



St. James Research Centre  
EVIDENCE-BASED SOCIAL INTERVENTION

## Global Studies

# Experiential Internship

HANDBOOK

St. James Research Centre's Global Studies Experiential Internship (GSEI) is a project-based internship in which students will work collaboratively to solve real-world challenges in the areas of community strengthening, child protection, human trafficking, and the commercial sexual exploitation of children.

This handbook provides all the information you need to know about the GSEI programme, including work placements, accommodation, and arriving in the UK.

Let's get started!



# Work Placements

## ST. JAMES RESEARCH CENTRE (SJRC)

In the first five months of the GSEI programme, interns work collaboratively at our training centre in Falkirk, Scotland to solve real-world challenges in the areas of community strengthening, child protection, human trafficking, and the commercial sexual exploitation of children. Interns will also take up to 4 available SJRC courses (credit optional; US accredited transcript fee is GBP 30 per course).

### WORK EXPERIENCE

Interns will work at SJRC alongside our team of researchers and practitioners. They typically work Tuesday-Friday, 10am-5pm. Interns are placed in one or more teams according to their skills and interests. These teams include:

Non-Profit  
Management

Administration

Fundraising and  
Development

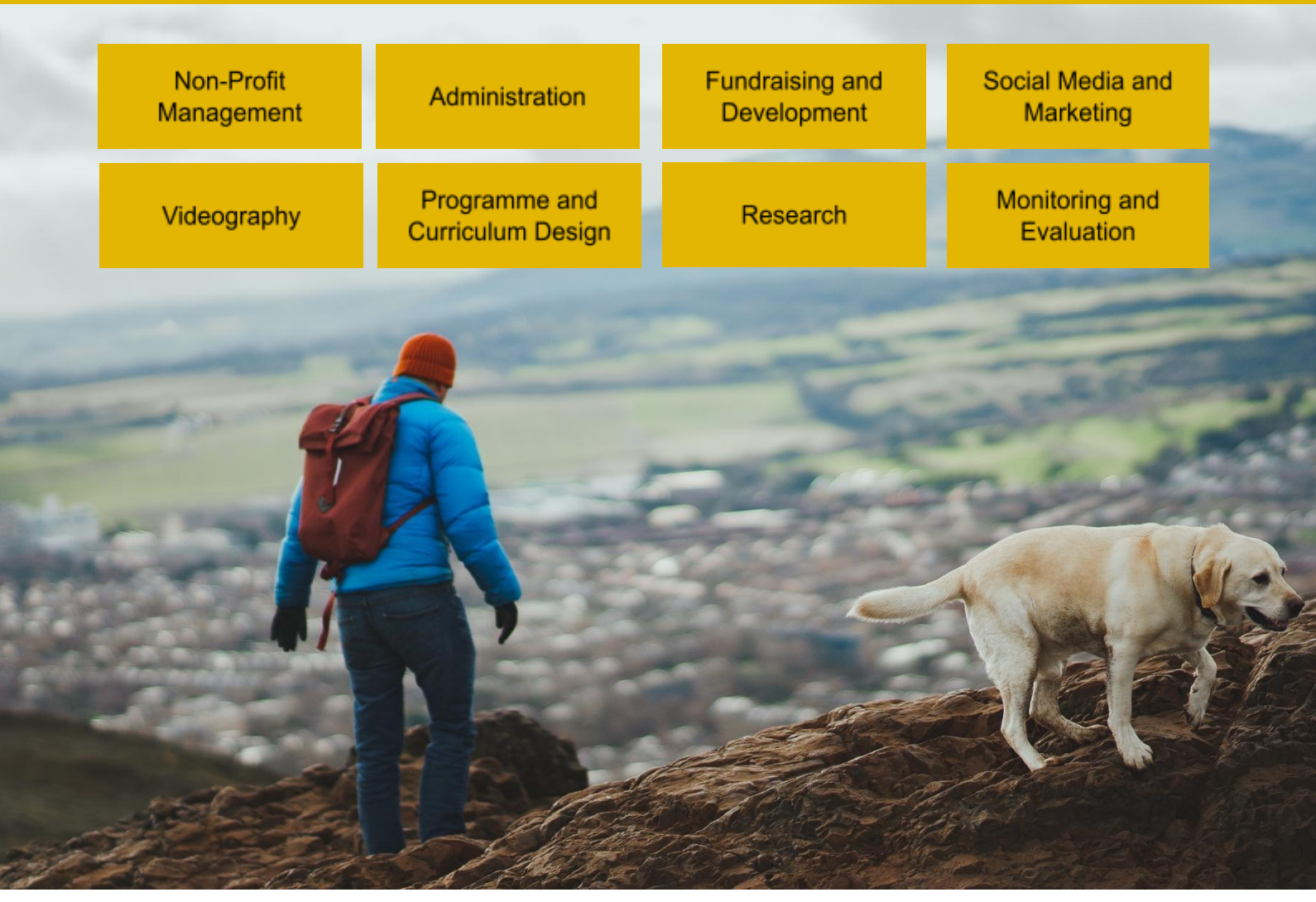
Social Media and  
Marketing

Videography

Programme and  
Curriculum Design

Research

Monitoring and  
Evaluation



## EDUCATION

Interns may choose to take courses at SJRC during their internship. SJRC offers courses and trainings in community development, non-profit management and governance, missiology, programme evaluation, modern slavery, and orphan care. The GSEI programme includes up to 4 accredited courses (12 credits). Courses are taught by a mixture of researchers and practitioners, creating a rich diversity of theoretical and practical teaching. Find our full list of [modules](#) and [courses](#) on the SJRC website.



## PROGRAMME ELEMENTS

Project Design

Mentorship and Guidance

Reflection and Journaling

Group Discussions and Sharing

Evaluation and Assessment

Community Engagement

Personal Development and Reflection Time

Final Presentations and Showcases

Post-Program Support

Continuous Program Improvement



