

# Field Education Experience Manual



Central Christian College  
of the Bible

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Website for forms: <http://cccb.edu/academics/resources/field-education>

## Table of Contents

Section 1 – Introduction.....	5
Section 2 – SALT300: Vocational Preparation .....	5
Section 3 – Field Education Experience.....	6
Section 4 – Field Education Process.....	9
Section 5 – Field Education Students .....	11
Section 6 – The Field Supervisor .....	12
Section 7 – The Faculty Advisor.....	15
Section 8 – Glossary of Terms .....	16
Appendix for FEE Forms A-G	
Form A – Field Site Data Sheet .....	17
Form B – Field Education Agreement (SAMPLE ONLY).....	19
Form C – Student Intermediate Report.....	21
Form D – Field Supervisor Intermediate Report .....	23
Form E – Student Final Report / Debriefing Guide .....	27
Form F – Field Supervisor Final Report.....	29
Form G – Student Assessment of Faculty Advisor .....	33

## INTRODUCTION

To accomplish the goal of equipping one for servant-leadership in the Kingdom of God both nationally and internationally a sense of call and vocation is explored through CCCB's Field Education Experience (FEE). There is a complex interaction of classroom learning, conversations, reading and critical thinking and developing sustained relationships that serves to confirm the student's call, vocation and ministry. The FEE serves to bring the student's college experience to a clear and concise fulfillment of servant-leadership in the Kingdom of God. This will be useful in confirming the student's life choices concern their journey.

An important element in this course (FEE) involves gaining experience within the varied fields of ministry and service in which the student desires to serve. The Field Education Experience in CCCB provides the opportunity for students to explore the varied ways they may live out their sense of vocation while receiving feedback and guidance from professional practitioners.

This manual is for use by students, field supervisors and faculty/administrators. It includes the objectives, policies and procedures encompassing the shared responsibilities of CCCB, congregations, agencies, missions, counseling centers, Field Supervisors and students regarding The Field Education Experience. The Per-Field Education Experience course, FEE and manual have been developed by way of ongoing experience between the individuals and teams involved in partnership toward offering our students an authentic ministry experience.

We value your ongoing suggestions and partnership in collaboration for improving the Field Education Experience program for our students and the communities they serve.

Sincerely,

Dr. Micheal J. Curtice

Associate Dean for Professional Studies

## **DEFINING THE EXPERIENCE**

During your Junior/Senior year you will have the opportunity to share in ministry with a field supervisor that will guide, mentor and disciple you concerning the basic of your degree ministry program. This is an experience were you will be able to apply all that you have learned in your major degree through classroom and sharing with other to real life. You will gain the invaluable experience that only guided trial and error can teach you. This unique opportunity will give you as you step out into your field after graduation.

## **FIELD EDUCATION EXPERIENCE (FEE) DEFINED**

According the ABHE accrediting association the following are important MINISTRY FORMATION ESSENTIAL ELEMENTS to a well established Field Education Experience/internship.

Relative to this standard, an accredited institution offering undergraduate curricula (and graduate curricula that feature field education) is characterized by . . .

1. A culture and programs that promote development of effective witnesses and servants in the church and the world at large.
2. An educational philosophy in which ministry formation is viewed as an integral part of the student's education.
3. A program of supervision that provides an adequate basis for evaluating and guiding students in the pursuit of their professional goals.
4. A ministry formation program coordinated by a director normally with faculty status and implemented under the supervision of faculty.
5. Evidence that the program is adequately staffed and financially supported.
6. A system of ongoing program review and assessment of outcomes that results in program improvement.

7. Evidence that academic credit given for practicums, internships, or other practical learning experiences, if awarded, is warranted by an edge of practical experience, confidence, and wisdom.

## **THE FIELD EDUCATION EXPERIENCE**

- The FEE will be ministry-field work under the supervision of a skilled professional.
- It must be in the area of the student's major.
- Detailed tasks will be assigned by the school Faculty Advisor and Internship Supervisor which will become a part of the Student Agreement Document with formal attendance, evaluation and grades.
- A weekly reflection journal will be kept, and book(s) will be read with a reflection paper prepared.
- The internship is considered a course for credit.
- The student's Faculty Advisor will reserve the right of final approval for an Internship Site.
- The student's progress in his/her Field Education Experience is monitored and directed by the student's Field Supervisor and reported to the Faculty Advisor.
- It is a prerequisite to graduate with a Bachelor degree.
- It is completed during your Junior/Senior year.
- It can be summer long (30 hours per week for 10 weeks), semester long (20 hours per week for 15 weeks), or year-long (10 hours per week for 30 weeks), or an alternative may be arranged with the Faculty Advisor.

