



## Supervised Practice of Ministry Learning Contract

SPM I: \_\_\_\_\_ SPM II: \_\_\_\_\_ SPM III: \_\_\_\_\_ Semester/year: \_\_\_\_\_

The Learning Contract must be mutually agreed upon and entered into by the student and the student's on-site supervisor. In keeping with professional standards, the contract must be typed. The completed signed contract is to be given to the student's field education instructor at Aquinas Institute of Theology by the date given in the syllabus. A copy will be kept in his/her field education file. Copies of the contract should be kept by both the student and the supervisor to review throughout the practicum.

**Student's Name:** \_\_\_\_\_

**Street address:** \_\_\_\_\_

**City, state, zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Degree:** \_\_\_\_\_

**Practicum site:** \_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_

**Position, title:** \_\_\_\_\_

**Street address:** \_\_\_\_\_

**City, state, zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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*For use by Field Education Instructor:*

*Learning Contract approved:*

*Comments:*

**I. Background Information Concerning Ministry & Student**

**A. Brief Student Biographical Statement:** Briefly state your educational and professional background, and whatever personal data that you feel would be helpful for your supervisor and field education instructor to know at the beginning of your placement.

**B. Brief Description of Site and Ministry:** In your description, please comment upon the socio-economic, cultural, religious, ethnic, and psychological context of this ministry placement

**C. “Good Ministry” Self-Assessment:** Having completed the “Good Ministry” Self-Assessment Survey, what areas of ministry do you recognize that you particularly need to work on to become the kind of pastoral leader that you want to be and that the Church needs you to be?

**D. Academic and Formation Goals:** Are there additional learning goals have you already developed with your academic advisor and/or formation director that could be addressed in this internship?

**II. Learning Objectives:** *Learning objectives* are measurable stepping-stones arranged for the purpose of achieving the overall goal of becoming a healthy and capable minister for the sake of the Church community. They specifically address the areas of growth identified in the “Good Ministry” Self-Assessment and academic/formational goals. Good objectives meet the following criteria:

1. They recognize that they are being addressed within the context of a particular site.
2. They represent a moderate risk.
3. They are realistic and achievable within a defined period of time.
4. The minister and other stakeholders own them / are committed to them.
5. They are measurable.
6. They are revisable.

***Learning Objective 1***

*Objective:*

*What kind of things will you do / be attentive to in order to meet this objective?*

*At the end of the practicum, how will you know if progress has been made toward meeting this objective?*

***Learning Objective 2***

*Objective:*

*What kind of things will you do / be attentive to in order to meet this objective?*

*At the end of the practicum, how will you know if progress has been made toward meeting this objective?*

***Learning Objective 3***

*Objective:*

*What kind of things will you do / be attentive to in order to meet this objective?*

*At the end of the practicum, how will you know if progress has been made toward meeting this objective?*

***Learning Objective 4***

*Objective:*

*What kind of things will you do / be attentive to in order to meet this objective?*

*At the end of the practicum, how will you know if progress has been made toward meeting this objective?*

***Learning Objective 5***

*Objective:*

*What kind of things will you do / be attentive to in order to meet this objective?*

*At the end of the practicum, how will you know if progress has been made toward meeting this objective?*

### **III. Logistical Information**

- A. **Responsibilities:** State as completely and specifically as possible your duties and responsibilities on-site. To a large degree, these should correspond with the activities delineated under your learning objectives.
  
- B. **Staff Relationships:** Describe your anticipated interaction and working relationship with other on-site staff (beside the supervisor).
  
- C. **Ministry Schedule**
  - 1. Beginning and ending dates of placement
  
  - 2. Approximate number of hours per week, including ministry, preparation, supervision
  
  - 3. Are there regular days/hours each week that you intend to be on site or will these be negotiated weekly? If the latter, how will they be negotiated?

**IV. Supervision:** These questions are intended to help student and supervisor agree on mutual expectations.

- A. **Expectations Regarding Supervision:** How will the supervisor function in relation to the student? What kind of supervision can the student expect? Does the student have any special expectations of or needs in supervision?
  
  
  
  
  
  
  
  
  
  
- B. **Supervisory Appointments:** Supervisors and supervisees are expected to meet once every other week for

one hour of theological reflection (6-7 times per semester). They will also need to meet to negotiate this learning contract at the beginning and the evaluation at the end of the semester. Finally, the supervisor is also asked, if possible, to be present for the student's case presentation. Please note what dates, times & location the two of you have established to meet the course expectations.

| Component:               | Date and Location               |
|--------------------------|---------------------------------|
| Learning Contract        |                                 |
| Theological Reflection 1 |                                 |
| Theological Reflection 2 |                                 |
| Theological Reflection 3 |                                 |
| Theological Reflection 4 |                                 |
| Theological Reflection 5 |                                 |
| Theological Reflection 6 |                                 |
| Theological Reflection 7 |                                 |
| Learning Evaluation      |                                 |
| Case Study Presentation  | @ Aquinas Institute of Theology |

If an appointment needs to be changed, how will you contact one another?

- C. **In the event of conflict in the relationship:** Recognizing that conflict is present in all healthy relationships, how will the two of you communicate with each other should dissatisfaction or tension arise among you at some point during the practicum?

*Supervisor's Signature*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Student's Signature*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_