

LOUISVILLE PRESBYTERIAN THEOLOGICAL SEMINARY
FIELD EDUCATION PROGRAM

ADMINISTRATIVE AGREEMENT

Student's Name _____

Supervisor's Name _____

Name of Church/Agency _____

Address _____

Phone () _____

1. Beginning Date _____ Termination Date _____

2. Supervisory Conference (one per week): Day _____ Time _____

3. Weekly schedule — approximate time allotments (church staff, 16 hours per week – 14 hours per week for students in *PTC*; agency, 16 hours per week; church supply, 20 hours per week):

a) Tasks _____

b) Supervision _____

c) Staff Meetings _____

d) Preparation _____

e) Travel (outside Louisville
Metro area) _____

f) Other _____

Total hours per week _____

4. Vacation periods (if agreed upon): From _____ To _____

From _____ To _____

5. Evaluations will be submitted by: [] Fall – January 8, 2010
[] Spring – May 21, 2010 [] Summer – September 10, 2010

6. Remuneration:

Churches: \$ _____ per month and travel expenses \$ _____ per mile.

Agencies: \$ _____ per month (includes mileage).

7. **Early Termination: This agreement may not be terminated by either party without joint consultation between the Director of Field Education, the student, and the supervisor.**

8. Registered for _____ academic hours this semester.

This Administrative Agreement and attached Learning Covenant are accepted by:

Student _____ Date _____

Supervisor _____ Date _____

Field Education Director _____ Date _____

(Due Dates: Fall – October 9, 2009; Spring – January 8, 2010; Summer – June 11, 2010)