## **OVERVIEW PREPARING FOR AND DOING YOUR FEE**

1. Pre-register in the spring of your Junior year for SALT 300: Vocational Preparation taught in the Spring of the Junior year.
2. FEE options (you will be provided with a list of past sites, but explore for yourself)
  - Call churches in an area of interest
  - Search the sites of larger churches
  - Ask Ministers or other students for suggestions
3. Complete SALT 300: Vocational Preparation (Junior year)
  - Meet with your Faculty Advisor
  - Share your FEE options
4. Fill out Field Site Data Sheet
  - FEE Supervisor must meet the qualifications laid out in the FEE Manual
  - Get Faculty Advisor Approval
5. Create Learning Agreement with your FEE Supervisor
  - Submit initial draft to FEE Supervisor
  - Once finalized submit to Faculty Advisor for approval
  - Print and sign
  - Deliver a copy to the Academic Office upon completion
6. Register and Begin FEE
7. Submit attendance sheet every two weeks of the FEE.
8. Intermediate Report (1/3 of FEE)
  - Submit Student Intermediate Report to Faculty Advisor
  - Submit FEE Supervisor Intermediate Report to Faculty Advisor
9. Final Report
  - Submit Student Final Report to Faculty Advisor
  - Submit FEE Supervisor Final Report to Faculty Advisor
10. Schedule an exit interview with your Faculty Advisor
  - Submit the weekly reflective journal, reflection paper and any other assignments apart of the FEE Learning Agreement

## **OBJECTIVES FOR FEE**

1. To integrate classroom studies with field-based ministry

CCCB students have the opportunity to choose a variety of degree programs:

- Christian Counseling
- Christian Education
- Christian Ministries
- Cross-Cultural Ministry
- Preaching Ministry
- Worship Arts
- Youth & Family Ministry

FEE provides an opportunity for the student to integrate what they have learned in the classroom with practical ministry experience. Integration of classroom studies is vital to the entire learning process which will enhance the student's overall development and readiness for ministry upon graduation.

2. To acquire, develop and reinforce ministry knowledge and skills

Throughout the CCCB student's experience opportunities for ministry are ever present. These ministry experiences are good. However, they do not give the student the level of competency to sustain them in ministry after graduation. The FEE is specifically designed with that purpose in mind; to acquire, develop and reinforce knowledge wisdom and skills that are required in ministry. A clearly added benefit is that this is done within the context of a relationship with an experienced mentor of the field of study.

3. To discern God's direction through growth in Christian character and spiritual formation and to explore ministerial identity.

a. Discern God's Direction

Many students come to CCCB because they have sensed God directing them into ministry. The FEE courses help students refine their understanding of God's direction by giving them opportunities to serve in areas of possible giftedness, to receive confirmation of effective ministry from the body of Christ, and to be affirmed by other Christian leaders. Our mentors will provide helpful feedback and insight into your life and ministry as seasoned leaders.

b. Grow in Christian Character

Character formation is foundational to the entire FEE process. When Paul catalogued the qualifications for elders he emphasized character qualities. God is concerned not just about one's *performance* in ministry, but one's *spiritual fitness* for ministry. A primary element of your FEE will be developing an environment that creates a responsible environment where character can be assessed and developed.

c. Grow in Spiritual Formation

One of the biggest challenges for those in full-time Christian ministry is sustaining growth in spiritual life. In the midst of many challenges, responsibilities, and demands, a life of intimacy with the Lord can easily be neglected. The spiritual disciplines are often ignored because of the "tyranny of the urgent." Internship and Field Education, therefore, is a great opportunity for you, as a mature believer, to invest in your student's spiritual life, to ask the hard questions and hold the student accountable to cultivating a deeper walk with the Lord.

d. Explore Ministerial Identity

Field-based experience is a great place for a student to discover his or her ministerial identity. This involves discernment as to who God has made an individual to be and how that identity may impact the sort of ministry one pursues. For example, some people are more inclined toward research scholarship than pastoral ministry. Others may "fit" into youth ministry because of their temperament, passion, gifting, and life experiences. The FEE gives the student opportunity to discern their unique ministerial identity.

Parts of this section of the FEE Manual are taken from Trinity Internship Mentor's Manual, Lincoln Christian University, ABHE Accreditation Guidelines, previous CCCB manuals and other resources.

## **SALT300: VOCATIONAL PREPARATION**

Before a student may pursue and schedule a field education, he or she must complete SALT300: Vocational Preparation, a one-hour course that is typically taken during the student's junior year. SALT300: Vocational Preparation has several objectives:

1. The student will be aware of a variety of Field Education Experiences by listening to fellow students who have recently completed their field education. An understanding of the highlights and pitfalls of Field Education will be gained by listening to first-hand accounts of the experience.
2. The student will be aware of his or her style of influence by completing an assessment and writing a response to that assessment.
3. The student will have an in-depth understanding of the nature of Field Education through reading and responding to the Required Textbook for SALT 300: Vocational Preparation. The class will consist of small group discussion of the following issues:  
The nature of theological field education, ministry placement and Field Supervisors, vocational discernment, a Field Education Experience Learning Agreement, lay committees, supervisory conference, data gathering, theological reflection, and evaluation.
4. The student will be able to prepare a written resume that can be used to give the Field Supervisor an accurate portrait of the student's education, experiences and honors.
5. The student will have completed a written philosophy of ministry that summarizes the student's perspectives on key ministry issues within the chosen field of study.
6. The student will have prepared exploratory letters to be used for pursuing a Field Education Experience.
7. The student will have seriously discussed his or her strengths and weaknesses in ministry with his/her Faculty Advisor and have a strategy for addressing those issues in the remainder of the student's college career.

