

WYCLIFFE  
COLLEGE

**Urban and International Development**

**EXPERIENTIAL LEARNING MODULE**

**GUIDELINES**

**FOR**

**INTERNATIONAL**

**PLACEMENT**

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# 1. CHECKLIST OF REQUIREMENTS

Completion of an Experiential Learning Module is an important part of the Master in Theological Studies (Urban and International Development) Program. Wycliffe College wants you to benefit as much as you can from the experience, which will inform much of your summative paper. For this reason we want to ensure that all the key components of the exercise are in place. To achieve this you will find in this section a variety of forms for you to complete at different stages of the internship experience.

Students in the program are expected to do an experiential learning module of 4-7 months at the end of the first year of studies. It is worth 2 credits. For registration guidelines see [www.wycliffecollege.ca](http://www.wycliffecollege.ca) under Current Students>Registrar's Office.

The experiential learning module can be with any of the organizations that we have partnered with for the purpose. Check out the information provided by these organizations below. For each you will find information on the type of experiential opportunities offered, their location and number, desirable skills, insurance, training, costs, volunteer information, and contact details.

Experiential learning opportunities are local, national, and international. They cover the areas of homelessness, poverty, children's sports ministry, translation, environment, relief, development and advocacy, restorative justice, literacy, technology, education, refugees, interfaith, water resource provision, youth, seniors, human trafficking, child sponsorship, ethical giving, and food banks. You can also do your experiential learning module with a government agency, but we ask that you inform us of this.

In order to ensure that the ELM is as beneficial as possible, there are a number of documents to be completed at various stages of the internship experience. Students are responsible for ensuring these forms are completed and returned promptly to the ELM Coordinator or the Program Assistant.

## **Preliminary Requirement: Police Check**

A current police clearance must be on file at Wycliffe College prior to you doing the ELM.

Check with the Assistant Registrar, Sean Otto, [sean.otto@wycliffe.utoronto.ca](mailto:sean.otto@wycliffe.utoronto.ca) or 416-946-3525.

Please confirm with the Coordinator of the ELM.

## **Insurance**

While studying at U of T, international students are required to purchase UHIP insurance, but so far as I understand it, this does not cover them abroad. I know that there is some provision for travel insurance through the UTSU plan, but I don't think this covers longer stays such as would be required for an internship abroad. UHIP does not cover medical expenses incurred while

abroad and there is a limited travel health insurance coverage through the UTSU that lasts for 60 days per trip (provided that the students have not opted-out). For legal reasons, U of T and the Safety Abroad Office cannot recommend specific insurance providers or plans as being sufficient. It is solely up to the student to decide what coverage is suitable. For this reason I might suggest you abstain from recommending specific plans or providers and instead equip students to select insurance on their own.

Check the Government of Canada website for travelling and studying abroad:

<http://travel.gc.ca/travelling/publications/living-abroad>

This site provides advice on many things including getting travel health insurance (discussed under “purchase the best insurance you can afford” heading). This is also reviewed in the Safety Abroad Workshops.

Below is a list of the forms needing completion and the expectations around them. You will find the actual forms elsewhere in this package.

### **Selecting an Organization**

Selecting an organization to do the Experiential Learning Module with is an important first step. You may choose one whose work is primarily in Canada, or one whose focus is foreign.

A full list of the organizations Wycliffe College has partnered with is available at [wycliffecollege.ca](http://wycliffecollege.ca) (under MTS Urban and International Development). Standard information on the available internships for each organization is included. The student should review this information, decide which organization has potential, and then contact the organization to initiate the discussion. If there is any difficulty, the student should contact the Coordinator of the ELM, Thomas Power [thomas.power@wycliffe.utoronto.ca](mailto:thomas.power@wycliffe.utoronto.ca) or 416-946-3526.

Here follows a list of the forms and a statement of expectations around each one:

#### **1. Safety Abroad Office**

When you are doing your internship outside Canada you are required to register with the Safety Abroad Office at the University of Toronto. First, you need to register for a workshop hosted at the Safety Abroad Office on the UofT campus (St. George)

See here <http://cie.utoronto.ca/Safety.htm> to register for a workshop.

Second, you need to register on the Safety Abroad database. This records a host of necessary information for security purposes while you are abroad.

Indicate to the Coordinator of Internships prior to departure that all the items on the list have been complied with.

