Seventh-day Adventist Church in Canada

Education Internship

Purpose – The Education Internship program has been established to encourage Adventist 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 may include the weeks after the university term has ended but elementary and secondary schools are still in session (primarily May and June).

Eligibility – Applicants must be Adventist, holding either Canadian citizenship or permanent residency in Canada. Requirements for eligibility to these internships shall include enrollment in an accredited teacher education program at a university in North America. Preference will be given to Canadian students enrolled in the education program at Burman University; however, exceptions may be considered for applicants who are not currently enrolled in an education degree program, depending on conference needs and funding availability.

Recommendation Requirements – Applicants attending an Adventist university are required to request a letter of recommendation from their school of education faculty (see Recommendation Form A) that speaks to their Christian experience, scholastic accomplishments, and potential for future service. Applicants attending a non-Adventist university, will need to request a letter of recommendation (see Recommendation Form B) from their school of education faculty highlighting their scholastic accomplishments *and potential as a future teacher*, as well as an additional letter of recommendation from their local church leadership (see Recommendation Form C) that speaks to the applicants' Christian experience and potential for future service.

Procedure – 1. Applicants will submit a completed application to the desired conference or boarding academy using the contact information found on the last page of this document. 2. The applicant will send the Letter of Recommendation form(s) to the recommender(s), who in turn will email the completed form to education@adventist.ca. 3. Upon review of the applications and letters of recommendation, the conference superintendents and/or KC Principal will submit recommended applications to the SDACC Office of Education. 4. Acceptance will be communicated within the month of March.

Responsibilities – 1. The intern will participate in all activities and training as outlined in the written job description and facilitated by his/her direct supervisor/mentor. See list of potential responsibilities in this document. 2. The intern will complete the online survey sent by the SDACC Office of Education at the conclusion of the internship.

Length of Internship – Internships can last for a period of up to eight (8) weeks. 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 $1000/week (less the required employment-related expenses). It is understood that additional benefits are not provided for interns and that an internship does not count toward service credit.

APPLICATION DEADLINES: **From applicant to Conference/Kingsway College – February 1st**
From Conference/Kingsway College to SDACC – February 15th

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Education Internship

Application – Part 1

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 _____

Major _____ Minor(s) _____

Please indicate which school(s)/conference(s) you are applying to for your internship:

1st Choice _____

2nd Choice _____

3rd Choice _____

Start Date Available _____ End Date _____

Letter(s) of Recommendation (see Recommendation Requirements on previous page)

Name of Recommender _____ Email _____

Name of Recommender _____ Email _____

Signature of Student _____ Date _____

SUPPORTING DOCUMENTS *(All items must be included for this application to be considered)* - See Checklist for further details

- Application (Part 1 & Part 2)
- Resume
- Verification of citizenship or permanent resident status in Canada (e.g., copy of birth certificate, passport, etc.)
- Recommendation form(s)

RECOMMENDATION(S)

- Applicant will send recommendation form(s) to recommender(s) and the recommender(s) will send completed recommendation to education@adventist.ca by February 1st.

Completed applications must be submitted to <u>each</u> entity (Conference or Kingsway College) that you applying to by February 1st.

To be completed by the school and conference/boarding academy 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/KC Administrator _____ Date _____

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

SDACC Board of Education Chair _____ ☐ Approved ☐ Not Approved

_____ Date Application Received

_____ Date Application Approved

_____ Funds Remitted to Institution

Seventh-day Adventist Church in Canada

Education Internship

Application – Part 2

Student Applicant _____

Email of Applicant _____

College/University _____

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

Please email Parts 1 and 2 of this application to the conference(s) or boarding academy wherein you desire to do your internship by February 1st. Contact information is listed on the last page of this document.

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Education Internship

Checklist

Below is a list of items that need to be completed by the applicant for the Education Internship application.

- ○ Complete application Part 1 and Part 2.
- ○ Request required recommendation letters depending on whether you attend an Adventist or non-Adventist university (see instructions for each category below).

Attending an Adventist University:

- Recommendation Form A (*Professor in the school of education in the Adventist university where the applicant currently attends)*

Attending a non-Adventist University:

- Recommendation Form B (*Professor in the school of education in the non-Adventist university where the applicant currently attends)*, and
- Recommendation Form C *(local church leader)*

- ○ Before the February 1st deadline, follow-up with recommender(s) to ensure letter(s) of recommendation have been submitted to education@adventist.ca.
- ○ Submit the following to the conference(s) or boarding academy you desire to intern at by February 1st. Contact information is listed on the last page of this document.
  - Completed application Part 1 and Part 2
  - Verification of citizenship or permanent resident status in Canada (e.g., copy of birth certificate, passport, etc.)
  - Current resume

All documents (application, verification of citizenship or permanent resident status in Canada, and recommendation form(s)) are to be submitted by February 1st. If they are received after this date, the application may not be considered.