## **FIELD EDUCATION EXPERIENCE**

One's Field Education Experience is on-the-job training. It is not meant to replace a student's classroom training, but to supplement it. During Field Education, a student actually first observes a trained professional do the work he/she someday intends to do, and then actually participates in the performance of the work under supervision. There will then be set times when the student and the Field Supervisor can reflect together on the work and the student's feelings while observing and/or doing the work.

Field Education vs. Internships

At Central, the term "internship" applies to a short-term job or ministry that may be done for an organization. While an internship may have similar characteristics as a Field Education Experience, it is solely for the benefit of the student, not for academic credit as a Field Education Experience. A student can complete an internship without the Faculty Advisor or without any communication with or approval by the College.

Definition of Field Education

1. Field Education Experience is working under the supervision of a skilled professional who is doing the kind of Christian ministry/service the student intends to do upon graduation.
2. Field Education Experience is a practical education method using detailed tasks assigned by the school and Field Supervisor with formal evaluation and grades.
3. Since the Field Education Experience itself is considered a class, the student's Faculty Advisor will reserve the right of final approval for an FEE Site.
4. The student's progress in his/her Field Education Experience is monitored and directed by the student's Faculty Advisor.

What Field Education Is Not

1. A Field Education Experience is NOT doing an unsupervised ministry, such as a summer youth ministry or a

weekend preaching ministry. These are valid experiences, but should be considered part-time jobs.

2. A Field Education Experience is NOT a one or two-week familiarization excursion into some foreign mission field. Although this may be valid in helping a student taste what it is like to be in a cross-cultural environment, it does not allow adequate time to experience what it is like over a longer period of time. Also, the student does not experience observation of work, nor is there time for a valid work experience under supervision.

3. A Field Education Experience is NOT working in a ministry doing a different kind of work from the academic work which the student is receiving: such as, working as a secretary for a church when the intended career is Christian Education, or working with youth (usually unsupervised) when the intended career is preaching ministry.

#### Unique Benefits of Field Education

1. A Field Education Experience allows the student to experience the organization and operation of a program while not actually accepting the total responsibility of it.

2. A Field Education Experience makes available the wise counsel and good example of a seasoned professional to the teachable student.

3. A Field Education Experience gives the student prompt feedback from the people in the church or agency served.

4. A Field Education Experience allows the student to see first-hand if this type of ministry fits personal abilities and spiritual giftedness before more time and money are spent on preparation.

5. A Field Education Experience makes material learned in classrooms relevant to life.

6. A Field Education Experience provides many relevant questions for the student to take back to the classroom for further study.

#### Timeline for Field Education

Students at Central Christian College of the Bible should pre-register in the spring of the sophomore year for SALT 300: Vocational Preparation taught in the Fall of the junior year. After that course is completed, the student is free to pursue an internship for a semester, summer, or an entire year, before graduation. A student may wait and complete the Field Education Experience after his/her coursework is completed, but the student may not participate in the graduation ceremony until the Field Education Experience is completed.

#### Who Must Have A Field Education Experience?

All students who are pursuing a Bachelor's degree with a ministry major are required to participate in a Field Education Experience.

1. **Schedule SALT300: Vocational Preparation** – The student schedules the one-hour class for the fall of the Junior year.
2. **Explore Field Education Experience Options** – A student will be provided with a list of past sites, but the student should not limit himself/herself to only those locations. Possible sites may be obtained by calling churches in an area where the student is interested, searching the Internet sites of larger churches that the student may be aware of, or asking ministers or other students for suggestions. While the Faculty Advisor may suggest sites, it is not his responsibility to provide a Field Education Site for the student. An interview with the Faculty Advisor is required as part of the SALT C4: Vocational Preparation class to check for progress on this step.
3. **Pass SALT300: Vocational Preparation** – All requirements for the course must be completed before the student is eligible to formally pursue an FEE.
4. **Form A – Field Site Data Sheet** – The student may receive approval of the potential Field Site and Field Supervisor through dialogue with the Faculty Advisor, however, use of this form validates and documents those discussions for the student's file.

See the qualifications of the Field Supervisor under Section 6, and the requirements for an approved FEE site on page eight. Once approval from your Faculty Advisor is received, you may begin to create the FEE Learning Agreement with your Field Supervisor. Churches that are interested in providing an FEE Site can complete this form and send it to the Director of Field Education for promotion to the FEE students.

