

**FIELD EDUCATION**  
**HANDBOOK**

**2011~2012**

# **Providence University College Mission Statement**

The mission of Providence University College is to educate students as Christians at a University level to Think, Live, and Serve in the church and society.

## **Field Education Mission Statement**

The mission of the Field Education department is to instill in students a spirit of service, producing a lifelong commitment to serving others as a fundamental component of the Christian life and experience.

## **The Philosophy of Field Education**

It is our desire at Providence University College to educate students to think, live, and serve effectively as Christians in the church and society. The Field Education program is integral to the student's overall educational experience. Practical volunteer service goes hand in hand with the classroom training and co-curricular activities that provide students with the holistic education that Providence affords.

Students come to Providence to receive a high quality Christ-centred education. We believe that practical service is a segment of that education. That is why Field Education is a requirement for graduation. Simply put, Field Education is classroom principles put into practice.

We want you to not only benefit from your Field Education experience but to also enjoy it! It is our desire to instill in you a spirit of volunteerism and servanthood that will affect your vocational and personal experiences. The Christian life is as much about serving and loving as it is about believing and learning. As we show others the love of Christ, we also grow in our relationship with Him.

## **What is Field Education?**

Field Education is supervised volunteer experience in a church, para church or community organization. It is also a graduation requirement. The Field Education program requires each student to participate in this service for a minimum of two hours per week over the course of 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 it is the responsibility of the student to set up his or her own orientation and schedule of commitment for the semester with the help of the organization.

The student is also responsible for the fulfillment of three assignments in addition to the completion of a minimum of 20 hours spread equally over the course of ten weeks.

1. A student-supervisor contract
2. A reflective report
3. A student-supervisor evaluation form
4. Completion of a minimum of 20 hours spread equally over the course of ten- weeks

# Objectives

The objectives of this program are that:

- The student will have the opportunity to deepen and internalize theological perceptions through integrating classroom education and field education.
- The student will have opportunity to discover and develop ministry gifts, talents and professional skills through active involvement in field education assignments.
- The student will have opportunity to serve God by serving others 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.
- The student will gain an understanding of what it means to be an authentic servant, will be challenged to manifest servanthood in attitude and action and will be given the opportunity to use concepts and skills learned in the classroom in practical "hands on" ministry.

# Requirements

## Program Requirements:

- One-Year Certificate Programs (1 unit)

The student will complete one semester of involvement in Field Education assignments to be chosen from the approved list of opportunities.

- Two-Year Diploma Programs (3 units)

The student will complete three semesters of involvement in Field Education assignments to be chosen from the approved list of opportunities.

- Three-Year Degree Programs (5 units)

The student will complete five semesters of involvement in Field Education assignments to be chosen from the approved list of opportunities.

- Four-Year Degree Programs (7 units)

The student will complete seven semesters of involvement in Field Education assignments to be chosen from the approved list of opportunities.

## First Year Students

There is no Field Education placement required of the first year students in their first semester, although they may participate in a Field Education assignment as approved by the Director of Field Education. The first Field Education placement requirement is in the second semester (Please see "Requirements" section of this handbook.)

## Transfer Students

Transfer students must meet with the Director of Field Education for an orientation and consultation session when they arrive at Providence University College. All transfer students, regardless of previous service-learning experience, are responsible for fulfilling one unit of involvement in Field Education placements for every full-time semester that they are enrolled at Providence University College. Transfer students are permitted one excused semester from involvement regardless of what institution they may be transferring from or the number of service hours completed before enrolling at Providence University College. (Please see “Requirements” section of this handbook for more information.)

## Students with Full Time Ministry Experience

Students with two or more years of full time ministry experience or equivalent may have the Field Education credit waived. The student must make special application to the Director of Field Education for this Field Education exemption.

## Part Time Students

Part time students are required to fulfil one unit of field education for every full-time semester that they attend Providence University College.

# **Evaluation & Grading**

At the conclusion of the semester, the supervisor and/or team leader will complete a student-supervisor evaluation. It is imperative that this evaluation is completed by the deadline if you wish to receive credit for this course. (Please find instructions for this assignment in the “Reporting” section of the handbook.)

When a student completes a Field Education unit, it is recorded on his/her official transcript with the course designation “400.00 ~ Field Education P”. While academic credit is not awarded for the successful completion of Field Education units, it is a requirement for graduation. Students who do not complete the required amount of Field Education units before graduation may risk their certificate, diploma or degree being withheld.

Field Education is what is known as 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 is based upon the completion of four criteria. Each of these must be fulfilled satisfactorily in order to receive credit for this course. 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:

- A Student-Supervisor Contract
- A Reflective Paper
- A Student-Supervisor Evaluation
- Completion of a minimum of 20 volunteer hours spread equitably over a ten-week period per semester.

