



Field Education Learning Covenant Form

The student is responsible for returning this form to the Field Education Office by the published due date.

In creating your own ministerial learning goals for the field experience you are going to start by building upon the goals you identified as your formation goals. As well, we encourage you to develop three goals under the general area of ministerial goals. These goals could be directed toward increasing knowledge, developing a skill, or embracing a value. Having a variety of goals will enrich your Field Education learning experience. Remember these ministerial goals will guide your actions and they will shape your experience of doing ministry at the site with which you covenant.

Student Name: _____ Date: _____ Academic Year: _____

Supervisor: _____ Site: _____

Site Address: _____

Phone Number: _____ Email Address: _____

The Supervisor and the Teaching Congregation must be in good standing with their judicatory.

	Field Education 100	Field Education 200
Lay Committee (if applicable)	Field Education 100W	Field Education 200W

Chairperson Name: _____

Email Address: _____ Phone Number: _____

Lay Committee Member Name: _____

Email Address: _____ Phone Number: _____

Lay Committee Member Name: _____

Email Address: _____ Phone Number: _____

Lay Committee Member Name: _____

Email Address: _____ Phone Number: _____

Field Education Learning Goals

Create SMART Goals:

S= Specific / M= Measurable / A= Attainable / R= Realistic / T= Timely

Please use active verbs, for example: examine, illustrate, outline, analyze, propose, design, plan, construct/create, facilitate/perform, prepare/organize, generate, write, revise, select, argue, value, etc. (Bloom’s Taxonomy Verbs listing, for more look-up the entire list on-line.)

You may use the following three categories of goals:

- Skill: About learning how to DO
- Knowledge: About learning, theory and concepts KNOWING
- Identity: About finding your identity BEING

Avoid these verbs: know, understand, appreciate, think, believe, acquire, remember, feel, value, consider, be aware of, to learn, to be comfortable, to become familiar, etc.

Please describe observable and measurable behaviors.

GOAL ONE:

WHAT is the learning goal? (Use an active verb in a sentence.)	WHY did you create this goal? Identify the needs you are trying to address. (Congregation, personal development, vocation discernment?)	HOW will you achieve this goal? (Provide a concrete and specific plan of action.)	EVALUATION How will you give evidence of achieving this goal? (Measure/demonstrate you met your goal.)

Field Education Learning Goals

GOAL TWO

WHAT is the learning goal? (Use an active verb in a sentence.)	WHY did you create this goal? Identify the needs you are trying to address. (Congregation, personal development, vocation discernment?)	HOW will you achieve this goal? (Provide a concrete and specific plan of action.)	EVALUATION How will you give evidence of achieving this goal? (Measure/demonstrate you met your goal.)

GOAL THREE

WHAT	WHY	HOW	EVALUATION

Theological Reflection

Self-Reflective Questions

1. What are you bringing to this ministerial experience? (For example, questions, challenges, gifts, talents, life experience/skill, and church life involvement).

2. How do you hope this field placement will assist you to be the minister you are called to become?

STIPEND GUIDELINES

Since we do not consider the field placement as “employment”, we hesitate to calculate a stipend range based on an hourly rate. At the same time, by doing so it offers a formula that might be helpful in working with institutional or congregational committees that might ultimately make decisions regarding finances.

The field education experience is designed to take place during years two and three of the day program and years three and four of the weekend program. Normally, the students are expected to covenant with a congregation for one academic year, beginning with the first day of the fall term, ending with the last day of classes of the spring term. This time period involves approximately 32-34 weeks. Seminarians are to have 6-8 hours per week of involvement with their placement. Over the course of the academic year, they should have between 200 and 272 hours of practical experience. For this amount of time, \$4,000 to \$4,500 would be a reasonable stipend of support for the seminarian for the academic year.

The seminary prefers that congregations compensate students directly. In this case, the congregation must provide the appropriate IRS income form to the student for tax filing purposes. Students are then responsible to file their own taxes.

Congregations may send the stipend directly to the seminary to go toward a balance on the student's seminary account. In this case, the congregation does not need to provide the student with an IRS income form. However, students should contact their tax consultant concerning any IRS regulations regarding this as reportable income.

Compensation should also be given for mileage related to Field Education work, not including, however, travel to and from site. For example, if a student is working at the church and asked to visit members of the congregation at their home or in a hospital, mileage for these visits should be compensated at the current IRS rate.

STIPEND AGREEMENT

Stipend offered and disbursed as follows:

Total Amount of Stipend

Disbursement Method
(I.e. credited to Seminary Account or Issued directly to student)

Disbursement to be issued
(Weekly, monthly, lump sum)

Unable to offer Stipend

Signature of Site Supervisor

Signature of Student

Date Signed

SIGNATURE PAGE

The student is responsible for obtaining all signatures before submitting this form to the Field Education Office for final signature. Please be mindful of published due dates and give all parties adequate time to review and sign form.

STUDENT SIGNATURE

I agree to the conditions expressed in the Field Education Guidelines Document; I have negotiated this learning covenant with my supervisor, and advisor; I have clearly interpreted my expectations for support and feedback from each of them; and I agree to meet my commitments to them and to the Seminary.

Signature: _____ Date signed: _____

SITE SUPERVISOR SIGNATURE

I agree to the conditions expressed in the Field Education Guidelines Document; I have studied, understand, and agree to this learning covenant, its goals and learning objectives, and to my responsibilities as supervisor. This includes responding to invitations of the Seminary to participate in the possibility of an appropriate orientation and training sessions and providing feedback to the student in meeting stated learning goals and objectives.

Signature of Site Supervisor: _____ Date signed: _____

LAY COMMITTEE CHAIRPERSON

I agree to the conditions expressed in the Field Education Guidelines Document; I and other members of the Lay Committee have studied, understand, and agree to this learning covenant, its goals and learning objectives, and to our responsibilities as the student's support and evaluation team. This includes responding to invitations of the Seminary to participate in the possibility of an appropriate orientation and training sessions and providing feedback to the student in meeting stated learning goals and objectives.

Signature of Chair: _____ Date signed: _____

FACULTY ADVISOR

I agree to the conditions expressed in the Field Education Guidelines Document; I have studied, understand, and approve this learning covenant for the Field Education Office (during the period of time covered by this agreement) of this student.

Signature of Faculty Advisor: _____ Date signed: _____

FIELD EDUCATION OFFICE

I agree to the conditions expressed in the Field Education Guidelines Document; I have studied, understand, and approve this learning covenant for the Field Education Office (during the period of time covered by this agreement) of this student.

Signature of Field Education Office: _____ Date Signed: _____