

EVERYTHING YOU NEED TO KNOW ABOUT

FIELD EDUCATION DEPARTMENT

SINGAPORE BIBLE COLLEGE

ADDRESS:
9-15 ADAM ROAD
SINGAPORE 289886

POSTAL ADDRESS:
FARRER ROAD P O BOX 257
SINGAPORE 912809

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CONTENTS

1. WHAT IS FIELD EDUCATION
2. PURPOSE OF FIELD EDUCATION
3. THE ROLE OF THE FIELD EDUCATION DEPARTMENT
4. SINGAPORE BIBLE COLLEGE REQUIREMENTS
5. WHAT IS EXPECTED OF THE STUDENT
6. THE ROLE OF THE SUPERVISOR
7. FIELD EDUCATION “SHADOW” INTERNSHIP
8. FIELD EDUCATION AWARD

EVERYTHING YOU NEED TO KNOW ABOUT *FIELD EDUCATION*

1 WHAT IS FIELD EDUCATION

- 1.1 Field Education (FE) provides practical training of the student in a chosen area of Christian service under a planned supervised program.
- 1.2 The emphasis in FE is on learning, rather than serving, with appropriate guidance and written evaluation by a supervisor well versed in the particular ministry.
- 1.3 The attachment can be either with a local church or a parachurch organization.

2 PURPOSE OF FIELD EDUCATION

- 2.1 The aim of FE is to help students develop attitudes and abilities that will enhance their effectiveness in Christian service.
- 2.2 FE should also provide opportunities for students to interact with issues of fieldwork as well as integrate their college course work into their individual spheres of ministry in a biblical manner.

3 THE ROLE OF THE FIELD EDUCATION DEPARTMENT

- 3.1 The FE Department is established to help students to acquire, reinforce and refine their ministry knowledge and skills, and to assess their Christian character.
- 3.2 The FE Department also co-ordinates requests from Christian leaders for students' postings. Interesting openings are brought to the students' attention and posted on the Department's notice board (located outside Room 1-308) to widen students' choices of assignments.
- 3.3 The FE Department maintains files on all students for record and future reference.

4 SINGAPORE BIBLE COLLEGE REQUIREMENTS

- 4.1 All Field Education assignments are graded every semester.
- 4.2 FE credit is required of all students. Graduation requirements include 1 credit hour per semester for full-time students.
- 4.3 Part-time students are to acquire the equivalent number of credits but may not necessarily report for every semester since they take a longer time to complete their respective diploma/degree programs.

- 4.4 All FE credits will be included in the overall GPA.
- 4.5 Points are deducted for late submissions for Forms A and C, and tardiness/absenteeism at scheduled meetings.
- 4.6 A student may be exempted from supervised FE if he/she fulfills most if not all of the following:
 - 4.6.1 is on sabbatical.
 - 4.6.2 is in an on-going full-time ministry and is concurrently a part-time student.
 - 4.6.3 has substantial years of service (more than ten years).
 - 4.6.4 furnishes a letter of previous responsibilities and current involvement.
- 4.7 The special FE student (mentioned in 4.6) has to submit a monthly FE report of 100-200 words. He/She is required to attend all FE Report Hour. His/Her FE grade will depend on the timely submission and contents of the FE report and attendance at FE Report Hour. Because of his/her previous FE experience, he/she is exempted from having a FE supervisor. The special FE student is also exempted from meeting the FE Director.

5. WHAT IS EXPECTED OF THE STUDENT

- 5.1 The student decides on his/her type of ministry and chooses his/her own assignment, church/ organization to serve in, and supervisor.
- 5.2 All students are required to be confirmed in a FE assignment by the first two weeks of each academic year. All details of assignment and supervisor should be confirmed and submitted to the FE Director, (on **Form A**) before the end of the second week of Semester I. Information required on Form A include job description, goals, appropriate activities and particulars of supervisor such as name, position, address (church/organization/home), telephone numbers (church/office/home/pager/hand/fax). Self-evaluation is completed in April or in November under special circumstances.
- 5.3 Changes in assignments are not permitted during a semester. In exceptional cases, changes in FE assignments between semesters are permitted, but must be pre-discussed with the FE Director and be supported by adequate reasons, and written official notification must be submitted to the FE Director by the first week of the affected semester (on **Form A**).

