

WEST INDIES SCHOOL OF THEOLOGY

# INTERNSHIP MANUAL



**YOUTH DEVELOPMENT  
2018**



*Educating ■ Equipping ■ Empowering*

# TABLE OF CONTENTS

---

Introduction.....	1
Institutional History .....	1
Guiding Statements.....	3
Vision Statement.....	3
Mission Statement .....	3
Motto .....	3
Core Values .....	3
Quality Policy Statement.....	3
Objectives of the Internship Manual.....	4
Overall Goal .....	4
Description of Internship Programme.....	5
Diploma/Bachelor Level 1 Internship.....	5
Bachelor Level 2 Internship.....	5
Double Major Internships.....	6
Supervisor’s Role .....	7
Intern’s Role.....	8
Internship Objectives and Evaluation .....	9
Diploma in Youth Development .....	9
<i>Overall Internship Reflection (Diploma or Bachelor Level 1)</i> .....	11
Bachelor in Youth Development (Level 1) .....	12
Bachelor in Youth Development (Level 2) .....	12
<i>General Guidelines for Internship Projects (Bachelor Level 2)</i> .....	14
Forms.....	14

# 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 youth development projects and relationships within the church, in para-church organizations, youth clubs, youth development organizations and rehabilitative youth programmes. Interns will develop skills and competencies in keeping with the dynamism and evolution of young people and have opportunity to engage them in group sessions, project planning and implementation, building wholesome interpersonal relations and rehabilitative behaviours. The internship period will contribute to the fulfillment of 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 the students graduate from a programme that they will be able to demonstrate a level of competency 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 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 Diploma/Bachelor Level 1 internship after completing eighteen (18) credit hours of theoretical work, and the Bachelor Level 2 internship after completing their sophomore year.
- The Diploma/Bachelor Level 1 internship, or its equivalent, is a pre-requisite to the Bachelor Level 2 internship.
- For the Diploma/Bachelor Level 1 internship, interns will be involved in practical areas of ministry, especially in the areas outlined under their respective major of study.
- Interns will work under the guidance of their supervisors.
- Interns will refine their own understanding of ministry and integrate these insights in their ministerial development.
- All students are required to do their internship in a church/organization agreed upon by the WIST administration.
- Interns will be supervised by persons who meet the requirements of the school.

## OVERALL GOAL

---

The West Indies School of Theology aims to provide the optimal experience for our student interns. In so doing, we provide guidelines for the process and assistance to find appropriate interns sites - in churches and other relevant organizations. This ensures that at the end of the internship, each student would have acquired the practical experience in various areas of Christian service and youth development services. This affords the intern the opportunity to adequately combine cognitive learning with practical skills, and develop a feel for what constitutes youth-related work. 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:

## Diploma/Bachelor Level 1 Internship

- a. The student registers for internship only after successfully completing eighteen (18) credits of course work. The internship will run for one academic year, during which time the intern will fulfill 120 contact hours. Upon successful completion, the intern earns three (3) credits.
- b. At this level, the student will get the basic experience in a cross-section of youth development programmes in the church, as well as working alongside youth officers in governmental agencies, private organizations and not-for-profit organizations, to enable them to develop competencies in youth related work. These experiences will contribute to their well-rounded self-development and will be carried out under the supervision of persons certified in youth development or related field.
- c. For the duration of this level internship, interns will submit a journal report every quarter, of their learning experiences, to the Vice President, Student Affairs or the designated individual. These reports will contribute to the student's overall internship grade.
- d. 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; agendas for meetings chaired; brief outlines of project plans; reflective practice pieces; summaries of social services that cater for youth; 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 Bachelor Level 2, the student must have successfully fulfilled the requirements of the Diploma/Bachelor Level 1 internship, or its equivalent, as agreed by the administration. The Bachelor Level 2 internship affords more autonomy to the student, who will in conjunction with the supervisor decide on the two (2) projects that they are required to complete. 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 projects. 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. While the two projects can be related, the intern should prepare two reports in accordance with guidelines here listed. These reports are to be submitted in accordance with the policy of the institution, at the end of the period for grading.
- 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 give interns broad exposure to a full range of Christian service, leadership and youth activities; and provide meaningful task assignments 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.

## Diploma/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 student's designated responsibilities, which would provide opportunities for meeting the specific objectives.
- Provide opportunities for the Intern to be exposed to:
  - The role and function of Youth Leadership.
  - Major administrative boards and committees.
  - Goal setting and objectives fulfillment.
  - Project planning and implementation.
  - Motivational sessions.
  - Any other relevant aspects of youth ministry.
- At the end of each semester, the supervisor will be required to complete the Supervisor 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 as a resource person/advisor in this relationship.
- 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 is optional, as the intern's main focus will be the specific projects.
- At the end of each semester, the completed Supervisor's Evaluation Form should be submitted to the Vice President, Student Affairs or the 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. 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 designated individual, no later than one month after commencing the internship.
- b. At the end of each quarter, submit to the Vice President, Student Affairs, or designated representative, a two (2) to three (3) page journal report of your internship (a total of four [4]). Do so by addressing the relevant questions in the Internship Quarterly Journal Template.
- 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 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 (3) 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. 13).
- 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 – 1<sup>st</sup> Semester at Orientation
- Individual Session – 1<sup>st</sup> Semester
- Individual Session – 2<sup>nd</sup> Semester

# INTERNSHIP OBJECTIVES AND EVALUATION

---

## 1. DIPLOMA IN INTERDISCIPLINARY STUDIES-YOUTH DEVELOPMENT

### **General Objective:**

The intern will couple theoretical knowledge with practical leadership experience as they work in a youth environment to gain the necessary exposure and experience to be an effective Christian Youth leader and/or support worker within the local church or community. The activities pursued should be especially geared towards youths.

