

Instructor's Checklist

Field Education

C.P. Haggard Graduate School of Theology

At the beginning of each semester:

- All students should do a new Learning Agreement. Students who have done them before might choose to carry forward some of the same goals — it doesn't have to look completely different from last semester. But by doing a new Learning Agreement, each student has a structured opportunity to do some self-reflection and goal-setting. Also, a new Learning Agreement serves to remind Ministry Site Supervisors of their commitments and responsibilities.
- Each student should update his/her master Ministerial Actions Checklist. (Each student should keep a master copy of his/her Ministry Action Checklist throughout the course of his/her Field Ed. experience). Items from this checklist will help form some of the goals in the Learning Agreement. Students may find it helpful to brainstorm together in an early Reflection group session as they choose items from the checklist and develop goals.

During the semester:

- Around the mid-way point in the semester, each Reflection Group Instructor should contact students' Ministry Site Supervisors to check on how the supervised ministry experience is going. This contact should normally be in the form of conversation (by phone or in person), but if after several attempts this proves difficult to carry out, the check-in can be done via email.
- Use the Field Ed Reflection Group Report to track assignments and contacts.

At the end of the semester

- Each student should hand in:
 - a final evaluative paper (see sample syllabus on F.E. website for content of this paper).
 - the Ministry Site Supervisor's evaluation of the student (attached to the final paper).
 - copy of Ministerial Actions Checklist (attached to the final paper).
- Each Reflection Group Instructor should:
 - have students complete Reflection Group Evaluation forms and send these as a set to the Program Director.
 - read/evaluate final papers.
 - complete the Instructor's Report and send it to the Program Director.
 - enter final grades (CR/NC) online.
 - attach corresponding Learning Agreement to the front of each final paper.
 - send to Program Director the final paperwork stapled together for each student, which will include in this order:
 - Learning Agreement
 - final evaluative paper
 - Ministry Site Supervisor's evaluation of student
 - copy of Ministerial Actions Checklist

All forms and other information can be found on the Field Ed website:

<http://www.apu.edu/theology/graduate/fieldeducation/>