



FIELD EDUCATION

Student Manual



Fall 2018 - Winter 2019

Field Education

Developing Innovative, Spirit Filled Leaders

With God's guidance, blessing and help, the Field Education Department seeks to:

1. Provide students with ministry experiences that are meaningful, challenging, and rewarding.
2. Help students gain greater certainty of their calling.
3. Help students develop becoming more innovative, spirit-filled, and able to lead.
4. Provide ministries with students who are teachable, dedicated, and dependable.
5. Partner with ministries in the formation of capable leaders for God's kingdom.

A Word from the Field Education Department

On behalf of the Faculty and Staff of Vanguard College, we wish to extend to you our warmest welcome. May God richly bless you this year!

Field Education is designed to help students in their specific program put into practice what they are learning in the classroom. The wonderful part of field education is that you are also influenced and overseen by other ministers in local churches and ministries. Not only that, but Field Education provides you with a meaningful outlet for your gifts and abilities making a difference in this world.



~Sean Anderson

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The Purpose of Field Education

The primary objective of the Field Education program at Vanguard is to help you develop a willingness to serve others and a commitment to a lifetime of bringing glory to God through service, regardless of vocational calling.

Vanguard College is concerned with both the academic development of the student and the development of the whole person. Ministering to those with spiritual, emotional and physical needs will help you to reach a higher level of maturity and responsibility. Field Education will help you:

- To love God and love people.
- To develop leadership skills.
- To develop your unique ministry gifts.
- To experience a variety of situations in which you can integrate classroom learning with life experience.

Wherever you do your Field Education, your responsibilities should:

- Be systematic (preferably weekly).
- Require preparation.
- Be adequately supervised.
- Contribute to your development of ministry skills through direct contact with people.
- In the last two years of the diploma and degree programs, be related to your vocational and life goals.

The Field Education program at Vanguard also aims to encourage students to develop a deeper personal walk with Christ. This is done primarily through involvement in times of personal and corporate worship, Bible study, and prayer. While you will strengthen these disciplines in Personal Ministry Development classes, the College has prepared Chapel, Spiritual Enrichment and RESET Days as essential and required components of your Field Education curriculum. A portion of your field education mark takes into consideration participation in these areas.

The Heart of a Quality Placement

The heart of a quality placement is the dynamic of the relationship between student and supervisor. Investment in the life of the student begins with the commitment to invest regularly scheduled time for supervision. Leading, guiding and providing the student with meaningful feedback are at the heart of Field Education.

Here are the tasks required of the **Supervisor** to make a quality placement:

- ◆ **Documentation:** The Ministry Covenant provides a place for your Supervisor to describe the nature of your duties, the name of the organization and the Supervisor of the placement.
- ◆ **Orientation:** The effective Supervisor will keep you informed of his/her expectations and your responsibilities.
- ◆ **Supervision:** The Supervisor must **regularly** allocate time for the purpose of relationship development, providing direction, accountability and encouragement. **Students:** If this is not happening, please speak with your Practicum Teacher.
- ◆ **Evaluation:** Twice a year, the Supervisor is asked to take time with you to evaluate your performance. This will take place at the end of each semester.

Ministry Standards

Every community has standards for involvement in ministry (even professional sports teams have a dress code for travelling to and from games!), and Vanguard College is no different. When taking part in individual or team ministry the students are required to adhere to the guidelines in the *Student Handbook* and the guidelines of the organization they are ministering with or through. Both standards must be taken into consideration at all times. If the two standards seem to conflict students need to discuss this with their Practicum teacher as soon as possible.

Finding a Placement (Upper year students only)

All placements must be approved by the practicum professor, and should be done in the context of a local church or a Christian para-church organization. Students requesting a placement elsewhere (i.e., in a secular setting) must have it approved by both their practicum professor and their program director. Because of this, students should not make placement commitments before getting approval for them.

Placements should be meaningful, challenging, and rewarding:

Is it Meaningful?

Will you observe and learn something new
Can you make a valued contribution to the ministry
You will receive quality time from the supervisor

Is it Challenging?

There are aspects of the ministry that are new to you
It will increase your faith dependency on the Lord
There are aspects of your responsibilities that extend your gifts and abilities

Is it Rewarding?

Being there makes a difference for you and the participants
You meet new people and build relationships
You will receive encouragement, feedback, and instruction from the supervisor
You will grow in your relationship with Christ

Is it Developmental?

At Vanguard College we are very intentional about our Mission to *Develop Innovative, Spirit Filled Leaders*. As such, we desire that students have opportunity to develop in each of these areas, innovation, the spirit filled life, and in leadership abilities.