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Education Internship

Recommendation A

To be completed by Student Applicant

Name of Applicant _____

Email of Applicant _____

College/University _____

Please indicate which conference(s)/boarding academy (maximum of 3) you are requesting an internship with:

☐ British Columbia ☐ Alberta ☐ Manitoba-Saskatchewan ☐ Ontario ☐ Quebec ☐ Maritimes (Nova Scotia) ☐ Kingsway College

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

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 a Seventh-day 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 _____

The recommender is asked to email this form directly to education@adventist.ca by February 1st.

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Education Internship

Recommendation B

To be completed by Student Applicant

Name of Applicant _____

Email of Applicant _____

College/University _____

Please indicate which conference(s)/boarding academy (maximum of 3) you are requesting an internship with:

☐ British Columbia ☐ Alberta ☐ Manitoba-Saskatchewan ☐ Ontario ☐ Quebec ☐ Maritimes (Nova Scotia) ☐ Kingsway College

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

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 a Seventh-day Adventist elementary or secondary school. Using specific examples, please comment on the applicant's scholastic achievements, and potential as a future teacher.

Signature of Recommender _____ Date _____

The recommender is asked to email this form directly to education@adventist.ca by February 1st.

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Education Internship

Recommendation C

To be completed by Student Applicant

Name of Applicant _____

Email of Applicant _____

College/University _____

Please indicate which conference(s)/boarding academy (maximum of 3) you are requesting an internship with:

☐ British Columbia ☐ Alberta ☐ Manitoba-Saskatchewan ☐ Ontario ☐ Quebec ☐ Maritimes (Nova Scotia) ☐ Kingsway College

To be completed by your local church leader

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 a Seventh-day Adventist elementary or secondary school. Using specific examples, please comment on the applicant's Christian example and potential for future service as a teacher in the Seventh-day Adventist school system.

Signature of Recommender _____ Date _____

The recommender is asked to email this form directly to education@adventist.ca by February 1st.

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Education Internship
Potential Responsibilities

Below is a list of responsibilities the intern may be assigned. This list is not exhaustive, and the conference or boarding academy may include additional items.

- Become acquainted with the mission and vision of the school.
- Review the school's website and student and staff handbooks.
- Interview teachers at the school to find out why they chose to teach in an Adventist school.
- Meet conference educational personnel and become acquainted with the joys and benefits of teaching in the Adventist school system.
- Meet with the local constituent pastor(s) to better understand the partnership between home, school, and church.
- Observe classroom instruction.
- Review curriculum expectations and resources.
- Work with individual students for remediation/enrichment.
- Mark student work.
- Use student management software to record attendance and/or marks.
- Prepare sample lesson plans as directed.
- Assist in the planning of school programs.
- Assist in supervising the playgrounds during recess/lunch periods.
- Attend daily staff worships.
- Attend staff meetings as scheduled.
- Assist in the preparation of school newsletters and/or promotional materials.
- Assist in the planning for graduation programs.
- Assist in end-of-year procedures (e.g., inventories, year-end reports, report cards, facility maintenance, etc).
- Participate in post-school professional learning activities.
- Support and promote Adventist education by word and example.
- Accompany class groups on field trips as an adult supervisor.
- Participate in Sabbath worship services designed to promote Adventist education.
- Speak at school assemblies.
- Conduct class/school worships.
- Attend school board meetings.

Seventh-day Adventist Church in Canada

Contact Information

British Columbia Conference
Leidamae Muse, Superintendent – lmuse@bcadventist.ca

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

Manitoba-Saskatchewan Conference
Corinne Lindberg, Education Director – clindberg@mansaskadventist.ca

Ontario Conference
Reynold Hazelwood, Superintendent – rhazelwood@adventistontario.org

Quebec Conference
Marc Bouzy, Superintendent – mhbouzy@sdaqc.org

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

SDA Church in Newfoundland and Labrador
John Murley, President – jmurley@nladventist.ca

Kingsway College
Denean Culmore, Principal - deneanculmore@kingsway.college

SDA Church in Canada
Brandy Perkins, Senior Executive Assistant/Certification Registrar – perkins.brandy@adventist.ca