 internship after successfully completing eighteen (18) credit hours of theoretical work. This level will provide exposure to structured Christian ministry and counselling and/or rehabilitative service provision. As such, it helps to fulfil the School's goal of helping students gain some aspects of practical experience while pursuing their training. Three (3) credits will be awarded for this internship.
- b. The duration of this internship is one (1) academic year, during which time the intern will fulfil a total of 100 hours at a hospital, school, business, prison, law enforcement agency, church or counselling centre, under the supervision of a licensed certified minister, psychologist or counsellor. These hours will be divided as such: Sixty (60) hours of interdisciplinary work and observation, and forty (40) hours of direct client-contact experience.
- c. As a student pursuing the major in psychology and/or counselling, you will be required to include a one-page description of your counselling philosophy.
- d. For this major, students will also be required to undergo/take three (3) to five (5) counselling sessions with a counsellor or psychologist who is not an acquaintance, friend or family member of the student.
- e. Student experiences will vary but may include observation and participation in group and individual therapy, conducting interviews and psychological assessments, observing interdisciplinary rounds, participating in feedback sessions and collecting empirical data. In this way, WIST is ensuring that when students graduate from a programme, they will be able to demonstrate a level of competence and confidence in keeping with the certifiable level of training.
- f. For the duration of this internship, interns will submit a journal report of their learning experiences to the Vice President, Student Affairs or the designated individual, **on a quarterly basis**. These reports will contribute to the student's overall internship grade.
- g. At the end of the internship, interns will submit a comprehensive portfolio with evidence and examples of practical work done, to the Vice President, Student Affairs for grading. This can include, **but is not limited to**: teaching outlines; brief outlines of project plans; summaries of social services; and any other reports to vouch for experiences gained and lessons learnt. Interns should also include in their portfolio a three (3) to five (5) page reflective essay responding to the items listed in the section on 'Overall Internship Reflection', and the completed 'Intern's Evaluation'.



Bachelor Level 2 Internship:

- a. In order to register for the Bachelor Level 2 internship, the student must have successfully fulfilled the requirements for Level 1, as agreed by the administration. The Bachelor Level 2 internship affords more autonomy to the student. This second level also runs for a period of one (1) academic year and the student earns three (3) credits after successful completion.
- b. The Intern is permitted to incorporate other persons onto a planning committee, for the two (2) projects that they are required to complete. The committee may give input and assistance for its successful planning, implementation and evaluation. However, the final responsibility for coordinating, overseeing and documenting reports remains with the Intern.
- c. There should be distinct reports for each project.
- d. Variation or exemption from these general guidelines will be dealt with on a case by case basis.

Double Major Internships:

Students are permitted to pursue double majors at the West Indies School of Theology. The Academic Catalogue dictates that each degree major carries six (6) credit hours of internship. This is divided into three (3) credits for level one and three (3) credits for level two. This would mean that students pursuing double majors would be required to complete twelve (12) credit hours of internship. However, the internship requirement for double majors is that students complete either nine (9) or twelve (12) credit hours based on the programmes being pursued as detailed below:

Level One

In the case of those registering for level one, where the students are doing a double major in closely related programmes, for example, Bible and Theology, Pastoral Studies, Youth Development, Christian Education, and Missions; they will be allowed to do one internship. However, in the case where the requirements of both majors are substantively different, for example, one of the above and psychology and/counselling, the student is expected to fulfil the requirements of the two distinct, level one internships.

Level Two

Internship at level two is project based. For the most part, interns are required to do two projects. Students doing a double major, should register for the two level two internships and complete all work/projects assigned. These may be done concurrently or consecutively, for the stipulated three semesters each.

SUPERVISOR'S ROLE

Internship is a person-centred experience. It is primarily a relational agreement between the intern and the supervisor, who serves as an example, guide and mentor. It is the responsibility of the supervisor to facilitate the intern's exposure to an array of counselling-related activities while assigning meaningful tasks and guidance. The supervisor is also required to regularly observe the intern's performance, in order to give an accurate progress evaluation at the end of each semester.