5. **Form B – Learning Agreement** – The student will write an FEE Learning Agreement with his/her Field Supervisor. This document will consist of the skills the student wishes to learn during the FEE, as well as the skills the Field Supervisor wishes to teach the student. The student will submit an initial draft to the Field Supervisor. The Field Supervisor should add to, subtract, or modify the document and return it to the student. The student shall accept it or continue to negotiate with the Field Supervisor until it is suitable to both parties. At this time the draft should be presented to the Faculty Advisor who shall approve it or make any changes necessary. The draft will then be returned to the student to be typed in final form and signed by the student, the Field Supervisor, and the Faculty Advisor. A copy of the FEE Learning Agreement must be delivered to the Registrar upon completion.\
6. **Register and Begin the Field Education Experience** – The student submits the signed Field Education Experience Learning Agreement to the Registrar before beginning the FEE, then registers for the FEE. It may be registered during the semester(s) the student is completing the FEE hours or the first semester after the hours are completed. After the FEE is registered, the student goes to the Field Site and begins working under the oversight of the Field Supervisor.
7. **Form C – Student Intermediate Report** – The student must file this form with his/her Faculty Advisor after completing 1/3 of the Field Education Experience. **NOTE:** Students registered for two semesters will submit Intermediate Reports (Forms C & D) at the end of the first semester. He/She will receive a grade for each semester he/she is registered for his/her FEE.
8. **Form D – Field Supervisor Intermediate Report** – The Field Supervisor completes and sends this form to the Faculty Advisor after the student completes 1/3 of the Field Education Experience. **NOTE:** Students registered for two semesters will submit Intermediate Reports (Forms C & D) at the end of the first semester. He/She will receive a grade for each semester he/she is registered for his/her FEE.
9. **Form E – Student Final Report / Debriefing Guide** – The student files this form with the Faculty Advisor after completing the Field Education Experience.
10. **Form F – Field Supervisor Final Report** – The Field Supervisor files this form with the Faculty Advisor after the student completes the Field Education Experience.
11. **Schedule an FEE Exit Interview with Faculty Advisor** – The student schedules an FEE Exit Interview with his/her Faculty Advisor during the semester of registration. The student participates in the debriefing and submits the weekly reflective journal and any other assignments that were part of the Field Education Experience Learning Agreement.
12. **Form G – Student Assessment of Faculty Advisor** - The student must fill out an

assessment of the Faculty Advisor and turn it into the Director of Field Education before the final grade for the Field Education Experience can be given.

The student is responsible for turning in all of the following documents:

1. Form A – Field Site Data Sheet
2. Form B – FEE Learning Agreement
3. Form C – Student Intermediate Report
4. Form D – Field Supervisor Intermediate Report
5. Form E – Student Final Report / Debriefing Guide
6. Form F – Field Supervisor Final Report
7. Form G – Student Assessment of Faculty Advisor

Website for forms: <http://cccb.edu/academics/resources/field-education>

## **Section 5 – Field Education Students**

Students participating in a Field Education must understand the role they are playing within the church or organization. The student is there to work and serve, but also to learn and grow. As a result, there are some standards that are expected for the student during the Field Education Experience.

### **Character Expectations During the FEE:**

1. A Christian attitude and behavior.
2. Sensitivity toward the feelings of others.
3. A cooperative attitude toward everyone at the Field Site.
4. Thorough preparation for each assigned responsibility.
5. A genuine concern for the well-being of the Field Education Experience Site.
6. Promptness in keeping appointments.
7. Concern for the community surrounding the Field Education Experience Site.
8. Open lines of communication between the student and the Field Supervisor concerning both triumphs and conflicts.
9. Willingness to discuss both strengths and weaknesses, and graciously receive constructive criticisms and suggestions.

### **Educational Expectations During the FEE:**

During the Field Education Experience, the student will be expected to perform several duties without exception.

1. Complete the tasks listed in the Field Education Experience Learning Agreement.
2. Complete a Weekly Reflection Journal to be turned in following the completion of the Field Education Experience.
3. Complete and submit the student report forms to the Faculty Advisor. Likewise, ensure the completion and submission of the Field Supervisor report forms.
4. Read the book(s) assigned by the Field Supervisor and prepare a reflection paper.
5. Communicate with the Faculty Advisor in the event of any complications or changes to the Field Education Experience.

## Section 6 – The Field Supervisor

The relationship between the student and Field Supervisor is designed to incorporate specific goals and clear expectations. It assumes that the Field Supervisor has greater knowledge and ministry experience than the student. He/She also has an acknowledged authority over the student; however, the Field Supervisor should seek to establish mutuality as much as is possible in the relationship.

