



Course Syllabus
Fall 2023
Winter 2024
Spring/Summer 2024

Field Education

Units: FDED 1020, 2010, 2020, 3010, 3020

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1. COURSE DESCRIPTION

Five units must be completed as a non-credit graduation requirement for the Bachelor of Religious Education degree and one unit for the Transitions Program. Each unit involves 48 hours of work within a ministry context corresponding to the student's intended vocational goals.

Field Education is required of all students enrolled in a Bachelor of Religious Education or Transitions program. Each placement is meant to challenge students to reflect meaningfully on their own spirituality and giftedness and to give opportunity for the development of an effective ministry method.

Important Note: The student must register for his or her Field Education unit(s) **before** the add /drop deadline in the given semester (*see 23/24 Academic Calendar for these dates*). The Youth Ministry and Pastoral Ministry programs have an internship course that includes two units of Field Education. In this case, students must still register for the units but follow the internship syllabus and NOT the Field Education syllabus.

2. COURSE OBJECTIVES

- to provide the student with ministry opportunities in which he or she may develop some key skills
- to assist the student in identifying spiritual and character development
- to allow the student to gain experience in a variety of service settings
- to give the student an opportunity to reflect on his or her calling in life

3. COURSE OUTLINE

Skill Areas

Students must develop some of the following skills as they are used in ministry. Students may choose to focus on one or two skills throughout their placements or they may choose to experience all of them.

- Administration skills
- Communication skills
- Counselling skills
- Interpersonal skills
- Leadership skills
- Musical skills
- Programming skills
- Teaching skills

Parameters

- Field Ed. placements must be completed while studying at Tyndale; credit for past ministry experience will not be considered.
- Field Ed. placements may be paid or volunteered.
- Field Ed. placements must be done at churches or ministry organizations.
- Field Ed. placement duties must be in accordance with the student's major.
- The student's **faculty advisor must approve the placement** and his or her signature is required on the Agreement Form. For a list of advisors, visit <https://www.tyndale.ca/faculty-advising>

Length of Commitment

- Each unit requires a minimum of 48 hours of service to pass.
- Students may complete two units in one semester (requires 96 hours).
- Students may complete up to two units at any one agency (additional units may be approved by the Centre for Service Learning).
- Travel time may be counted in the 48 hours (up to 10 hours per unit).
- The hours must span at least seven days.
- If the placement spans more than one semester, the student is to register for the unit in the semester in which the placement will be completed.
- Students may begin their placement prior to the start of the semester in which they are registered provided they have obtained consent from the CSL Coordinator and have submitted the Agreement Form before commencing their hours.

Placement Opportunities

Placement opportunities are broad and varied; students are encouraged to be creative and to choose placements in areas in which they have a particular interest. Students may find a Field Ed. placement in one of the following ways:

- Contact an organization that interests you.
- Ask your pastor, family and friends if they know of an opportunity.
- Search the index of Service Opportunities on the CSL webpage: www.tyndale.ca/csl (not everything here will be appropriate for Field Education).

4. COURSE EVALUATION

FDED units are given a P (Pass) grade or N (No Pass) grade.

Field Education evaluation is based on four forms and a journal which are to be submitted to the CSL office by their respective due dates. They can also be submitted by email to Rev. Allyson MacLeod. Students must fulfill all their service hours, as well as complete and submit all five documents as per the described specifications in order to pass the unit(s).

Students doing two units at the same organization in the same semester may use one set of forms; otherwise, separate forms must be used for each placement. All forms are available on the CSL webpage. The following deadlines will be strictly adhered to:

Documents to Complete and Submit	Fall 2023 Semester Due Dates	Winter 2024 Semester Due Dates	Summer 2024 Semester Due Dates
1. Agreement Form*	September 22, 2023	January 26, 2024	May 17, 2024
2. Timesheet 3. Journal 4. Self-Evaluation 5. Supervisor Evaluation	December 6, 2023	April 9, 2024	August 20, 2024

**The student must provide the supervisor a copy of this syllabus with the Agreement Form Package (available on the webpage.)*

Agreement Form (10%)

The student must obtain all required signatures on the Agreement Form prior to submission to the Centre for Service Learning. During the summer, when faculty advisors may not be readily available, an email confirmation will be accepted in lieu of a signature.

Timesheet (10%)

The placement supervisor must sign the log of the student's hours (or verify by email). At least 48 hours of service is required to pass each unit. Students may begin their hours earlier than the semester in which they registered for the unit(s) as long as the agreement form has first been submitted. The inclusion of retroactive hours is not permitted.

Journal (30%)

The journal must include **three** separate entries of **1 ½ pages** each per unit: one written near the beginning of the placement, one at the mid-point and one at the conclusion. **Date** the entry so they are not done at the end of the placement. If completing two units at the same placement, add three additional entries or expound on the first three for a total of 9 pages.

Entries are not to be simply a record of tasks or events but rather a personal reflection on the student's personal and spiritual growth, goals and outcomes, challenges and successes, changing views, etc. The journal must be typed using the Times New Roman #12 font, be double-spaced and have one inch margins. Include one cover page for the entire journal.

Self-Evaluation (10%)

The student must complete the Self-Evaluation Form at the end of the placement.

Supervisor Evaluation (20%)

It is the student's responsibility to ensure that the supervisor submits the Supervisor Evaluation Form on time. The supervisor is free to discuss the evaluation with the student.

Punctuality (20%)

The student is expected to arrive at his or her placement on time and submit all paperwork to the CSL office by the due dates. These can be submitted by email to Allyson MacLeod. Being punctual is a sign of respect for others and says a lot about a person; it is a tremendously important trait in life and ministry.

5. Submitting Assignments & Late Policy

Students must fulfill all the requirements as per the described specifications in order to pass the unit(s). For every day (weekends excluded) a document is late, one point will be deducted from the punctuality mark to a maximum of four points per document. Extensions beyond four days from the final due date cannot be given.

TYNDALE POLICIES & RESOURCES FOR STUDENTS**Email**

Students must use their myTyndale email accounts for all course-related email correspondence.

Tyndale University has developed various policies and resources for students. Students are responsible to be aware of and guided by these policies, and encouraged to use these resources. They can be found in their entirety here:

<https://www.tyndale.ca/academics/policies>

Academic Integrity

<https://www.tyndale.ca/academics/policies/academic-integrity-policy>

The Centre for Academic Excellence

<https://www.tyndale.ca/academic-excellence>

Accessibility Services

<https://www.tyndale.ca/accessibility-services>

For more information, please contact the Accessibility Services Office at accessibilityservices@tyndale.ca or 416-226-3320 ext.2189

Advising Services

<https://www.tyndale.ca/academic-advising>

For more information on Advising Services or to arrange an appointment, contact advising@tyndale.ca, 416.226.6620 ext. 2160.

Tyndale Grading System & Scale

<https://www.tyndale.ca/academics/policies/grading-system-scale>