Bachelor Level 1 Internship:

- At this level, the supervisor will be required to first meet with the intern, negotiate and complete a Statement of Agreement. This document will state the intern's designated responsibilities which will provide opportunities for meeting the specific objectives.
- The supervisor will provide opportunities for the intern to be exposed to:
 - The role and function of the Counsellor
 - The documentation associated with client intake
 - The importance of the referral system
 - Any other relevant aspects of Counselling or Christian ministry
- At the end of the rotation, the supervisor will be required to complete the Supervisor's Evaluation Form on the student's behalf and submit it to the Vice President, Student Affairs or the designated individual.

Bachelor Level 2 Internship:

- For this level, the supervisor functions more as a resource person/advisor.
- Both parties are also required to meet, negotiate, and complete and sign the Supervisor-Intern contract. This document will give the broad parameters of the responsibilities of the intern and the supervisor.
- Assigned duties within the programme of the organization are optional, as the Intern's main focus will be the specific projects.
- At the end of this internship, the completed Supervisor's Evaluation Form should also be submitted to the Vice President, Student Affairs or designated individual.

INTERN'S ROLE

Diploma/Bachelor Level 1 Internship:

- a. It is the intern's responsibility to seek a meeting with the supervisor and together complete the Statement of Agreement, (for Christian ministry). Pay attention that the areas assigned provide ample opportunity to meet the specific objectives and your goals. One copy should be kept by the supervisor, one by the intern and one submitted to the Vice President, Student Affairs or the designated individual, no later than one month after commencing the internship.
- b. Submit to the Vice President, Student Affairs, or designated representative, at the end of each quarter, a two (2) to three (3) page journal account of your internship activities for the period (a total of four [4]), expressing your thoughts and feelings of your experiences before and after your accomplishments.
- c. Keep a record of your experiences and affiliations, also ensuring that your goals and objectives are being met.
- d. Maintain a level of professionalism and ethics, and co-operate with the supervisor or church leadership by fulfilling agreed responsibilities.
- e. Meet with the Vice President, Student Affairs or the designated individual at least three times during the period to discuss the internship.

Bachelor Level 2 Internship:

- Sign the Supervisor-Intern Contract.
- Keep in contact with the supervisor.
- Follow suggested 'General Guidelines for Internship Projects' (pg. 14).
- Submit final reports at the end of the internship period.

All interns should contact the Vice President, Student Affairs or designated individual, to clarify any misunderstanding they may have.

Suggested scheduling of appointments for both levels:

- Group Session – 1st Semester at Orientation
- Individual Session – 1st Semester
- Individual Session – 2nd Semester



INTERNSHIP OBJECTIVES AND EVALUATION

1. A) BACHELOR OF ARTS IN INTERDISCIPLINARY STUDIES-PSYCHOLOGY AND COUNSELLING (Level 1)

General Objective:

The intern will serve under a mentor and couple theoretical knowledge with practical training and experience, necessary to be an effective minister. In so doing, the intern will engage in interdisciplinary Christian ministry as well as direct and indirect practicum experiences.

Specific Objectives:

(Failure to show your fulfillment of the following objectives will result in a loss of marks)

a) Practicum in Moral and Spiritual Education

The intern will:

- i) Engage in teaching moral and spiritual education to an individual or group as part of an outreach in the community (e.g. After School Outreach).
- ii) Disciple an individual, family or group, for at least three (3) months, to help them grow and develop in their Christian faith.
- iii) Demonstrate how you would relate to someone in the church or community who is ill.
- iv) Identify service areas in the local church for counselling opportunities.

b) Practicum in Intake/Interviewing Related Techniques

The intern will:

- i) Write a one-page description of your counselling philosophy.
- ii) Discuss with their supervisor and report on the need for consent; expectations of the counselee, and other legal issues to be considered prior to beginning the counselling relationship.
- iii) Observe and conduct at least one (1) intake interview under the supervision of your site-supervisor.

c) Practicum in Counselling

The intern will:

- i) Observe and apply counselling techniques in at least one (1) situation with a trained psychologist or counsellor; namely, one group, one family, and one individual.
- ii) Participate in team collaboration and case study.
- iii) Identify a list of services available in the religious sector and community that provide counselling services for individuals, families and communities.
- iv) Demonstrate how you would use the system of referral.