### **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 modeling and teaching youth, moral and spiritual education on a one to one basis and in groups using different modalities, at least for one hour weekly over a period of three months.

#### **b) Practicum in Mentorship**

The intern will:

- i) Mentor a younger person with the aim of helping him/her to build self-esteem, manage conflict, manage anger, improve communication skills, improve spirituality or maintain a balanced lifestyle.

#### **c) Practicum in Public Speaking**

The intern will:

- i) Give at least two lectures in a youth setting on a topic relevant to the holistic development of youth; for example, building self-esteem, conflict resolution, anger management, building relationships, communication, goal setting, safe sex and maintaining healthy lifestyles.

**d) Practicum in People Care**

**The intern will in conjunction with the Supervisor respond to someone in need.**

- i) Show how they 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 assist them.

**e) Practicum in Social Relevance**

The intern will:

- i) Identify services that you encountered in the religious sector and in the community for educating and supporting youth development.
- ii) Under the guidance of the supervisor, relate to at least one (1) person, who required empathy and the demonstration of active listening skills.
- iii) Conduct short survey/focus group to get data regarding youth related issues.
- iv) Demonstrate an appreciation for the systems of referral.

**f) Practicum in Leadership**

**The intern will identify his/her own leadership style and will have opportunity to assist in planning an event.**

- i) Pay attention to your own leadership style and note its positive and negative effects, if any, on others.
- ii) Give assistance to a leader in planning an event within the context of the organization/church.
- iii) Identify one area of your leadership that you need to improve.

**g) Other**

The intern will engage in other ministerial duties in keeping with his/her level of competence, based on his/her discussion and agreement with the supervisor.

## Evaluation:

- Four Journal Reports (Cumulative - submitted each quarter) (24%)
- Portfolio (submitted at the end of the internship) which includes:
  - Reports on your fulfillment of the Specific Objectives (42%)
  - Overall Internship Reflection (10%)
  - Intern's Evaluation (4%)
- Supervisor's Evaluation (20%)

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

---

### Overall Internship Reflection Guidelines - (Diploma or Bachelor Level 1)

---

At the end of the Diploma or Bachelor Level 1 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 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 the interns?

## **2. A) BACHELOR OF ARTS IN INTERDISCIPLINARY STUDIES-YOUTH DEVELOPMENT (Level 1)**

These requirements are the same as for the Diploma level. Refer to the requirements given under Section 1 of Internship Objectives.

## **2. B) BACHELOR OF ARTS IN INTERDISCIPLINARY STUDIES-YOUTH DEVELOPMENT (Level 2)**

### **Customized Internship (3 credits)**

This internship programme involves practical work in a church, youth facility, youth programme, agency or organization, under the supervision of an experienced youth development worker. The successful completion of the Diploma or Bachelor Level 1 internship or its equivalent is a pre-requisite of the second level. The internship should be done over one (1) academic year or its equivalent. The scope of the practical work will be agreed upon and documented in the 'Supervisor-Intern Contract', and the intern will be responsible for records and reports required for assessment.

### **General Objective:**

The intern will be involved in the formulation of youth specific projects that will afford him/her the experience in research, planning and implementation strategies that are transferable to the wider field of youth development work.

### **Specific Objectives:**

**Do either Questions (1) and (2) or Questions (3) and (4) from the list below.**

The intern will:

1. Plan and execute one youth enrichment seminar in a church, agency or community setting that deals with, for example, (i) choosing a career, (ii) building wholesome relationships, (iii) managing anger, (iv) conflict resolution, and (v) maintaining sexual health. (Hint: A focus group consultation can be done to determine which is most relevant to the present group).

AND

2. Develop a booklet which can be used to help a young person overcome an emotional challenge, apart from the area used in (1) above. For example, with (i) improving self-esteem, (ii) learning to forgive (iii) developing trust, (iv) managing anger, and (v) overcoming barriers to study.

OR

3. Plan and execute a youth seminar/conference in a church, agency or community setting which deals with an issue prevalent among youths, e.g. choosing a mate, maintaining healthy lifestyles, handling postmodernism, defending your faith, relating to parents, or any other youth related concern. (Hint: A focus group consultation can be done to determine which is most relevant to the present group).

AND

4. Develop a booklet which can be used to help a young person overcome an emotional challenge, apart from the area used in (3) above. For example, 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.**

#### *Suggested format of reports:*

1. Project Title – This must be relevant to the requirements of your major.
2. Introduction, Approx. 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, Approx. 325 words. (20%)
  - i. 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, Approx. 300 words (15%)
5. Implementation, Approx. 350 words (20%)
6. Evaluation, Approx. 200 words (15%)
7. Conclusion, Approx. 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 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](http://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



*Educating ■ Equipping ■ Empowering*