



Supervised Practice of Ministry Learning Contract Evaluation – Part I

SPM I: _____ SPM II: _____ SPM III: _____ Semester/year: _____

Part I of the learning contract evaluation is to be prepared jointly by the student and supervisor. In keeping with professional standards, the evaluation must be typed. Part II of the evaluation (attached in duplicate) should be completed independently by the student and the supervisor. An open and candid conversation about the Part II evaluations is encouraged. After dialogue and completion of the evaluation, copies of all materials (Part I and II, direct feedback from those at the ministry site, etc.) are to be submitted to the field education instructor by the due date given on the syllabus. Part II of the evaluation will be completed by the field education instructor and a copy given to the student after review of all materials. Copies of all evaluation materials will be kept in the student’s field education file.

Student’s Name: _____

Phone: _____ Email: _____

Practicum site: _____

Supervisor’s Name: _____

Position, title: _____

Street address: _____

City, state, zip: _____

Phone: _____ Fax: _____ Email: _____

For use by Field Education Instructor:

Date LCE recd: _____ *Date LCE apprvd:* _____

Comments:

I. Review of Learning Objectives: State the Learning Objective from your learning contract and evaluate your progress (300-400 words per objective):

Learning Objective 1

Objective:

What did you do and/or to what were you attentive in order to meet this objective? Describe your progress towards meeting this objective. What are opportunities for ongoing growth?

Learning Objective 2

Objective:

What did you do and/or to what were you attentive in order to meet this objective? Describe your progress towards meeting this objective. What are opportunities for ongoing growth?

Learning Objective 3

Objective:

What did you do and/or to what were you attentive in order to meet this objective? Describe your progress towards meeting this objective. What are opportunities for ongoing growth?

Learning Objective 4

Objective:

What did you do and/or to what were you attentive in order to meet this objective? Describe your progress towards meeting this objective. What are opportunities for ongoing growth?

Learning Objective 5

Objective:

What did you do and/or to what were you attentive in order to meet this objective? Describe your progress towards meeting this objective. What are opportunities for ongoing growth?

- II. Theological Reflection:** Supervisors and students were expected to meet once every other week for one hour of theological reflection (6-7 times per semester). Note what dates, times & location you met to fulfill the course expectations.

Component:	Date/time/location:	Did you meet as planned? If not, please comment.
Learning Contract		
Theological Reflection 1		
Theological Reflection 2		
Theological Reflection 3		
Theological Reflection 4		
Theological Reflection 5		
Theological Reflection 6		
Theological Reflection 7		
Learning Contract Evaluation		

Please offer some general comments (200-400 words) on your experience of Theological Reflection with your supervisor:

III. Toward the Future:

- A. **Ongoing Growth:** What tools / strategies / structures could the student use for continued growth in the

areas identified above? If the student will continue in the Aquinas Field Education program, how could these areas identified for continued growth be incorporated into future learning goals or objectives?

- B. **Practices:** Are there any ways in which the practicum experience has assisted the student's on-going growth in the *practices* espoused by Aquinas Institute? If the student has not yet applied for candidacy, is there any way in which experiences from this practicum could support the student's candidacy portfolio?
- C. **Theological Questions:** What theological questions arose in the course of this project? What theological resources were used in addressing these questions? What possible new directions in theological research and understanding are a result of this experience? (i.e., Is there any new aspect of theology that you would want to pursue in your coursework as a result of this practicum?)
- D. **Integration:** Sometimes in field education, we learn what we set out to learn. Sometimes we learn things we never expected to learn. What were the three greatest lessons / insights the student would say s/he came to over the course of this experience? These might be directly related to the learning objectives, or might not.

Supervisor's Signature

*Signed: _____ Date: _____

Student's Signature

*Signed: _____ Date: _____

*** Please note:** After a face-to-face dialogue about the learning contract, if minor adjustments are made to the contract, an electronic signature will be accepted from both the supervisor and student. The supervisor should review the revised document from the student and then forward that document (copying the student) to the field education instructor with a note to that effect.



Supervised Practice of Ministry Evaluation – Part II

Student's Name: _____

SPM I: _____ SPM II: _____ SPM III: _____ Semester/year: _____

A copy of this form is to be completed by the student intern, the student's on-site supervisor, and the field education instructor. In the column on the right, each of the three categories is to be given a mark of 0 – 10; zero reflecting no evidence of this competency/trait in the student's ministry, ten reflecting an extremely high level of this competency/trait.

<p>Pastoral Leadership: Student demonstrates skills & dispositions needed to “shepherd” a community of faith – including:</p> <ul style="list-style-type: none"> ▪ Capacity to identify and help meet the needs of the particular community in which the student ministered ▪ Strong pastoral presence (marked by good listening skills, comfort with silence, ability to be with and minister to a diversity of persons experiencing a diversity of emotions, ability to convey compassion & empathy) ▪ Strong leadership presence (marked by a healthy understanding & expression of authority; conflict management and confrontation skills; capacity to endure in difficult situations; consideration of the needs of all; the ability to lead communities in prayer, decision-making and change; demonstrates initiative and responsibility) ▪ Comfortable being regarded as public minister by a community 	<p>Points 0-10</p>
<p>Effectiveness: Student demonstrates use of tools and approaches that maximize the impact of one's ministry and aide the long-term health & wellbeing of the minister.</p> <ul style="list-style-type: none"> ▪ Knows ways of maintaining balance and optimistic outlook even in stressful or ambiguous situations ▪ Good time management ▪ Collaborative approach that empowers and trusts the gifts of others ▪ Ability to prioritize among many tasks & to make appropriate decisions about what most needs one's attention when 	
<p>Service: Student demonstrates desire and capacity to place one's ministry at the service of the Church & world:</p> <ul style="list-style-type: none"> • Possesses a spirit of helpfulness, flexibility, “other-centeredness” • Demonstrates good professional boundaries; meets personal needs in another forum outside ministerial relationship • Perceives ministry at the service of community rather than vice versa 	

<p>Integration: Student demonstrates capacity for and commitment to theological reflection through:</p> <ul style="list-style-type: none"> ▪ Solid grasp of scripture, doctrine, liturgy, and history that can be drawn upon with ease ▪ Heightened awareness of culture’s influence in ministry ▪ Heightened understanding of the way one’s life history & spirituality is affecting and being affected by ministry ▪ Ability to see for oneself ready and meaningful connections between every day ministerial events and theology ▪ Ability to help others make connections between their faith and life ▪ Sees implications of ministerial experience for the study of theology ▪ Regular, prepared participation in theological reflection ▪ Ability to identify and articulate feelings 	
<p>Commitment to Ministry of the Word: Student demonstrates commitment to the ministry of the Word through:</p> <ul style="list-style-type: none"> ▪ Simple, clear and articulate public speaking (especially preaching, but also teaching, presenting, lecturing, etc...) ▪ Ability to identify ways in which s/he participates in the preaching mission of the Church ▪ Quality of one’s written and oral communication ▪ Rootedness in scripture and openness to the Word present in life 	
<p>Comments:</p>	<p>Total Points:</p>

Student’s Signature

Signed: _____ Date: _____



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<p>Comments:</p>	<p>Total Points:</p>

Supervisor’s Signature

*Signed: _____ Date: _____