The student will have:

- € opportunities to be involved in an innovative ministry
- € chances to discover creative solutions to situations
- € to extend their ability to be creative in ministry
- € challenges to draw on the Holy Spirit for guidance and strength
- € situations where they will be required to minister in the power of the Spirit
- € opportunities to lead a group, an event, or a meeting
- € responsibility to make decisions in group and individual settings
- € plan, or be part of a planning process

The Process

- € Be Aware of the Various Ministry Opportunities
- € Visit the possible placement site
- € Check with Practicum Teacher for Approval
- € Approach the Supervisor
- € Complete the Ministry Covenant
- € Covenant is signed by student, supervisor and practicum teacher
- € Complete and submit monthly reports to the practicum teacher

Roles and Responsibilities

Students:

1. **Be present and prepared** for Field Education responsibilities.
2. **Inform** your Supervisor in writing one full week in advance should absence be necessary (unless it is an emergency).
3. **Be loyal** to the overall church/agency program and to attend in-Education training as required by your Supervisor.
4. **Present** yourself in a manner which:
 - *Is polite and courteous to leadership and the public*
 - *Is neat and tidy in dress and personal hygiene*
 - *Is discrete and appropriate in conversation*

Supervisors:

1. **Are willing** to take time to get to know, work with, observe and counsel the student.
2. **Demonstrate** true concern for the Student and will give personal interest and providing prayer support
3. **Are able** to give the Student sufficient freedom for development of individual style of ministry, use of spiritual gifts, and ministry creativity.
4. **Will gently and compassionately** point out strengths as well as weaknesses and make suggestions for improvement.
5. **Are committed** to the life-long joy of seeing others develop and succeed.
6. **Are prepared to complete** candid reports that reflect the Student's successes, growth areas, strengths, weaknesses, and progress.

Spiritual Life Attendance

Vanguard College has initiated a structure to assist you in gaining fuller reward from participation in a variety of activities designed to strengthen spiritual development and your walk with God. While chapel and weekend service attendance is part of their practicum class mark, students will be permitted to miss five chapels each semester. If a sixth absence occurs, the student will need to meet with his or her program Director, who will decide on whether or not marks (10%) will be deducted from the student's practicum mark. If seventh absence occurs, the student will meet with the Dean of students to discuss his or her continued Chapel absences. Student attendance is expected at all Spiritual Life Activities in the semester and required at RESET and Spiritual Emphasis Days. Only in rare extenuating circumstances will the Dean of Students grant semester-long exemption from participation.

Note: chapel excusals of an ongoing nature are to be requested from the Dean of Students. Once the request is granted the program director, the field education department and the practicum professor will all be notified via email by the Dean of Students. The field education department will keep a record of these types of excusals. The student is also encouraged to keep a record of this.

Spiritual Life Activity	Number of Unexcused Absences Permitted Per Semester
Weekend Church	One per semester
Tuesday & Thursday Chapel Services	Five per semester

Students Who Leave Mid-Year

Field Education courses are *academic* in nature and are a full year course. Students leaving Vanguard before the end of an academic year and do not make arrangements with the Director of Field Education to complete their work off campus, will receive a “Fail” for the entire year of Field Education.

How Your Grade Is Calculated

1. **Placement Service:** Your grade is a combination of your Practicum Class Grade, your Supervisor’s evaluation of your weekly field service and your SLIP participation.
2. **Timeliness: All forms are to be submitted to your Practicum Teacher.** If for some reason you are unable to submit the Field Education Workbook in the day required your workbook will not be graded until ALL documentation is complete.



Field Education Reporting

Students will track their hours on the (free) *aTimeLogger* app. See **Appendix I** for the *aTimeLogger* user guide. Hard copies of the time sheets are available to students with no access to a smartphone or tablet upon request from the Field Education Administrator.

Once a month you will meet with your Professor as part of the Field Education reporting. This time will be a checkin in time for you and your professor where you will review your goals, and reflect on your ministry placement (a question(s) will be given to you each month in preparation for this time). A missed meeting will be considered a class absence.

Field Education Reporting Checklist

This reporting checklist can be signed by the practicum instructor in order to keep track of all completed reports and evaluation forms that have been submitted.

Please have all of your forms/ Time Sheets completed and submitted to your practicum teacher by the due dates listed in this manual.

Required Form	Due Date	Date Submitted	Instructor's Initial
Initial/September Report: New Supervisor's Profile & Covenant	Week of Sept.17-21		
October Time Sheet	Week of Nov. 5-9		
Self Assessment 1	Week of Dec. 3-7		
November Time Sheet	Week of Dec. 3-7		
Supervisor Fall Evaluation Form	Week of Dec. 3-7		
December Time Sheet	Week of Jan. 14-18		
January Time Sheet	Week of Feb. 4-8		
Covenant and New Supervisor Form (if applicable).			
February Time Sheet	Week of Mar. 4-8		
Self Assessment 2	Week of April 8-12		
March & April Time Sheet	Week of April 8-12		
Supervisor Final Evaluation Form	Week of April 8-12		

