



# FIELD EDUCATION GUIDE

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NEW for 2017

Updated: Summer 2017

**NOTE:** *The Field Education Office was recently merged into the Registrar's Office. Inquires previously directed to the Director of Field Education, can be emailed to [fe@emmanuelbiblecollege.com](mailto:fe@emmanuelbiblecollege.com). As needed the Registrar's Office can be contacted directly for further inquires.*

**NEW FOR 2017:** *Text that is highlighted as such emphasizes areas that are new and/or have changed.*

## **FIELD EDUCATION AT EMMANUEL BIBLE COLLEGE**

This department is comprised of Field Education Placements, Internships and Co-operative Education, three approaches to learning by practice, reflection, evaluation, and mentoring. This form of learning is highly effective and contributes greatly to spiritual development, competency, and employability. The practical ministry experience of Field Education is a vital component of our overall training.

**Field Education Placements** are supervised, evaluated experiences in some area of church ministry, ministry organization work, community service, or college ministry assignment. Each experience involves a commitment of three to six hours per week, ministry reports, and supervisor and self-evaluations. As students progress through the levels of our Field Education program, they are expected to illustrate growth in several fundamental pre-identified learning areas.

**Internships and Co-ops** are intensive Field Education experiences in the student's field of study, designed to integrate strongly the use of knowledge, attitudes, tasks, and skills learned in the classroom. As this is a requirement of only some programs, all students have the option to complete an elective Internship or Co-op in place of one free elective course.

**Field supervision** is an important element of all these experiences. Supervisors meet with their student workers weekly to discuss performance, give advice, and provide a graded evaluation at the end of the experience.

Full-time students normally have Field Education placements each semester unless the pace of the program is reduced, requirements have been met, or a summer experience is being substituted. The first Field Education credit students take is FE100AA/AC offered in-class in the Fall Semester and by Distance Education. After students have completed the course, in consultation with the Director, they choose their Field Education Placements, Internship or Co-op assignment based on the specific guidelines of their programs/concentrations as well as the students' gifting and interests.

One of the primary goals of Field Education is to provide practical experience alongside the academic studies in the classroom. Therefore, students are encouraged to choose placements that correspond with their in-class studies.

**Note:** *Students must plan ahead as ministry hours cannot be backdated for Field Education credit.*

## **OBJECTIVES**

Field Education assists in preparing students to:

1. Apply academic learning in supervised situations, identifying areas of challenge when theory is practically applied in ministry
2. Be mentored by others who are experienced in ministry
3. Develop practical transferable skills such as time-management, goal setting, evaluation, reporting, and accountability
4. Discover and develop their character, gifts, abilities, and skills in ministry
5. Explore possible ministry/career options, networking with current workers in the field, and be discerning God's call in their lives

## **POLICE CHECK REQUIREMENTS**

Since most students complete Field Education placements in what is considered "the vulnerable sector" of society, a Police Vulnerable Sector Check is required before their placements begin. Each new student is required to obtain a current\* Police Check as part of the FE100AA Field Education & Ministry Preparation course. Returning students are required to complete an Offence Declaration as part of the Field Education Application for each placement.

***Note:** Students should be aware that most organizations require a current police check even though Emmanuel does not require yearly police checks.*

*\* Emmanuel Bible College defines 'current' as within the last 3 months.*

## **SUPERVISOR INFORMATION**

Field Supervision is an essential element to the student's learning on the field. A good supervisor can make the difference between an *okay* placement and a *great* placement. Field Supervision contributes greatly to the learning and development of the student. **The 3 main responsibilities for a supervisor are:**

1. **Provide a Job Description**
2. **Meet weekly with the student**
3. **Complete required paperwork**

## **WHAT ARE THE EXPECTATIONS FOR A SUPERVISOR?**

### **Application and Job Description**

Upon agreeing to supervise a placement student, a supervisor must provide (or create with the student) a detailed description of the role, duties, responsibilities, and expectations of the placement. The student is responsible to submit a FE (Field Education) application with the job description attached, to the college for

approval at least one week before the placement's anticipated start date. For supervisors new to Emmanuel, please also attach a brief bio to the application highlighting your qualifications, such as education and experience.

A detailed job description reduces the chance for un-met expectations. When creating a job description consider the following 3 parties:

1. Emmanuel Bible College: has a clear understanding of what the student will be doing to ensure the appropriate credit is issued. Subsequent Ministry Records are compared to the job description verifying if the student fulfilled it.
2. Student: the promise from the supervisor about what opportunities for learning they will have.
3. Organization: student's commitment to what they will do and what the supervisor can expect from their involvement during this time frame.

### **Supervision Meetings and Mentoring**

The supervisor is required to **pre-schedule weekly meetings** with the student to discuss the student's progress, challenges, growth areas, strengths, etc. The supervisor can use these weekly meetings to encourage the student's growth and learning. Feedback from direct observation is always preferred. Supervisors may choose to give "homework" for students to focus the discussion for the following week. The regular day/time of these meetings is set before the placement has begun and indicated on the FE application. Both the student and the supervisor are to be committed to these weekly meetings.