Evaluation:

1. Four Journal Reports (Cumulative – submitted each quarter) (24%)
2. Portfolio (submitted at the end of the internship which includes):
 - Reports on the fulfilment of the Specific Objectives (42%)
 - Overall Intern Reflection (10%)
 - Intern’s Evaluation (4%)
3. Supervisor’s Evaluation (20%)

(Interns are required to make use of the SAMPLE PORTFOLIO lodged in the WIST Library.)

Overall Internship Reflection (Bachelor Level 1)

At the end of the internship period, please include in your portfolio a three (3) to five (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 that you learnt from your contact with your supervisor.
5. In what ways did your experience help you to better understand your classroom studies?
6. What did you learn about your own preferences or abilities in ministry?
7. What do you think WIST could do better to make the internship experience more meaningful for interns?

1. B) BACHELOR OF ARTS IN INTERDISCIPLINARY STUDIES-PSYCHOLOGY AND COUNSELLING (Level 2)

General Objective:

The intern will be involved in the practical work of psychology and counselling, and be able to develop and aid for helping persons overcome an emotional challenge.

Specific Objectives:

Please note that you will do either questions (1) and (2) or questions (3) and (4).

The intern will:

1. Plan and execute one (1) family enrichment seminar in a church, agency or community setting that deals with forgiveness, improving marital relationships, rearing children, relating to in-laws, or any other family related concern. (Hint: You can do a survey or focus group to determine which is most relevant in the situation).

AND

2. Develop a booklet which can be used to help someone overcome an emotional challenge, apart from the area used in (1) above. (For example, dealing with (i) improving self-esteem, (ii) developing trust, (iii) building relationships and (iv) overcoming barriers to study.) Indicate which age group you are targeting.

OR

3. Plan and execute a youth seminar/conference in a church, agency or community setting which deals with a psychological issue prevalent among youths; for example, choosing a mate, choosing a career, handling postmodernism, defending their faith, relating to parents, or any other youth related concern.

AND

4. Develop a booklet which can be used to help someone overcome an emotional challenge, apart from the area used in (3) above. (For example, dealing with (i) improving self-esteem, (ii) developing trust, (iii) building relationships and (iv) overcoming barriers to study.) Indicate which age group you are targeting.

Evaluation:

Students are required to complete and report on two (2) projects, each report being approximately 1500 words in length.

Suggested format of reports:

1. Project Title - This must be relevant to the requirements of your major
2. Introduction - Approximately 200 words (15%)
 - i. Background to project- includes the setting and location (5%)
 - ii. Rationale - underlying principle or motivation for doing this project (5%)
 - iii. Objective(s) - what do you hope to achieve? (5%)
3. Theoretical perspective - Approximately 325 words (20%)

Discuss the theoretical framework that you used to guide this project. What are the main assumptions and how does this perspective influence your plans?
4. Project Plan - Approximately 300 words (15%)
5. Implementation - Approximately 350 words (20%)
6. Evaluation - Approximately 200 words (15%)
7. Conclusion - Approximately 125 words (10%)
8. Bibliography (5%)

General Guidelines for Internship Projects (Bachelor Level 2)

1. After consultation with your supervisor, decide on your projects, area of focus, location, and extent.
2. Conduct a brief field survey to determine rationale for project.
3. Consider theoretical perspective and formulate objectives of what you want to achieve.
4. Formulate a committee for supportive roles.
5. Formulate project plan
6. Implement plan
7. Evaluate project
8. Write up report for submission.

Pay particular attention to format, content, and referencing in your final reports.



FORMS

Following is a list of the forms that are to be used during students' internship periods. Forms are available from the Student Affairs Office or can be downloaded from www.wistef.com. You will be required to log in, in order to access them on the website.

#	Form Title	Level Used
1.	Statement of Agreement	Level 1
2.	Intern's Evaluation	
3.	Journal Template	
4.	Supervisor's Evaluation Form	Level 1 and 2
5.	Supervisor-Intern Contract	Level 2
6.	Practicum/Internship Student Activity Checklist	
7.	Practicum/Internship Student Activity Time Log	
8.	Counseling Session Feedback Form	





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