

Service Practicum Placement Application Form

Organization Information

Name of Organization: _____

Mailing Address: _____

Supervisor Name(s): _____

Phone Number: _____ **Email Address:** _____

Posting Options

- We will send a representative to the Service Fair, Friday September 15, 2004
- Please post this position for students; we will be unable to attend the service fair

Position(s) Needed

Position Title: _____

Number of people needed: _____ Day of week /Time: _____

Hours per week: _____ Transportation: Provided/Needed/other _____

Detailed Job Description: _____

- If students are required to work with people who have special or specific needs, please include some description of the need and how the student will be involved *on a separate sheet*.

Specific skills required (if any): _____

Training or waiting period before starting? Yes/ No

If Yes, how long and is there something they could do during that time? _____

Criminal Record Check Required: Yes / No Interview Required: Yes / No

*CBC recommends criminal record checks for *all* students working with minors and persons with special needs.

For additional positions with a different job description, please duplicate or include a separate page.

Organization/Supervisor Responsibilities:

1. Provide the student with at least 2 hours of experiential learning each week. The student should be working with or providing a service to people if at all possible. This will provide the student with valuable service practicum experience. Students should be given clear expectations and responsibilities.
2. Be available to the student(s) for supervision and encouragement throughout the semester, and meeting with them 2 times each semester, once during mid term and once to discuss the final evaluation, which is worth 25% of the student’s grade for Service Practicum. The College will provide this evaluation form later in the semester.
3. Inform student(s) of cancelled assignments in advance if at all possible.
4. Enable the students to adhere to the following guidelines to avoid any potential for misconduct.
 - a. When working with children/youth, CBC students should have another adult or student present if at all possible.
 - b. Students should only mentor same gender.
 - c. CBC recommends that organizations require a criminal record check for all students working with children, youth or persons with special needs.
5. If a criminal record check is required of student(s) please indicate this on the application form and be willing to cover any related costs.
6. Strive to resolve any concerns that may arise in the student’s relationship with other staff, volunteers or you as the supervisor. The Service Learning staff should only become involved if the concerns persist.

Attendance:

Students are expected to invest 2-3 hours per week over the course of the semester. It is possible to design a placement, which is a more concentrated service assignment.

We expect students to be faithful in keeping their commitments as volunteers. If you note a student missing a commitment that is not due to an illness, hazardous travel conditions, or because of a required College function, please contact Adel.

Semester dates for Service Practicum:

The placements generally run for a year; there is a break between fall and spring semesters.

- Fall semester: September 19, 2004 - December 11, 2004
- Spring semester: January 3, 2005 (or Jan. 17th for new students) - April 2, 2005

2004/05 College dates off (These would be College required functions or holidays)

- Urban Mission Adventure (1st year students) one of: Sept. 30-Oct. 3 or March 3-6
- Thanksgiving - Oct 11
- Remembrance Day – November 11
- Reading Week - February 23-27
- Easter Weekend – March 25-27

I have read and agree to the above responsibilities as a Service Practicum Supervisor.

Signature

Date

Please return this to:

Adel (Letourneau) Klassen
Service Learning Associate Director
Columbia Bible College
2940 Clearbrook Rd Abbotsford, BC V2T 2X8
Fax: (604)853-3063