**Notes:** *Exceptions that, if clearly stated on the application, may be approved are:*

1. *On occasion (and if appropriate) the supervisor may arrange for the student to meet with another person on their ministry team to discuss a specific topic of expertise.*
2. *Rather than meet weekly, some supervisors prefer to schedule a longer supervisor meeting bi-weekly with a brief check-in on alternating weeks.*
3. *In some larger organizations, the volunteer coordinator may be the primary supervisor but sees benefit to assigning a front line worker to meet with and mentor the student weekly.*

### **Administrative Responsibilities**

It is the *responsibility of the student* to provide their supervisor with the necessary reports/forms to complete. This should take place in the first week of the placement. The student will advise the supervisor of the dates these reports are due. In the first meeting, please review the Plan for Learning and give feedback to the student. In the meeting on Week #5 and #10, both the supervisor and student should bring their completed forms to review and sign as necessary.

It is the *responsibility of the student* to submit all assignments on or before the assigned due date. Late reports, including the supervisor's evaluation, receive a

grade penalty. Therefore, the supervisor needs to be attentive to complete their responsibilities in a timely manner. If a supervisor prefers to submit their reports/evaluations electronically, they may do so by emailing [fe@emmanuelbiblecollege.ca](mailto:fe@emmanuelbiblecollege.ca) and cc the student.

***IMPORTANT:*** *The Supervisor's Evaluation Letter must be submitted on letterhead, dated, with the supervisor's written signature (not typed).*

### **Please follow these guidelines for completing evaluations:**

- The evaluation process assists in providing an assessment of each student's strengths, as well as areas requiring further development.
- The supervisor is expected to review the evaluation with the student **prior to** submitting it to Emmanuel. It does not need to be kept confidential.
- The supervisor is asked to help the student ensure that forms are completed, reviewed, signed, and returned to the student before the due date.
- The grade given by the supervisor on the Supervisor's Evaluation is not the final grade given to the student.

**Note:** *Please become familiar with these reports and their respective due dates. If the student or supervisor needs an adjustment to any assigned due date, or if there is some extenuating circumstance that requires a due date to be changed, the student should submit their request in writing to the Field Education email prior to the original assigned due date. If this is not done, a grade penalty will be assigned for all late reports.*

### **WHAT MAKES A GOOD SUPERVISOR?**

Supervisors vary widely in educational background, gifts for Christian ministry, knowledge of the Bible and experience. Some have had professional training for various types of ministry, while others have no formal theological training, but have expertise in other areas. While every supervisor is different, all good supervisors share some characteristics:

- Mature, experienced, knowledgeable of people and understanding within their area of ministry
- Awareness and appreciation of the importance of their role as a supervisor and vital member of a team
- Enjoyment and willingness in taking time to **meet regularly** with the student; getting to know, counsel, and mentor the student, encouraging them and helping them to grow as an individual
- Ability to work with the student allowing them sufficient freedom for development of individual style of ministry, exercise of creativity and the development of spiritual gifts



- Commitment and willingness to **observe and evaluate the student** pointing out strengths as well as areas for improvement
- Ability to evaluate the student and **prepare candid reports** which reflect the student's progress, successes, strengths, challenges, etc, **according to the student's due dates**
- Alert for opportunities to grow and develop skills as a supervisor

NEW for 2017

**NEW:** One person may supervisor a maximum of 3 Field Education students in a given semester in order to provide the support and mentoring required.

## **FIELD EDUCATION PLACEMENTS**

Each academic program requires students to earn a designated number of Field Education credits. Students are encouraged to utilize their Field Education credits to broaden their own personal experiences as they progress through the levels and requirements of our Field Education program.

### **PLACEMENT DESCRIPTIONS**

#### **FE100AA/AC Field Education & Ministry Preparation (1 credit)**

This is an introductory course to Field Education at Emmanuel, delineating its purpose and procedure, as well as its preparation for ministry placement. This course is expected to familiarize students with the process of obtaining Field Education credits and understanding their value in relationship to their academic program and future goals. Course content and student participation will also assist the students in gaining an understanding of their uniqueness for ministry and learning the skills necessary for finding ministry positions.

**Police Check Requirement:** *Since most of our students complete Field Education Placements in what is considered "the vulnerable sector" of society, students must obtain and submit a Police Vulnerable Sector Check to complete this course successfully.*

#### **FE101 First Placement (1 credit)**

Students have an opportunity to explore ministry/career options in areas where they may have no previous experience. This is the student's first exposure at integrating their academic learning into practical ministry experience. Students are expected to be discovering and affirming their gifts and abilities in ministry. Assignments focus on developing basic administration and time-management skills. At this level, strong supervision and direction is recommended.

*Prerequisite: FE100AA/AC*

### **FE202 / FE203 Second / Third Placement (1 credit each)**

Students will continue to explore a variety of ministry opportunities, learning to listen for God's specific call for their life. They are expected to apply academic studies intentionally, learning to identify areas of challenge when theory is practically applied in ministry. Students should be intentionally developing areas of strength, continuing to discover new gifts and abilities, and identifying areas for further growth. Assignments encourage students to successfully practice good time management skills and develop strong goal setting, evaluation, and reporting techniques. At this level, students are encouraged to assume more leadership and responsibility with clear direction, guidance, and accountability.

*Prerequisite: FE101*

### **FE304 / FE305 Fourth / Fifth Placement (1 credit each)**

Students should look to gain broad personal experience in a variety of ministries, intentionally building networks with experts in the field to which God may be calling them. They should be able to initiate integration of their academic learning on an ongoing basis. Students should demonstrate accurate self-awareness in regards to their personal strengths, abilities, and weaknesses, displaying a habit of circular self-reflection and growth. Assignments expect students to be competent in skills such as time-management, goal setting, evaluation, reporting, and accountability. At this level, students are expected to assume increased leadership and responsibility with intentional accountability, challenging them to further develop their emerging strengths.

