



**LOUISVILLE
SEMINARY**

Field Education Handbook

2018-2019

The Field Education Office

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Field Education Calendar 2018-2019

Day	Date	Event	Time
2018			
June 4	Monday	Summer Administrative Agreements and Learning Covenant Due	
July 20	Friday	Agencies submit Commitment Form and Paper for Fall 2019 Placements	
August 27	Monday	***New Supervisor Training <i>Schlegel 121</i>	1:00 – 3:30 PM
August 31	Friday	Summer Field Education Evaluations Due	
September 9	Sunday	Field Education begins for Students assigned to Congregational Placements	
September 10	Monday	Field Education begins for Students in Agency Placements	
September 17	Monday	***Nurturing Committee Training <i>Schlegel 121</i>	6:30 – 8:00 PM
September 18	Tuesday	Congregational Supervisors for Students in Section A attend PTC class with students <i>Fellowship Hall</i>	6:00 – 8:00 PM
September 19	Wednesday	Congregational Supervisors Lunch Meeting for all Congregational Supervisors <i>Winn Center, McAtee A and B</i>	12:15-1:25 PM
September 19	Wednesday	Congregational Supervisors for Students in Section B attend PTC class with students <i>Fellowship Hall</i>	1:30-3:30
September 19	Wednesday	Fall Administrative Agreement and Learning Covenant Due	
October 1	Monday	Final Date to Submit “Previous Ministry Work Petition Form”	
October 1	Monday	<i>Supervisory Studies Program</i> – Mandatory meeting for Field Ed students <u>not</u> in PTC or CPE <i>Schlegel 120</i>	9:30 AM
October 3	Wednesday	CPE Application for Spring 2019 Due	
November 5	Monday	<i>Supervisory Studies Program</i> – Mandatory meeting for Field Ed students <u>not</u> in PTC or CPE <i>Schlegel 120</i>	9:30 AM
November 7	Wednesday	CPE Application for Summer 2019 Due	
December 5	Wednesday	Fall Field Education Evaluation Due	

2019

January 16	Wednesday	Spring Semester Administrative Agreement and Learning Covenant Due	
January 30	Wednesday	Churches submit Commitment Forms and Paperwork for Spring Interviews	
Date	Day	Event	Time
March 4	Monday	<i>Supervisory Studies Program</i> – Mandatory meeting for Field Ed students <u>not</u> in PTC or CPE <i>Schlegel 120</i>	9:30 AM
March 18	Monday	Biographical Sketch Form updated and submitted to Field Education Office for all Students planning to Participate in Spring Interviews for Church Placements	
March 25	Monday	Seniors Only sign up for Interviews with PC (USA) Churches – <i>Schlegel 206</i>	8AM – 12PM
March 25-27	Monday – Wednesday	Signups for Spring Interviews with PC (USA) Churches (Beginning Monday at noon – noon on Wednesday) <i>Schlegel 206</i>	
April 1	Monday	CPE Applications for Fall 2019 Due	
April 1	Monday	<i>Supervisory Studies Program</i> – Mandatory meeting for Field Ed students <u>not</u> in PTC or CPE <i>Schlegel 120</i>	
April 6	Saturday	***Spring PC (USA) Interviews – Orientation for Churches <i>Schlegel 122</i>	9AM
April 6	Saturday	***Spring Interviews – Students Arrive at Field Education Office by	9:30 AM
April 29	Monday	Notification of PC (USA) Church Placements by email	
May 7	Tuesday	Supervisors for Students in Section A Attend Last PTC Class	6:00 – 8:00 PM
May 8	Wednesday	Supervisors for Students in Section B Attend Last PTC Class	1:30 – 3:30 PM
May 8	Wednesday	Graduating Seniors – Field Education Grade emailed into Field Education Office	
May 12	Sunday	Final Sunday for Congregational Placements	
May 15	Wednesday	Spring Field Education Evaluation Due	
May 17	Friday	Last Day of Field Education	
June 3	Monday	Summer Administrative Agreement and Learning Covenant Due	
July 10	Wednesday	Agencies Submit Commitment Form and Paperwork for Fall 2019	

***Dates Highlighted in Orange indicate Paperwork is Due

Field Education at Louisville Presbyterian Theological Seminary

Field Education is an integral part of preparation for ministry at Louisville Presbyterian Theological Seminary. Through supervised experiences in congregations and agencies, Mdiv students have the opportunity to

- develop basic skills in the practice of ministry,
- clarify and focus the sense of call,
- discern specific gifts for ministry,
- integrate theology and theory with practical experience,
- develop pastoral identity and character,
- build a network of persons who can serve as references as the student seeks a first call and who can continue to be mentors during early years in ministry.