Meet with the Coordinator of Internships after you return for a debriefing session.

## **2. Learning Plan**

\*Outlines the goals and expectations for the internship.

\*Use the outcomes to formulate a learning plan for the internship and return this to me.

\*Provide me with contact information so that this form can be shared with your on-site supervisor.

## **3. Covenant and Waiver of Claims**

\*By signing this form you will waive certain legal rights, including the right to sue.

\*It is a release of liability, waiver of claims and assumption of risk and indemnity agreement.

\*Sign, date, have it witnessed, and return it to me.

## **4. Statement of Understanding**

\*This is an agreement between you and the coordinator of internships/supervisor for the organization you will be interning with.

\*You should both sign it, make a copy for yourself and the supervisor, and send the original back to me.

## **5. Organization Evaluation Report**

\*This is an evaluation of you by the organization you do the internship with.

\*Please provide me with the contact information of the person to whom it should be sent.

## **6. Student Evaluation Report**

\*This is your evaluation of the organization, the supervisor, and the internship experience as a whole.

\*Return it to me.

\*It is confidential: a copy will not be submitted to your supervisor.

## **Debriefing**

Once both reports are returned a meeting will be arranged with the Coordinator of ELM to debrief on your experience and approve granting of credit for the internship.

This meeting cannot take place without prior submission of both evaluation reports. Thus submission of these reports in a timely way is important for completion of the internship.

**Contact Information**

Thomas Power

Coordinator ELM

Wycliffe College

Phone: 416-946-3526

Fax: 416-946-3545

[thomas.power@wycliffe.utoronto.ca](mailto:thomas.power@wycliffe.utoronto.ca)

## 2.STATEMENT OF UNDERSTANDING



**Master of Theological Studies**  
**Urban and International Development**  
**EXPERIENTIAL LEARNING MODULE**  
**Statement of Understanding**

Name of  
Student: \_\_\_\_\_

Wycliffe College Representative: \_\_\_\_\_

Organization Representative: \_\_\_\_\_

1. General Statement

\_\_\_\_\_ (name of organization)

will aim to make its experiential learning a mutually beneficial experience for the organization and the student.

As an organization we will, in consultation with the student, establish a set number of goals, specific experiences, or desired outcomes from the outset, subject to modification or elaboration as circumstances arise.

Upon request we will be willing to provide a reference for the student following the completion of the Experiential Learning Module.

## 2. Time Availability

As agreed the days, times, and period for this internship will be as follows:

\_\_\_\_\_ (insert details)

Any changes to this arrangement should be discussed as far as possible in advance.

## 3. Tasks and Responsibilities

You will work with the staff member responsible for coordinating placements or internships, \_\_\_\_\_ (insert name) and other staff members as required. The organization's coordinator will deal with all logistical issues associated with the experiential learning including an introduction to the organization, coordination of work dates, time and space, and general support. Staff members will provide support for the specific task-related activities. In some cases these roles will be combined. All project and task work should be clearly communicated. You will agree with the coordinator and other staff as to the areas of responsibility and expected outcomes prior to the beginning of each project.

## 4. Ongoing Support and Monitoring of Progress

During the period of experiential learning the organization's supervisor will be the person to whom the student will address any questions or concerns. Other staff members will provide specific task-related support.

Regular reviews will take place to monitor progress, discuss any problems that arise and, if necessary, redefine priorities.

## 5. Confidentiality

All information regarding existing or prospective supporters of the organization is strictly confidential and should not be discussed outside the organization. This applies both during and after your time with the organization.

The organization agrees to provide you with:

- Valuable hands-on experience in a dynamic and rapidly expanding urban or international development organization.
- An opportunity to experience first-hand the areas of (list specific areas e.g. microfinance): \_\_\_\_\_
- \_\_\_\_\_ (Add additional areas if necessary)
- Ongoing support throughout the experiential learning.
- Reference (s) if requested.



As a student undertaking this Experiential Learning Module, I understand that I am expected to:

- Commit to working with the organization with or without pay during the times noted above.
- Provide sufficient notice (to the best of my abilities) when I am unable to work on a particular date and time.
- Periodically participate in sessions devoted to monitoring progress and provide feedback when requested.
- Participate in a final review at the completion of the experience.
- Exercise complete confidentiality with respect my association with this organization, and (if requested) agree to sign any confidentiality acknowledgement form to that effect.

