
GENERAL GUIDE FOR FIELD EDUCATION

A. COURSE DESCRIPTION

Field Education is a supervised volunteer experience in church, para-church, and community organizations and is a graduation requirement. The Field Education program requires that each student participate in voluntary service for a minimum of two hours per week over ten weeks. In addition, the student has several responsibilities that they must fulfill over the course of a semester:

- The student must choose which organization he/she would like to be involved with and initiate contact with the supervisor/volunteer coordinator of that institution. The Director of Field Education can assist the student if he/she is having difficulty finding a placement or establishing contact with the organization. However, the student is required to coordinate an orientation and schedule for the semester with the help of the organization.
- The student is also responsible for the fulfillment of three assignments (a Student-Supervisor Contract, a Reflective Paper, and a Student-Supervisor Evaluation) in addition to the completion of a minimum of 20 hours spread equally over the course of ten weeks.

B. PHILOSOPHY OF FIELD EDUCATION

The mission of Providence University College is to educate students as Christians at a university level to think, live, and serve effectively in the church and society. The Field Education program is integral to the accomplishment of this mission. Practical volunteer service goes hand in hand with the classroom learning and co-curricular activities to provide students with the holistic education that Providence affords. Because practical service is integral to a high quality Christ-centered education, Field Education is a requirement for all Providence College graduates.

C. COURSE OBJECTIVES

The objectives of this program are that:

- The student will integrate classroom education and field education experience.
- The student will discover and develop ministry gifts, talents, and professional skills.
- The student will serve in local churches, para-church organizations and the community at large, expanding their own sphere of influence and God's kingdom beyond the Providence Community.

D. COURSE REQUIREMENTS

1. Passing Field Education

To receive a pass Field Education students are required to:

1. Register for 400.00 Field Education at the beginning of each semester by submitting their Student-Supervisor contract to the Director of Field Education. Students need not register for Field Education with the Registrar as they do with other courses.
2. Submit a Student-Supervisor Contract by the set due date. (see details below)
3. Complete a written Reflective Paper, by the set due date. (see details below)
4. Submit a Student-Supervisor Evaluation by the set due date. (see details below)
5. Complete a minimum of 20 service hours spread equally over a ten-week period

*** Those students involved in Practicum, Internship, etc. who wish to use this experience for credit in Field Education must consult their professor. It is the student's responsibility to ensure that their professor notifies the Field Education office with the details of your training program so that you can receive credit for the course. This is the only way that the department can keep track of your involvement so please be sure to abide by these guidelines. If you have any questions as to how many credits you can receive for your volunteer work through these programs please address them with the Field Education Director.

2. Attendance

Students must attend a minimum of ten ministry assignments in order to receive Field Education credit. The student is responsible for making proper notification and arrangements for all absences. The student must obtain the approval of the Director of Field Education prior to being absent under all circumstances except the following:

1. The organization or the Church you serve has canceled your assignment.
2. Hazardous weather conditions prevent you from attendance.
3. The assignment falls on a holiday.
4. Illness (documentation from an RA, RD, or Doctor may be requested).
5. Personal or family emergency (notify Director of Field Education).

3. Program Requirements

One-Year Certificate Programs (1 unit)

The student will complete one semester of involvement in an approved Field Education assignment.

Two-Year Diploma Programs (3 units)

The student will complete three semesters of involvement in approved Field Education assignments.

Three-Year Degree Programs (5 units)

The student will complete five semesters of involvement in approved Field Education assignments.

Four-Year Degree Programs (7 units)

The student will complete seven semesters of involvement in approved Field Education assignments.

For information regarding the following subjects, please refer to the Field Education handbook on-line.

- ~First Year Students
- ~Transfer Students
- ~Students with Full Time Ministry Experience
- ~Part Time Student
- ~Summer Field Education
- ~The Agency Compensation Fee

F. GRADING SCHEME

Field Education is a Pass/Fail course. It is therefore not graded in the traditional sense, rather you will receive either a Pass or Fail on your transcript. Your final grade will be based upon the satisfactory completion of the three requirements listed above. Failure to comply with one or more of these expectations after the date of voluntary withdrawal from the course will result in an “F” on your transcript:

G. COURSE ASSIGNMENTS

Student-Supervisor Contract

Fall 2010 Due Date: September 29
Winter 2011 Due Date: January 26

At the beginning of each semester, the student is required to meet with his/her supervisor and design a contract that outlines what the expectation of commitment is for the student. The student should set up an appointment time with their supervisor in order to accomplish this and should come prepared with a copy of the Student-Supervisor Contract (a copy can be obtained from the Field Education webpage). This contract is to be signed and dated by both the student and the supervisor before being submitted to the Field Education office by the deadline. Students who violate the terms of this contract may be charged a \$250 Agency Compensation Fee.

Reflective Paper

Fall 2010 Due Date: November 17
Winter 2011 Due Date: March 22

The student will submit a 3-page, double-spaced review and reflection of their experience with the organization that they volunteered with during the semester. This is an informal paper and does not require additional research however if the student chooses to include material from other authors then citations may be parenthetical. The assignment is to include a title page with the title of the paper, the student’s name, student number, mailbox number, and date. Proofreading should be apparent. This report **may** answer the following questions:

- How did the material learned in courses at Providence help you evaluate, lead, and/or participate in your volunteer experience?
- Were your goals accomplished in your experience?
- How did you grow in your experience?
- What skills did you gain which would be useful for future ministry?

The student also may chose to report on one incident or a series of incidents, which was particularly memorable for them during their Field Education experience.

Student-Supervisor Evaluation

Fall 2010 Due Date: December 1
Winter 2011 Due Date: April 5

The student is responsible to deliver a copy of the Student-Supervisor Evaluation to their supervisor towards the end of each semester (a copy can be obtained from the Field Education webpage). The student is then expected to make an appointment with their supervisor (if they haven't already done so in their contract at the beginning of the term) so that they can go through an exit interview. This interview can be quite in-depth or can be a brief overview of why the supervisor gave the evaluation that they did. If the student is in agreement with the overall findings of their supervisor then both student and supervisor need to sign and date the document and the student is responsible for submitting it to the Field Education office by the above-noted deadline.

If the student disagrees with the supervisor's evaluation, they still need to sign and date the evaluation so that the Field Education Director knows that both parties have met to discuss the evaluation form. However, the student can use the reverse side of the evaluation form to address their reasons for why the evaluation is not congruent with their own perceptions of their involvement during the semester.

H. END NOTES

This is a general guide to the operations and requirements of Field Education. It does not replace or over rule the Field Education Handbook. For further detail and rulings regarding Field Education, please refer to the Field Education Handbook on-line.

The Agency Compensation Fee applies only to those students who abandon the time commitments they have made with the Field Education department and the organization they are volunteering with during the semester.

Dates

Due Dates of Fall Semester Field Education Assignments:

Student-Supervisor Contract:	Thursday, September 29
Reflective Report:	Thursday, November 17
Student-Supervisor Evaluation:	Thursday, December 1

Due Dates of Winter Semester Field Education Assignments:

Student-Supervisor Contract:	Thursday, January 26
Reflective Report:	Thursday, March 22
Student-Supervisor Evaluation:	Thursday, April 5

Additional Important Dates:

Field Education Opportunity Day:	Thursday, January 12
Summer Ministry Opportunity Day:	Thursday, February 16