The importance of this dimension of theological education is reflected in the response to a questionnaire sent to all Louisville Seminary alumni/ae. They rate field education as the most important contributor to their competence in the practice of ministry.

Varieties of Field Experience

For the Mdiv degree program Louisville Seminary requires four (4) units of Field Education, two of which must be in a Congregation Placement. The other two units can be in an Agency Placement, another Congregational Placement, or a full time summer or a semester of CPE (Clinical Pastoral Education, a requirement of many church ordaining bodies). Field Education in both congregational and agency placements is an 34 week continuing experience, starting in early September and finishing in mid-May.

Most students will postpone field education until their second and third years, to concentrate on academic work the first year. However, while not required, some first year students might want to consider an Agency Placement, in order to explore different areas of ministry. Congregational placements are reserved for second and third year students who have completed basic biblical and theological courses.

Sixteen hours of work each week is required for a unit of field education. Full time work for ten weeks in the summer gives two units of field education. A stipend is provided for approved agency and congregational field education positions. If the congregation or agency is unable to pay the full stipend, the seminary may provide a stipend subsidy. If a student continues for a second year at the same site, the congregation or agency is responsible for the stipend payment. No stipends are paid for Clinical Pastoral Education, however the Seminary will pay a local supervision fee for the first unit of CPE only. If a student chooses to take a unit of CPE outside of Louisville, the seminary will pay the unit/tuition fee of that unit up to the amount of the current local supervision fee for the first unit of CPE only. The seminary will not pay application or interview fees for CPE. (See, "Policy on Clinical Pastoral Education")

Students may not do two field education experiences concurrently. This would be the equivalent of a 30 hour work week, limiting time for required academic work. It would also undermine the depth of practical experience gained by engaging in field education over a significant length of time, normally a two-year period, or one year and one intensive summer experience.

Students at Louisville Seminary will find a wide variety of opportunities for field education, including positions in a variety of congregations and agencies.

Congregational Staff Positions: Field Education in a church setting is provided for the student in a congregation where there is a pastor who covenants to be trained in supervision. The congregational position provides experience in a broad range of pastoral work including worship leadership, preaching, pastoral care, mission, Christian education, youth, and administration. Because such positions require biblical, theological, and pastoral understandings, these positions are open only to second and third year students.

Congregational Supply Positions: A few third-year students who have completed a congregational placement may serve as student supply pastor of a small congregation for 20 hours a week. Supervision is provided by an experienced pastor or group supervision provided by the seminary. Students must have the permission of their Faculty Advisor and the Director of Field Education to enroll for more than 10.5 hours of academic work.

Students who currently serve as full or part-time pastors in a congregation are required to engage in a year of field education with supervision. Their current place of ministry may be used as the site for their required congregational placement. They will be required to work with an individual supervisor provided by their denomination or in group or individual supervision with a supervisor provided by the seminary. After successfully completing the two units of supervised congregational Field Education placement, the student may apply for two additional field education units for previous ministry experience. **See, "Policy on Credit Awarded for Previous Ministry Experience."**

Agency Placements: Students work in various agencies such as retirement and nursing facilities, social agencies, and social issue related ministries. A limited number of placements are available with the Presbyterian Church (U.S.A.) Center where students work in various divisions and program agencies and gain a national perspective through working with experienced servants of the church. Select on-campus employment positions can be converted into agency placements with approval of the Director of Field Education.

Clinical Pastoral Education: CPE provides another category of field experience. The Field Education office strongly recommends that each student take advantage of the opportunity for a unit of Clinical Pastoral Education at some point during the seminary career. This training facilitates the clarification of pastoral identity and the development of skills for ministry in times of personal crisis. CPE is not a requirement of Louisville Seminary for the Mdiv degree, but it is a requirement of many church denominations and traditions, including the Presbyterian Church (U.S.A.) and the United Methodist Church.

Internships: For students who wish to enter a one year, full time internship, the Field Education Office provides information on congregations and agencies qualified to work with a student. The internship is open to students who have satisfactorily completed three semesters of academic work and two units of field experience. In addition, a three (3) credit independent study must be completed during the internship. Upon returning from such an intensive experience, students usually find themselves highly motivated for the remainder of their academic preparation. They are also guided by a clearer understanding of areas in which they need to do further work.