*Prerequisite: FE203*

**Note:** *If a program student completes 15 academic courses without completing a Field Education credit, when Field Education credits remain to be done, that student will not be permitted to register for further courses unless he/she also registers for or completes a Field Education unit. The Assistant Academic Dean & Registrar together with the President & Dean are empowered, after careful consultation, to refuse, or to limit, registration for further academic courses for students who are seriously behind in their Field Education credits until requirements are up-to-date.*



### **STUDENT RECORD KEEPING**

Students should keep their own records to aid in their placement selection and their development of the Plan for Learning for each placement. To assist with this, “My Field Education Path” guidelines are available on the last page.

**Note:** *Copies of the specific program plans are available, upon request, .*

**Graduating students must complete all requirements by the last day of class.** Students enrolled in programs with internship must plan accordingly.

# PROGRAM REQUIREMENTS

## FE Requirements

Program	Program Concentration	Contrasting Concentration	Unspecified	Local Church	Internship or Co-op
<b>Certificates and Diplomas</b>					
<b>Mountain Top</b> FE100 + 1 placement = 2 cr.	-	-	1	-	-
Specialized Mountain Top Certificate	1	-	-	-	-
FE100 + 1 placement in program concentration = 2 cr.	1	-	-	-	-
<b>Christian Foundations</b> FE100 + 1 placement = 2 cr.	-	-	1	-	-
<b>Expedition</b> 2 placements = 2 cr. (optional)	-	-	2	-	-
<b>Diploma in Biblical Studies</b> FE100 + 3 placements = 4 cr.	-	-	3	1 (of 3)	-
<b>Christian Ministry Support Worker</b> FE100 + 3 placements = 4 cr.	2	1	-	1 (of 3)	-

## Bachelor of Religious Education

<b>Arts &amp; Biblical Studies</b> FE100 + 5 placements = 6 cr.	-	-	5	2 (of 5)	-
<b>Community College Track:</b> FE100 + 3 = 4 cr.	-	-	3	2 (of 3)	-
<b>University (4yr) Track:</b> FE100 + 1 = 2 cr.	-	-	1	1 (of 1)	-
<b>University (3yr) Track:</b> FE100 + 2 = 3 cr.	-	-	2	1 (of 2)	-
<b>Professional Studies</b> FE100 + 5 placements = 6 cr.	2 per concentration	1	-	2 (of 5)	-
<b>Community College Track</b> FE100 + 3 placements = 4 cr.	1 per concentration	1	-	2 (of 3)	-
<b>Counselling Studies</b> FE100 + 3 placements + Internship = 6 cr.	2	1	-	1 (of 3)	1 (2cr)

## Bachelor of Theology

<b>Christian Ministries</b> FE100 + 3 placements = 4 cr (2 years)	2	1	-	2 (of 3)	-
<b>Human Services</b> FE100 + 5 placements + Internship = 9 cr.	2	1	2	2 (of 5)	1 (3cr)
<b>Intercultural Studies</b> FE100 + 5 placements + Internship = 9 cr.	2	1	2	2 (of 5)	1 (3cr)
<b>Pastoral Ministries</b> FE100 + 5 placements + Internship = 9 cr.	2	1	2	3 (of 5)	1 (3cr)
<b>Youth and Family Ministry</b> FE100 + 5 placements + 2 co-ops = 12 cr.	2	1	2	2 (of 5)	2 (3cr)

*\*Some placements may fill a local church AND concentration requirement simultaneously.*

## **CORE REQUIREMENTS**

### **1. Time Commitment**

- 30-60 hours per placement credit hour (maximum 2 credits per placement).
- Usually 3-6 hours a week for 10 consecutive weeks (if pre-planned reading week may be excluded).
- If more than 10 hours (1/3 of the minimum time) is needed for preparation, an additional time commitment will be required.
- A placement outside the above parameters *may* be approved *if* clearly requested on the FE application and it allows the student to better fulfill the Field Education objectives.
- **Placement Attendance:**
  - Excused absences are permitted only for illness and unavoidable emergencies and the student must notify their supervisor ASAP.
  - Students are not permitted to miss a week of placement because they have schoolwork to complete or because they have a conflicting personal engagement.
  - Students must email [fe@emmanuelbiblecollege.ca](mailto:fe@emmanuelbiblecollege.ca) with the reason for any missed weeks and their plan to make up lost hours.

### **2. Regular Supervision/Mentorship Meetings**

- Students regularly meet with supervisor as pre-scheduled on the application.
- Meetings vary from 15-60 minutes each depending on the student/situation.
- Students should come to meetings prepared to discuss the ministry, personal feedback, and theological and academic implication of issues.
- Some exceptions to weekly meetings that may be approved if requested are:
  - Longer bi-weekly meetings and brief check-ins on alternating weeks.
  - Joint supervision: one supervisor is primarily responsible while the other provides weekly front-line mentoring.

## **DETAILED REQUIREMENTS**

In addition to the core requirements, students are required to fulfill three more detailed components over the course of their entire Field Education journey. The first is a set number of credits in a local church setting. The second is a set number of credits directly related to their program/major/concentration. The third is a list of pre-identified learning areas to focus student learning. While Populi tracks students' placements in numerical order (according to course code), student progression in their detailed FE requirements is tracked on one

comprehensive sheet, according to the students program and the requirements listed below.