## OVERSEAS PLACEMENT

Upon completing an internship at SJRC, additional internship opportunities may be available with a Global Family partner around the world. SJRC is an initiative of [Global Family Care Network](#), an international non-profit organisation. Our mission is to preserve the family and protect at-risk children with the assistance of community organisations, volunteer caregivers, and donors. Our vision is to help as many children as possible who are victims of poverty, exploitation, and abuse by modelling and sharing principled methods that represent the best possible outcome.



**interns will work with our amazing in-country teams** to design and implement community development, education, youth empowerment, shelter, and orphan care programmes. We will work with you during your time at SJRC to determine your overseas placement based on programme availability, needs of the team, and your qualifications and skills.



## HOUSING AT SJRC

SJRC provides a limited amount of accommodation at the research centre. Housing at SJRC costs 100GBP/week. We are located in Falkirk, Scotland. Our office, trainings, and student accommodation are at St. James Church, built in 1898, and just a short walk from Falkirk's downtown and restaurants, shopping, gyms, and a movie theatre. Accommodation consists of a shared kitchen, shared dormitory style rooms, and shared bathrooms. Falkirk has two train stations, Falkirk Grahamston and Falkirk High, both of which have regular trains to Glasgow and Edinburgh, as well as north to Stirling, Perth, Dundee, and Aberdeen.

What you'll need to bring:

- Adequate clothing, including jackets for cold weather
- Personal toiletries
- Bed sheets, duvets, and pillows (please see the following links for linen packs that you can order online: [The Towel Shop](#), [Linen and Moore](#), [Noah's Box](#), [Uni Kit Out](#), and [Mitre Linen](#))
- Hangers
- Ear plugs if you're a sensitive sleeper
- Towels
- Laundry detergent
- Umbrella and/or water-resistant clothing



## FALKIRK

SJRC is conveniently located in the central belt of Scotland, around a 30-minute train ride to Edinburgh, Glasgow, and Stirling. Falkirk itself is full of character, local restaurants, well known attractions and tourist sites in Scotland. With Edinburgh being a UNESCO world heritage site and Glasgow a major hub for shopping and restaurants in the UK, what's not to love?