Field Placement Procedures

The Field Education Office works to develop specific programs of field training to fit the unique interests and needs of students. An initial required interview with the Director of Field Education is a key component in the placement process. This time is designed for students to begin naming their goals and expectations for field education and becoming aware of the need for thoughtful scheduling of field education experiences. Students are encouraged to visit sites to explore whether they will meet their needs.

All students are required to submit a brief Biographical Sketch Form; this is made available to congregations and agencies in which the student is interested. Conversation between supervisor and student begins this way.

Congregational Placements: All students are required to indicate their intention to undertake a congregational placement the January before the first semester of said placement. Interviews for Presbyterian students in congregational placements are normally held on a Saturday in late April. Congregations that are approved field education sites send an interview team to the Seminary for interviews with as many as four students. In like manner, students may select four sites with which they wish to interview. Upon completion of these interviews, the Field Education Office makes assignments for placement. The office seeks to match the abilities of students and the needs of a given field, to honor the preferences of both fields and students, to provide a satisfactory placement for the maximum number of students and fields, and to give a preference to those students who have not completed field education requirements.

Students from other denominations or without a particular denominational affiliation make placements outside of the formal interview process. They are required to meet with the Director in the January before the first semester of their congregational placement. A suitable placement will be found in collaboration with the Director. Field Education units can be earned only in placements that are approved by the Field Education Office.

Agency Placements: Agencies that have a history of working with students submit a description of the agency, a vitae of the supervisor, and a position description. These are available to new and returning students. Students who are interested in a specific agency or area of ministry are encouraged to talk to the Director who will recommend agencies that meet the student's learning goals and the seminary's criteria for supervision. The Office of Field Education will arrange on- site interviews with these agencies.

In both congregational and agency placements, the Seminary cannot guarantee placement, since the final decision rests with the employing institution. The Seminary does, however, provide a wide range of interview opportunities for each student and ensures that each church and agency participating in the program follows Equal Employment Opportunity (EEO) guidelines.

Seeking to Become a Field Education Site

Agencies and Congregations seeking to become field education sites are required to interview with the Director of Field Education.

To become an approved site, the site must:

- Provide a theologically trained supervisor *or* a supervisor supplemented by a person who can engage in theological reflection with the student. Any supervisor must undergo New Supervising Training.
- Offer a context for learning and serving that meets the student's educational, professional, and personal goals, as well as the needs of the site.
- If in a congregational setting, convene a Nurturing Committee comprised of lay people who are able to give meaningful feedback on the student's ministry. The Nurturing Committee must attend a training session.
- Complete all paperwork in a timely manner, including the three site application documents before the placement begins – a) Ministry Site Information Form, b) Supervisor Covenant, c) Stipend Agreement – and the evaluative documents during the placement – a) Administrative Agreement and Learning Covenant, b) Evaluation, and c) if appropriate, Nurturing Committee Evaluation.

The supervisor must:

- Possess an MDiv or equivalent degree approved by their denomination, or, in the case of agency or on-campus placements, an appropriate professional certification.
- Have been in ministry for three years and on-site for one year (unless under special exemption in conversation with the Director of Field Education).
- Attend New Supervisor Training.
- Complete all paperwork in a timely manner.
- When invited, make every effort to attend classroom or workshop sessions that help students integrate their classroom and field site learning experiences.
- Participate in periodic programs to enhance supervisory skills.

Seeking a Field Education Placement

Students seeking a placement must interview with the Director of Field Education and complete:

1. A Biographical Sketch Form
2. The Sexual Misconduct Form

Students must also complete a Field Education Registration form two weeks before each semester of Field Education. All of these forms are found on the Louisville Seminary website.

Supervision and Evaluation

The Field Education Supervisor is a vital resource for students. In the weekly supervisory conference with these practicing professionals, the student reflects upon concrete segments of his or her work and engages in planning for future learning. Because of the importance of the Field Education Supervisor's role, the Director of Field Education offers training annually for new supervisors and continuing education through the Supervisory Studies Program.

The Seminary depends upon the Field Education Supervisor to provide on-going feedback to the student and to work with the student in an evaluation at the end of each unit of training (Note: this is not

applicable to CPE or full-time internship placements, which operate on a different evaluation schedule). This process begins at the start of the unit as the student and supervisor together establish a Learning Covenant, clarify areas of responsibility and set criteria for evaluation. A copy of the final evaluation is normally shared with the student's faculty advisor and the appropriate governing body of the denomination to which the student is related. The Director of Field Education is available for consultation in the event that problems arise in relation to the student's work. With early negotiation, serious problems can often be averted.

