SAMPLE/GUIDE TO FIELD EDUCATION EXPERIENCE AGREEMENT

Note: This document is important, and is the guide for the entire experience. Complete it as is, without alterations. The blank document is in Word format, allowing you to expand each section as needed. Give concise and thoughtful answers. Find a blank form at http://hst.edu/students/practicum-information

PLEASE NOTE: Do not complete a draft for faculty perusal that leaves any portion incomplete. Try to make your first draft as close as possible to your final draft.

BEFORE YOU COMPLETE THIS AGREEMENT, YOU MUST…
1. Read the current syllabus for the semester of your field experience. The syllabus may be found at http://hst.edu/students/practicum-information
2. Discuss this with Dr. Laird, your faculty coordinator, and your local mentor to gain preliminary approval.
3. Complete the Spiritual Gifts Analysis; http://www.churchgrowth.org/cgi-cg/gifts.cgi?intro=1. Save a .pdf copy. If you have already taken this profile, you must provide a .pdf copy for this semester (HST does not keep these on file).
4. Complete the Readiness for Ministry Inventory. You must complete it yourself and then collect the results of two evaluators who fill it out with you in mind. A copy of the inventory may be found at http://hst.edu/students/practicum-information
5. Complete The DISC Profile, Concise Version, http://www.personalityservice.com/portal/RNBM/store. The online cost is $12.95. Save a .pdf copy. You may take any of the more extensive versions that are compared at http://www.discardpersonalitysource.com/buy-disc-profile/disc-profile-comparison-chart.html, but you are only required to take the Concise Version for this course. If you have already taken this profile, you must provide a .pdf copy for this semester (HST does not keep these on file).

If you have not completed each of these steps, please do so now and then return to complete the agreement. You will be asked to check each item in the actual agreement form.

Course (choose one)
5720 Practicum I (3 hrs)
5721 Practicum II (3 hrs)
5701 Apprenticeship in Ministry 1 (1 hr)
5702 Apprenticeship in Ministry 2 (1 hr)
5703 Apprenticeship in Ministry 3 (1 hr)
5704 Extended Apprenticeship in Ministry 4 (1 hr)
5705 Extended Apprenticeship in Ministry 5 (1 hr)
5706 Extended Apprenticeship in Ministry 6 (1 hr)

Prerequisite Satisfaction

[In the agreement form, you will be asked to check that you have completed prerequisites as necessary the nature of your practicum or that you understand any concurrent enrollment requirements.]

Practicum I – MFT 5730 (Counseling Skills), BMIN 5861 - Ministry Call and Context or BMIN 5875 - Ministry Roles and Relationships (BMIN 5850 – Congregational Ministry from the old catalog may suffice for either 5874 or 5875), and BMIS 5910 - Global Evangelism or BMIS 5920 - Multicultural Ministry (Urban
Ministry from the old catalog may suffice for 5920). M.Div students must also take HOML 5810 - Sermon Development and Delivery or HOML 5830 - Biblical Preaching.

- **Practicum II** – Completion of Practicum I with all of its prerequisites.
- **Apprenticeship in Ministry** – There are no prerequisites for the Apprenticeship in Ministry, but students are required to take two ministry courses during the one year of the apprenticeship. BMIN 5874 (Ministry Call and Context) and BMIN 5875 (Ministry Roles and Relationships). Other recommended courses are BMIN 5883 (Managing Conflict and Change in Ministry), BMIS 5901 (Spiritual Leadership), HOML 5810 (Sermon Development and Delivery), HOML 5830 (Biblical Preaching), MFT 5730 (Counseling Skills) or MFT 5774 (Multicultural Counseling). Apprenticeship students who have completed these ministry courses must still maintain concurrent enrollment in other ministry classes at HST.
- **Extended Apprenticeship in Ministry** – Completion of Apprenticeship in Ministry and concurrent enrollment.

I have met the prerequisites necessary for my selected practicum experience and understand the concurrent enrollment requirements for the apprenticeship (if applicable).

**Section 01 - General Information**

**Academic Semester/Year:** Fall 2015

**Student name:** Fred Fender
**Student address (include city/state/zip):** 123 Anywhere Street, Hometown, Tennessee 38117
**Student H Number:** H00909085
**Phone (best contact):** 901-123-4567
**Email:** fred@fender.com

**Local mentor name:** I. M. Goode
**Local mentor address (include city/state/zip):** 777 Seventh Street, Hometown, Tennessee 38117
**Phone (best contact):** 901-765-4321
**Email:** imagoode@imgoode.com

**Ministry setting - name of church or organization:** Valley Church of Christ
**Address (include city/state/zip):** 909 Valley Drive, Hometown, Tennessee 38117
**Position or title of the student in the ministry setting:** Student Intern

**Faculty coordinator:** Dr. James A. Harding

**Section 02 - General Description of the Ministry Experience**

**Example for Specialized Practicum:** The purpose of the ministry experience is to sharpen the skills of sermon development/delivery at Valley Church of Christ, to more effectively teach in a classroom setting, and write more clear and concise articles for publication. Sharpening these areas of ministry will in turn sharpen the church and move her to action.

