

Field Education Learning Agreement

The student is to turn in the Learning Agreement to his/her Field Ed. Cluster Instructor at the second meeting of the semester. The student must **keep a copy** for evaluation at the end of the semester and for his/her own use throughout the Field Education experience at HGST.

Student's Name _____ **Student I.D. #** _____

Instructor: _____ # of Field Ed units taken including this one: _____

Semester/Year: _____ Degree Program _____

Street Address _____

City, State _____ Zip _____

Email Address _____ Phone(s) _____

Ministry Site Supervisor's Name _____

Email Address _____ Phone(s) _____

Church/Organization _____

Denomination _____ # of Attenders _____

Street Address _____

City, State _____ Zip _____

Learning Goals *(to be completed by student; attach extra paper if needed)*

Each goal should ...

- ❖ be specific
- ❖ include a strategy for attaining it
- ❖ be measurable (how many times, how well, how many people)
- ❖ be attainable
- ❖ have a target date for completion

1. Ministry skill development goals (from Ministerial Actions Checklist) and how you plan to accomplish these goals:

2. Personal development goals (spiritual/physical/emotional/moral) and how you plan to accomplish these goals:

3. Integrative reflection goals— list three or more connections you hope to explore with your site supervisor between classes, theological themes, your life, and your ministry site experience (e.g., “I want to reflect on how the doctrine of salvation discussed in my theology class relates to the way I approach young adult ministry,” “I want to discuss with my site supervisor how a theology of grace relates to church leadership,” “I want to think about how what I’ve learned in my Bible class relates to how I lead a Bible study in my church,” “I want to think more about the practical and theological issues related to this approach to pastoral counseling”):

Ministry Responsibilities

Please list the primary ministry responsibilities that the student will have and the approximate number of hours per week allocated to each. Remember that the student is expected to spend at least **eight hours per week** in the ministry setting as part of fulfilling this unit of Field Education.

1. Ministry Area _____ hrs/wk
Description of responsibilities: _____

2. Ministry Area _____ hrs/wk
Description of responsibilities: _____

3. Ministry Area _____ hrs/wk
Description of responsibilities: _____

(If needed, attach additional sheet with further description of ministry responsibilities.)

Ministry Site Supervision *(to be completed by the Ministry Site Supervisor)*

As part of the student's field ed. experience, he/she is to meet regularly with you, the Ministry Site Supervisor, for mentoring and guidance. This will preferably take place weekly for one hour, but must take place at least every other week for one hour (a minimum of eight times during a 15 week semester). In order to maximize the student's learning, these sessions should be outside of/in addition to regular full-staff meetings.

1. When/where will these sessions take place?

Day of week _____ Time _____

Dates _____

Place _____

2. I have received from the student the Ministry Site Supervisor Letter.

initials

3. I have reviewed and discussed the student's Ministerial Actions Checklist and agree to collaborate with the student to provide these opportunities.

initials

4. I have reviewed the student's goals in this Learning Agreement, and at the end of the semester I will provide an evaluation from my perspective as a supervisor of how the student did in meeting these goals.

initials

Ministry Site Supervisor and Student Commitments

1. We affirm a mutual commitment to prepare and equip the student for joining in God's ministry.
2. We agree to work together toward the learning goals stated above.
3. As part of reaching these goals, the student commits for the whole semester to work at least **eight hours/week** in this ministry context.
4. We commit to meet regularly throughout the semester as set forth above.
5. We understand that this Learning Agreement may be adjusted by mutual consent as we move through the experience. All modifications will be brought to the Field Ed. Cluster Instructor for approval prior to their implementation.
6. If questions or problems arise, either or both of us will contact the Field Ed. Cluster Instructor immediately.
7. We will use this Learning Agreement to do evaluation at the end of the semester.

Your signatures below indicate that you both have read and discussed the contents of this Learning Agreement and will prayerfully work to fulfill it.

_____ Date _____
Student

_____ Date _____
Ministry Site Supervisor

For Office Use

Learning Agreement Approved By:

_____ Date _____
Field Education Cluster Instructor

Evaluation of Field Education Learning Agreement

1. **Ministry Site Supervisor's Evaluation of Student:** Please evaluate how the student did in meeting his/her goals. *(To be completed by Site Supervisor. Attach additional pages if needed.)*

We affirm that the student fulfilled the responsibilities set forth in the Field Education Learning Agreement above.

_____ Date _____
Student (please sign and print)

_____ Date _____
Ministry Site Supervisor (please sign and print)

For Office Use

Evaluation reviewed and accepted.

Evaluation reviewed and rejected
(student does not pass).

_____ Date _____
Field Education Cluster Instructor