



Columbia Bible College Service Practicum Supervisor's Guide

The following is a general guide for all organizations that supervise Columbia's Service Practicum students. We are so grateful for our partnership with you and for the time and energy you give to our students for their learning and development. The opportunity for our students to serve and give back to the community in Abbotsford and beyond is a gift to us, and we sincerely hope that it is also a gift to you. Please have a quick look over this list of expectations and if there is anything that is unclear to you, or if you have any specific questions regarding your organization, feel free to reach out to us. Thanks again for your partnership with Columbia Bible College.

Jeff Peters, Director of Service Practicum (jeff.peters@columbiabc.edu)
Kelly Ens, Service Practicum Assistant (kelly.ens@columbiabc.edu)

- 1. Required Hours** – Service Practicum students are required to complete 20 hours of service per semester. Our recommendation is to serve for ten weeks at two hours per week. We are fine if you have a slightly different arrangement, but if your request is more event based with long hours per event, please contact us for approval. You may request more than two hours per week from the student and it is up to them to agree to your terms.
- 2. Supervision** – The work that is assigned to Service Practicum students should be supervised work. While this does not mean that the student needs to be watched at all times, supervisors should have eyes on some of the work and have a general sense of how things are going, especially for the purpose of providing feedback and evaluation.
- 3. Placement Approval** – To confirm a placement, both the student and the supervisor are required to complete online registration forms. Links to these forms can be accessed at: columbiabc.edu/service-practicum/. The deadline for these forms is **September 25th**.
- 4. Midway Meeting** – Supervisors are expected to have a check-in meeting with their students at about the halfway point of their service hours (after approximately ten hours served). The students are responsible to initiate the scheduling of this meeting with you and to provide you with the questions that should be discussed (we will provide the students with these questions ahead of time). The purpose of this meeting is to make space for some honest feedback for the student to consider both for the remainder of their service, and in their reflection paper at the end of the semester.
- 5. Evaluation Form** – Supervisors are expected to complete an online evaluation form for each student they oversee. Questions will address areas such as attendance, punctuality, attitude, and general performance. This feedback will directly impact their final grade.