Appendix I



Android Icon

aTimeLogger



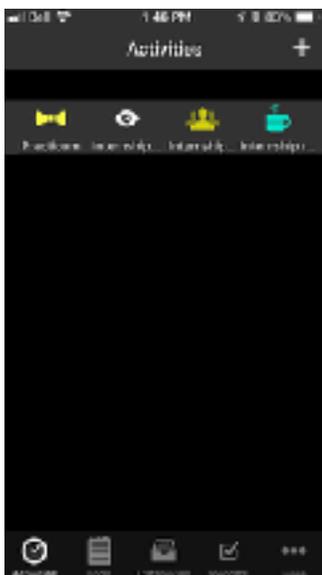
Apple Icon

Steps for using aTimeLogger app:



Setup:

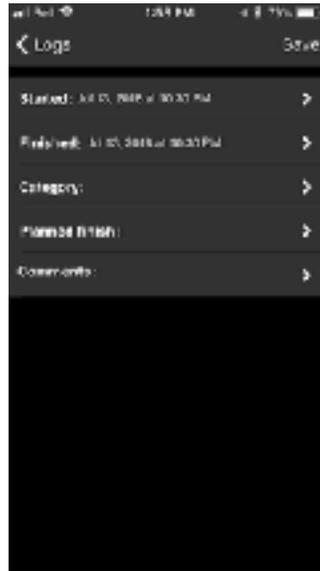
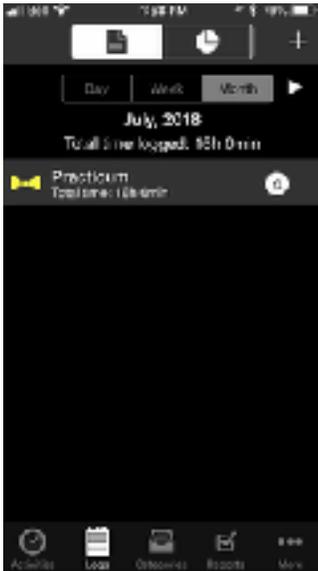
- 1) Search for the free aTimeLogger app from the app store.
- 2) Click on the app, and then select "Categories"
- 3) Delete the categories not needed by selecting edit and deleting each individually.
- 4) To add a new category for Practicum select "+" in the top right hand corner.
- 5) Enter the Name: "Practicum"
- 6) Choose an icon by selecting the square on the left side of the screen.
- 7) "Save"



Time tracking (2 Options)

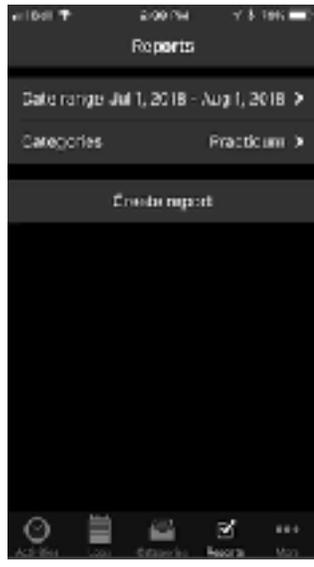
Options 1:

- 1) Select "Activities in the bottom left hand corner.
- 2) Select "Practicum", to start time automatically.
- 3) When your time is done select the stop, and it will be added to "Logs."



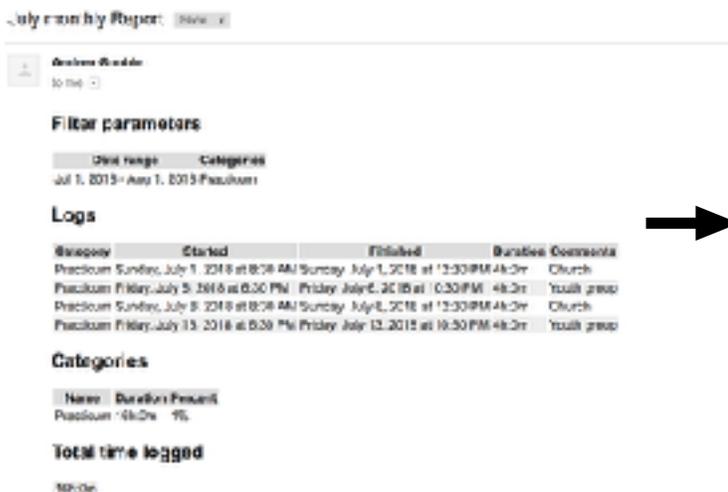
Option 2

- 1) To manual input select "Logs"
- 2) Select "+"
- 3) Enter the date & time started
- 4) Enter the date & time finished
- 5) Category: "Practicum"
- 6) Comments: Description of what that day included.
- 7) "Save"



Monthly Reporting

- 1) Select "Reports" in the bottom right hand of the screen.
- 2) Chose the Date range (ex: July 1-Aug. 1, 2018)
- 3) Chose the correct category "Practicum"
- 4) Select "Create report"
- 5) Select "Export" → HTML → Send by email.
- 6) Send to Practicum professor with subject line "_____ Monthly Report" (ex. July Monthly report)



Sample of Emailed Monthly Report