

# DIRECTED FIELD EXPERIENCE

## Forms

### