



Education Internship

Purpose – The Education Internship program will be established to encourage university students majoring in education to choose denominational employment. It will accomplish this goal by providing onsite field experience in an accredited Adventist elementary or secondary school in Canada that is designed to acquaint these students with employment opportunities in the SDACC and to provide intentional opportunities that will prepare them for such employment.

Definition/Description – “Education Internship” as used here is the period of time that an education student engages in school-related activities under the supervision and mentorship of experienced educators in pursuit of the core qualities needed for effective service in the teaching ministry. This period may include the weeks after the university term has ended but elementary and secondary schools are still in session (primarily May and June) or may extend into the summer months.

Eligibility – Requirements for eligibility to these internships shall include enrollment in an accredited teacher education program at an SDA university and recommendation from the school of education faculty as to Christian experience, scholastic accomplishments, and potential for future service. Applicants must be Canadian citizens or permanent residents in Canada. Preference will be given to Canadian students attending Burman University.

Selection Procedures – 1. A school principal/school board shall work with the conference superintendent to outline a job description and term; 2. The conference will work with the university to select a suitable intern and initiate the application, working with the prospective intern to complete the information required; 3. The conference superintendent will submit a request to Conference and SDACC administrations; 4. Upon approval, the conference will provide a signed agreement, which includes the expectations and remuneration, to the intern, and will bill the SDACC for their portion. Note: Kingsway College will submit their request directly to the SDACC Office of Education.

Responsibilities – 1. The school will provide a job description (see Internship Agreement for a sample), a direct supervisor/mentor, opportunities to participate in education-related activities for training purposes, and a short written report at the conclusion of the internship to be submitted to conference and SDACC administrations; 2. The conference will complete the application as outlined and provide the remuneration as outlined in the agreement and bill the SDACC for its portion; 3. The SDACC will approve internship requests and reimburse the conference for their portion of the costs as outlined in the agreement; 4. The intern will participate in all activities and training as outlined in the written job description and facilitated by his/her direct supervisor/mentor, and will complete a written report at the end of the internship period to be submitted to conference and SDACC administrations.

Length of Internship – The length of individual internships may vary depending on the needs of the local school and the availability of onsite supervisors, and on the availability of the selected interns. Job descriptions shall outline the specific term (in weeks) and shall include a minimum of 36 scheduled hours of training/activity each week.

Remuneration/Financial Assistance – The intern will be paid at 75% of the weekly remuneration factor. These costs will be shared by the conference (40%) and the SDACC (60%). The SDACC will provide funding for up to seven (7) education interns per year. It is understood that additional benefits are not provided for interns and that an internship does not count toward service credit.

NOTE: Completed applications must be submitted to the SDACC Office of Education no later than April 1.



Education Internship Application

To be completed by the prospective intern

Last Name _____ First Name & Middle Initial _____

Street Address _____

City _____ Province _____ Postal Code _____

Birthdate (dd/mm/yyyy) _____ Telephone Number _____

Email: _____

Church Membership _____
(Give name of SDA church where membership is held)

Name of university presently attending _____ Anticipated graduation date _____

Please explain why you are interested in a paid internship program at an Adventist elementary or secondary school.

Signature of Student _____ Date _____

To be completed by the school and conference providing the internship

Conference _____ School _____

It is understood that the school and conference will work together to provide a qualified mentor/supervisor and to outline a job description and term, including the expectations and remuneration to be provided (see attached Internship Agreement).

Signature of School Principal _____ Date _____

Signature of Conference Superintendent _____ Date _____

Signature of Conference Administrator _____ Date _____

SUPPORTING DOCUMENTS *(All items must be included for this application to be considered)*

- Application
- Recommendation Form
- Internship Agreement

**Completed applications
must be submitted by
APRIL 1.**

To be completed by the Seventh-day Adventist Church in Canada

SDACC Office of Education _____ Approved Not Approved



Education Internship Recommendation

To be completed by a professor in the school of education in the university where the applicant currently attends

Student Applicant _____

College/University _____

Name of Recommender _____

Title of Recommender _____

Email of Recommender _____

For how long have you known the applicant? _____

The student named above has applied to complete an internship at an Adventist elementary or secondary school. Using specific examples, please comment on the applicant's Christian example, scholastic achievements, and potential for future service as a teacher in the Seventh-day Adventist school system.