“Falkirk” originates from the Gaelic for “speckled church,” which was then translated into the Scots “Fawkirk.” Falkirk’s history stretches back to Roman times. The Antonine Wall, which marked the northern frontier of the Roman Empire and stretches westwards to Old Kilpatrick, passes through the town. Falkirk’s strategic importance is highlighted by the two battles that were fought there, 450 years apart. William Wallace was defeated in 1298 by Edward I at the Battle of Falkirk, while in 1746, the Battle of Falkirk Muir saw the Jacobites, under Bonnie Prince Charlie, get the better of government troops.

Falkirk’s pedestrianised town centre has attractive streets and wynds and handsome buildings. Just off the High Street is the Faw Church (or Trinity, as is now known), built upon the site of the ancient place of worship that gave the town its name. The oldest parts of the building date back to the twelfth century. Notable tombstones in the graveyard include Sir John de Graeme, killed at the Battle of Falkirk in 1298. Southeast of the town centre, Callendar Park and house is a must-visit attraction. Covering more than 170 acres and complete with its own wee loch, there are a multitude of beautiful trails and walks amid the grounds, which boast beautiful ornamental gardens and an Arboretum. The park also includes a section of the Antonine Wall, which dates back to the 140s AD.

To the west of the town, you’ll also need at least a day to explore the Falkirk Wheel. Opened in 2002, this engineering and architectural wonder links the Forth and Clyde and Union canals, with a giant boat lift. While you’re there, be sure to enjoy a boat ride on the wheel which run hourly.

You’ll also need time to take in the scale and achievement of Falkirk’s other man-made wonder, the two 30m tall horse head sculptures known as The Kelpies. Created by sculptor Andy Scott, they look magnificent day or night. The Helix Park in which they sit offers great walking, cycling, boating and kids’ play too, plus a cafe. The Kelpies come from an old Celtic legend of mythical water-spirit creatures that could shape-shift and inhabited the lochs and pools of Scotland.







## PROGRAMME ELEMENTS

Hostel style housing, shared room, kitchen, and living areas

Up to 4 accredited courses offered at SJRC

Skills-based learning workshops, including for research and professional development

Work experience

Personal mentoring

Individual coaching for undergraduate and graduate school applications and research proposals

For interns who want to raise funds for their trip, a personalised crowd-funding page on our website [DirectGood.org](https://DirectGood.org), which provides tax-deductible receipts to donors in the United States

## RAISING FUNDS FOR YOUR TRIP

You may want to ask family and friends to help support your internship! If you would like to raise funds, we will provide you with a personalised crowd-funding page on our project-based giving website, [DirectGood.org](https://DirectGood.org). Donors who give on the platform will receive tax-deductible giving receipts in the United States. Once funds are raised through this platform, they will be automatically used to pay for the programme fee, with the remaining funds disbursed to you through a bank transfer.



# Financial Procedures

In raising funds for your upcoming assignment,

1. Online credit card donations made via your personal Direct Good project page. Funds raised through Direct Good are subject to a 10% administrative fee.
2. Online credit card donations made via [www.globalfamily.care](http://www.globalfamily.care).
3. Donations made via check can be sent to P.O. Box 13160, Bakersfield, CA 93389. Please have your supporter make the check payable to Global Family Care Network, Inc. and write your name in the memo line.

You may raise funds for your airfare and up to the national living wage in the country to which you are assigned. Your room 'in country' is provided by Global Family Scotland. The median income for an individual in Scotland is GBP 16,926 per year, or (approximately) USD 21,000.

The funds you raise will be disbursed to your personal checking or savings account on a monthly basis by the 10<sup>th</sup> day of the following month. If you raise over and above your specific amount, you will be asked to choose Global Family, Direct Good, or Daughter Project international projects to which to designate the funds.

You are considered a self-employed independent contractor. All funds disbursed to you will be reflected in a 1099 in January of the following year. It is important to keep receipts for all expenditures related to your travel and expenses related to your assignment as these expenses can be deducted from your taxable income.

If you are finishing your time overseas and planning another term, you may begin fundraising for your new term even before returning home. Global Family will hold your funds for up to 12 months. If, after 12 months, you are unable to return to your assignment, you may choose a programme within Global Family Care Network (including the Daughter Project and Direct Good) for which your funds may be designated.