Wycliffe College will take sole responsibility for defining and shaping the academic requirements necessary for the completion of the written work associated with this Experiential Learning Module, as well as the evaluation requirements. The sponsoring organization is responsible for providing a defined number of days per week of unpaid practical experience, the content of which will vary according to the discretion of the organization.

Agreed by the student: \_\_\_\_\_ (Signature)    Date: \_\_\_\_\_

[Print name here]

Agreed by coordinator: \_\_\_\_\_ (Signature) Date: \_\_\_\_\_

[Print name here]

Agreed on behalf of

Wycliffe College \_\_\_\_\_ (Signature)                      Date: \_\_\_\_\_

[Print name here]

### 3. COVENANT AND WAIVER OF CLAIMS



**Master of Theological Studies**

**Urban and International Development**

**EXPERIENTIAL LEARNING MODULE**

**Covenant and Waiver of Claims Form**

Release of liability, waiver of claims and assumption of risk and indemnity agreement.

NB. By signing this form you will waive certain legal rights, including the right to sue.

This agreement must be completed in full, signed, dated and witnessed before participation in the Experiential Learning Module.

TO: Wycliffe College and its Board of Trustees, officers, employees, agents, independent contractors, subcontractors, representatives, successors and assigns, and all volunteers, sponsoring organizations, and other persons in any way involved or connected with the internship (all of whom are hereinafter collectively referred to as “the Releasees”).

#### Covenant

I acknowledge that:

- I will show support and respect to those with whom I am engaged in the Experiential Learning Module.
- I will support the role of the organization I am placed with through prayer.
- My attitudes, actions, and words will serve as a witness to others in the community where I will be placed.

- I am an ambassador for Wycliffe College and the University of Toronto and for my congregation or community.

### Assumption of Risk

I am aware that participation in the Experiential Learning Module involves the risk of injury and other dangers and hazards, including but not limited to theft, loss, or damage of property, injury or death.

I accept that negligence on the part of officials, of the sponsoring organization and negligence on the part of the Releasees, including the failure on the part of the Releasees to safeguard or protect me from the risks, dangers and hazards referred to above, may occur.

I freely accept and fully assume all such risks, dangers and hazards including the possibility of personal injury, death, property damage or loss resulting therefrom.

### Release of Liability and Waiver of Claims

In consideration of the Releasees permitting my participation in the Experiential Learning Module, I hereby agree as follows:

1. I waive any and all claims that I have or may in the future have against the Releasees arising out of any aspect of my participation in the Experiential Learning Module and to release the releases from any and all liability for any loss, damage, expense or injury including death that I may suffer or my next of kin may suffer during my participation in the Experiential Learning Module due to any cause whatever, including negligence, breach of contract, or breach of any statutory or other duty of care as well as any duty of care on the part of the releases, and also the failure on the part of the Releasees to safeguard or protect me from the risks, dangers and hazards of the experiential learning activities referred to above.
2. To hold harmless and indemnify the Releasees from any and all liability for any damage to property of or personal injury to any third party, resulting in my participation in the Experiential Learning Module;
3. This agreement shall be effective and binding upon my heirs, next of kin, executors, administrators, assigns and representatives, in the event of my death or incapacity;
4. This agreement and any rights, duties and obligations as between the parties to this agreement shall be governed by and interpreted solely in accordance with the laws of the Province of Ontario and no other jurisdiction; and
5. Any litigation involving the parties to this agreement shall be brought solely within the Province of Ontario and shall be within the exclusive jurisdiction of the courts of the Province of Ontario.

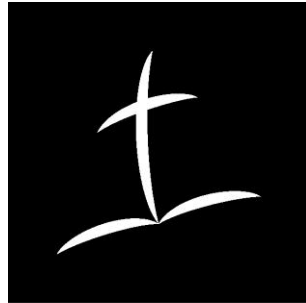
6. In entering into this agreement I am not relying on any oral or written representatives or statements made by the Releasees with respect to the safety of the Experiential Learning Module other than what is set forth in this agreement.
7. I hereby agree to abide by the contract developed by Wycliffe College for the purposes of the Experiential Learning Module and the general rules for its conduct.
8. If at any time emergency medical treatment is necessary, I give my consent for treatment to be given.

