PEACE RIVER BIBLE INSTITUTE

FIELD EDUCATION GUIDELINES

Please Note the Following

* Field Ed placements are the student’s decision. We do not assign students to specific Field Education placements; students select their own areas of service. This means that we cannot guarantee you a student. We are not able to fulfill every opportunity because students vary in number, abilities, and interests each year. Some years you may get students, other years you may not. It’s unpredictable, and we appreciate your understanding in this regard.
* Most Field Eds begin in September, and most students stay in the same Field Ed through the entire school year (Sept – Apr). A few students may begin a new Field Ed in January.
* Students need to complete approximately 36 hours of volunteer service per credit. Usually this is 36 hours/per semester, although some may take two semesters to complete the required hours.
* Most students serve for approximately 3 hours each week, although this may vary by opportunity.
* Weekly or bi-weekly involvement works best, but other arrangements may be possible. Ideally, the student participates in their Field Ed placement through the entire semester. Single-event, or very short-term opportunities do not work as well.

Expectations

Here is a brief overview of what we expect of you as a Field Ed supervisor and what you can expect of us as a school.

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| **Organization/Supervisor Responsibilities (what we ask of you)** | **PRBI Responsibilities (what you can expect from us)** |
| * Train and schedule the student as you would any volunteer.
 | * We will do our best to communicate relevant information to you in a timely manner.
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| * Provide a supervisor for the student so that they may receive direction, feedback and guidance in their work.
 | * We will do our best to present your organization to our students as a valuable and positive Field Education opportunity.
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| * Supervisors, complete and submit a final evaluation form for each student (in some cases midterm forms may be requested).
* If possible, review the evaluation with the student.
 | * We will instruct, encourage, and expect our students to commit themselves to doing their best wherever they are serving. If you have a problem with a student’s work ethic or attitude, please let us know: this is a valuable teaching moment.
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| * Non-religious organizations should be aware that we are an overtly religious (Christian) college. Nevertheless, we expect our students to be sensitive and follow the protocols of your organization regarding religious expression and/or proselytizing.
* If you have policies for your volunteers regarding these matters, please communicate them to the students.
 | * We are always open to suggestions as to how we can improve the Field Education experience of our students. Your partnership and feedback are highly valued.
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| * Let us know if you have any questions or concerns regarding the Field Ed structure, or any particular student under your supervision.
 | * We will do our best to address any questions or concerns that you may have about the students, their performance in their Field Ed, and/or the Field Education program in general.
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How to Request a Student

Complete the Field Ed Requestform on the PRBI website

Link: <http://www.prbi.edu/fieldeducationrequest>

How to Edit or Renew an Existing Request

You may **edit requests** at any point during the year. To edit an active request …

* + Find your request on the PRBI website and review the information.
	+ Click the “Edit/Renew” link on the bottom of your request.
	+ Complete the form as required.
	+ **Note:** Your personal contact information is not published publicly on the website. Even so, if your contact information does change, please submit your changes to us using the editing process described here. We will pass that change on to our students.

You will be asked to review and **renew each request annually in August**. You will receive a notification by email to renew your requests, usually in early to mid August. Requests that are not renewed will be removed before the start of each school year.

* + You may renew your request before being notified by using the same “Edit/Renew” link mentioned above.
	+ To avoid confusion, please do not renew requests until after August 1 of each year, or until requested by email, whichever comes first.

**IMPORTANT:** Any time you submit a Field Ed request, you will automatically receive an emailed copy of your request at the email you indicated as verification of your request.

* **If you do not receive an automated response within a day of submission, please contact us.**
* **If you receive a copy of a request that you did not submit, or that contains errors, please contact us directly as soon as possible (**bcowie@prbi.edu**).**

If you have questions or concerns, do not hesitate to contact either the student’s Field Ed Advisor, or the Field Education Director (Brad Cowie, bcowie@prbi.edu) and we will do our best to address your concern.