



Field Education Policy Manual

**Revised and Updated
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1. GENERAL INFORMATION

- 1.1. Field Education courses are an integral part of the curriculum at Vanguard College. Field Education Courses are called Practicum Courses. Students must complete an Introductory Practicum to graduate from a 1 year certificate program. Students must complete an Introductory, Intermediate, Internship, and Senior Practicum to graduate from a 4 year degree program. Each practicum course has a 3 credit value. Courses are assigned grades that factor into a student's overall GPA.
- 1.2. Students cannot start a practicum course or an internship until they register and pay for it . Program directors may approve up 20% of a students hours completed prior to registering for a practicum.
 - 1.2.1.If a student wishes to begin in the summer, they must register for it in May.
- 1.3. All students will be registered for their field education as of September, regardless of the actual start date. Students beginning in different semesters will be registered as follows:
 - 1.3.1.Students beginning in the winter semester will be registered in the previous fall semester.
 - 1.3.2.Students who pay before tuition rates change will receive the old rate.
 - 1.3.3.Students will be given eight months to complete their field education.
 - 1.3.4.Students may request an extension for an additional four months to complete their hours without academic penalty. Note that a student must fill out an incomplete form by the last Friday in August to qualify for an extension.
 - 1.3.5.Students leaving Vanguard College 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. If the student withdraws after one semester they will receive a VWD unless other arrangements are made with the professor
- 1.4. Unless otherwise specified by their Placement Supervisor, students are to adhere to the Vanguard College dress code while on their placement (it is expected that students will also adhere to the behavioural guidelines set out in the Vanguard Student Handbook).
- 1.5. Students who own a personal vehicle are under no obligation to use it in their placement at any time, and should not be required to use it in order to fulfil their placement requirements.
- 1.6. Syllabi for practicum classes will be prepared by the Practicum Teacher and submitted to the Program Director for approval. All syllabi will be submitted to the academic department for final approval.

2. ASSESSMENT TOOLS

- 2.1. Students are required to complete the field education survey and submit it with their field education manuals at the end of the academic school year.

2.1.1. All practicum students are evaluated by their placement supervisor each year as part of their practicum grade.

2.1.2. Internship students are assessed by their placement supervisor at the end of their internship. Their grade is a composite of their in class work and their placement grades.

3. ATTENDANCE

- 3.1. Students are required to be at their placement for ministry each week. Students who need to be absent from their placement must secure permission for their absence from their placement supervisor prior to their absence.
- 3.2. Students are required to attend practicum class each week. Absence from practicum class is subject to the Vanguard College classroom attendance policy included in the appendix of each classroom syllabus.
- 3.3. Chapel/Church Attendance: All full-time students (students taking 12 or more credit hours per semester) are required to attend chapel services, Spiritual Enrichment Days, and Sunday services at their local church. Records will be kept of each student's attendance at all of these functions, and attendance is included in student's Field Education grades. Any exceptions must be approved by their program director.
- 3.4. 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 programme 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.
- 3.5. Students taking under 12 credit hours per semester are encouraged to attend chapel services, but are not required to do so.

4. EMPHASIS PROGRAMS

- 4.1. Students taking an Emphasis Program must complete one of the four practicums OR 120 practicum hours in the emphasis area.

5. FIELD EDUCATION DEPARTMENT

- 5.1. The Field Education Committee, which meets 3 times a year, is a sub committee of the Academic Council (AC) and consists of the college program directors and the Academic Dean. The committee is chaired by the Field Education Director. This committee sets the standard for all practicum classes (hours and course requirements) and approves field education procedures and policies.
- 5.2. The Field Education office oversees student placements of all students, revises updates and distributes field education manuals in cooperation with program directors and practicum instructors.
- 5.3. The Field Education department monitors and records chapel attendance and forwards these records to practicum instructors.

- 5.4. The Field Education Department communicates with all new students each summer through the acceptance package so students have an earlier awareness of the expectation to find a church and practicum placement.
- 5.5. The Field Education Department provides Field Education Manuals to each of the program directors. Programs may enhance or add to the basic Field Education Manual but must include all the pertinent forms and information included in the manual.
- 5.6. The Field Education Department collects a list of Practicum Placement Supervisors from the Program Directors. This allows the Field Ed. Department to be in contact and communication with Supervisors

6. FIELD EDUCATION MANUAL

- 6.1. Field Education Manuals are to be distributed to students at their first practicum class of the year.
- 6.2. All forms, time sheets and evaluations in the Field Education Manual (and are also available on the Vanguard College website) are to be submitted to the Practicum Teacher on the dates specified in the manual. Failure to submit completed forms on time can result in penalties of up to 10% of the practicum grade.
- 6.3. In the event of a student losing his or her Field Education Manual, a fee of \$10.00 will be charged for replacing the manual

