

EMMANUEL BIBLE COLLEGE FIELD EDUCATION APPLICATION

100 Fergus Ave. Kitchener ON N2A 2H2 | Ph. 519-894-8900 | Fx. 519-894-5331 | www.emmanuelbiblecollege.ca

Before proceeding with this application, please review the Field Education (FE) Guide. Do you accept all responsibility for understanding the stated requirements, any updates or changes, and accept ALL consequence? I have recently reviewed the FE Guide and agree to the above. I have not recently reread the FE Guide.

STUDENT INFORMATION

Name _____ EBC Box # _____ Date _____

Address _____ City _____ Province _____ Postal Code _____

Phone # _____ Email _____

Student's Program (or planned) _____ Concentrations (if applicable) _____

Registration for FE000 (a generic FE credit) is required. When are you registered? _____ (semester) _____ (year)

According to the FE Guide and my personal records, I have verified this placement fits in with my (remaining) program and local church requirements. Check all that apply:

Local Church Contrasting Focus Unspecified Program Concentration: _____ (specify)

PROPOSED PLACEMENT

Job Title / Position _____ Organization _____

Address _____ City _____ Province _____ Postal Code _____

Why did you choose this placement and what is your main learning focus? (Expand on this when writing your Plan for Learning)

Propose 3 specific learning objectives (DO NOT change these when writing in your Plan for Learning without written permission)

1. _____ 2. _____ 3. _____

Do you have previous experience in this field? _____ If yes, please describe: _____

Have you already OR do you intend to apply to use this placement for 2 FE credits? _____

PLEASE NOTE: You must submit a completed application for each credit by second week of the semester. Maximum: 2 cr. per FE placement.

PROPOSED TIME PERIOD

PLEASE NOTE: The average 1 cr. placement is 30-60 hours over a 10-week period. Students with less than 30 hours will receive a failing grade.

Start Date _____ [] or asap End Date _____ Total # of Weeks _____ Total Projected Hours _____

PLEASE NOTE: The start date must be at least one week after the fully completed application is submitted.

Regular* Day of the Week: _____ Start Time: _____ End Time: _____ OR [] See Attached

Attach more details as required. *If the placement does not take at the same day/time each week, attach a list including all the different days/times.

Weekly estimated average number of hours designated for: Preparation Time: _____ Direct Ministry Time: _____

PLEASE NOTE: Students who require more than 1/3 of the minimum required time for preparation will need to invest additional hours

PROPOSED SUPERVISOR

Name _____ Job Title/Position _____

Phone # _____ Ex. _____ Email _____

Previous Supervision Experience? Yes, at Emmanuel Yes, at another institution* No*

*PLEASE NOTE: For a supervisor who is new to Emmanuel, please attach a one paragraph bio outlining your educational background and qualifications. Include how many years you have been in this position and how many years in this field.

PLEASE PRINT AND SIGN 3 COPIES. EACH PARTY (EMMANUEL, SUPERVISOR, AND STUDENT) IS ENTITLED TO A COPY OF THE DOCUMENT.

FIELD EDUCATION PLACEMENT CONTRACT

Emmanuel Field Education Office | Ph. 519-894-8900 | fe@emmanuelbiblecollege.ca

COMMITMENT TO MENTORSHIP

Emmanuel's Field Education Program has two required components: Students gain experience through the specific placement AND a qualified supervisor mentors students. Therefore, for the duration of the placement, we require supervisors and students to allot time in the weekly schedules to meet for intentional discussion, evaluation, and mentoring. **We expect both parties to honour this required commitment.**

Regularly Scheduled Supervision and Mentorship Meeting: Day _____ Time _____ to _____
Additional Notes:

STUDENT AGREEMENT AND OFFENCE DECLARATION

Student Name _____
(Surname) (First name) (Middle name)

As a student, I commit to upholding my responsibilities in the job description I have attached. I will put in my best effort to contribute all I can to assist the organization. I will be prepared, punctual and uphold all my commitments. I take responsibility to come prepared to learn all I can from my supervision meetings. I will notify the Registrar's Office in writing, in addition to notifying my supervisor, if I have to miss a day and will only be absent because of sickness or unavoidable emergencies. In my first supervision meeting, I will review all due dates and forms with my supervisor, including my proposed Plan for Learning. I commit to giving my supervisor one week's notice to complete all required forms and take full responsibility to submit all forms directly to Emmanuel, accepting all consequences for missing due dates due to personal poor planning. I take all responsibility to make sure my supervisor is aware of the Field Education requirements at Emmanuel and that this placement meets those requirements. I understand that my placement will not officially commence until I receive written approval from the Registrar's Office.

I will notify the Registrar's Office at Emmanuel Bible College immediately if any changes prohibit me to uphold my end of the agreement or if the supervisor/organization does not uphold his/her responsibilities. I permit Emmanuel Bible College to notify my placement as needed if any issues or concerns arise.

I DECLARE, since the last Criminal Background Check collected by or since the last Offence Declaration given to Emmanuel Bible College that:

I have **NO** convictions under the *Criminal Code of Canada* up to and including the date of this declaration for which a pardon has **not** been issued or granted under the *Criminal Records Act* (Canada).

I have the following conviction(s) for offences under the *Criminal Code of Canada* for which a pardon under the *Criminal Records Act* (Canada) has not been issued or granted.

Offence: _____ Date: _____
Offence: _____ Date: _____

I hereby certify that all the information I provided is complete and accurate and that I have read the document and agree to the terms in their entirety. I understand that a false statement may result in Emmanuel Bible College imposing discipline up to and including expulsion.

Student Signature

Date

SUPERVISOR AGREEMENT

As a supervisor, I _____, commit to mentoring the student through the duration of the placement. I commit to investing in the personal growth of the student and uphold our agreement through the attached job description, empowering them to grow in specific skills proposed by the student and approved by me. In our weekly meetings, I commit to provide intentional direction and support for the student.

I will notify the Registrar's Office at Emmanuel Bible College immediately if any changes prohibit me or my organization to uphold my end of the agreement or if the student does not uphold his/her responsibilities. I will not sign the student's paperwork if he/she has not satisfied the hour and task requirements according to this agreement. Please check if the student has ensured you have access to the Field Education Guide.

I hereby certify that all the information I provided is complete and accurate and that I have read the document and agree to the terms in their entirety.

Supervisor Signature

Date

JOB DESCRIPTION ATTACHED (as page 3 of 3)

A job description template is available for download from the Field Education section of the Emmanuel website.

Emmanuel Bible College requires students to successfully pass FE100 Field Education and Ministry Preparation before any placement commences, in which the student is required to provide a current police check. Thereafter, students must complete and sign the Offence Declaration above. While we do not conduct yearly police checks, we inform students that their placement may require one. We expect placements to do their due diligence to screen and protect students as per their own standard processes. This includes upholding standard practices such as not allowing students to be alone with minor children. We commit to notifying the appropriate parties if any issues/concerns arise that may impact one party's ability to uphold their end of the contract, maintaining confidentiality where possible. Upon request, verification of our insurance coverage for our students can be obtained.