



ADMINISTRATIVE AGREEMENT AND LEARNING COVENANT

Student's Name						Term		<input type="checkbox"/> FALL <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER	
Faculty Advisor									
Site									
Supervisor						Year			
Address (<i>street, city, zip</i>)									
Placement[^]	Worshipping Community	<input type="checkbox"/>	100 Hours	\$1050/term	Agency	<input type="checkbox"/>	100 Hours	\$10.00/hour	
		<input type="checkbox"/>	200 Hours	\$1650/term		<input type="checkbox"/>	200 Hours		
		<input type="checkbox"/>	300 Hours	\$2250/term		<input type="checkbox"/>	300 Hours		
		<input type="checkbox"/>	400 Hours	\$1500.00/month~		<input type="checkbox"/>	400 Hours	\$1500.00/month~	
Person to whom a copy of this form should be sent (If required for ordination)		Name							
		Address				Start Date*			
		<i>(street, city, zip)</i>				End Date*			

[^] If you are already employed at your site, and your compensation matches or exceeds the seminary's required remuneration, OR if your placement site chooses to offer more than required, please attach a letter to this form, signed by you and by your employer and/or site supervisor, to confirm with our office the amount that you are being compensated.

~ In Field Education, 1 month = 4 weeks.

* Fall and Spring Placements should be 12-15 weeks long; Summer placements can be either 12-15 weeks or 10 weeks long.

NOTE: There is a built-in grace period of **two weeks** after the stated due date for the submission of **all** paperwork. If submission exceeds the deadline by **more than** two weeks, the student will automatically receive a failing grade for that semester of Field Education. A student receiving two failing grades in Field Education is terminated as an MDiv degree candidate. Extensions may be granted for doctor certified medical reasons or for other extenuating circumstances, if approved by the Director of Field Education or the Dean of the Seminary. Persistent tardiness in the submission of required paperwork may be noted in the Director's attached comments on the semester Evaluation Form.

Please attach to this form:

1. A **position description**, listing regular responsibilities (you can attach a formal job description);
2. A general **weekly schedule** listing tasks, supervisory times, required meetings, preparation times, and total hours per week; use the following guidelines to calculate your weekly schedule:
100 Hour Placement = 7-10 hours/week;
200 Hour Placement = 12-15 hours/week;
300 Hour Placement = 20-25 hours/week;
400 Hour Placement = **either** 27-30 hours/week (12-15 weeks) **or** 35-40 hours/week (10 weeks).
3. A set of **learning goals**, one personal and one professional (all learning goals must have three aspects: Goal, Strategies, Plan for Supervision).

Examples below. Please submit your schedule and goals in the format provided.

Student Signature	Date	Supervisor Signature	Date
Director of Field Education Signature	Date	This agreement may not be terminated by either party without joint consultation between the Director of Field Education, the Student, and the Supervisor.	

Position Description (example)*

Administrative Agreement and Learning Covenant

Student will be involved in all aspects of church life, including weekly worship preparation and leadership, preaching at least twice a semester, pastoral care to shut-ins and those in the hospital, and teaching opportunities, including leading one month-long bible study per semester. He will be invited to monthly Session and committee meetings. He has chosen to concentrate on ministry to older adults, as that is a growth area. He will choose several activities throughout the year in which to engage our congregation's older adult population.

Weekly Schedule (example)

SUNDAY	<i>Worship and Worship Preparation</i>	8am-NOON
TUESDAY	<i>Office Hours and Staff Meetings</i>	9am-11am
	<i>Supervisory Meeting</i>	11am-NOON
WEDNESDAY	<i>Hospital and Shut-in visits</i>	3pm-5pm
	<i>Bible Study</i>	7pm-9pm
FRIDAY	<i>Prep time</i>	2pm-4pm (can be on or off-site)
		2 hrs of flexible time per week
		TOTAL: 13-15 hours per week

Learning Goals (example)

*****All learning goals must have three aspects: Goal, Strategies, Plan for Supervision*****

Professional Learning Goal: To identify my strengths and weaknesses for visiting with people in a variety of pastoral situations, and to gain greater comfort and effectiveness in pastoral care situations.

Strategies for reaching the goal, stated as specific activities:

- Shadow the pastor in making three visits.
- Discuss what I learned and observed in these visits during supervision.
- Make weekly hospital visits.
- Visit shut-ins every other Thursday.
- Be on call for any emergencies the week my supervisor is on study leave.

Plan for Supervision:

Review my hospital visits with my supervisor; present a case study of one visit to my supervisor to reflect on my strengths and weaknesses.

Personal Learning Goal: To lessen my defensiveness to persons who criticize me personally or who have been critical of my work.

Strategies for reaching the goal, stated as specific activities:

- Talk about these experiences with my supervisor.
- Explore the feelings evoked and their source(s).
- Intentionally go to the person who criticized me and enter into open conversation about his/her perceptions.

Plan for Supervision:

Reflect on these feelings and their sources with my supervisor.

Write up a verbatim of the conversation with the person who criticized me and discuss the verbatim with my supervisor.

*In lieu of this brief paragraph, you can attach a formal job description, if you were provided with one when you began your position.