

## **FIELD EDUCATION PLACEMENTS — OTHER BTI SCHOOLS**

By the policy which follows, the BTI schools allow students from one school to serve in field education sites of other BTI schools. These procedures are designed to offer students the widest opportunities possible for field education placements. To receive field education credit, students must strictly follow the policy. The purpose of these guidelines is to value the distinctiveness of each partner school while also availing to students the greatest possible degree of vocational freedom in choosing a setting for learning.

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### **A BTI POLICY FOR FIELD EDUCATION SITES**

(Adopted by BTI Field Educators, February 16, 1990, Amended December 6, 1996, Amended April, 2007.)

Occasionally it is desirable for a student from one BTI school to serve in a field education site that is affiliated with another. The BTI field educators agree that this opportunity should be as simple as possible, while recognizing that there are important differences in our respective programs: differing timetables, differing financial arrangements, differing requirements for sites and students, and differing underlying philosophies. The following assumptions and procedures attempt to state and clarify the ways in which a student may serve in the field education setting of another school.

#### *ASSUMPTIONS:*

- 1) Each field education site is directly affiliated with only one BTI school. If a site wishes to switch affiliations, it must contact both the school with which it is ceasing affiliation and the school with which it will partner and receive agreement from both.
- 2) Each field education site relates to and honors the policies, procedures, requirements, and of the school with which it is affiliated (the sponsoring school). The school with whom a faith community partners in field education is the primary location of accountability for the site.
- 3) Each person who wishes to supervise field education students must satisfy the sponsoring school that s/he is qualified to do so, or enroll in a basic supervisory course offered by any of the BTI schools. While all BTI schools agree to recognize completion of a current course at any BTI school as satisfactory preparation, it is assumed that supervisors will pursue the course of study at the school where their sites are affiliated except in unusual circumstances.
- 4) Each field education site establishes student stipend arrangements, if any, in relationship with the sponsoring school. It is understood that not all of these arrangements will be suitable for students from other schools.
- 5) The student serving in another school's field education site will follow the site's sponsoring school's procedures for learning agreements and evaluations. However, the student will also fulfill his/her own school's other requirements, such as participation in practicum groups, where applicable.
- 6) Each BTI school manages communication and placement in its own way, which students can and must learn through direct communication with the appropriate field education offices.

#### *REQUIRED PROCEDURES:*

- 1) If a student is interested in serving in a field education site of another school, the student must receive approval from those in charge of field education in his/her home school, the director of field education at the sponsoring school, and, of course, the site. The sequence in which these steps are taken will vary from student to student, but communication is essential.
- 2) Students may contact the director of field education from the sponsoring school via phone, email, or in person. In most cases, it is advisable for students to make first contact via email,

with the understanding that different field education directors will express different preferences for follow-up communication.

3) The student is responsible to learn what expectations this site may have that are different from field education sites at her/his home school, e.g. written work, relationship with teaching committees, and hours.

4) If the student and the site decide that they will work together, they must officially notify both schools of their decision.

5) The student is responsible for ensuring that all official documents related to field education, such as contract/covenants, learning agreements, and evaluations are sent to both the student's and the site's sponsoring institution.

6) The student incurs no additional tuition liability in serving in another school's field education site. All tuition is paid to the student's home school.

Some schools (Gordon Conwell, for example) do not have formal affiliation agreements with the sites and/or supervisors which their students regularly serve. If a student from another school wishes to serve in such a site, the student and those in charge of field education at the student's home school will decide on the procedures to follow. Nonetheless, as a courtesy and to avoid confusion, it is recommended that the school whose students usually serve the site be informed of the intentions, plans and decisions.