

## Field Supervisor Checklist for Educational Ministry Majors

### **Before the DFE**

- Initial interview with potential DFE student.
- Read the Field Supervisor Handbook. The Handbook will be given to you during the initial contact with the student. Please don't hesitate to contact the student's major professor if you have any questions that the student cannot answer.
- Agree to be the field supervisor for DFE student.
- Assist in arranging housing and other details necessary to help the student settle into your community and church.

### **During the DFE**

- Upon the student's arrival, establish with the student a weekly appointment schedule to discuss ministry subjects mutually selected by you, the student, or as instructed by the major professor.
- Maintain day-to-day supervision of the student, providing appropriate instruction and feedback. Schedule extended times of instruction in any perceived area of student need.
- Evaluate the student's work at four weeks, using the 1<sup>st</sup> Evaluation by the Field Supervisor form that is sent to you. Please discuss this evaluation with the student so that the student can make improvements.
- Continue to monitor the student's progress offering instruction and encouragement.
- Complete the Final Evaluation #1 form and the Final Evaluation #2 form in addition to any other evaluation forms unique to the student's major area of study.

### **Evaluations**

There are 3 evaluation forms that we ask you to fill out on the student. Please fill them out and send them to the professor. The name and address are located on the bottom of each form.

- 4-Week Evaluation (given during the 4<sup>th</sup> week of the DFE)
- Final Evaluation #1 (given during the last week of the DFE)
- Final Evaluation #2 (given during the last week of the DFE)