Signature of Recommender _____ Date _____



Education Internship Internship Agreement

To be completed collaboratively by the school and conference offering the internship

✓	Date completed	Task
<input type="checkbox"/>		Become acquainted with the mission and vision of the school.
<input type="checkbox"/>		Review the school's website and student and staff handbooks.
<input type="checkbox"/>		Interview teachers at the school to find out why they choose to teach in an Adventist school.
<input type="checkbox"/>		Meet conference educational personnel and become acquainted with the joys and benefits of teaching in the Adventist school system.
<input type="checkbox"/>		Meet with the local constituent pastor(s) to better understand the partnership between home, school, and church.
<input type="checkbox"/>		Observe classroom instruction.
<input type="checkbox"/>		Review curriculum expectations and resources.
<input type="checkbox"/>		Work with individual students for remediation/enrichment.
<input type="checkbox"/>		Mark student work.
<input type="checkbox"/>		Use student management software to record attendance and/or marks.
<input type="checkbox"/>		Prepare sample lesson plans as directed.
<input type="checkbox"/>		Assist in the planning of school programs.
<input type="checkbox"/>		Supervise playgrounds during recess/lunch periods.
<input type="checkbox"/>		Teach the occasional lesson or portion of a lesson as assigned.
<input type="checkbox"/>		Attend daily staff worships.
<input type="checkbox"/>		Attend staff meetings as scheduled.
<input type="checkbox"/>		Assist in the preparation of school newsletters and/or promotional materials.
<input type="checkbox"/>		Assist in the planning for graduation programs.
<input type="checkbox"/>		Assist in end-of-year procedures (e.g., inventories, year-end reports, report cards, facility maintenance, etc).
<input type="checkbox"/>		Participate in post-school professional learning activities.
<input type="checkbox"/>		Support and promote Adventist education by word and example.
<input type="checkbox"/>		
<input type="checkbox"/>		

Optional activities may include:

<input type="checkbox"/>		Accompany class groups on field trips as an adult supervisor.
<input type="checkbox"/>		Participate in Sabbath worship services designed to promote Adventist education.
<input type="checkbox"/>		Speak at school assemblies.
<input type="checkbox"/>		Conduct class/school worships.
<input type="checkbox"/>		Attend school board meetings.
<input type="checkbox"/>		
<input type="checkbox"/>		

Before the internship begins: *I agree to participate in/supervise the activities as outlined above.*

Supervisor: _____ Intern: _____ Date: _____

After the internship has been completed: *I verify that I participated in/supervised the activities as noted with checks and dates above.*

Supervisor: _____ Intern: _____ Date: _____



British Columbia Conference

Phil Hudema, Superintendent – phudema@bcadventist.ca

Alberta Conference

Gail Wilton, Director of Education – gwilton@albertasdaedu.org

Manitoba-Saskatchewan Conference

Corinne Lindberg, Superintendent – clindberg@mansaskadventist.ca

Ontario Conference

Emile Maxi, Superintendent – emaxi@adventistontario.org

Quebec Conference

Claude Trepanier, Superintendent – ctrepanier@sdaqc.org

Maritime Conference

Sydney Mogae, Superintendent – mc.education.dir@maritimesda.com

SDA Church in Newfoundland and Labrador

Ken Corkum, President – kcorkum@nladventist.ca

Kingsway College

Lee Richards, President - leerichards@kingsway.college

SDA Church in Canada

Brandy Perkins, Education Specialist – perkins.brandy@adventist.ca