Supervisory Studies Program

An important part of Field Education for those involved in agency or additional congregational placements is participation by both student and supervisor in the Supervisory Studies Programs (held 9:30-12:00 noon on the first Monday of October, November, March, and April). During these times students and supervisors explore tools for deepening theological reflection.

Nurturing Committee

During Field Education congregational placements students learn to partner with church laity by the establishment of a Nurturing Committee. Persons on the interview team and/or others who work closely with the student may constitute such a group. Nurturing committees are encouraged to meet monthly to every six weeks, to provide helpful input for the student and can help students learn to partner with church members. Ordinarily the supervisor does not participate in the Nurturing Committee meetings. Such a circle of congregational members can offer the "view from the pew" which is indispensable to the practice of ministry. Each fall the Director of Field Education offers a training session for Nurturing Committees.

In December and May, Nurturing Committees are asked to submit an evaluation of the student from their perspective. These are included with the student's full evaluation and sent to the student's ordaining body to help that group assess the student's readiness for ministry.

Paperwork Required of all Field Education Students

Students must complete and submit the following during Field Education placements, except for those in CPE, who must submit a Field Education Registration Form and their CPE Evaluation.

1. Brief Biographical Sketch.
2. Field Education Registration Form – due two weeks before the beginning of each semester a student engages in Field Education. Without the form the registrar cannot place field education on the transcript.
3. Administrative Agreement and Learning Covenant – due the third week in September and the third week in January. Due dates are listed in the "Field Education Calendar."
4. Student and Supervisor Evaluation Forms – due the last week of the fall semester and the last week of the spring semester. Due dates are listed in the "Field Education Calendar."
5. Lay Committee Evaluation Forms – are included with the student and supervisor evaluations in congregational placements.

All of the above forms are available on the field education section of the seminary website. Due dates for required Field Education paperwork are listed on the Field Education Calendar for the year, which is published on the Seminary website. Students and supervisors are strongly encouraged to consult this calendar regularly for important dates and deadlines.

If the submission of the required semester Evaluation Form and other required work 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.

When a student's evaluation for a unit of field education is marginal or failing, a conference with the Field Education Director is mandatory. A student receiving two failing evaluations is terminated as an Mdiv degree candidate.

Students on academic probation are not permitted to participate in a field education placement. Their emphasis is to be on academic course work until the grade point average is raised to an acceptable level.

Field Education records for each student, including all evaluations, are kept for ten years in the archives of the seminary. At the end of the ten year period the records are shredded.

Problems and Termination

After a placement has begun, the Director of Field Education is available to discuss any questions with students and/or supervisors. If problems arise that have not been resolved (or that cannot be discussed) with the supervisor, the student should consult the Director immediately for assistance and support. Unfortunately some placements turn out to be an unsatisfactory match and need to be terminated in the best interests of all parties. If the placement is unworkable, it can be terminated before the end of the established agreement period. If this is necessary, a conference with the student, the supervisor and the Director is required. Depending upon the circumstances, the student may or may not receive credit for the work that has been completed up to that point

Confidentiality

No part of a student's field education record is released without signed permission from the student. At the beginning of each field education placement, on the Field Education Registration form, students are asked to sign a statement that evaluations may be released to their ordaining body.

The Field Education Office seeks to maintain rigorous standards of confidentiality in matters of student evaluation. The office is never unlocked when unattended, and student Field Education files are kept in locked filing cabinets to which the only persons with access are the Director and the Administrative Secretary of the Field Education Office. Evaluation papers can be shared only with the President, the Dean of the Faculty, the Faculty Advisor, and the denomination representatives involved in the student's ordination process. CPE evaluations are shared only with denominational authorities.

Updated June 2018

Statement on Sexual Harassment and Field Education

Preamble: We in theological education at Louisville Presbyterian Theological Seminary are committed to making our seminary and our churches and other field education settings safe places for all persons.

Definitions: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

1. Submission of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a factor in the evaluation or grade determination of a student's work;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions that affect that person or as a factor in the evaluation or grade determination of a student's work; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or learning performance or creating an intimidating, hostile, or offensive working or learning environment.

In Supervised Field Education, it is necessary to maintain boundaries in order to avoid role confusion. Many supervisory relationships become the basis of genuine collegial friendship; however, the bringing of sexual behavior, whether verbal or physical, into the supervisory relationship is clearly inappropriate due to the unequal status of the participants. At the same time, it is our hope that students and supervisors will develop a sufficiently trusting relationship so that dialogue about these kinds of issues might take place in supervision.

