



3377 Bayview Avenue TEL: 416.226.6620
Toronto, ON
M2M 3S4
www.tyndale.ca

FROM THE CENTRE FOR SERVICE LEARNING

Dear Sir or Madam,

Thank you for considering investing your time and energy in the life of a Tyndale University student as a Field Placement Supervisor.

Field Education is a non-credit graduation requirement for students enrolled in specific undergraduate programs at Tyndale. 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.

With this letter the student should have provided you with the following documents:

- the *Field Education Roles and Responsibilities*,
- the placement *Agreement Form* for your signature, and
- the current *Field Education Syllabus*, which outlines the objectives, required service hours, etc.

The Placement Supervisor and the student should discuss the specific goals of the placement and how the practical experience will meet the student's academic and ministry aspirations. The student's workload should include projects or duties that cover a range of activities that help in the development of practical skills and, where applicable, are representative of the Placement Supervisor's ministry work.

At Tyndale University we seek high standards for our students and expect them to demonstrate a high moral character and commitment to their responsibilities. I hope you will give our student the opportunity to learn from you and your staff as he/she provides you with valuable support.

If you have any questions, please feel free to contact me.

Sincerely,

Allyson MacLeod

Allyson MacLeod
Centre for Service Learning Coordinator
Phone: 416-226-6620
Email: amacleod@tyndale.ca

Encls.



FIELD EDUCATION ROLES AND RESPONSIBILITIES

You can expect Tyndale students to:

- Provide you a copy of the Field Education syllabus
- Provide you a copy of the Field Education Agreement Form for signature
- Respect the policies of your organization, especially in regards to confidentiality
- Participate in required training sessions
- Behave in a professional manner, including observance of your established dress code
- Be dependable in fulfilling their hours at your agency
- Give prior notice if they expect to be absent or late

Tyndale students expect you to:

- Provide an outline of responsibilities that accurately identifies expectations and that correlate with the student's academic major and/or goals
- Give an orientation to the site and training for the position
- Provide adequate supervision and continuous feedback to facilitate growth
- Give them an opportunity to make suggestions and develop a sense of worth at the organization
- Complete a Supervisor Evaluation Form and submit it to the Centre for Service Learning by the deadline noted in the syllabus

<p>Circle one semester: FALL WINTER SUMMER</p> <p>YEAR: _____</p>	<p>Check the unit(s) you will be completing in the semester:</p> <p><input type="checkbox"/> FDED 1020 <input type="checkbox"/> FDED 2010 <input type="checkbox"/> FDED 2020</p> <p><input type="checkbox"/> FDED 3010 <input type="checkbox"/> FDED 3020</p>
<p>Note: Completing the Agreement Form does not ensure the student's registration for field education units. Students must register for the units before the Semester's add/drop deadline.</p>	<p>Name: _____</p> <p>Student ID #: _____ Mailbox #: _____</p> <p>Tyndale Email: _____@mytyndale.ca</p> <p><i>Communication will be done primarily through your Tyndale student email account. You are responsible to check your account on a regular basis, as well as your student mailbox.</i></p>

Program: BRE _____ Transitions _____ Faculty Advisor: _____

Placement Information (All placements must be approved by your Faculty Advisor)		
Organization _____		
Supervisor _____		
Address _____		
City _____	Prov. _____	Postal Code _____
Phone _____	Supervisor Email _____	
Placement Duties _____		
Est. Start Date _____		Est. End Date: _____
Day(s) of Week _____		Time _____

Student's Agreement

I agree to be faithful in this placement and to fulfill the responsibilities required to the best of my ability.

Signature of Student _____ Date _____

Placement Supervisor's Agreement

I have read and kept the attached Roles and Responsibilities document and received a copy of the Field Education syllabus from the student. I agree to supervise this student in his/her placement and guide him/her in developing skills, as well as evaluate the student's performance at the end of this placement.

Signature of Placement Supervisor _____ Date _____

Faculty Advisor's Agreement

The placement named above is, in my judgment, appropriate for the personal development of this student. I therefore give approval to this placement.

Signature of Faculty Advisor _____ Date _____

Student: All signatures must be obtained before submitting the form to Dr. Allyson MacLeod, Director of the Centre for Service Learning.