

SITE VISIT GUIDELINES for FIELD EDUCATION

The student is responsible for setting a date and scheduling the visit with the Field Education instructor, site supervisor and, if applicable, the committee. The student also is responsible for relevant material to be available, such as newsletter, calendar, and worship bulletin (if applicable to student's placement).

Agenda for a site visit

(to be modified as necessary, depending on ministry location)

1. Field Education Instructor or designee meets with both supervisor and student
2. Field Education Instructor or designee meets with committee, supervisor and student
3. Tour of premises/ministry areas

Outline for discussion

1. Supervisor, Student and FE instructor:
 - Brief overview of Learning/Serving Covenant
 - Work areas where student is challenged/doing well
 - Supervisor describes supervisory relationship with student, and share his/her perspective of student's work
 - What sense of theological and pastoral integration is occurring for the student?
 - Supervisor describes his/her perspective of student interaction with parishioners/clients
 - Areas of growth for student – any “trouble” spots for student in agency/congregation?
 - How might the supervisory process work better? How is it helpful?
 - Does the supervisor have any questions about the FE program/MTSO?
 - Verbal evaluation by supervisor of congregation/agency interaction with student and student with congregation/agency.
 - Student describes supervisory relationship with supervisor
 - Student describes interaction with parishioners/clients
 - Areas of growth for student – any “trouble” spots for student in agency/congregation?
 - How might the supervisory process work better? How is it helpful?
 - Verbal self-evaluation
 - Verbal evaluation of supervisor

2. Lay Committee, Student and Supervisor

- Brief overview of Learning/Serving Covenant
- Work areas where student is challenged/doing well
- Does the covenant need to be modified?
- Have committee describe church/agency strengths and challenges
- Evaluate the effectiveness of student/setting relationship
- Clarify lay committee's role (support and help for student) if committee is not clear
- How might this process be more helpful in the future?

Field Education instructors will keep notes during this process, including name of student, date of visit, name and location of site, and demographics of the surrounding community. The Field Education instructor will complete a final write-up for each visit to be sent to the student and the field education director and uploaded to populi.