**Example for Integrated Practicum:** This ministry experience will involve me in a number of different ministries at the Side Street Church of Christ. I will prepare for and help teach classes at church on certain Sunday mornings and Wednesday nights primarily under the supervision of Fred Flintstone and, to a lesser though still valuable extent, Barney Rubble. I will also work alongside I. M. Elder and R. Good Songleader in their various capacities at Side Street to engage in worship and event planning and pastoral care.

**Example for Apprenticeship:** This purpose of this apprenticeship is to begin/continue my two year practicum experience at Big Mountain Church of Christ. This semester’s focus will be on enhancing my skills in pastoral care and church administration under the oversight of my local mentor, George Benson.
Section 03 – Student’s Learning Goals and Evaluation

[This is the most important piece of the agreement. It forms the basis of your periodic reporting and evaluation. Be specific and succinct yet thorough. Note that some of the questions relate to specific learning instruments.]

A. From your completion of the “Readiness for Ministry Inventory Report” and your discussions with your two evaluators, please list the specific areas of ministry competence you want to develop in your own ministry. These may be strengths or growth areas. You must give the names, relationships, and email addresses of your evaluators [Refer to the results from your “Readiness for Ministry Inventory” both from you and your evaluators. You must give ]

Example:
Name and email address of Evaluator 1: Jim Jones, jones@email.com
Name and email address of Evaluator 2: Frieda Smith, friedasmith@email.com

Results: My three strengths are Communication Skills, Decision-Making, and Personal Integrity. My growth areas are Flexibility, Ability to Relate with Warmth and Interest, and Caring Skills. The administrative work of my ministry builds very well on my strengths. While I may not be able to focus on all growth areas this semester, I have targeted Caring Skills, and will include readings and exercises toward that end in my practicum hours.

B. From the “Spiritual Gifts Analysis,” discuss what you see as your spiritual gifts and how this ministry experience will confirm your gifts for ministry, or stretch you in areas that are outside of your gift set. If you are being stretched beyond your gifts, the following web page may help you reflect on the significance of the experience (http://www.lifeandleadership.com/ministry-resources/leadership-approaches-strengths-based-leadership.html#Outsidestrengths). [Focus on 2-4 gifts and their significance for this experience, or the ways that you will be stretched by working outside your gifts.]

Example: Based on the Spiritual Gifts Inventory, my primary spiritual gifts are teaching, preaching, and administration. My ongoing responsibilities at the church, which are included in the practicum, will allow me to focus on each of these areas, with an emphasis this semester on church administration. I believe I have also been blessed with a very relational personality. However, I also recognize I need to grow more in my relational skills with others, especially when it comes to relationships and leading people who are different than me. I want this ministry experience to help me relate to others more effectively.

C. From the “DISC Profile,” designate your type (e.g. S/IC) and how this ministry experience will help you express your natural style, or perhaps stretch you in areas that are outside of your natural orientation. If you are being stretched beyond your natural style, the following web page may help you reflect on the significance of the experience (http://www.lifeandleadership.com/ministry-resources/leadership-approaches-strengths-based-leadership.html#Outsidestrengths). Also, you may benefit from the articles found at http://www.discpersonalitysource.com. You will have more guidance in interpreting your DISC scores throughout the semester. Simply reflect a basic understanding in answering this question.

Example: According to the DISC Profile, I am a D/IC, which means I am primarily dominant with supportive orientations of I and C. As a preaching minister, I am normally able to stay within my natural style or proclaiming God’s word to large groups, with a penchant toward in-depth sermons, usually laced with story and humor. However, since this practicum involves a lot of detail administration and one-on-one interactions, I am likely to experience a considerable amount of time in the “S” category of DISC. This will be a welcome challenge.

D. In what way does this practicum reflect your sense of God’s call for your ministry? [For example, will this practicum allow you to fulfill a clearly understood call, help you clarify your call, or discover your call?]

Example: I discovered I have gifts of administration during my senior year in high school when I was asked to serve as class president as well as the student leader of my local church youth ministry. Although I am not a “feeler” by nature, I remember several times during that period feeling the warm surges of deep satisfaction when I would devise a process for coordinating a complex effort and then seeing it work well for everyone
involved. More opportunities like this followed through my undergraduate career, including student government, planning mission trips, and serving as VP/Treasurer of my fraternity which involved managing tens of thousands of dollars annually. My youth ministry experience which began in my last year of college confirmed this gift as well, although it also revealed struggles in the area of pastoral relations. Several years have passed, and my current ministry as the preacher for a church of 200 members with two administrative assistants and one other part-time ministry staff has confirmed these gifts.