In addition, a \$250 Agency Compensation fee has been instituted to insure commitment to the Field Education program and to the volunteer organizations. If a student chooses to drop his or her Field Education placement after the date of voluntary withdrawal from the program, he or she will be responsible for paying the \$250 Agency Compensation fee. The proceeds from this fee will be issued to the organization to serve as compensation for the student's refusal to follow through on their commitment for the semester. Please note that this fee is only in affect after the deadline for the student-supervisor contract. This policy applies for each semester. Field Education is a graduation requirement and must therefore be treated with appropriate seriousness.

## **Registration & Attendance**

The student will not register for Field Education as they do with other courses. Registering for Field Ed simply consists of handing in your completed Student-Supervisor contract to the Director of Field Ed. It is the responsibility of the student to take this initiative by the set deadline if they want to receive credit for Field Ed.

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.

Perfect attendance is expected of all Field Education students, even during Mid Term Examinations. The student must attend a minimum of ten ministry assignments in order to receive Field Education credit. There is an allowance for absence due to such circumstances as listed below. 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 before being absent under all circumstances except the following:

- The organization or the Church you serve has cancelled your assignment.
- Hazardous weather conditions prevent you from attending.
- Your assignment falls on a holiday.
- Illness that will keep you from all academic and social activities on that day. Documentation may be required from an RD, RA, or Doctor for such illnesses.
- Personal or family emergency (notify Director of Field Education).

# Reporting

The student will submit three assignments per Field Education unit. These assignments will be the same for every semester (Summer ministry included). Completion of each of these assignments is required for credit in this course.

## 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 web page at <http://prov.ca/College/fe-default.aspx>). 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.

Please note that if a student completes and submits a contract to the Field Education office they will be held accountable to comply with the remaining three criteria for credit in the course (satisfactory completion of hours, the reflective assignment, and the student-supervisor evaluation).

If a student does not complete their expected hours of service after the contract has been submitted, a \$250 Agency Compensation Fee will be added to their account (Please see the “Evaluation and Grading” section of this handbook). If a student completes the number of hours specified in their contract satisfactorily but does not complete the remaining two assignments for the term then they will receive a grade of “F” on their transcript.

## Reflective Paper

Fall 2010 Due Date: November 17

Winter 2011 Due Date: March 22

The student will submit one 3-page 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 four following questions:

- How did the material learned in courses at Providence help you evaluate, lead, and/or participate in your volunteer experience?
- How did this experience change your perceptions of yourself? The world?
- How will you use what you have learned in the future?
- What was your most meaningful memory during this assignment?

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

Once again, we remind you that if the Field Education department does not receive this assignment by the deadline then the student will not receive credit for this course.

The paper should 12-point, Times New Roman, double-spaced, with a cover page that has both your name AND student number.

## Student-Supervisor Evaluation

Fall 2010 Due Date: December 1

Winter 2011 Due Date: April 5

The student must print off the Student-Supervisor Evaluation form available from the Field Ed web pages, and is responsible to deliver to their supervisor towards the end of each semester. 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 the student and supervisor both 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.

Again, the responsibility of this evaluation form being delivered, completed, and returned is in the hands of the student. If the Field Education department does not receive, this evaluation form by the deadline then the student will not receive credit for this course.

## Expectations

We want you to enjoy your Field Education experience as much as possible. While we will not set out behavioural guidelines, we trust that you will always be aware of your surroundings and act accordingly.

We ask that you always remember that you are Christ's representative here on earth to those who know Him and those who do not. Use your discernment when speaking with people, being mindful that many people you meet may not share your convictions. Never hide your faith or pretend that you are something that you are not, but be sensitive to the other person's place and the prompting of the Holy Spirit.

We encourage you to invest some time with the Lord before, during, after your Field Education assignment, and throughout the week. We also encourage you to meet with your team members for prayer or ask for a prayer covering if you are going to a particularly difficult assignment

We expect that you will follow through on the minimum number of required hours per week for each semester that you wish to receive credit for Field Education. We also ask that you complete all of your assignments and that you submit them on time. These are the only accountability tools that the Field Education department can use to ensure that you are meeting the College's requirements for this course, as you will not have any class time for Field Education.

The Community Life commitment that you have made applies when you are off campus for your Field Education assignment. We expect that you act with honesty and integrity. Remember that you are where you are to serve and to be a light to those around you. Show interest in the people around you and their lives, and show respect for those you are serving.

Christ showed love in word and deed and we are expected to follow his example. It is our desire that you grow and are stretched through your Field Education experiences and that you develop a lifestyle of servanthood.