- 5.4 Students are required to obtain their pastors/ church leaders' written approval (on **Form B**) if their FE assignments are not at their own church. This is to ensure that the students' FE responsibility is known to their pastors/ church leaders and has their blessing. Anglican students are encouraged to carry out their FE assignments in Anglican churches, as required by the Bishop. Posting assistance will be provided, especially for foreign students.
- 5.5 Changes in supervisor's particulars should be advised immediately to the FE Director (on **Form A**). This will facilitate the FE Director's communication with the supervisors, to confirm, appreciate and inform them of their responsibilities (on **Form D**).
- 5.6 All students are required to meet the FE Director or Director's nominee at least once monthly for at least 10 minutes by prior appointment either individually for personal interaction or as a class, to discuss the assignments, highlights, pressures and problems. There would be a minimum of 3 meetings per semester. Personal appointments should be made by the students by filling in the allotted time slots posted on the FE notice board. Group meetings would be announced and posted on the FE notice board. Absenteeism will result in downgrading.
- 5.7 Every student is expected to account for an average of 4 hours weekly during the semester, and submit a monthly report of activities accomplished in the learning situation (on **Form C**). He/she should bring along the current month's Form C to that month's meeting with the FE Director. The completed Form C should be handed in by the last day of the month, or (if the last day is a Sunday) by the first Tuesday of the following month. The student should check that his/her Form C is thoroughly completed. Form C is required to be submitted for the months of August, September and October in Semester I and January, February and March in Semester II.
- 5.8 The students may invite the FE Director (or nominee) to visit them on-site, if feasible. On a personal basis, the FE Director is available to counsel or help students with problems in their respective assignments or relationships with supervisors.
- 5.9 All graduating students will round off their final semester with a Graduation Exercise on **Form E** by mid-April. Each graduating student will meet the FE Director for the last FE appointment after having completed Form E.

6 THE ROLE OF THE SUPERVISOR

- 6.1 The Supervisor and the student work together to decide on the area of assignment. Both the assignment and the Supervisor are the student's choice.

- 6.2 The Supervisor should be willing to evaluate the student at least once during each semester, by 1 November for Semester I and 1 April for Semester II (on **Form F**). This feedback is given due weightage in the overall grade of the student for each semester.

7 FIELD EDUCATION “SHADOW” INTERNSHIP

- 7.1 A “shadow” internship allows for exposure to and learning of the full-orbed duties performed by a qualified person who may be the senior pastor, CEO or one who is more experienced in a particular area of ministry.
- 7.2 Students in the MDiv program going on to their third year are encouraged to do their FE assignments during the inter-semester period of May through July. The purpose is to release them from FE (on-site, not on-campus) responsibilities during their final year, whenever possible.
- 7.3 Each 2-credit-hour internship is specialized, chosen according to the individual’s specific needs related to future ministry. He/she would be required to put in an equivalent of a total of 120 hours of ministry. The internship could therefore take place over four full working weeks during the inter-semester. However, certain internships could be stretched over two whole semesters as in the case of a teaching internship.
- 7.4 Feedback is expected from both the student and the trainer or supervisor.
- 7.4.1 The student is responsible for outlining the objectives and nature of the internship in consultation with the supervisor; the record of activities he/she has been involved in; assessment of the benefits of the experience; evaluating the particular area of ministry in the light of his/her giftedness.
- 7.4.2 The supervisor is responsible for confirming the objectives and the nature of the internship by giving: information, guidance and interaction in the context of the internship; a letter grade as indicated in the FE Form F; and a written summary of achievement resulting from the internship.

8. FIELD EDUCATION AWARD

- 8.1 This award is given in recognition of outstanding work in field education. As such, the award will not be given if no efforts qualify to be recognized as "outstanding work".

- 8.2 All graduating students who have done at least 4 semesters of field education are eligible to be considered for this award.
- 8.3 Assessment will be based primarily on the following 3 factors: attitude, character, and ministry exposure.
- 8.4 The following personnel may be involved in the selection process:
 - 8.4.1 Field Education Department - special on-site visits may be made to observe shortlisted candidates.
 - 8.4.2 Supervisor concerned - may be asked to furnish a letter of recommendation.
 - 8.4.3 Dean of the English Department - may be asked to help in selection if there is a "tie".
- 8.5 The award will be in the form of a SBC Book Center book voucher worth S\$100 and valid for 12 months. A letter of commendation will also accompany this voucher.
- 8.6 An outside sponsor will be sought. This will relieve SBC of the financial commitment.
- 8.7 The existence of the award will be noted in the SBC catalogue and/or FE handbook. Also, all students will be informed of this award at the beginning of the new academic year.

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