

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 30 hours of volunteer service per credit. Usually this is 30 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.
- Students are *not available* for Field Ed at any organization on Monday evenings.

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.

Organization/Supervisor Responsibilities (what we ask of you)	PRBI Responsibilities (what you can expect from us)
<ul style="list-style-type: none"> • Train and schedule the student as you would any volunteer. 	<ul style="list-style-type: none"> • We will do our best to communicate relevant information to you in a timely manner.
<ul style="list-style-type: none"> • Provide a supervisor for the student so that they may receive direction, feedback and guidance in their work. 	<ul style="list-style-type: none"> • We will do our best to present your organization to our students as a valuable and positive Field Education opportunity.
<ul style="list-style-type: none"> • Supervisors will be asked to complete and submit a final online evaluation of each student. • If possible, review the evaluation with the student. 	<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • Non-religious organizations should be aware that we are a 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 matters of faith, religion, spiritual conversations, proselytizing, etc., please communicate them to the students. 	<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • Let us know if you have any questions or concerns regarding the Field Ed structure, or any particular student under your supervision. 	<ul style="list-style-type: none"> • 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.

How to Request a Student

Complete the Field Ed Request form on the PRBI website

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

We recommend that requests be submitted in August for the upcoming school year. While we will take requests at any time, most of our students choose their Field Ed in early September, so requests submitted during the year are less likely to get a response.

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.

Please inform us of changes in contact information using the editing process described here. Your personal contact information is not published publicly on the website. Even so, we need up to date contact information for our students.

You will be asked to review and **renew each request annually in August**. If you submitted a request the previous year, 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 and will have to be resubmitted as new requests.

- 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 (jgayoway@prbi.edu).**

If you have questions or concerns, do not hesitate to contact the Field Education Director (Jason Gayoway, jgayoway@prbi.edu) and we will do our best to address your concern.