

## **SITE VISIT GUIDELINES – FIELD EDUCATION**

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

### **Agenda for a site visit**

(to be modified as necessary, depending on placement)

1. Meet with both supervisor and student
2. Meet with lay committee if applicable (including 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
  - Have supervisor describe 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?
  - Have supervisor describe 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.
  - Have student describe supervisory relationship with supervisor
  - Have student describe 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 need to keep notes during this process and are responsible for final write-up (in your own format) for each visit to be placed in the student's file in the Field Education office. If the setting is a church, comments about the physical church context (neighborhood location, fabric, etc.) are helpful. Also, if the FE instructor is able to attend a worship service led by the student, he or she should include observations about student leadership competency.