Both students and supervisors are responsible to Louisville Seminary as well as to their various congregations and denominations for their behavior in this area. Since the student is serving in the congregation as a pastoral intern, the expectation of appropriate personal behavior rests with the student. During the tenure of the student's field education placement, it is the policy of the Office of Field Education and Louisville Presbyterian Theological Seminary that a sexual relationships within the congregation or supervisory setting is incompatible with established ministerial ethics. Furthermore, field education students are expected to maintain appropriate pastoral behavior in conformity with school and/or congregational-denominational or agency guidelines.

Allegations of actions that violate these guidelines should come to the Director of Field Education and will be handled in accordance with the policies and procedures of the Seminary, where applicable. Students may also have recourse to or be subject to the policies and procedures of the field education setting and their denominations.

Updated June 2018

Policy on Credit Awarded for Previous Ministry Experience

Master of Divinity students should recognize that field education during their seminary career is considered a vital part of their overall theological education and preparation for ministry. This is in keeping with Louisville Seminary's commitment to the integration of academic study and contextual learning in theological education.

At the same time, Louisville Seminary recognizes that many students enter the M.Div. degree program with significant previous professional ministry experience. In such cases, upon the successful completion of the required year of field education in a congregational setting, students may be granted up to two additional units of credit in field education for previous ministry experience, upon approval of the Director of Field Education. Students seeking field education credit for previous ministry experience must complete the Previous Ministry Work Petition Form and submit the completed form **no later than October 1 of their senior year**.

The following guidelines help to determine whether previous ministry experiences may qualify for field education credit:

- Previous professional ministry experiences were done full-time for a calendar year or more, prior to matriculation. Full-time normally means no less than 40 hours a week.
- Qualifying experiences are not required to be paid full-time positions; however, past supervisors will need to verify the full-time nature of the ministry (see Petition Form).
- Ministry work as a licensed or ordained minister under appointment or call prior to matriculation may also qualify as previous ministry experience for purposes of this policy.
- Qualifying experiences normally entail face-to-face, more traditionally defined ministries in the life of the church and would exclude primarily administrative functions (e.g., church secretary, bookkeeper, facilities manager).

Students who are considering this option for field education credit and who have questions about the process and the guidelines are encouraged to speak to the Director of Field Education before filing their petition.

Updated June 2018

Policy on Clinical Pastoral Education

Student Eligibility

Students are not eligible to take a fall or a spring CPE unit during their first year at Louisville Seminary.

Field Education Units and Academic Credit

Students will receive two units of field education for one unit of Clinical Pastoral Education. Registration is made in the Field Education office.

Students who pay the per hour class registration fee to Louisville Seminary will receive three (3) hours of academic credit. Registration is made in the Registrar's office. Any student who chooses not to do CPE for academic credit is directly responsible for the unit fee charged by the site where he or she participates. In this case, the student must consult with the registrar.

CPE Applications

Deadlines for CPE applications are listed on the current "Field Education Calendar." CPE application deadlines are also printed in the *Seminary Times* prior to the due dates. Demand for summer CPE positions is extremely high. These applications need to be submitted by the beginning of November. Programs other than summer are sometimes more flexible in admitting students.

PLEASE NOTE: Students will need considerable time to complete a CPE application.

Payment of CPE Fees

Louisville Seminary will pay directly to the Louisville Cluster the \$850.00 Louisville Cluster supervision fee for students taking their first unit of CPE within institutions of the Louisville Cluster. Louisville Seminary will pay up to \$850.00 in unit fees for students taking a first unit of CPE outside the Louisville Cluster. This payment will be made directly to the CPE site. The Seminary will not pay application fees or interview fees to institutions outside the Louisville Cluster.

The seminary will pay no fees for a second unit of CPE.

Students interested in Parish Based CPE in the Louisville Cluster need to be aware of a fee of *approximately* \$1,425.00 (\$25 of this amount is an application fee which should accompany the CPE application) for this special unit of CPE. The Seminary will pay only \$850.00 of this cost directly to the CPE supervisor; the balance is the student's responsibility.

To Apply to a Center in the Louisville Cluster

Students should not contact individual sites. The Field Education Office has the CPE application or students may go on line to the national organization website, www.acpe.edu. Students should visit the

Field Education Office for additional information regarding application requirements. The Louisville Cluster waves the application fee for students applying through the Field Education Office.

