

Louisville Presbyterian Theological Seminary

Field Education Calendar 2009-2010

2009

- July 1 (Wednesday) **[Due Date]** CPE application for fall 2009, due. Final date to apply.
- July 15 (Wednesday) **[Due Date]** Agencies submit Commitment Form and paperwork for fall 2009 placements.
- July 31 (Friday) **[Due Date]** New students submit Field Education Information Form and Biographical Sketch Form.
- September 11 (Friday) **[Due Date]** Summer Field Education Evaluation due (original and 2 copies).
- September 13 (Sunday)** Field Education begins for students assigned to congregational placements.
- September 14 (Monday)** Field Education begins for students in agency placements.
- September 14 (Monday) New Supervisor Training – 9:30 a.m. to noon, Schlegel 121.
- September 14 (Monday) **[Due Date]** CPE application for **summer 2010** due.
- September 16 (Wednesday)** **Congregational Supervisors** attend first *PTC* class with students – 1:30 3:30 p.m., Schlegel 122.
- September 28 (Monday) Lay Committee Training – 7:00 p.m. to 9:00 p.m., Schlegel 121.
- October 1 (Thursday) **[Due Date]** CPE application for spring 2010 due.
- October 1 (Thursday) Final date to submit “Previous Ministry Work Petition Form”.
- October 5 (Monday)** ***Supervisory Studies Program*** —9:30 a.m., Schlegel 121; mandatory meeting for Field Ed students except those in *PTC*.
- October 9 (Friday) **[Due Date]** Fall Administrative Agreement and Learning Covenant due.
- November 2 (Monday)** ***Supervisory Studies Program*** —9:30 a.m., Schlegel 121; mandatory meeting for Field Ed students except those in *PTC*.

2010

(Congregational supervisors will be advised of dates for participation in *PTC* class)

- January 8 (Friday) **[Due Date]** Fall Field Education Evaluation due (original and 2 copies).
- January 8 (Friday) **[Due Date]** Spring Semester Administrative Agreement and Learning Covenant due.
- March 1 (Monday)** ***Supervisory Studies Program*** — 9:30 a.m., Schlegel 121; mandatory meeting for Field Ed students except those in *PTC*.
- March 12 (Friday) **[Due Date]** Churches submit Commitment Form and paperwork for spring 2010 interviews.
- April 5 (Monday) **[Due Date]** Biographical Sketch Form updated and submitted to Field Education Office for all students planning to participate in spring interviews for church placements.
- April 14-19
(Thursday-Monday) Sign ups for Spring Interviews with Churches – Schlegel 206 (second Floor).
- April 12 (Monday)** ***Supervisory Studies Program*** — 9:30 a.m., Schlegel 121; mandatory meeting for Field Ed students except those in *PTC*.
- April 23 (Friday) Spring Interviews – **Orientation for Churches** at 6:15 p.m., Schlegel 122; interviews begin at 7:00 p.m.
- April 23 (Friday) Spring Interviews – **Students** arrive at Field Education Office by 6:50 p.m.
- April 28 (Wednesday) Notification of Field Education Church placements through campus mail.
- May 7 (Friday)** **[Due Date]** **Graduating Seniors** – Field Education **grade called** in to Field Education Office.
- May 12 (Wednesday)** **[Due Date]** **Graduating Seniors** – Field Education **paperwork due** in Field Education Office.
- May 21 (Friday) **Last day of Field Education** and end of the semester.
- May 21 (Friday) **[Due Date]** Spring Field Education Evaluation due (original and 2 copies).
- June 11 (Friday) **[Due Date]** Summer Administrative Agreement and Learning Covenant due.
- June 30 (Wednesday) **[Due Date]** Agencies submit Commitment Form and paperwork for fall 2010 placements.