### Functions of the Field Supervisor

1. *Overseeing.* The Field Supervisor is responsible to administrate the learning setting so that both the student and the church (agency or mission) realize positive benefits from the Field Education Experience.
2. *Enabling.* The Field Supervisor enables by helping the student maximize his/her own resources, knowledge, and skills for use in the practice of ministry.
3. *Teaching.* This is the act of providing new information and insights to the student based upon assigned reading, incidents, and situations that arise during the practice of ministry. The Field Supervisor will help the student arrive at specific learning goals, and plan for activities that will benefit the student and the ones who are served. The Field Supervisor also educates through character and example, serving as the teacher on the site.
4. *Self-discovery.* It is the Field Supervisor's task to help the student come to a greater self-understanding personally and professionally. This is accomplished through support in times of failure, frustration, and anxiety; through affirmation in times of success, accomplishment, and discovery; through sharing feelings, perceptions, feedback, personal struggles, personal experiences, and learning; through stimulation by challenging, dialoguing, exploring, and holding the student accountable for assignments and performance.
5. *Evaluation.* The Field Supervisor will determine the success in the learning goals, and will assess both strengths and weaknesses of performance.

### The Qualifications of the Field Supervisor

The student's Faculty Advisor must approve potential Field Supervisor(s). The following criteria serve as standards for a prospective Field Supervisor.

1. *Education.* Must hold at least a baccalaureate degree (or its equivalent), preferably in the area he/she will be supervising.
2. *Time.* The Field Supervisor must be willing and able to provide the necessary time and personal involvement to disciple the student during the Field Education Experience.

3. *Professional reputation.* The student will be benefited in the future by having had a relationship with the Field Supervisor.
4. *Personal reputation.* This includes the reputation of the Field Supervisor's family.
5. *Theological position.* The theological stance of the Field Supervisor must not undermine CCCB's position on essential doctrines.
6. *Adequate experience.* It is preferable that the Field Supervisor have at least 5 years of ministry experience following college graduation.
7. *Current status.* The Field Supervisor should be currently serving in the type of ministry situation that will provide a good learning context for the student.
8. *Cooperation.* The Field Supervisor will cooperate with CCCB and the Faculty Advisor in the filing of standard reports/forms. The college will make every effort to not place an unnecessary burden of "paperwork" on the Field Supervisor. However, completion of listed reports/forms is essential to the successful of the program.

#### The Skills of a Good Field Supervisor

1. The ability to listen.
2. The ability to develop trust & mutuality between the Field Supervisor and student.
3. The recognition & ownership of one's own feelings and the ability to express them.
4. The ability to feel empathetically.
5. The willingness to be reasonably open to the lifestyle of the other person.
6. The ability to create a non-dependent helping relationship.
7. The ability to ask thought-provoking questions.
8. The ability to wait for the student's growth and resist the temptation to manage his or her life.
9. The ability to recognize the student's resistance to growth.
10. The ability to reflect on the relationship between the Field Supervisor and the student so as to produce deeper personal insights in the student.
11. The ability to share the platform, planning, and limelight with the student.
12. The ability to give and receive feedback in appropriate ways, at appropriate times.

### College Support for the Field Supervisor

1. Either the Faculty Advisor or the Director of Field Education will be available for consultation with the Field Supervisor concerning the student.
2. Genuine interest in the Field Supervisor and the Field Education Experience Site.
3. Complete and honest information will be provided concerning the student.

### Tasks of the Field Supervisor

1. Work within the parameters of the collegiate Field Education Experience Program.
2. Supervise the student minister's work.
3. Meet weekly with the FEE student insofar as is possible to discuss ministry, work, plans, principles, and debriefing after ministry service.
4. Evaluate the student's performance as indicated and requested.
5. Communicate with the Faculty Advisor whenever necessary.

### Supervising the Student Minister

Generally speaking the student is asked to meet regularly with the Field Supervisor at a location and time convenient for the Field Supervisor. In these meetings, the student and Field Supervisor will engage in reflection concerning the student's current ministry and receive suggestions and critique. In such instances, the student must have the informed support of the leadership of the church.

## Section 7 – The Faculty Advisor

The Faculty Advisor will be a member of the faculty of Central Christian College of the Bible. In most cases, it will be the major professor of the student doing the Field Education Experience. The Ministries Division Head will supervise General Ministry students. The Faculty Advisor is involved from the beginning of the student's Field Education Experience. The role of the Faculty Advisor is to oversee the process of completing the Field Education Experience, as well as to verify that all necessary forms and steps have been followed.