Students must bring to the Field Education Office an original application (CPE form and responses to questions) and a copy of all paperwork. The Field Education Office will send applications to Cluster sites.

To Apply to a Center outside the Louisville Cluster

Applications may be obtained on the website of the national organization, www.acpe.edu or in the Field Education Office. However, it is strongly recommended that students phone or email the institution to which they will apply, to find out pertinent information about the program and the institution's requirements, and make their name known to the director of the program. Most institutions personalize the CPE application with their logo and may prefer to have students request the institution's specific application form.

The Field Education Office has the contact information for approved CPE sites throughout the United States. This information is also on the national organization's website.

Students must notify the Field Education Office of their intent to apply for a CPE position prior to submitting an application to an institution. The Field Education Office will not arrange for any payment to an institution until there is a copy of the student's CPE application on file in the Field Education Office and the student registers for CPE in the Field Education Office (FE114) and with the Registrar (PC3143).

Students are responsible for arranging to have a copy of their complete CPE Evaluation, with an academic grade, sent to the Field Education Office from the CPE institution where the student worked. Grades will be submitted to the Registrar only from forms received from the CPE site.

Withdrawal from a CPE Program

There is no refund of tuition if a student withdraws from the CPE program. In addition, the Seminary will not pay any future CPE supervision fees for another unit of CPE taken by the student.

However, if the withdrawal is for verified medical reasons, tuition and CPE fees may be negotiated on an individual basis. The student, in this case, may be responsible for all or part of the supervision fee for another unit of CPE.

Updated June 2018

Summer Internships

Summer internship programs in congregations, cross-cultural settings, or agencies provide an in-depth experience in ministry for seminary students.

The summer internship program is ordinarily open to any student who has satisfactorily completed two (2) semesters of full-time academic work. Internships are at least ten (10) weeks in length and involve a student in full-time ministry (35-40 hours per week).

To receive approval as a field education internship site, the following criteria must be met:

1. A broad based position description that gives the student a wide variety of experiences. For a congregation there must be experience in worship and preaching, pastoral care with a variety of ages (including nursing home and hospital visits), administration, group resourcing, Christian education and youth ministry, etc.
2. An approved on or off site supervisor who will covenant with the seminary to be available to the student one hour a week for formal supervision, at times of crisis or emergency, and for needed check-ins.
3. A minimum stipend of \$1500.00 a month. Some opportunities offer considerably more remuneration, including housing, travel expenses in the field, and health insurance, as the site understands the internship as part of the congregation or agency's ministry.

Sites seeking approval must submit the following information to the Director of Field Education:

- A Ministry Site Information Form OR Position description, Site Description and Vitae of Supervisor;
- Signed covenant between the supervisor and Louisville Seminary;
- A letter of commitment to the student and Field Education Office, assuring the minimum financial arrangements will be met .

A personal visit or telephone call with the Director of Field Education often provides helpful information and an opportunity to explore issues of concern. Once approved, the above information is kept in the Field Education Office for perusal by students seeking an internship.

Student Responsibility for Summer Field Education

Students interested in internships or required by their ordaining body to pursue such a position initiate the search through conversation with the Director of Field Education. Files of approved internships are kept in the field Education Office and in the Field Educations section of the LPTS website. Students may apply for one of these positions or negotiate his or her internship with a site willing to meet the above requirements.

Before accepting an internship, the student is responsible for submitting to the Field Education Office the documents required from the potential site and supervisor and the student's preliminary goals for

the position. Confirmation of the suitability of the position will be delivered in writing to the student. The student is then responsible for writing a letter of acceptance to the placement with a copy sent to the Field Education Office.

Prior to departure, the student must register in the Field Education Office for the internship. Also, the student needs to inform the Registrar's Office and the Business Office of address and telephone numbers where they can be reached.

An Administrative Agreement and Learning Covenant are to be completed by the student and supervisor and returned to the Field Education Office within the first month of the internship. The student and supervisor may also agree to write case studies, using the model explored in *Shared Wisdom*. The case studies should be submitted to the Field Education Office. Evaluation forms are to be completed at the conclusion of the internship.

Updated June 2018

Year-Long Internships

Year-long internship programs in congregations, cross-cultural settings, international settings, or agencies provide an in-depth experience in ministry for seminary students.

The internship program is normally open to any student who has satisfactorily completed three (3) semesters of academic work and two (2) semesters of Field Education. Internships are typically nine, twelve or fifteen months and involve a student in full time ministry (35-40 hours per week).