### **1. Local Church**

Since Emmanuel equips church leaders, students are required to complete some of their placements within a local church. Emmanuel defines 'Local Church' as one congregation that meets in a specific location. Placements at the college or travelling placements with multiple Church locations, although valuable, do not fulfill the local church requirement. Students may find one church to commit to for all the required local church placements or choose to complete each placement in a different local church. In addition to fulfilling the placement requirements, students are expected to attend the local church's worship service weekly.

***Note:** If a student has (currently or recently had) significant involvement in local church ministry and believes they would benefit by having more placements outside the local church, they may apply for an exception of the Local Church Requirements by submitting a brief but comprehensive summary (no more than one page) of their local church involvement along with a letter from the pastor verifying the student's involvement. Please email the letter to [fe@emmanuelbiblecollege.ca](mailto:fe@emmanuelbiblecollege.ca). The Field Education Committee will review the student's request. Approval will be granted in writing.*

### **2. Program Concentration**

For students in programs with a specific major, a certain number of the placements must be directly related to the student's field of study. For example, students in the Bth Pastoral program must complete at least 2 of their FE placements in a pastoral role. Concentrations are defined on the following pages in conjunction with the related Pre-Identified Learning Areas.

It is also recommended that students complete at least one placement in a completely different setting (contrasting concentration). This will give the student a wider variety of experiences, enhancing their overall learning.

### **3. Pre-Identified Learning Areas**

Each program/concentration has a list of core areas (Pre-Identified Learning Areas), generated in conjunction with each program coordinator to ensure students focus their learning on a broad range of core areas within their chosen program. For a placement to fulfill a concentration requirement, in addition to a relevant job description, the student must create at least 2 (of the 3) goals/objectives in their Plan for Learning within the broad categories of the Pre-Identified Learning Areas.

For example, a student seeking to fulfill the Pastoral Concentration requirement could focus their first learning objectives on developing their teaching skills (as they lead the Bible study), the second on visitation (as they work at building community and connecting/visiting with the members outside the scheduled small group time), and the third in an area related to their personal goals or in an area on the general list.

The student would then develop specific objectives within each of the areas chosen. "Prayer and Ministry" is an area pre-identified on the general list. Perhaps the student will be teaching Sunday School and will set aside 20 minutes each week to pray for each child. Or perhaps for that semester they will use a specific devotional to guide their personal/ministry prayer time.

***Note:** Students in programs that require an internship are required to create at least one objective/goal in each of the pre-identified learning areas of their program at least once by the completion of their internship. Students in programs without internships are encouraged to develop goals/objectives in as many of the areas as possible*

### **General Pre-Identified Learning Areas (for all programs)**

- Spiritual formation (such as prayer and ministry)
- Biblical/Theological application and integration of academic studies
- Character development, personal call and passion for ministry
- Personal administration, self care, and time management

**Children's Ministry Concentration:** Working with Children for Spiritual Development.

#### **Pre-Identified Learning Areas**

- Theological Evaluation of Curriculum
- Multiple Teaching Methods

**Christian Education Concentration:** Making Christ's disciples through connecting Christian Education to Spiritual Formation.

#### **Pre-Identified Learning Areas**

- Connecting Education Ministries to Corporate Spiritual Formation
- Teaching methods for all ages, intergenerational groups, and those with mental illness/varying abilities

**Christian Ministries Concentration:** Working in a Christian organization, helping carry forth the Great Commission.

- Integrate the student's community college studies with faith, biblical and theological teaching

- Development of leadership skills inside and outside the church

**Counselling Studies Concentration:** Working in a setting that enables the student to apply counselling skills and theories learned in the classroom.

**Pre-Identified Learning Areas**

- Building a therapeutic relationship
- Implementation of formal therapeutic techniques
- Awareness of self within counselling role
- Counselling Administrative tasks, Note-Taking, and File Management

**Human Services Concentration:** Working in a community based, social services, or faith-based care organization.

**Pre-Identified Learning Areas**

- Application of major theories and techniques of individual and group intervention
- Assessment, planning and intervention skills for both general and special populations
- Integration of faith based concepts (grace, social justice, etc) with understanding of human and societal needs

**Intercultural Studies Concentration:** Working with a different ethnic, social, or economic group to advance Christ’s kingdom in word/deed.

**Pre-Identified Learning Areas**

- Cross Cultural Skills (Sensitivity, Communication, and Friendship building)
- Strength and Commitment to the Local and Global Church
- Evangelism and Disciple making
- Global or Social Justice Issues
- Debriefing and Re-entry
- Missional Administration (fundraising, donor relations, networking, etc)
- Oral and Written Communication Skills

**Organizational Leadership Concentration:** Leadership position.

**Pre-Identified Learning Areas**

- Management and Administration
- Group dynamics and team building
- Applied leadership skills

**Pastoral Ministries Concentration:** Pastoral role within a church.

**Pre-Identified Learning Areas**

- Teaching and Preaching
- Visitation and Pastoral Care
- Missions, Evangelism, and Disciplemaking
- Social Justice and Community Outreach
- Worship/Planning
- Christian Education
- Church Leadership and Administration

**TESL Concentration:** Teaching English as a second language.

**Pre-Identified Learning Areas**

- Cross Cultural Skills (Sensitivity, Communication, and Friendship building)
- Application of theories learned in corresponding academic courses

**Worship Studies Concentration:** Involvement in leading and/or planning Church worship.

**Pre-Identified Learning Areas**

- Contextual Worship (Biblically sound, sensitive to style, theology of congregation, etc)
- Servant Worship (collaboration with team, church leaders, congregation, and personal heart/motivation of worship leaders)

**Youth and Family Ministry Concentration:** Working with Youth for Spiritual Development.

**Pre-Identified Learning Areas**

- Pastoral Care
- Communication and Teaching Skills
- Leadership Development and Disciple making
- Relational Skills (with youth, parents, church members, and colleagues)
- Cross Cultural Skills (youth culture)
- Programming and Administration

**Contrasting Concentration:** A completely different setting than the student's program concentration (not limited to existing EBC programs).