### Tasks of the Faculty Advisor

1. Make a genuine effort to meet the student's needs and best interests – academically, personally, and spiritually.
2. Continue the process of preparing the student for the Field Education Experience, which was initiated in SALT C4: Preparation through the following assignments:
  1. Spiritual gifts assessment
  2. Resume
  3. Philosophy of Ministry
  4. Cover Letter to prospective FEE Sites
  5. Book analysis and review
3. Verify the student's arrangements for the Field Education Experience:
  1. The qualifications of the proposed Field Supervisor.
  2. The details of the Field Education Experience Learning Agreement.
  3. The format of the Field Education Experience.
  4. Serving as the school's representative to the student and the Field Supervisor.
4. Support and encourage the student throughout the process, especially during the Field Education Experience.
5. Communicate with the student and the Field Supervisor during the Field Education Experience.
6. After the Field Education Experience, debrief the student, evaluate the student's assignments, and collect all paperwork. Turn in a grade for the Field Education Experience to the Registrar of CCCB.

## Section 8 – Glossary of Terms

**Debriefing** – The final interview of the student and Faculty Advisor after the completion of the Field Education Experience.

**Faculty Advisor** – The major professor of the student's area of study who is responsible for overseeing and approving the student's FEE Site, Field Supervisor, and FEE Format. The Faculty Advisor assists in the student's ministry field orientation process and handles the debriefing and grading of the Field Education Experience.

**Field Education** – The entire process of supervised ministry that is required for all bachelor's degree students.

**Field Education Experience** – A 300-hour supervised ministry experience that is completed by the student following his or her completion of SALT C4: Preparation. This experience is worth six hours of academic credit and is graded by the Field Supervisor and the Faculty Advisor.

**Field Education Experience Learning Agreement** – An agreement/job description/contract between the student and the Field Supervisor, approved by the Faculty Advisor, that details the responsibilities of the student, Field Supervisor, and FEE Site during the FEE.

**Field Site Data Sheet** – An informational form filled out in the early stages of the Field Education Experience search process, as the student receives information concerning the different options available for FEE Sites and Field Supervisors.

**Field Supervisor** – An experienced practitioner with whom the student works during the Field Education Experience.

**Format** – The arrangement of hours to complete the 300-hour supervised ministry experience. A summer format uses 30 hours per week for 10 weeks, a semester format uses 20 hours per week for 15 weeks, and a school-year format uses 10 hours per week for 30 weeks.

**Intermediate Report** – Feedback completed by both the student and the Field Supervisor after 1/3 of the Field Education Experience is completed. These reports are delivered via mail or e-mail to the Faculty Advisor.

**Journal** – A regular, weekly journal record of the student's experiences and reflections from the Field Education Experience. Following the FEE, the student submits this journal to the Faculty Advisor.

**SALT300: Vocational Preparation** – A one-hour course typically taken in the first semester of the student's junior year. This course must be passed before a student can begin the Field Education Experience.

**Site** – The location or organization in which the student completes the Field Education Experience. The Faculty Advisor must approve the FEE Site to receive course credit.

## FORM A - FIELD SITE DATA SHEET

*Note: Please complete this form and mail it to the student's Faculty Advisor c/o Central Christian College of the Bible, 911 E. Urbandale Drive, Moberly, MO 65270. Thank You!*

Name of Student (if known): \_\_\_\_\_

Potential Supervisor: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone/Other: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Date: \_\_\_\_\_

Church Name/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**GENERAL AREAS OF TRAINING TO BE PROVIDED:**

<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:

**GENDER PREFERENCE:**

<input type="checkbox"/> Male Required	<input type="checkbox"/> Female Required	<input type="checkbox"/> No Preference
<input type="checkbox"/> Male Preferred	<input type="checkbox"/> Female Preferred	<input type="checkbox"/> Other:

**PREFERRED FORMAT:**

<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

DATES AVAILABLE: \_\_\_\_\_

POTENTIAL BENEFITS TO STUDENT: *(financial arrangements, living expenses, etc.)*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PROPOSED FIELD SUPERVISOR INFORMATION:**

EDUCATION BACKGROUND	MINISTRY EXPERIENCE	MAJOR SUCCESSES IN MINISTRY
<input type="checkbox"/> Bachelor's Degree College:	<input type="checkbox"/> 0-4 years	<input type="checkbox"/>
<input type="checkbox"/> Master's Degree College:	<input type="checkbox"/> 5-8 years	<input type="checkbox"/>
<input type="checkbox"/> Doctoral Degree College:	<input type="checkbox"/> 9 + years	<input type="checkbox"/>



## FORM B – SAMPLE LEARNING AGREEMENT

(SAMPLE ONLY – To be edited for specific applications – Hillman, chapter 7)

### STUDENT INFORMATION:

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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](http://www.lccs.edu/internship)))*



## FORM D – FIELD SUPERVISOR INTERMEDIATE REPORT

*Note: We would like to address important issues as soon as possible in the Field Education Experience. Please fill out this form **one-third of the way through** the student's Field Education Experience and mail it to the student's Faculty Advisor, c/o Central Christian College of the Bible, 911 E. Urbandale Drive, Moberly, MO 65270.*

Student Name: \_\_\_\_\_ Advisor: \_\_\_\_\_  
 Field Education Experience--Dates: \_\_\_\_\_ to \_\_\_\_\_

**FIELD SUPERVISOR INFORMATION:**

Supervisor Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Church Name/Agency: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Business Phone: \_\_\_\_\_ Cell Phone/Other: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Date: \_\_\_\_\_

Please rank this student by circling the number that best represents your honest evaluation of his/her performance.