To receive approval as a field education internship site, the following criteria must be met:

1. A broad based position description that gives the student a wide variety of experiences. For a congregation there must be experience in worship and preaching, pastoral care with a variety of ages (including hospital and nursing home calls), administration, group resourcing, Christian education and youth ministry, etc.
2. An approved on or off site supervisor who will covenant with the seminary to be available to the student one hour a week for formal supervision, at times of crisis or emergency, and for needed check-ins.
3. A minimum stipend of \$1500 a month plus housing, travel expenses in the field, and health insurance. An intern conference is held on the seminary campus in mid-winter; the site is required to provide for the student's travel expenses. Some opportunities offer considerably more remuneration as the site understands the internship as part of the congregation or agency's ministry.

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- A Ministry Site Information Form OR Position description, Site Description and Vitae of Supervisor;
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- A letter of commitment to the student and Field Education Office, assuring the minimum financial arrangements will be met.

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Student Responsibility for Field Education

Students interested in internships or required by their ordaining body to pursue such a position initiate the search through conversation with the Director of Field Education. Files of approved internships are kept in the Field Education Office and in the Field Education section of the LPTS website. Students may apply for one of these positions or negotiate his or her internship with a site willing to meet the above requirements.

Before accepting an internship, the student is responsible for submitting to the Field Education Office the documents required from the potential site and supervisor and the student's preliminary goals for the position. Confirmation of the suitability of the position will be delivered in writing to the student. The student is then responsible for writing a letter of acceptance to the placement with a copy sent to the Field Education Office.

During the internship, the student must complete a 3 credit Independent Study which is developed with a faculty member prior to the internship. The Director of Field Education must approve the Independent Study.

Prior to departure the student must register in the Field Education Office for the internship and with the Registrar for the Independent Study. Regular tuition applies. The student is also responsible for informing the Registrar's Office and the Business Office of address and telephone numbers and other pertinent contact information.

An Administrative Agreement and Learning Covenant are to be completed by the student and supervisor and returned to the Field Education Office within the first month of the internship. The student and supervisor may also agree to write case studies, using the model explored in *Shared Wisdom*. The case studies should be submitted to the Field Education Office. An evaluation from the student, the supervisor, and the Lay Committee are to be completed half way through the internship and at the conclusion of the internship. These are to be sent to the Field Education Office.

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Surviving Field Education Paperwork

It will help if you keep in mind that most Field Education is an 34 week, continuing experience. Field Education begins in September and ends in May of the following year.

Students are responsible for communicating Field Ed paperwork requirements to the supervisor. Most supervisors are aware of the required paperwork. However, the student should discuss due dates with supervisors and remind them of upcoming requirements.

Remember to make copies of all Field Education paperwork for your own files.

There are two types of forms: Annual and semester.

Annual Forms

These are completed once - at the beginning of your FE placement. All FE students must complete a “Sexual Misconduct” form. Many students must also complete a “Notification of Placement” letter (to specific denominational judicatory).

Students, in certain campus and agency placements, who are eligible for Federal Work Study funds, must sign a FWS notification letter that will be kept in their payroll file.

Semester Forms

- Field Education Registration form
- Administrative Agreement and Learning Covenant
- Field Education Evaluation
- Field Education Evaluation by the Nurturing Committee (for most church placements)

All FE students must register for their FE experience. FE Registration forms are in the FE section of the LPTS website. The form must have an original student signature. Submit to the Field Education Office, SH104. **You cannot register for Field Education in the Registrar’s Office.**

Administrative Agreement and Learning Covenant – The first form directly concerned with your placement. Completed with your supervisor and submitted to the FE office. Check the FE Calendar for due date.

Field Education Evaluation – This paperwork is due in December and in May. It is recommended that the student and supervisor **begin the process in early November**, and again in the **middle of April**. Students and supervisors should read and discuss each other’s section of the evaluation and make any corrections and/or additions. Supervisor and student signatures and dates must be at the end of the supervisor’s evaluation comments and at the end of the student’s evaluation comments. Check the FE Calendar for due date.

Please note that the evaluation is a **packet**. The top sheet is the paper that has your grade on it and both the student's and supervisor's signature. The **supervisor** will check off the student's grade. For congregational placements where there is a Nurturing Committee or other similar group in non-Presbyterian churches, an "Evaluation by the Nurturing Committee" is also required. This will be the last section of the evaluation.

Once the packet is assembled, it should be submitted to the Field Education Office. The Field Education Office files most original paperwork in the individual student files. A second copy is often sent to the CPM chair or similar group for non-Presbyterian students that is overseeing the student's progress in preparation for ordination. A copy of the student's academic transcript for that semester and a letter from the Director of Field Education are included with the Evaluation copy sent to a judicatory.