**Pre-Identified Learning Areas**

- None Specified



## **WHERE CAN I FIND OPTIONS FOR FIELD EDUCATION PLACEMENTS?**

Students have access to a wide variety of opportunities for ministry through the following resources in addition to their personal connections:

**Field Education Fair** - Held each September on campus, many churches and organizations present a variety of ministry opportunities available for students. Returning students are especially encouraged to attend.

**Postings** - Students can also find potential opportunities advertised through their local church, on campus on the Ministry Opportunities bulletin board, or through the Emmanuel website: <http://emmanuelbiblecollege.ca/jobs/students>

**Local Church** – Students often find placements by connecting with the local church – both the student’s home church and/or the church they connected with while studying on the Emmanuel campus. Students are encouraged to connect with their local pastor when exploring their options.

**Program Directors** - The Faculty members and program directors can advise and encourage students in their Field Education experience, provide a listening ear for any difficulties experienced, and suggest helpful resources especially within their area of expertise

**Registrar’s Office** – The Assistant Academic Dean & Registrar has contact with many potential and regular FE supervisors and organizations. Students are welcome to stop by to discuss their personal Field Education plan.

## **HOW TO CHOOSE A FIELD EDUCATION PLACEMENT?**

Field Education is to be a stretching experience, exposing students to new ministry experiences. Students should choose placements that are compatible with their proposed plan of study, personal development goals, and placements that help them simultaneously apply their classroom studies to the field. For example, a student taking Pastoral Skills may find it helpful to complete a placement in a pastoral setting that same semester.

It is the students’ responsibility to contact prospective placements and supervisors, ensure the proposed placement meets their remaining requirements for their chosen program of study, and to submit the completed Field Education Application as per the last step in the application process (next page).

## HOW AND WHEN DO I APPLY FOR A PLACEMENT?

### Registration and Application Process

1. The student will register on Populi for FE000 during the registration period (or contact the Registrar's Office directly if Populi registration is unavailable). FE000 is the generic course code used for FE registration where a student plans to do a Field Education placement for credit that semester, but has not yet applied and received approval for a specific FE placement.

**Note:** Two FE000 courses appear on Populi giving students opportunity to register for either 1 or 2 FE credits in a given semester. Students registering for only 1 credit can select either one. Students should not attempt to complete more than 2 placements in one semester.

2. The student will review the latest version of the Field Education (FE) Guide.

**Note:** FE Guides are available on the Emmanuel website or through the Registrar's Office.

3. The student will select the FE placement ensuring it meets the program concentration and local church requirements as stated in the FE Guide.

4. The student will select an appropriate and qualified supervisor/mentor. Prior to completing the application, it is the student's responsibility to ensure that the supervisor has a copy of FE Guide and that he/she understands and agrees with Emmanuel's FE program and philosophy. A student with learning accommodations may find it beneficial to discuss these with his/her supervisor.

**Note:** One person may supervise a maximum of 3 Field Education students in a given semester. A family member may not supervise a student.

5. In co-operation with the prospective supervisor, the student completes a Field Education Application Form. Applications are available on the Field Education section of the Emmanuel website but must be downloaded and saved on a personal computer before being filled out. Hard copies can be obtained from the Registrar's Office.

**Note:** The start date must be at least 1 week from the time the completed application is submitted. No credit will be given for ministry done while you are an Emmanuel student unless an application has been submitted and approved prior to engaging in the ministry. Field Education ministry hours CANNOT be backdated.

6. The student submits the completed Application Form by submitting a hard copy to the Registrar's Office or emailing it to fe@emmanuelbiblecollege.ca.

**Note:** Students not registered for a generic FE credit on Populi will need to do so before submitting an application for a specific placement (See Course Change section for details). Failing to do so will delay approval and the placement start date.

## **Application Due Date**

The student must submit an application to the Registrar's Office for a specific placement no later than the end of the second week of class (Friday at noon) in the fall or winter semester.

**Exception:** *Students completing FE100 Field Education and Ministry Preparation will submit their FE application for their first placement as a requirement for completing the course.*

For students planning to complete a placement in the summer, the FE application should be submitted two weeks before the placement is scheduled to begin.

## **Placement Approval Process**

The student must be prepared to wait for approval after submitting the application. Some applications may require the Field Education Committee approval, which, in some cases, may take up to two weeks.

1. When the placement has been officially approved, the student will receive an email from Emmanuel and be enrolled in a specific FE course code. Therefore, students should check their email (and junk mail folder).

2. Once approved, the student is responsible to log into the appropriate FE course code in Populi to review the syllabus, obtain their due dates, download the required forms under the "Lessons" tab, save the forms to a personal computer/USB drive, and email the appropriate forms to their supervisor.

**Note:** *Forms are not the same for all course codes. A student, who does not wish to fill the forms out online, may print them out or pick up hard copies from the Registrar's office.*

**\*IMPORTANT\*** If a student has not received a response within one week of submitting their application, a student should check his/her junk email box, and then contact [fe@emmanuelbiblecollege.ca](mailto:fe@emmanuelbiblecollege.ca) to ensure communication has been successful.

