



FIELD EDUCATION

Supervisor's Guide



Fall 2018 – Winter 2019

Student's name: _____

Supervisor's name: _____

CONTENTS

Field Education

A Word From the Field Ed Department.....	4
Due Dates.....	5

Field Orientation

Suggestions for a Quality Placement.....	6
Finding a Placement.....	6
Roles and Responsibilities.....	7
Reporting Student Results.....	8

Forms/Evaluations

Ministry Covenant.....	9
New Supervisor Profile.....	10
Supervisor's Fall Evaluation.....	11
Supervisors Final Evaluation.....	13

Thank You for your Role in Developing Leaders!

Thank you for your involvement with field education at Vanguard College. You are very important in the education process for our students. We know that ministry cannot be learned through the classroom experience alone. Through your supervision and feedback students will gain valuable insights and experience. This is so crucial that we are requesting that you will commit to a minimum of a half hour per month where you will meet with the student one-to-one with the purpose of mentoring them for life and ministry. There are instructional videos that are available on our website, <http://www.vanguardcollege.com/student-life/field-education/>, in addition Vanguard has other resources that could enhance your supervisory role. The Field Education is happy to provide you will these resources upon your request.

In this package there are all the forms that you will need this year for supervising the student. All correspondence concerning Field Education is to be addressed to the student's *practicum teacher*. Your evaluation is very important for the student, encouraging them in areas of strength and challenging them in areas for improvement. Your input also has a bearing on the student's grades. The time and thought that you put into evaluating the student and discussing the student's performance is time well spent. Please make sure that you set aside regular meetings with the student for this and further training as they work with you.

Our prayer is that this will be a rewarding experience for you and the student.

Sincerely



~Sean Anderson

Sean Anderson
Field Education Director
Vanguard College
(780) 452-0808
sean.anderson@vanguardcollege.com



~Andrea Goobie

Andrea Goobie
Field Education Administrator
Vanguard College
(780) 452-0808
andrea.goobie@vanguardcollege.com

Due Dates for Supervisor Reports:

Form	Date Due at Vanguard
Ministry Covenant	Week of Sept.17-21 / Jan. 14-18
*New Supervisor's Profile (if needed)	Week of Sept.17-21 / Jan. 14-18
Fall Evaluation	Week of Dec. 3-7
Final Evaluation	Week of April 8-12

Please Note: These are the dates that forms are due at the college. After discussing the form with the student it may be sent by e-mail to the student's Practicum professor or handed into the student. Each Practicum Professor has his or her preference.

*Note: Supervisor Profile Form must only be submitted if you have not supervised previously, never submitted this form before, or if you have changed your place of ministry.

Suggestions for a Quality Placement

The field education has as its goal that students would be able to integrate what they are learning in the class room with ministry that they are doing outside of the school. Also, we seek to provide students with new, diverse opportunities so that they may learn and grow. We expect that over the years they will be required to have greater responsibilities and a variety of experiences throughout their Bible College education. That is why it is crucial that students focus on different aspects of ministry each year. At the end of their four years it is our goal that they should be able to handle supervision of a ministry.

It would be essential then to understand discover what a student has done in ministry and provide new challenging experiences rather than what they have done before. Depending on what program they are in at the college there will be given specific requirements for each year of study. You may be provided with a checklist of activities students must observe or lead. Besides this we have also instructed students to ask these questions about a placement:

- ◆ **Documentation:** The Ministry Covenant provides a place for the Supervisor to describe the nature of the student's duties, the name of the organization and the Supervisor of the placement. Supervisors will submit regular reports to the Field Education Office
- ◆ **Limitation:** A student's placement is 6 hours per week. Students must not spend too much time as this leads to burn out if prolonged for months.
- ◆ **Orientation:** The effective Supervisor will keep the student 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.
- ◆ **Evaluation:** Twice a year, the Supervisor is asked to take time with the student to evaluate performance. This will take place 2 times during the placement.

Finding a Placement

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 programme 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 the student observe and learn something new
Can the student make a valued contribution a to the ministry
The student will receive quality time from the supervisor

Is it Balanced?