The third copy of the student's Evaluation is sent to the student's academic advisor.

Students who accept a placement for the summer (or who continue a placement) must complete both the annual **and** semester forms.

*****CLINICAL PASTORAL EDUCATION (CPE)**

Students can receive 3 academic credits as a general elective and 2 Field Ed units for a CPE experience.

Students must register with the Registrar for the academic credits (PC3143) and in the Field Ed office for the Field Education units (FE114 – C.P.E. – First Unit).

Students must submit the following paperwork prior to beginning the unit of CPE:

- Sexual Misconduct form
- Field Ed Registration form
- Letter to the appropriate denominational authority
- Copy of student's acceptance of CPE position
- Beginning and ending dates of CPE unit; correct name of institution and supervisor

Important: The CPE Evaluation is a clinical evaluation. CPE institutions will not release copies without specific, signed permission from students. PLEASE be sure to sign a release form to have a copy of your complete CPE evaluation (both supervisor and student parts) sent to the Field Education Office. If the institution's policy is to send only the supervisor's part of the evaluation, then the student must submit to the FE office a copy of his/her part of the evaluation.

Before the CPE unit ends, students will receive a form from the FE office that will give to us permission to forward a copy of your complete CPE Evaluation to your CPM or denominational person (for non-Presbyterians). This form must be returned as soon as possible.

Students are responsible for reading the Field Education "Policy on Clinical Pastoral Education" (on the LPTS website in the "Field Education" section).

Field Education Tips

__ Check your e-mail and the *Seminary Times* every week for important field education notifications.

__ In your first semester of seminary, schedule an appointment for an initial interview with the Director of Field Education. Submit a “Biographical Sketch” at least 24 hours before this initial interview.

__ Always be clear with any ordaining body of your denomination about their requirements for field or contextual education. Inform the Field Education Office early of any particular requirements, or of any forms or paperwork that need to be sent to your ordaining body.

__ If you are applying for Summer CPE, complete the application by the end of Research and Study Week the previous October.

__ Meet with the Director of Field Education the January before doing your required congregational placement in the fall.

__ Turn in all paperwork when it is due, or no more than two weeks after the deadline. Paperwork received two weeks after the deadline constitutes a failing grade in Field Education.

__ Talk with the Director of Field Education about any problems in your placement. Approach the Director early, before problems become severe. Be in the habit of writing notes about things that happen in ministry and of keeping copies of important documents and communications.

__ Track your paperwork. Here’s a handy chart for you to use. Remember, summer placements only require one set of forms (registration, admin agreement and learning covenant, evaluation); academic year placements require both a fall and a spring set of forms.

Bio Sketch	Placement 1		Placement 2		CPE
<input type="checkbox"/> Entering <input type="checkbox"/> Revision 1 (before first congregational placement) <input type="checkbox"/> Revision 2 (before any other placement)	<input type="checkbox"/> Congregation <input type="checkbox"/> Agency <input type="checkbox"/> Campus	<input type="checkbox"/> <i>Fall & Spring</i> OR <input type="checkbox"/> <i>Summer</i>	<input type="checkbox"/> Congregation <input type="checkbox"/> Agency <input type="checkbox"/> Campus	<input type="checkbox"/> <i>Fall & Spring</i> OR <input type="checkbox"/> <i>Summer</i>	<input type="checkbox"/> Copy of Student’s acceptance <input type="checkbox"/> Beginning and ending dates <input type="checkbox"/> Registration <input type="checkbox"/> Evaluation <input type="checkbox"/> Letter to Ordaining Body (if required)
	<input type="checkbox"/> Sexual Misconduct Form		<input type="checkbox"/> Sexual Misconduct Form		
	<input type="checkbox"/> Notification Letter (if required)		<input type="checkbox"/> Notification Letter (if required)		
	Registration	1 <input type="checkbox"/> 2 <input type="checkbox"/>	Registration	1 <input type="checkbox"/> 2 <input type="checkbox"/>	
Administrative Agreement and Learning Covenant	1 <input type="checkbox"/> 2 <input type="checkbox"/>	Administrative Agreement and Learning Covenant	1 <input type="checkbox"/> 2 <input type="checkbox"/>		
Evaluation	1 <input type="checkbox"/> 2 <input type="checkbox"/>	Evaluation	1 <input type="checkbox"/> 2 <input type="checkbox"/>		