

### **Obtaining Signatures for L/S Covenant, Mid-Year and Final Evaluations**

The Learning/Serving Covenant is to be prepared in joint conversation with the Student, the FE Supervisor and the Lay/Feedback Committee.

We wanted to share some ideas with you re: getting signatures on the L/S Covenant, Mid-Year Evaluations and Final Evaluations. It's important for your Faculty Advisor to be involved in your plans for the Field Ed year, so they will need time to read all documents that need their signature. Here's what we have found works best for everyone involved.

**L/S Covenant:** Once the Covenant is completed, the student should sign it. Make **two copies**. **Please keep the original L/S Covenant with you.**

#### **Copy #1:**

- Put a note on the copy of the L/S Covenant to your Faculty Advisor asking them to read and sign it, and slide it under their door (in an envelope). Ask them to put the signed copy in your campus mailbox. Or, if you want to talk with them about the Covenant, slide it under their door, with a note, then contact them to make an appointment.
- Be sure you give them enough time so they can return the signed copy to you **before the due date of October 14<sup>th</sup> or 15<sup>th</sup> (when your FE class meets)**.

#### **Copy #2:**

- Give this copy of the completed L/S Covenant to your Supervisor for their review and signature. Once you have your Supervisors signature, give the same copy to your Lay Committee/Feedback Committee Chairperson for their signature.
- Once you have obtained both your Supervisor and Lay/Feedback Committee Chairpersons signature, remove the signature sheet from the copy and attach it to the **original L/S Covenant**.
- Once you have obtained the signature sheet from your Faculty Advisor, remove the signature sheet from the copy and attach it to the **original L/S Covenant**. You will have one signature page with your signature, Supervisors signature and Lay/Feedback Committee Chairpersons signature, and you will have a second signature page with your Faculty Advisors signature.

We have found that this speeds up the process since you meet with your Supervisor on a weekly basis and you will see your Lay Committee Chairperson at church or at your agency on a weekly basis. Please set a deadline for everyone to return the L/S Covenant to you.

Once all of the signatures are obtained, you'll hand your L/S Covenant in to your FE Instructor. The due dates are: Oct. 14th or 15th (whichever day your FE class meets) and **there are no extensions**. You must have all of the signatures (except the FE Director) before turning the Covenant in to your Instructor.

**Mid-Year Evaluations:** There are three evaluations - Student Self-Evaluation, Supervisor Evaluation and Lay Committee/Feedback Committee Evaluation.

The Mid-Year evaluations may be handled in a different manner than listed on page 1:

- Complete the Student self-evaluation and give it to your Supervisor and your Lay/Feedback Committee Chairperson to read and ask them to sign it and return it to you.
- Ask your Supervisor to complete his/her evaluation, sign it and give it to you for your signature. Then you will give it to your Lay Committee/Feedback Committee Chairperson for their signature and ask them to return it to you.
- Ask your Lay Committee/Feedback Committee to complete their evaluation, sign it and give it to you. Then you will give it to your Supervisor for his/her signature and ask them to return it to you.
- Then make **one copy of each signed evaluation**. Put a note on the copies to your Faculty Advisor asking them to read and sign them (you will be giving them a copy of each evaluation), and slide the envelope under their door. Ask them to put the signed copies in your campus mailbox. Or, if you want to talk with them about the Evaluations, slide the envelope under their door, with a note, then contact them to make an appointment.
- Once you obtain all of the signatures, **attach all of the signature pages to the back of the original evaluation** (you will end up with several signature pages attached to the original evaluation when you give it to your FE Instructor.)

It's best to ask everyone to start working on the Mid-Year Evaluations in November so you can obtain the Faculty Advisors signature before everyone leaves for break. The Mid-Year Evaluations are due the first class meeting in February.

**Final Evaluations:**

- You can follow the same process above for the Final Evaluation. It is a good idea to start the Final Evaluations **early in April**, as they will be due at your last class meeting (April 28<sup>th</sup> or 29<sup>th</sup>)

If you have any questions, please feel free to contact me. [kgee@mtso.edu](mailto:kgee@mtso.edu) 740-362-3340

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