I confirm that I have read and understood this agreement prior to signing it, and I am aware that by signing this agreement I am waiving certain legal rights which I or my heirs, next of kin, executors, administrators, assigns and representatives may have against the Releasees.

Singed this \_\_\_\_\_ day of \_\_\_\_\_ (month) 20\_\_\_\_\_(year)

Signature:	Name (Please print clearly. Last name, First name: <input type="text"/>
Witness:	Name (Please print clearly. Last name, First name: <input type="text"/>

## 4.EVALUATION REPORT: ORGANIZATION



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**Evaluation Report: Organization**

The supervisor of the student is asked to complete the following and return it to the Coordinator. Please use extra space if necessary. Although the report is confidential, its substance will be shared with the student in a debriefing session.

<b>Name of Student:</b>	<b>Name of Supervisor:</b>
<b>Date of Evaluation:</b>	<b>Organization:</b>

1. Describe briefly the **setting** in which the student was placed.
  
  
  
  
  
  
  
  
  
  
2. Describe briefly the **tasks** undertaken by the student.

3. Comment on the student's demonstration of critical thinking skills.
4. Please comment on the degree to which the student's learning plan was achieved.
5. What do you feel the student has **learned** in terms of development and a cultural awareness?
6. Comment on the student's understanding in practice of the connection between international development and local action.
7. Please comment on what you perceive to be the student's **strengths**, and areas you would recommend for **further growth**. Where did you see the **area of greatest growth** in terms of development and/or cross-cultural awareness?

## 5.EVALUATION REPORT: STUDENT



**Master of Theological Studies**

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### **Evaluation Report: Student**

The student is asked to complete the following and return it to the Coordinator. Please use extra space if necessary. This evaluation is confidential and a copy will not be submitted to your supervisor.

<b>Name of Student:</b>	<b>Name of Supervisor:</b>
<b>Date of Evaluation:</b>	<b>Organization:</b>

Please rate your supervisor on the following items by checking the appropriate box. Add any explanatory comments at the end.

<b>My supervisor...</b>	<b>Strongly agree</b>	<b>Agree</b>	<b>Undecided</b>	<b>Disagree</b>	<b>Strongly disagree</b>
Clearly explains his/her expectations					
Is approachable					
Is supportive					
Provides constructive feedback					
Is reliable					
Provides opportunities for learning					
Is available when needed					
Overall, is a good supervisor					

Add any additional comments to explain the ratings above:

1. Do you feel that your experiential learning matched the expectations defined in the initial role description?

Yes No

Please Explain:

2. Do you feel that you were provided with sufficient training for your duties?

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Yes No

Please Explain:

3. Do you feel that you had adequate supervision?

Yes No

Please Explain:

4. Do you feel that you have developed and improved your skills as a result of your experience?

Yes No

If no, please provide examples of how the organization could better assist you and future students with your experience:

5. Do you feel that your time and work with this organization was valued?

---

Yes No

Please Explain:

6. Would you like the Coordinator of Experiential Learning to call and follow up on your comments in any of the above questions?

Yes No

Phone number: \_(\_\_\_\_\_)\_\_\_\_\_

If there is anything further that you wish to address privately, please email the Coordinator at [thomas.power@wycliffe.utoronto.ca](mailto:thomas.power@wycliffe.utoronto.ca)

(Adapted from Volunteer Supervisor Evaluation Form, World Vision Canada)

**APPENDIX**  
**EXAMPLE OF A LEARNING PLAN**  
**(INTERNATIONAL)**

1. To observe how two Christian groups, Bangladesh Baptist Church Fellowship and Missão Evangélica de Assistência aos Pescadores, carry out community development in Bangladesh and Brazil.
  - Bangladesh- in a rural community with a Muslim background
  - Brazil - in a rural fishery community at the mouth of Amazon
2. To interview the beneficiaries of the development programs to find out what impacts they recognize.
3. To observe and define the development frameworks and approaches being used in these programs.
4. To learn about community design, monitoring and evaluation practices and tools. In consultation with the internship supervisor, may adopt and tailor some of these practices and tools for conducting the research and interviews.
5. To observe how a Canadian non-profit organization carries out ongoing partnerships with its global ministry partners.
6. To deepen my Christian faith through experiencing holistic community transformation and development programs in a world mission context.