	N/A	POOR	FAIR	GOOD	EXCELLENT	SUPERIOR
<b><u>Personal Work Habits</u></b>						
Punctuality .....	0	1	2	3	4	5
Keeping appointments.....	0	1	2	3	4	5
Handles absences responsibly.....	0	1	2	3	4	5
Preparation for assignments .....	0	1	2	3	4	5
Personal Appearance .....	0	1	2	3	4	5
Flexibility .....	0	1	2	3	4	5
Goes beyond minimal requirements.....	0	1	2	3	4	5

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	N/A	POOR	FAIR	GOOD	EXCELLENT	SUPERIOR
<b><u>Relation to Church or Agency</u></b>						
Accepts limits of setting .....	0	1	2	3	4	5
Meets obligations .....	0	1	2	3	4	5
Understands organizational goals/objectives ....	0	1	2	3	4	5
Follows proper channels in functioning .....	0	1	2	3	4	5
Comments: _____						
_____						
_____						

	N/A	POOR	FAIR	GOOD	EXCELLENT	SUPERIOR
<b><u>Relationships with People</u></b>						
Relates with warmth & interest.....	0	1	2	3	4	5
Works comfortably with staff .....	0	1	2	3	4	5
Relates to individuals on a one-to-one basis.....	0	1	2	3	4	5
Relates to groups as a whole .....	0	1	2	3	4	5
Relates well with community people .....	0	1	2	3	4	5
Honest in feelings toward others .....	0	1	2	3	4	5
Assumes responsibility for relationships .....	0	1	2	3	4	5
Has a healthy relationship with spouse / Fiancé / boyfriend / girlfriend .....	0	1	2	3	4	5
Comments: _____						
_____						
_____						

	N/A	POOR	FAIR	GOOD	EXCELLENT	SUPERIOR
<b><u>Functioning Within Expected Role</u></b>						
Exercises initiative in fulfilling assignments .....	0	1	2	3	4	5
Protects confidentiality .....	0	1	2	3	4	5
Demonstrates ability to integrate classroom theory with field assignment .....	0	1	2	3	4	5
Understands role of helping individuals.....	0	1	2	3	4	5
Is creative in completing tasks .....	0	1	2	3	4	5
Is a good leader.....	0	1	2	3	4	5
Comments: _____						
_____						
_____						



## FORM E – STUDENT FINAL REPORT / DEBRIEFING GUIDE

Student Name: \_\_\_\_\_

Church / Agency: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Field Supervisor: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ FE Dates: \_\_\_\_\_ to \_\_\_\_\_

1. How would you rate your total Field Education Experience as vocational preparation?

Unsatisfactory       Satisfactory       Excellent

2. Following your FEE, do you feel that your desire to enter your chosen profession is:

Confirmed       Strengthened       Wavering  
 Discouraged       Uncertain       Other:

3. Would you recommend your Field Supervisor to another student? Why or why not?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reflection Paper: Type a paragraph to answer each of the following eight questions. Be prepared to discuss these and other issues at your debriefing meeting. Attach this Reflection Paper to this sheet and submit it to your Faculty Advisor.

1. Describe your relationship with your Field Supervisor.
2. Describe your experience with the Field Education Site.
3. Describe the most helpful aspect of your Field Education Experience.
4. In what way was your Field Supervisor most helpful to you?
5. Were there ways in which your Field Supervisor or the Field Education Site were a disappointment to you? If so, describe.
6. Rate your Field Supervisor's availability and responsiveness to your need.
7. Specify what you feel may still be lacking in your preparation for effective ministry. Describe how your Faculty Advisor could assist you.
8. Make any further comments you feel are appropriate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FORM F – FIELD SUPERVISOR FINAL REPORT

*Note: In order for the student to receive credit for this Field Education Experience, we need your careful evaluation of the student's character and performance under your supervision. Please fill out this form **at the conclusion** of the student's Field Education Experience and mail it to the student's Faculty Advisor c/o CCCB, 911 E. Urbandale Drive, Moberly, MO 65270.*

Student Name: \_\_\_\_\_ Advisor: \_\_\_\_\_

Field Education Experience--Dates: \_\_\_\_\_ to \_\_\_\_\_

FIELD SUPERVISOR INFORMATION:

Supervisor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Church Name/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone/Other: \_\_\_\_\_

E-mail: \_\_\_\_\_ Date: \_\_\_\_\_

Please rank this student by circling the number that best represents your honest evaluation of his/her performance.

