

DIRECTED FIELD EXPERIENCE

Forms

Educational Ministry Majors



MANHATTAN CHRISTIAN COLLEGE

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All DFE forms are available online at: <http://www.mccks.edu/academics/DFE/index.html>.

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Agenda for Weekly Conferences

Use this sheet to plan the agenda for your weekly conferences. This planning should involve both the supervisor and the student. The student should be encouraged to suggest topics of particular interest to him/her. The major professor may also suggest subjects to include.

<u>Week*</u>	<u>Date</u>	<u>Subject</u>
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____
11	_____	_____
12	_____	_____
13	_____	_____
14	_____	_____
15	_____	_____
16	_____	_____

* At least ten weeks are required. If the student is working part-time hours during a school semester, you may adjust the schedule.

Evaluation Forms Explanation

Assessment is important at MCC. The following pages are Evaluation Forms. The 4-Week Evaluation and Final Evaluation #1 are general for every DFE student regardless of major. Final Evaluation #2 is specific to the student's major. Evaluation forms for both you and the student are included.

By studying the field supervisor's evaluations and your own student self-evaluation, the student will discover information that will help improve his/her skills. These evaluations are also used by the Practical Ministries Department at MCC to assess the effectiveness of its work as part of the periodic assessment for the college's two accrediting associations.

You do not need to use the forms in this handbook. Separate forms will be mailed to your Field Supervisor. You will also be given a copy of the Final Student Evaluation form. All forms are available online at: <http://www.mccks.edu/academics/DFE/index.html>.

1st Evaluation by Field Supervisor

(for all majors)

TO BE COMPLETED 4 WEEKS INTO THE DFE

Note: In order for Manhattan Christian College to give appropriate credit for this Directed Field Experience, we need your thoughtful and careful evaluation of the student's performance under your supervision. Please complete this evaluation form and return it to the major professor. Your written comments are especially helpful in placement counseling with the student. Thank you for your responses.

Student's Name: _____ Major: _____

Field Supervisor's Name: _____

Church/Organization Name: _____

Church/Organization Address: _____

Church/Organization Phone: _____ E-Mail: _____

Please use the following rating scale for your response to the individual statements:

- | | |
|------------------------------|----------------------|
| 0 - Have not observed | 3 - Sometimes |
| 1 - Never | 4 - Usually |
| 2 - Rarely | 5 - Always |

Knowledge of the Organization

The student:

1. Demonstrates knowledge of the organization's structure, policies, and procedures. _____
2. Understands and applies the purposes/objectives of the agency. _____
3. Understands the implications of working within the organization's ethical structure. _____
4. Knows the range of services provided by the organization (including those outside the student's specific area of service). _____
5. Understands the history of the organization. _____

Attitudes and Work Habits

The student:

1. Is punctual in his or her arrival to work, appointments, meetings, and completion of assigned tasks. _____
2. Is efficient regarding time management. _____
3. Dresses appropriately (according to activity) for the work of the organization. _____
4. Complies with organization policies, procedures, and mission. _____
5. Is dependable in following through with assignments and responsibilities. _____
6. Demonstrates confidence in his or her ability to do the required work. _____
7. Seeks out information and help when needed. _____
8. Follows the specified course of training. _____

3. Describe the student's response to authority:

4. Describe the student's working relationships with staff members:

5. Describe the student's approach to work during the DFE:

6. Please use the space below for any additional comments you wish to make about the student's performance to this point in the Directed Field Experience:

We have reviewed and discussed the information contained in this evaluation.

Student's signature: _____ Date: _____

Field Supervisor's signature: _____ Date: _____

Thank you for your help in preparing students for ministry. Please send this completed form to:

Brian Medaris
Manhattan Christian College
1415 Anderson Avenue
Manhattan, KS 66502

Final Evaluation #1 by Field Supervisor

(for all majors)

TO BE COMPLETED DURING THE FINAL WEEK OF THE DFE.

There are two final evaluation forms. This form, Final Evaluation form #1, is general to every student regardless of the student's major area of study. Final Evaluation form #2 is specific to the student's major. We would appreciate it if you would fill out both final evaluation forms. Thank you for your response.

Student's Name: _____ Major: _____

Field Supervisor's Name: _____

Church/Organization Name: _____

Church/Organization Address: _____

Church/Organization Phone: _____ E-Mail: _____

Please use the following rating scale for your response to the individual statements:

- | | |
|------------------------------|----------------------|
| 0 - Have not observed | 3 - Sometimes |
| 1 - Never | 4 - Usually |
| 2 - Rarely | 5 - Always |

Knowledge of the Organization

The student:

1. Demonstrates knowledge of the organization's structure, policies, and procedures. _____
2. Understands and applies the purposes/objectives of the agency. _____
3. Understands the implications of working within the organization's ethical structure. _____
4. Knows the range of services provided by the organization (including those outside the student's specific area of service). _____
5. Understands the history of the organization. _____

Attitudes and Work Habits

The student:

1. Is punctual in his or her arrival to work, appointments, meetings, and completion of assigned tasks. _____
2. Is efficient regarding time management. _____
3. Dresses appropriately (according to activity) for the work of the organization. _____
4. Complies with organization policies, procedures, and mission. _____
5. Is dependable in following through with assignments and responsibilities. _____
6. Demonstrates confidence in his or her ability to do the required work. _____
7. Seeks out information and help when needed. _____
8. Follows the specified course of training. _____

3. Describe the student's response to authority:

4. Describe the student's working relationships with staff members:

5. Describe the student's approach to work during the Directed Field Experience:

6. Please use the space below for any additional comments you wish to make about the student's performance to this point in the Directed Field Experience:

We have reviewed and discussed the information contained in this evaluation.