Note on call: Ministers within the Restoration Heritage often struggle with the concept of call, yet central to effective ministry is the belief that God indeed wants you to do this. You may complete this section in the way that best reflects your experience. To the extent that it helps you complete the agreement, consider this classic construction on call by H. Richard Niebuhr:

- **The call to be a Christian** – Universal to all believers and the beginning of any call to ministry.
- **The secret call** between God and you, when you feel an inward spiritual impulse to become a minister.
- **The providential call** when you recognize that God has given you specific gifts that he wants you to use in ministry – intellectual, spiritual, psychological, and moral.
- **The ecclesiastical call** when the local church affirms your call, helps you prepare for ministry, and then ordains, commissions, or employs you for that ministry.

E. Goals, Duties/Tasks, Evaluation - Please list the specific areas you want to develop in your ministry, the specific duties and tasks associated with each goal, and how these goals will be evaluated. Be sure and list any goals associated with A - C above, as well as all others. **You must list at least three, but no more than five.** [This is usually a more elaborate description of the collaboration between the student and Local Mentor. Please discuss with your Local Mentor the specific ways your work will be evaluated and describe it here.]

**Goal:** Improve my abilities as a coordinator of the church office.

**Duties and tasks related to the goal:** Facilitate weekly meetings of office staff and create a standardized evaluation process for each staff member.

**How this goal and the duties/tasks will be evaluated:** My local mentor will meet with me to debrief each staff meeting and will approve the evaluation standards after they are prepared and before they are executed.

F. Artifacts – Please list any documents you will produce throughout the semester as demonstration of the goals or duties/tasks outline above. [You do not have to produce artifacts for each goal, but if you produce a sermon series, a set of bible lessons, etc.; you will want to include a sample lesson, etc.]

**Example:** By mid-semester, I plan to submit the new job descriptions I created for the church office assistants. By the end of the semester, I plan to submit the new standardized evaluation tool for church employees.

G. Time Calculation – Please calculate the total number of hours for each duty/task listed in D. above, to equal the required hours per semester (120 hour for 3-credit and 40 hours for 1-credit apprenticeships). Only 12 of these hours may be designated as standard course requirements. Reading can account for only 20 hours of a 3-credit/120-hour practicum and only 6 hours of a 1 credit/40-hour practicum. [Each practicum experience requires accounting for a minimum number of hours – 120 for a 3-credit course (5720 – Practicum I or 5721 – Practicum II) or 40 for a 1-credit course (Apprenticeships 5701-5703 or Extended Apprenticeships 5704-5706). You are allowed 12 hours toward this for participation in standard course requirements such as Canvas Online Discussion and any other standard course requirements, but all other hours must be spent in activity directly related to your practicum goals. As part of this agreement, you must make an educated guess as to how you will fulfill these hours, and then report progress at certain periods designated in the syllabus.]

**Example (120-hour/3-credit):**

**Anticipated Practicum Time Log**

Standard course requirements (e.g. completing Field Ed Agreement, online discussions, tests/quizzes, mid-term and final evals): 12 hours

Reading of Smith, Church Administration Manual: 10 hours

Creating standardized staff evaluation procedures: 30 hours
Meetings with office staff: 15 hours
Conducting office administration duties: 45 hours
Meetings with Local Mentor: 8 hours
Total Hours: 120

Section 04 – Reporting and Evaluation

[In the agreement form, you will be asked to check your understanding of each item]

- Mid-term and Final Evaluations/Time Logs/Journals must be submitted according to the schedule in the syllabus. These are collaborations between you and your Local Mentor, and insure you are making progress according to duties and time calculations described in Section 3.
- You must participate in Canvas Online Discussions and other requirements according to the schedule in the syllabus.
- You must take any other exams/quizzes that are designated in the syllabus.

I have read the syllabus to familiarize myself with these responsibilities of reporting and evaluation and will cooperate with the schedule.

Section 05 – Supervision

[In the agreement form, you will be asked to check your understanding of each item]

1. Role of Local Mentor:
   - Review the Field Education Agreement in the first draft before submitted to Dr. Laird or faculty coordinator for approval, and then the final version after all revisions.
   - Provide guidance and feedback evaluations on your effectiveness in the areas the student has designated for his/her growth as described in Section 02 above. This is done primarily through the periodic meetings of at least 6 hours during the semester.
   - Help the student process and evaluate the practicum experience, including the collaborative formalized evaluation for mid-term and final.

I am aware of the duties assigned to this role and will cooperate with my Local Mentor to insure these responsibilities are met.

**IMPORTANT:** Please have your Field Mentor complete the “HST Field Experience Mentor Agreement” which must be submitted online during the first week of class.

2. Role of the Faculty Coordinator
   - Approve the Field Education Agreement (preliminary approval before enrollment, and final approval soon after the beginning of the practicum).
   - Consult with the student at least three times during the semester, including beginning of term, mid-term, and final evaluations to include an exit interview at the end of the semester.
   - Give feedback and advice on your effectiveness in the areas you have designated for your own involvement and improvement.
   - Assign your final grade for the semester on the scale of S/U.
   - In addition, Dr. Laird will monitor the Canvas online and other required activities, even if he is not your faculty mentor, and may be involved in various components of your practicum experience.

I am aware of the role of the Faculty Coordinator(s) and will cooperate with all HST faculty who are involved in this experience.