Are the demands within the college framework?
Is the involvement limited to 6 hours per week?
Is there time off for exams, Christmas, and school requirements?
Is there time off after large time commitments like retreats, conferences, or camps?

Is it Challenging?

There are aspects of the ministry that are new to the student
It will increase the student's faith dependency on the Lord
There are aspects of the student's responsibilities that extend their gifts and abilities

Is it Rewarding?

Being there makes a difference for the student and the participants

The student meets new people and build relationships

The student will receive encouragement, feedback, and instruction from the supervisor

The student 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

Roles and Responsibilities

Supervisors:

- **Are willing** to take time to get to know, work with, observe and counsel the student.
- **Commit to** meet with the student for at least half an hour per month for the purpose of mentoring
- **Demonstrate** true concern for the student and will give personal interest and prayer support to the student.
- **Are able** to give the student sufficient freedom for development of individual style of ministry, use of spiritual gifts, and ministry creativity.
- **Will gently and compassionately** point out strengths as well as weaknesses and make suggestions for improvement.
- **Are committed** to the life long joy of seeing others develop and succeed.
- **Are prepared to complete** candid reports that reflect the student's successes, growth areas, strengths, weaknesses, and progress.

Students:

- Be present and prepared for Field Education responsibilities.
- Inform your Supervisor one full week in advance should an absence be necessary (unless it is an emergency).
- Be loyal to the overall church/agency program and to attend in-service training as required by your Supervisor.
- 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
- Avoid any activity or conversation that would be an embarrassment to your Lord, your placement or your College.

Reporting Student Results

- As much as possible, evaluations should be based upon things that actually happened (or did not happen and should have) during the course of the placement. Please remain objective. Students are not helped by inflated evaluations. Honest objective evaluation helps a student to grow and improve over time.
- The Supervisor should remember that corrective elements in a report are just as important as affirmative ones. Both serve to give a realistic picture of the student's progress in learning the fundamentals of serving others and preparing for the ministry.
- The Supervisor is required to meet with the practicum student to discuss the outcomes for each of the evaluation forms.

Ministry Covenant

VANGUARD COLLEGE

Name of Supervisor: _____ Email: _____

Organization / Church: _____

Name of Student: _____

Program: _____ Year of Study: _____

Practicum Teacher: _____

Placement Begins _____ And Ends: _____

Day(s) and Time(s) of ministry _____

Hours of Preparation _____

Note: The Field Education department requires 6 hours per-week for 13-14 weeks of practicum work experience, with a total of 140- 160 hours per academic year. Please help your intern to stay within this framework to achieve life balance. Field Education Supervisors are required to spend at least one half hour per month mentoring the student.

General/ Specific Responsibilities:

Goals

1: _____

2: _____

3: _____

Projected Dates to Meet each Month:

Sept: _____ Oct: _____ Nov: _____ Dec: _____

Jan: _____ Feb: _____ March: _____ April: _____

We have discussed the expectations, roles and responsibilities for this field education placement, as specified above, as well as the program specific guidelines from the college:

I commit to mentoring and supervising the student. Supervisor Signature:

I commit to fulfilling my responsibilities Student Signature: _____

The ministry placement meets the Field education goals and requirements of the college.

Practicum Teacher Signature: _____ Date: _____

(Note: All placements are subject to the approval of the Field Education Department)

New Supervisor Profile

Thank you for taking the time to fill out this form. It is essential for our providing academic credit the student's placement. Please complete the form and email it to the student's practicum teacher.

Do you have other practicum students from Vanguard? Yes No

If yes, who are the other practicum students: _____
(If yes, and you have submitted this form before, it is not necessary to complete this form again, thank you!)

Name: _____

Organization: _____

Position: _____

Organization's Address: _____

Phone: _____ - _____ Email: _____

Educational Experience:

Institution: _____ Program: _____

Years: _____

Ministry Experience:

Ministry: _____ Position Held: _____

Length of Service: _____

Focus of Present Ministry:

Supervision Experience:

Supervision Expectations. Through participation in Vanguard College's Internship, I hope to achieve the following in part or the whole:

Mentoring Expectation. I plan to meet with the intern...