Student's signature: _____ Date: _____

Field Supervisor's signature: _____ Date: _____

Thank you for your help in preparing students for ministry. Please send this completed form to:

Brian Medaris
Manhattan Christian College
1415 Anderson Avenue
Manhattan, KS 66502

Final Student Evaluation #1

(for all majors)

TO BE COMPLETED DURING THE FINAL WEEK OF THE DFE.

Student's Name: _____ Major: _____

Field Supervisor's Name: _____

Church/Organization Name: _____

Church/Organization Address: _____

Church/Organization Phone: _____ E-Mail: _____

Please use the following rating scale for your response to the individual statements:

0 - Have not observed

1 - Never

2 - Rarely

3 - Sometimes

4 - Usually

5 - Always

Knowledge of the Organization

I am able to:

1. Demonstrate knowledge of the organization's structure, policies, and procedures. _____
2. Understand and apply the purposes/objectives of the agency. _____
3. Understand the implications of working within the organization's ethical structure. _____
4. Know the range of services provided by the organization, including those outside my specific area of service. _____
5. Understand the history of the organization. _____

Attitudes and Work Habits

I am able to:

1. Be punctual in my arrival to work, appointments, meetings, and completion of tasks. _____
2. Be efficient regarding time management. _____
3. Dress appropriately (according to activity) for the work of the organization. _____
4. Comply with organization policies, procedures, and mission. _____
5. Be dependable in following through with assignments and responsibilities. _____
6. Demonstrate confidence in my ability to do the required work. _____
7. Seek out information and help when needed. _____
8. Follow the specified course of training. _____
9. Exhibit a high level of initiative. _____
10. Show enthusiasm for my work. _____
11. Be open to ideas, suggestions, and constructive criticism. _____
12. Demonstrate the ability to think critically. _____
13. Use good judgment (made wise decisions). _____

4. Describe your working relationships with staff members:

5. Describe your approach to work during the DFE:

6. Please use the space below for any additional comments you wish to make about your performance:

Student's signature: _____ Date: _____

Please return this form to your major professor soon after returning from your DFE.

Final Evaluation #2 by Field Supervisor

(Specific to Educational Ministry majors)

TO BE COMPLETED DURING THE FINAL WEEK OF THE DFE.

There are two final evaluation forms. Final Evaluation form #1 is general to every student regardless of the student's major area of study. Final Evaluation form #2 is specific to the student's major. We would appreciate it if you would fill out both final evaluation forms.

Note: For Manhattan Christian College to give appropriate credit for this Directed Field Experience we need your thoughtful evaluation of the student's performance during the DFE. Please complete this evaluation form and mail it to the address below. This evaluation is to be completed if the organization in which the student is completing the DFE is a church or parachurch. Thank you for your response.

Student's Name: _____

Field Supervisor's Name: _____

Church/Organization Name: _____

Church/Organization Address: _____

Church/Organization Phone: _____ E-Mail: _____

Please use the following rating scale for your responses to the following statements:

0 - Have not observed

1 - Never

2 - Rarely

3 - Sometimes

4 - Usually

5 - Always

1. Demonstrates a solid knowledge of the Bible. _____
2. Utilizes Bible knowledge in teaching in the classroom. _____
3. Can articulate his/her faith. _____
4. Understands how people learn . _____
5. Puts enough preparation into lesson preparation to be effective. _____
6. Organizes lessons in an effective manner. _____
7. Involves students in the learning process during lessons. _____
8. Understands the student age group. _____
9. Interacts appropriately with students in the age group. _____
10. Interacts well with the adult volunteers in the ministry. _____
11. Communicates well with supervisor. _____

We have reviewed and discussed the information contained in this evaluation.

Student's signature: _____ Date: _____

Field Supervisor's signature: _____ Date: _____

Thank you for your help in preparing students for ministry. Please send this completed form to:
Brian Medaris, Manhattan Christian College, 1415 Anderson Avenue, Manhattan, KS 66502

Final Student Evaluation #2

(Specific to Educational Ministry majors)

TO BE COMPLETED DURING THE FINAL WEEK OF THE DFE.

Student's Name: _____

Field Supervisor's Name: _____

Church/Organization Name: _____

Church/Organization Address: _____

Church/Organization Phone: _____ E-Mail: _____

Please use the following rating scale for your responses to the following statements:

0 - Have not observed

3 - Sometimes

1 - Never

4 - Usually

2 - Rarely

5 - Always

I am able to:

1. Demonstrate a solid knowledge of the Bible. _____
2. Utilize Bible knowledge in teaching in the classroom. _____
3. Articulate my faith. _____
4. Understand how people learn. _____
5. Put enough preparation into lesson preparation to be effective. _____
6. Organize lessons in an effective manner. _____
7. Involve students in the learning process during lessons. _____
8. Understand the student age group. _____
9. Interact appropriately with students in the age group. _____
10. Interact well with the adult volunteers in the ministry. _____
11. Communicate well with supervisor. _____

Student's signature: _____ Date: _____

Please return this form to your major professor soon after returning from your DFE.