## **WHAT REPORTS AND ASSIGNMENTS ARE REQUIRED?**

### **15% - Plan for Learning submitted between week #1 and week #2**

- *The Plan for Learning proposes objectives/goals to help students focus their learning. Some of the goals will be based on the pre-identified learning areas related to the student's field of study. It is approved by the supervisor in the first supervision meeting then submitted to the college via Populi.*

### **20% - Mid-Term submitted between week #5 and week #6**

- *Ministry Record\* - record hours & tasks, verified with supervisor's signature*

- Student's Mid-Term Report
- Supervisor's Mid-Term Report

### **65% - Final submitted immediately following week #10**

- Ministry Record\* - *record hours & tasks, verified with supervisor's signature*
- Final Student Self Evaluation
- Supervisor's Final Evaluation
- Supervisor's Evaluation Letter (*hard copy required on letterhead with written signature*)
- Final Reflective Report (*submitted via Populi*)

Following written approval of the placement, students are required to complete and submit all forms/reports above. More information about each assignment is in the course syllabus. **Note:** *On occasion, a student's work may be quoted anonymously as future examples or within reports/updates to select stakeholders.*

If a student is not completing a typical 10-week placement, this must be noted on the job description. If approved, the submission dates of the assignments will be adjusted at the time of approval.

**Note:** *For example, a student may be applying to complete their placement in an intensive short-term opportunity such as a mission trip OR may prefer to spread the placement to more than 10 weeks.*

**\*IMPORTANT: The Ministry Record is to be completed weekly by the student to ensure accuracy.** The supervisor should initial in the appropriate space during each supervision meeting. Please see the syllabus for more details.

### **Assignment Due Dates**

Each semester, standard due dates are assigned based on the typical placement of the majority of students. If a student's FE application is not submitted or approved on time, the student will need to request a due date adjustment for all of the standard published due dates. If a student begins their placement early, they can submit their assignments early.

1. Please check the due dates against both the student and the supervisor's schedules at the first meeting. Please note which forms will need to be discussed at which meetings (i.e. week #5 and #10 of the placement). This process will determine the actual due date when both the student and supervisor needs to complete the forms.

2. Please submit a written request if the due dates need adjusting (e.g. supervisor is on holidays the week before the mid-term is due). Be sure to include the reason and a new proposed due date. Due dates can be adjusted easily if planned in advance, as this demonstrates good time management skills.

3. The student is responsible to remind the supervisor one week before the reports need to be completed. It is the student's responsibility to hand in all reports on time. A student cannot expect, nor should they ask, the supervisor to do this for them.

The standard published due dates given are when the student needs to **submit** the completed documents (not when they need to be completed). Therefore, the student needs to plan to complete the forms IN ADVANCE of the actual due date.

### **Late Assignment Grade Penalties**

Late submissions will be subject to a grade reduction of 5% for every instructional day, up to a week after the assignment is due (potential 25% reduction). Work handed in after one week will be subject to a 50% grade reduction. Work handed in two weeks after the assignment is due will be graded 0%. Students must complete and submit all written assignments in order to pass the course.

Poor planning is not an acceptable reason for an extension without penalty. The student is encouraged to develop good time management skills, planning well in advance with their supervisor to ensure the assignments will be fully completed and signed prior to the due date, allowing the student sufficient time to submit the documents to Emmanuel. However, with clear communication on the student's part, standard grade penalty may be reduced. Regardless of reason, poor planning will result in a minimum grade reduction of one "half" letter grade (a plus/minus grade).

### **COURSE CHANGES AND WITHDRAWALS**

#### **Adding a Generic FE, Advanced Standing, Internship, or Co-op credit(s)**

A student can add FE credits according to the same timeline as other in-class courses at Emmanuel. Therefore, the student will add the credit(s) by Week #2.

1. Student completes a Course Change Form (available online and at the Registrar's Office), identifying FE000 under the Course Add section.

2. Payment must accompany the form in order for the Course Add to be processed.
3. Student submits Form and Payment to the Registrar's Office.

### **Withdrawing from a Field Education Credit**

If the student does not submit an application and/or does not wish to complete a placement that semester, the student is responsible for withdrawing from the credit (FE000) by submitting the completed Course Change Form to the Registrar's office on time, or the student will receive an "F" for the credit and lose the tuition fee paid.

### **Dropping a Generic FE credit**

The student can drop a generic FE according to the same timeline as other in-class courses at Emmanuel. Therefore, the student can drop a generic FE credit up to Week #6 without receiving an "F". The student will receive a full refund when withdrawing from a generic FE credit, if withdrawing by Week #6.

1. Student completes a Course Change Form (available online and at the Registrar's Office), identifying FE000 under the Course Drop section.
2. Student submits the form to the Registrar's Office.

### **Dropping a Specific FE Placement**

Once a Field Education application has been approved and a student is registered for a specific Field Education credit (e.g. FE203, etc.), that course can be dropped according to the same schedule and pro-rated refund as any other in-class course at Emmanuel, using the Course Change Form.

1. Student completes a Course Change Form (available online and at the Registrar's Office), identifying the specific course code received on approval.
2. Student is responsible for notifying their placement supervisor.