	N/A	POOR	FAIR	GOOD	EXCELLENT	SUPERIOR
<b><u>Personal Work Habits</u></b>						
Punctuality .....	0	1	2	3	4	5
Keeping appointments.....	0	1	2	3	4	5
Handles absences responsibly.....	0	1	2	3	4	5
Preparation for assignments .....	0	1	2	3	4	5
Personal Appearance .....	0	1	2	3	4	5
Flexibility .....	0	1	2	3	4	5
Goes beyond minimal requirements.....	0	1	2	3	4	5

Comments: \_\_\_\_\_

\_\_\_\_\_

	N/A	POOR	FAIR	GOOD	EXCELLENT	SUPERIOR
<b><u>Relation to Church or Agency</u></b>						
Accepts limits of setting .....	0	1	2	3	4	5
Meets obligations .....	0	1	2	3	4	5
Understands organizational goals/objectives ....	0	1	2	3	4	5
Follows proper channels in functioning .....	0	1	2	3	4	5
Comments: _____						
_____						
_____						

	N/A	POOR	FAIR	GOOD	EXCELLENT	SUPERIOR
<b><u>Relationships with People</u></b>						
Relates with warmth & interest.....	0	1	2	3	4	5
Works comfortably with staff .....	0	1	2	3	4	5
Relates to individuals on a one-to-one basis.....	0	1	2	3	4	5
Relates to groups as a whole .....	0	1	2	3	4	5
Relates well with community people .....	0	1	2	3	4	5
Honest in feelings toward others .....	0	1	2	3	4	5
Assumes responsibility for relationships .....	0	1	2	3	4	5
Has a healthy relationship with spouse / Fiancé / boyfriend / girlfriend .....	0	1	2	3	4	5
Comments: _____						
_____						
_____						

	N/A	POOR	FAIR	GOOD	EXCELLENT	SUPERIOR
<b><u>Functioning Within Expected Role</u></b>						
Exercises initiative in fulfilling assignments .....	0	1	2	3	4	5
Protects confidentiality .....	0	1	2	3	4	5
Demonstrates ability to integrate classroom theory with field assignment .....	0	1	2	3	4	5
Understands role of helping individuals.....	0	1	2	3	4	5
Is creative in completing tasks .....	0	1	2	3	4	5
Is a good leader.....	0	1	2	3	4	5
Comments: _____						
_____						
_____						

	N/A	POOR	FAIR	GOOD	EXCELLENT	SUPERIOR
<b><u>Supervisory Relationship</u></b>						
Understands process of supervision .....	0	1	2	3	4	5
Assumes responsibility for participation in conference with supervisor .....	0	1	2	3	4	5
Handles criticism well .....	0	1	2	3	4	5
Evaluates supervisor's suggestions before acting upon them .....	0	1	2	3	4	5

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Reflection on the FE Experience:**

1. What strengths did you feel the student displayed?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. What weaknesses did you feel the student displayed?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. What do you feel could be done to improve the field education program?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. How do you feel you helped the student working with you?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. How do you feel that the student was beneficial to your church or agency?

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Field Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

*Thank you for taking part in our Field Education Program*

## FORM G – STUDENT ASSESSMENT OF FACULTY ADVISOR

Student: \_\_\_\_\_ Faculty Advisor: \_\_\_\_\_

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

Note: Please assess your Faculty Advisor's performance in each of the areas described.

	N/A	POOR	FAIR	GOOD	EXCELLENT	SUPERIOR
<b><u>My Faculty Advisor...</u></b>						
1. Was interested in my academic needs..... 0		1	2	3	4	5
2. Was interested in my personal needs. .... 0		1	2	3	4	5
3. Was interested in my spiritual needs..... 0		1	2	3	4	5
4. Was available while setting up my FEE. .... 0		1	2	3	4	5
5. Was available for communication while performing my FEE. .... 0		1	2	3	4	5
6. Helped me understand my FEE afterward. ... 0		1	2	3	4	5
7. Handled paperwork for my FEE properly. .... 0		1	2	3	4	5

Note: Please assess the value/relevance of the assignments for the SALT C4: Vocational Preparation course designed to prepare you for your Field Education Experience.

	N/A	POOR	FAIR	GOOD	EXCELLENT	SUPERIOR
<b><u>Field Education Orientation</u></b>						
1. Student testimonies in class (Optional) ..... 0		1	2	3	4	5
2. Spiritual Gifts assessment..... 0		1	2	3	4	5
3. Resume Development..... 0		1	2	3	4	5
4. Philosophy of Ministry. .... 0		1	2	3	4	5
5. Required Textbook ..... 0		1	2	3	4	5
6. Discussion of the book. .... 0		1	2	3	4	5
7. Small group discussions & reflections..... 0		1	2	3	4	5
8. Interview with my Faculty Advisor. .... 0		1	2	3	4	5

## FORM H- Attendance Sheet

