



# 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: \_\_\_\_\_

\_\_\_ Field Education 100      \_\_\_ Field Education 100W      \_\_\_ Field Education 200      \_\_\_ Field Education 200W

Supervisor: \_\_\_\_\_ Site: \_\_\_\_\_

Site Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

Lay Committee (if applicable)

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:**

<b>WHAT</b> do you want to learn through this experience?	<b>WHY</b> did you select this learning goal? How will it benefit you in your personal and vocational development?	<b>HOW</b> will you achieve this goal? What resources will you utilize?	<b>EVALUATION</b> How will you give evidence of achieving this goal? (Measure/demonstrate you met your goal.)

## Field Education Learning Goals

### GOAL TWO

<b>WHAT</b> do you want to learn through this experience?	<b>WHY</b> did you select this learning goal? How will it benefit you in your personal and vocational development?	<b>HOW</b> will you achieve this goal? What resources will you utilize?	<b>EVALUATION</b> How will you give evidence of achieving this goal? (Measure/demonstrate you met your goal.)

### GOAL THREE

<b>WHAT</b> do you want to learn through this experience?	<b>WHY</b> did you select this learning goal? How will it benefit you in your personal and vocational development?	<b>HOW</b> will you achieve this goal? What resources will you utilize?	<b>EVALUATION</b> How will you give evidence of achieving this goal? (Measure/demonstrate you met your goal.)

# 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 for the Day MDiv student during their second and third year. For the Weekend MDiv student’s field education, placements are required during their third and fourth year. The students are expected to covenant with a congregation for an 8-month period. Masters of Divinity students are expected to do three terms composed of ten weeks each term. The church calendar will override the academic calendar and may exceed 30 weeks. In other words, during the academic year, a student could accumulate up to 288 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

A.  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)

--OR--

B.  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: \_\_\_\_\_