

FORM B – SAMPLE LEARNING AGREEMENT

(SAMPLE ONLY – To be edited for specific applications – Pyles & Seals, chapter 4)

STUDENT INFORMATION:

Student Name: _____ Grad Year: _____

E-mail: _____ Date: _____

Phone: _____ Cell Phone/Other: _____

Major: _____ Faculty Advisor: _____

SUPERVISOR INFORMATION:

Supervisor Name: _____ Title: _____

Church Name/Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Cell Phone/Other: _____

E-mail: _____ Date: _____

FIELD EDUCATION EXPERIENCE INFORMATION:

- | | | |
|--|--|--|
| <input type="checkbox"/> Summer | <input type="checkbox"/> Fall Semester | <input type="checkbox"/> Spring Semester |
| <input type="checkbox"/> Summer & Fall | <input type="checkbox"/> School Year (Fall & Spring) | <input type="checkbox"/> Spring & Summer |
| <input type="checkbox"/> Other: | | |

Start Date: _____ End Date: _____

GENERAL AREAS OF TRAINING:

- | | | |
|---|------------------------------------|---|
| <input type="checkbox"/> Christian Counseling | <input type="checkbox"/> Missions | <input type="checkbox"/> Youth Ministry |
| <input type="checkbox"/> Christian Education | <input type="checkbox"/> Music | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Children Ministry | <input type="checkbox"/> Preaching | <input type="checkbox"/> Other: |

MISCELLANEOUS DETAILS *(Compensation/room & board/vacation/days off/expenses incurred, etc.)*

- a. I will be paid \$XXXX per week.
- b. Any ministry expenses I incur will be repaid by the church/organization.
- c. I will be given an office / place to work / computer / etc. to use during my field education.
- d. The church will provide housing in a home of a member / in several different homes / in an apartment / other.
- e. The church/host family will provide 1 / 2 / 3 meals per day for me.
- f. I will have X day(s) per week off from the office.
- g. I will be allowed to take time away for vacation / personal reasons / etc.

FEE LEARNING EXPECTATIONS:

I. Office Expectations

- a. I will attend as many staff meetings as is possible.
- b. I will spend at least X hours per day in the office.
- c. I will be reporting to the following person(s):
- d. My dress code for office and church service will be:

II. Practical Ministry Expectations

- a. Lead traditional worship service on alternating weeks the first two months.
- b. Lead [specific area] for [how long and how often]
- c. Preach/Speak [specific area] for [how long and how often]
- d. Preach Sunday night sermons for the entire month of July.
- e. Speak during communion meditations twice during June.
- f. Teach [specific area] for [how long and how often]
- g. Teach college-aged Bible study for 6 weeks during June and July.
- h. Coordinate [specific area] for [how long and how often]
- i. Coordinate recreation for Vacation Bible School every day for a week.
- j. Oversee, under Field Supervisor's authority, [specific area] for [how long and how often]
- k. Oversee, under Field Supervisor's authority, reference checks for youth workers recruited during the month of July
- l. Assist Field Supervisor on [specific area] for [how long and how often]
- m. Assist Field Supervisor with hospital calling at least one day per week.

III. Reading and writing expectations

- a. My supervisor has recommended that I read the book *Family Ministry* by Charles Sell.
- b. I will maintain daily Bible reading and keep a devotional journal.
- c. I will write a "Weekly Reflection Journal" on my ministry experiences to be submitted to my Faculty Advisor after the completion of my FEE. *(Required)*

Student: _____

Date: _____

Field Supervisor: _____

Date: _____

Faculty Advisor: _____

Date: _____

(Adapted from Lincoln Christian College's Sample Field Education Agreement (www.lccs.edu/internship))