## **INTERNSHIPS AND CO-OPS**

**Internships and Co-ops** are more specialized and require a greater time commitment than a Field Education placement. Internships/Co-ops can be completed in a variety of ways, such as:

- Full time at 30-40 hours a week
- Part time at 15-20 hours a week
- Over a full year at 8-10 hours a week (works well for permanent positions).
- During the school year, in the summer, or a combination of both (with the exception of Pastoral Internship which must be completed, at least in part, during the school year)

## **INTERNSHIP AND CO-OP DESCRIPTIONS**

### **IN302CS Counselling Studies (2 credits, 210 hours)**

### **OR IN303CS Counselling Studies (3 credits, 315 hours)**

The primary objective is to apply knowledge from classroom instruction within a professional counselling setting, developing psychotherapeutic skills through instruction, observation, and practice. Students will develop an understanding of one's subjective context and patterns of interaction as they inform participation in a therapeutic relationship with a client. Additionally, through self-reflective use of one's personality, insights, perceptions, judgments, and interventions, students will learn to optimize interactions with clients in the therapeutic process.

*Prerequisites: All required Field Education credits (either four or six credits) and Interpersonal & Helping Skills*

### **IN403HS Human Services (3 credits, 315 hours)**

The primary objective is for students to gain further experience within a faith-based care organization or social service agency under the guidance of an experienced human services worker. The purpose is to give students front line experience in a specialized area of interest. Students should have ample opportunity to apply their academic learning while developing a personal philosophy of ministry integrating their specific area of service with their faith and concepts of personal and social justice.

*Prerequisites: Six required Field Education credits and Introduction to Human Services, Interpersonal & Helping Skills, and Professional Practice: Ethics, Reporting & Referral.*

### **IN403IS Intercultural Studies (3 credits, 315 hours)**

The primary objective is to give broad exposure to missions within a cross-cultural environment. Students should be involved in as many different ministry activities as possible such as cross-cultural communication, evangelism, and social justice ministries. Students should also have exposure to missionary tasks such as raising finances, building a support network, and developing strong verbal and written communication skills. Because we believe that intercultural ministry should be firmly rooted in the local church, it is important that the internship have a connection to the local church.

*Prerequisites: Six required Field Education credits and Two Intercultural Studies electives*

### **IN403PM Pastoral Ministry (3 credits, 315 hours)**

The primary objective is to provide in-depth practical experience in the local church under the supervision of an experienced pastor. The purpose is to give

students full exposure to all aspects of church life, focusing on the duties, attitudes, and skills of a pastor. The aim is to develop an effective and faithful pastor, both professionally and personally. The supervising pastor is expected to invest significant time to mentor the student.

*Prerequisites: Six required Field Education credits and Preaching Skills I & II, Introduction to Pastoral Ministry, and Pastoral Skills*

### **IN403YM Youth & Family Ministry (3 credits, 315 hours)**

The primary objective is for students to observe and work alongside Christian youth & family workers who demonstrate spiritual maturity and competent ministry. Under their supervision, students can learn and practice the skills needed to effectively minister to young people and contribute to the church at large. The purpose is to develop and evaluate student progression in a number of essential competencies, learned in the classroom, related to being excellent youth workers.

*Prerequisites: Six required Field Education credits and Oral Communication or Preaching Skills I*

### **IN413YM Youth & Family Ministry (3 credits, 315 hours)**

The primary objective is for students to gain further experience in a different ministry setting, observing and working alongside another qualified Christian youth & family worker. Students will continue the objectives and purposes of the first co-op, further developing fundamental competencies related to being excellent youth & family workers, and to consistently apply their academic learning.

*Prerequisite: IN403YM Youth & Family Ministry*

### **IN403EI Elective Internship (3 credits, 315 hours)**

Students seeking additional practical ministry experience have the option to complete an elective internship as a substitute for a free elective course. This option can provide further practical ministry experience especially for students who are enrolled in programs that do not require an internship or co-op.

*Prerequisites: All required Field Education credits in the student's program of study*

**Note:** Extensions and withdrawals follow the same procedure as a regular Field Education Credit.



## **HOW AND WHEN DO I APPLY FOR AN INTERNSHIP OR CO-OP?**

**Internship & Co-op:** follows the successful completion of all FE placements. Students may begin the application process as soon as their last placement begins with an anticipated start date after the placement is complete.

*Note: The College does not process internship applications during the month of September. Therefore, students will either have their internship set up ready to start at the beginning of September OR they will wait until October. Graduating students must be particularly attentive to this in their planning.*

### **1. THREE OR FOUR MONTHS PRIOR to anticipated start date: Meet with the Student's Program Director/Manager**

A student should make an appointment with his/her program director to discuss program specific internship/co-op possibilities, and obtain and review the Internship or Co-op syllabus and forms.

*Note: Important Information for Graduating Students (below)*

### **2. THREE MONTHS PRIOR: Approach potential supervisor/organization**

The student chooses his/her first choice for an Internship/Co-op AND qualified supervisor then inquires whether an Internship/Co-op might be possible. The student must provide the organization/supervisor a copy of the supervisor information.

WAIT: Students should be prepared to wait at least 2 months for the Church/Organization to process the Internship/Co-op. Students may need to approach multiple agencies before a possible Internship/Co-op is found.

*Note: No Church/Organization is obligated to accept an intern or co-op student. Neither should the student assume that his/her home church would be a suitable place in which to train. The Field Education and/or Program Director may be able to assist the student in this decision.*

### **3. TWO MONTHS PRIOR: Obtain Job Description**

When the Church/Organization has approved a possible Internship/Co-op a job description should be provided. Please ensure the requirements stated in the syllabus are met. A student cannot move to the next step until the Church/Organization has approved a possible Internship or Co-op and provided a job description.