Please understand that it is also important that you report any problems you are having with your supervisor to the Director of Field Education as soon as they arise if this is disabling you from meeting the requirements for the course. We want to do everything that we can to help you to have a positive experience and by updating us on any problems you might be having, you enable us to build stronger working relationships with organizations as well as protect future students from having the same kinds of problems. You are the eyes and ears of this program. Please help us help you.

## **Field Education Opportunities**

### **1. Church ministries**

Local church ministries such as: youth leader, Sunday school teacher, mid-week children's club worker, Bible study leader, worship leader.

### **2. Para Church ministries**

Some Examples are:

- Inner City Youth Alive: Winnipeg - The Bridge - a North end drop in centre for youth
- Living Bible Explorers: Winnipeg - an inner city children and youth ministry
- Love Lives Here: Winnipeg - a street level ministry to the homeless and prostitutes
- Union Gospel Mission: Winnipeg - a street level ministry to the inner city poor
- Youth for Christ: Winnipeg - The Fire Escape, youth centre; Winnipeg - The Edge Skatepark, an outreach to BMXers and bladers; Steinbach - Backstage, youth centre; Niverville - Cornerstone, youth centre; St. Pierre - The Dugout, youth centre

### **3. Community ministries**

Some examples are:

- Association for Community Living: Steinbach branch - organization that assists mentally or developmentally challenged adults

- Health Science Centre: Winnipeg - Children's and Adult hospital volunteers
- Marymount: Winnipeg - a level 4 residential home for troubled female teens
- Resthaven Nursing Home: Steinbach - residence for the elderly
- St. Amant Centre: Winnipeg - residence for mentally or developmentally challenged children and adults
- Winnipeg School Division #1: Winnipeg - elementary and junior high school classroom volunteers

For more information, please refer to the bulletin boards located just outside the student centre or be sure to flip through some of the resource binders located in the office of the Director. You are also encouraged to find community agencies that Providence does not currently include in these rosters. The Director of Field Education would be more than willing to assist you in finding the perfect placement opportunity. If you have any questions in regards to this, please do not hesitate to ask.

\*Please note that some of these organizations may require Criminal Record Checks. The expense of all background checks is the responsibility of the student. If you have any questions regarding this, please see the Director of Field Education.

#### 4. Providence ministries

Some examples are:

- Student Resident Assistant (Fall and/or Winter Term)
- Artistic Groups: College Singers, Veritas, Aslan's Child, Once Lost, Jazz Band, Providence Players, and Full Length Production (**Winter Semester only**)

\*\*Please note that positions on Providence Athletics Team cannot be accepted for credit in this course.

## Summer Field Education Units

One unit of credit is given to a student (must be in a two, three or four year program) for a minimum of three weeks full-time summer ministry or 10 weeks part-time ministry. E.g., summer mission, camp staff, pastoral staff, and CEF/VBS children's ministries. By completing a summer unit, students are able to free one or two semesters during their sophomore, junior or senior years with the exception that seniors must participate in a Field Education assignment during the fall semester of their final year. Applications for Summer Field Education credit are available online from the Field Education web page at <http://prov.ca/College/fe-default.aspx>.

A maximum of two Field Ed credits may be earned during the summer, although if two credits are earned they must be obtained in two different positions (for example: 3 weeks full-time at camp and 2 hours per week for 10 weeks teaching Sunday School would be an acceptable combination. 6 weeks full-time at camp would not count for two Field Ed credits.)

A student must be registered and attending classes at Providence for at least one semester before the summer for which they would like to receive credit for voluntary service. Previous summer experience is a great asset to the student but cannot be used for credit in this course.

A Summer Ministry Opportunity Day is annually held on Campus in February to allow various Ministries with Summer Opportunities to recruit workers.

The student is responsible for completing the same number of assignments as they would if participating in a Field Education placement during the school year. If you have any questions regarding this, please refer to the “Reporting” section of this handbook.

## Transportation

College vehicles are not available for students to use for Field Education. Students are encouraged to form a group of three or more students with at least one student having access to a personal vehicle. Providence will reimburse students who use their own vehicles for Field Education assignments, though the following restrictions apply:

- Students will be reimbursed at the end of each semester according to a flat rate decided by the Administrative Committee. Please note that reimbursements cannot be issued before this time.
- Students will be reimbursed only if they are taking other students along to their Field Education assignment. Students travelling alone will not be reimbursed. Students travelling with less than two additional passengers will not be reimbursed. **Students taking passengers who are not using the time for Field Education credit will not be reimbursed.**
- The student who collects mileage from Providence will be required to complete a Field Education Travel Reimbursement form citing the date, destination, names of passengers, and the flat rate expense each time the student’s vehicle is used for a Field Education assignment. These forms are available at the Field Education Office. The Director of Field Education must issue these forms and photocopies will not be accepted without the Director’s approval. **These forms must be completed and handed into the Director before final exams if the student wishes to receive reimbursement for 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 for 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