7. INTERNSHIP

- 7.1. All internship placements have to be applied for and approved by the Practicum Teacher and the Program Director. Every department in the college has their own requirements for internship. Please refer to your specific department's manual for more detail.
- 7.2. The Internship Field Education experience is completed by a diploma or four-year degree students during the third year of study at Vanguard College. The student is expected to have completed the following before the Internship could begin:
 - 7.2.1. Field Education – Introductory Practicum
 - 7.2.2. Field Education – Intermediate Practicum
 - 7.2.3. At least 60 credits completed in the program
- 7.3. Any requests for Internship that do not meet the above criteria will not be approved.
- 7.4. An extension up to the end of the summer of the third year may be granted by the Practicum Professor upon completion of the application form and after being approved by the Academic department. Should an extension beyond this be required, the application must be approved by AC. Students with permission from AC will have a maximum of a full calendar year after the end of the first year of study to complete their Internship Placement.

- 7.5. A self-evaluation form is included with the internship manual. On completion of the internship students are required to complete the self evaluation form and submit it to their Internship Professor.
- 7.6. Field Education requirements for Internship students: Interns must complete 400 hours per year.
- 7.7. Independent or Directed Study: Students may complete an internship at a distance with the approval of the Program Director and the Chief Academic Officer. Directed or Independent Study courses must meet the criteria established by the academic office. (Please refer to the Academic Policy Manual)
- 7.8. The regular Internship is worth a total of 3 credit hours.
- 7.9. Programs Directors should include with the Internship Manual a clear checklist of items that students are expected to fulfill within an Internship. These experiences may also be included in the Internship Syllabus.
- 7.10. Up to half of Internship (200 hours) can be completed going into the third year at the discretion of the Program Director and the Academic Dean.

8. INTENSIVE INTERNSHIP

- 8.1. Overview: Intensive Internship is a 600 hour full semester, placement with a ministry as a full time staff member. This is a 6 credit course in place of the internship and one Professional Studies elective. Students will not be required to attend the college during a full semester while in this placement.
- 8.2. Each program may require various experiences while on this intensive internship and can establish guidelines for which semester students should complete the internship.
 - 8.2.1. Students are allowed to complete up to two IBOLT or Directed Study courses while on an Intensive Internship under the following circumstances:
 - 8.2.1.1. They have a GPA of 2.3 or higher.
 - 8.2.1.2. They have approval from their Placement Supervisor, Program Director, and the Academic Department.
 - 8.2.1.3. All courses must be completed by 30 June of the current academic year.
 - 8.2.1.4. Students on Intensive Internship are considered full-time students, and as such are eligible for scholarships and bursaries.

8.2.2. Summer Placements may qualify as "Intensive Internships" provided that student register for the internship prior to the internship and the intensive internship meets all the criteria established by the Field Education Department and the Academic Department.

8.2.3. The Intern does not engage in outside employment during Intensive Internship. Days off should be used for rest and relaxation; however, Interns are "on call" on days off as any other full-time Pastor would be.

8.3. Credit and Payment for Credit Hours

8.3.1. Six academic credits are assigned to the third or fourth-year, Intensive Internship. Payment for credit hours is due at registration time at the beginning of the semester.

8.3.2. For students doing a summer semester Intensive Internship, payment is due before leaving for Intensive Internship. Intensive Internship at any other time requires payment before leaving for Intensive Internship.

8.3.3. The privilege of Intensive Internship will be deferred for any student currently on probation (chapel/church, academic, disciplinary).

8.3.4. Student who are intent upon completing an Intensive Internship, must plan out course completion beginning in their second year.

8.4. Regarding the tuition, those who are planning to pursue an Intensive Internship may apply for a subsidy fund that would come from their tuition. This would mean that they would apply to receive money back, which will cover some of the financial load during the students Internship. Students must retain all receipts and complete the reimbursement form available from the academic office.

8.5. A syllabus is to be written and completed for the Intensive Internship. As with all other college syllabi, it will be approved by the program director and submitted to the academic office for final approval.

9. MID-TERM AND BRS STUDENTS

9.1. Mid-term students must complete a Directed Study for first semester class hours (12), and are still responsible to complete 160 hours of Practicum, but have until last Friday in August to complete their ministry hours. Previous ministry experience may be credited up to one-half of the hours.