*Note: As the Job Description is being designed between the student and their Supervisor, make sure to **include everything required** on the assignment and requirement pages of the Internship/Co-op syllabus and in the Program Specific Criteria. This means it is essential that the student provided the supervisor with the appropriate information in advance as instructed.*

**4. SIX WEEKS PRIOR:** Submit completed application including ALL attachments

**Submit directly to the student’s Program Director/Manager**, the completed the Internship/Co-op application and all required attachments indicated. The application is included in the information given in step #1.

*Note: Applications for Internship or Co-op must be received **no later than one month prior to potential starting date**. Therefore, the student must begin inquiring and making arrangements for an Internship or Co-op **a total of 4 months** prior to a proposed starting date. **PLAN AHEAD.***

WAIT: The application will be circulated through several departments at Emmanuel. The process may take up to four weeks. When approved, the student will be notified by email and can move to the next step. However, if not all the requirements are in place, the student cannot proceed.

*Note: We do not process internship applications during the month of September. Therefore, students will either have their internship set up ready to start at the beginning of September OR they will wait until October. Graduating students must be particularly attentive to this in their planning (see below).*

**5. TWO WEEKS PRIOR:** Student and Supervisor meet with the Program Director/Manager

Once written approval is granted, the student will arrange an appointment to meet together with their Internship/Co-op Supervisor and Program Director/Manager. This meeting usually happens on the Emmanuel Campus. At this time, the student, supervisor, and Program Director/Manager will review the requirements, set due dates, and sign the contract.

Register and submit payment: If not already done, the student must submit payment before they can officially be registered for the Internship/Co-op. **Note:** *Late charges apply one week after the Internship/Co-op is officially approved, if payment has not been received.*

**6. SUBMIT SIGNED CONTRACT to the Registrar’s Office.**

The student can now officially begin.

\*\*\*\*\*

**IMPORTANT INFORMATION FOR GRADUATING STUDENTS**

- Your fully completed internship application must be received no later than the beginning of November and approved by the end of November in order to meet subsequent deadlines before graduation.
- The required hours should be completed and all final paperwork submitted by March 31 (one week before classes ends).
- Students must complete all requirements by the last day of class, including the Final Interview (unless otherwise scheduled by the school).

## **WHAT IF I HAVE PREVIOUS MINISTRY EXPERIENCE?**

There are two ways previous ministry can count, either through Transfer Credits or Advanced Standing. Please note that Advanced Standing and Transfer Credits are two very different things. Some students may qualify for both.

### **TRANSFER CREDITS**

Students may be eligible to transfer Field Education credits from another institution. Students with Field Education credits on their transcript can obtain a “Form for Field Education Transfer Credits” from the Registrar’s Office. A student is to complete one form for each Field Education (or equivalent) credit they hope to transfer. Upon receiving the completed form, the Registrar will evaluate qualifying students. Even if a student transfers Field Education credits, they must complete the equivalent of one year of Field Education placements or the Internship/Co-op at Emmanuel. Contact the Registrar for more information.

***Note:** Upon completion of the Youth Builders program, a student may be eligible to transfer two Field Education credits.*

### **ADVANCED STANDING**

Students who have been engaged in significant non-graded ministry experience prior to coming to Emmanuel but after high school graduation may be eligible for Advanced Standing in Field Education. These credits can be applied to a program when Year One has been completed. Applications are accepted after the student has completed FE100AA/AC, where further details about the qualifications and application process are explained.

Students must apply for Advanced Standing after completing their first placement and before beginning their second. Some students may be granted up to half of their remaining Field Education Placements through Advanced Standing. The Field Education Committee determines the exact number of credits allowed.

#### **Criteria**

Students who have been engaged in non-graded ministry experiences prior to being a student at Emmanuel and wish to receive Advanced Standing in Field Education must meet the following requirements:

- The student must have graduated from high school and not yet have been a student enrolled in a program at Emmanuel when the ministry took place.
- The student must be currently involved in ministry that builds upon this experience.

- The Field Education Committee must affirm the reputation of the organization.
- The student ensures they can obtain an Evaluation Letter from their previous supervisor.
- The student submits the request in a one-page letter to the Field Education Committee during second semester of their first year at Emmanuel (after the students first placement has commenced and before the second placement.)

**Note:** *Advanced Standing application cannot be made for any ministry done while a student is enrolled in a program at Emmanuel unless application has been made and approval given prior to engaging in the ministry (according to the regular application and approval process). Field Education ministry hours CANNOT be backdated.*

More detailed information about the written requirements and process of Advanced Standing is available in the Field Education section of the Emmanuel website.

**Note:** *The current Field Education tuition rate applies to each Advanced Standing credit.*

## **CONTACT INFORMATION**

### **FIELD EDUCATION**

*For general inquires, letters to the Field Education Committee, or for Supervisor's to submit an assignment, please contact:*

fe@emmanuelbiblecollege.ca | Fax 519-894-5331

*More information at:* <http://emmanuelbiblecollege.ca/academics/field-education>

### **REGISTRAR'S OFFICE**

**Tara McPherson**

Assistant Academic Dean & Registrar

tmcpherson@emmanuelbiblecollege.ca | 519-894-8900 x246

**Alex Moffett**

Student Records Manager

amoffett@emmanuelbibiblecollege.ca | 519-894-8900 x261

## **MY FIELD EDUCATION PATH**

Anticipated Program: \_\_\_\_\_

**For each placement approved and completed, please record the following:**

1. Placement title and course code assigned
2. Which concentration (program, contrasting, unspecified)?
3. Is it in one local church (that you are also attending on Sunday's)?
4. Which Pre-Identified Learning Areas are met through your Plan for Learning?