Date

Signature of Supervisor

Thank you for your cooperation! Accurate records are required to award academic credit.

Supervisor's Fall Evaluation

This form is to be submitted **by the student** to their Practicum Teacher in their practicum class. If you have any concerns please speak to the practicum teacher immediately. Call 452-0808 (be sure to indicate which program the student is in.)

Name of Student: _____ Program of Study _____

Practicum Teacher: _____

Name of Supervisor: _____

Date of Evaluation: _____

Did you meet with student to discuss the placement for at least one half hour this month? Yes No

1. Please indicate characteristics that you see in the student who you are supervising. Please meet with the student to discuss areas of strength and weakness as well as ways to grow over the rest of the ministry placement.

- | | | | |
|---------------|------------------|-------------|-----------|
| Confident | Engaged | Moody | Critical |
| Nervous | Distracted | Encourager | Irritable |
| Teachable | Shows Initiative | Determined | Creative |
| Compassionate | Needs Prompting | Positive | Spiritual |
| Considerate | Outgoing | Negative | |
| Reliable | Withdrawn | Helpful | |
| Punctual | Relaxed | Team Player | |
| Prepared | Joyful | Leader | |

Comments

2. How has the student contribute to their placement this semester?

3. What are some of the gifts that you see developing in this student?

4. Describe some areas of growth that you have been able to observe in the student's performance or character that could be improved during this placement. Give Recommendation

5. Have the goals from the ministry covenant been met? If not why, and re-evaluate? If yes set 3 new goals for next semester.

I have discussed this with the student: _____ Date: _____
Supervisor

I have discussed this with my supervisor: _____ Date: _____
Student

Supervisors Final Evaluation Form

(Due The Week of April 9-13)

Student: _____ Evaluator: _____ Date: _____

To the Supervisor: Please Check the appropriate box for each of the characteristics below and total each column
 (1-5) Poor (6-7) Satisfactory (8-9) Very Good (10) Excellent - Exceptional

ABILITY	1	2	3	4	5	6	7	8	9	10
1. Is always well prepared for assigned tasks										
2. Always makes an effort to meet new people										
3. Organized										
4. Consistently encourages and inspires others										
5. Demonstrates a heart of compassion										
6. Focus -fully engaged at all times										
ACCEPTABILITY										
7. Appropriate appearance for the ministry context										
8. Courteous and respectful to all										
9. Speaks the truth without offending										
10. Cooperative and flexible										
11. Fulfills responsibilities even in new situations										
12. Positive and warm personality										
13. Cooperative with entire program or ministry										
ADAPTABILITY										
14. Can take directions graciously										
15. Always works hard with a positive attitude										
16. Can graciously change plans to fit with others										
17. Observes what needs to be done and does it										
18. Persistent (completes task with thoroughness)										
19. Reliable (is a person of their word)										
20. Shows initiative taking on new tasks										
Totals (calculate score out of 200) ____/200										

Comments: _____

(Place an X in the appropriate box to the right of each item. Please discuss these with the student)

Areas of Observation	Superior	Good	Adequate	Inadequate
Leadership Abilities				
Relationship to People				
Self-Discipline				
Use of Time				
Resourcefulness				
Dependability				
Team Work				
Tactfulness				
Innovation / Creativity				
Spirit Filled Life Demonstrated				

Describe some of the ways the student has grown or improved during this placement.

Did the student achieve the goals set at the beginning of their placement? If yes comment on how, if not what was your observation/ suggestions for the future.

To the Student:

In your development as an innovative, spirit-filled, leader you will benefit from...

Supervisors are required to discuss the final evaluation with the student before submitting this form to the college. Supervisors commit to meeting with the student a minimum of one half hour per month.

I have discussed this with the student: _____ Date: _____
Supervisor

I have discussed this with my supervisor: _____ Date: _____
Student

The supervisor is to submit this form to the student or Practicum Teacher before the assigned date.