9.2. Additional assignments are given and summer hours are required to complete the entire 160 placement hours.

9.3. When necessary, students in a BRS Program of study may change the order of their Internship or Practicum within their program length.

10. MINISTRY FAIR

10.1. The Field Education Department hosts a Ministry Fair event to connect potential placement supervisors with students seeking a placement.

- 10.2. The Field Education Ministry Fair will be held at the beginning of the new academic year, this is to give students the opportunity to connect with ministries and for potential supervisors to meet students.

11. PRACTICUM CLASS

- 11.1. The Practicum Instructor provides students clear directions concerning expectations at the beginning of the academic year in September. This includes; discussion of the syllabus, explanation of the field education manual and instruction of student and supervisor forms included in the manual.
- 11.2. In exceptional cases a Directed Study approach for the 3rd year Internship class may be approved following guidelines discussed in the academic policy manual. This requires approval by the Program Director and the Academic Department.
- 11.3. As per college requirements, each practicum class will be evaluated by each student at the end of the academic year using the approved course evaluation forms.

12. PRACTICUM INSTRUCTORS

- 12.1. Personal Service Agreements (PSA) for Practicum Teachers are required by the academic office. General duties include developing a syllabus, weekly practicum class instruction, assist with student placements, approval of ministry placements, discussion of placement activities, assessment of student progress and submission of grades
- 12.2. Practicum Instructors, whether full time or adjunct, will do the marking for all their practicum classes.

13. PRACTICUM MARKS

- 13.1. Practicum courses are academic courses with a very strong emphasis on skills development. The grades from the courses are entered into the student's academic transcript and are calculated as part of the student's overall GPA.
- 13.2. Practicum Marks – 50% will be given for the Practicum Class requirements (which includes 10% for the forms Class) and 50% will be given for their placement experience. However, students must achieve a passing grade in their placement in order to pass their practicum course, regardless of the mark awarded for their Practicum Class requirements.
- 13.3. Student Concerns: In the event that a student is having difficulty with their placement the practicum teacher is required to contact the placement supervisor to help improve the situation. In this situation the following course of action is to be followed.
 - 13.3.1. Practicum teacher and program director should be notified
 - 13.3.2. Documentation must be made in case of any appeals to the Practicum Teacher, the Field Education Director, the Chief Academic Officer and the Academic Affairs Committee.

14. PRACTICUM PLACEMENTS

- 14.1. First year students are required to serve their Practicum Placements within their departments (and so will not need to find a placement): Fuel Students will serve with the Choir, HMS students through Canada Missions and the Asia trip, Ignite students will serve with the Kid's Travel Company (KTC), Quest students will participate in Quest Impact Week, and Merge students will serve on the Youth Ministry Impact Team (YMIT).
- 14.2. Upper year Students are required to have their placements secured within first three weeks of school. This includes a written covenant between the student and the placement supervisor.
- 14.3. Field Education is progressive in nature. Students should not be doing the same job requirements throughout all four years. Instead they should have a gradual increase of responsibilities in their placement approved by the practicum teacher. Students are not allowed to serve the same church for more than two semesters unless approved by the program director.
- 14.4. The Field Education requirement is between 5-6 hours per week, for two 13 week semesters, to a total of 160 per year for second and fourth year students. First years students are required to fulfill 140 hours per year.
- 14.5. Summer Placements may be approved provided that students apply for the placement in advance of the summer, register for the course early and apply only 80% of the hours toward their field education placement. Students are responsible to attend practicum classes in the following academic year. Grades are assigned as usual using a combination of their field education supervisor evaluation and their practicum course grade. Grades are also subject to chapel absence penalties.

15. PLACEMENT SUPERVISORS

- 15.1. Placement supervisors must have a minimum of 5 years of ministry experience. Any exceptions must be approved by the program director. No student may supervise another student. No family member may directly supervise a student unless there is another direct supervisor involved.
- 15.2. Placement Supervisors are responsible to complete a ministry covenant and Student Evaluation Forms three times throughout the academic year. Students must give their Supervisor the evaluation form enough time in advance to have it completed for the due date.
- 15.3. New supervisors are required to complete the supervisors profile and submit it to the practicum teacher. Program directors and practicum teachers are required to submit all new placement supervisor profiles to the Field Education Department.
- 15.4. Placement Supervisors must meet with students for the purpose of relationship development, providing direction, accountability and encouragement for at least 30 minutes each month. This can be done in one half hour block or two 15 minute blocks and must be in addition to meeting with students to discuss evaluations.
- 15.5. At least twice during the placement, the Supervisor is required to take time with the student to evaluate his or her performance. This will take place at both the mid-term and end of the placement.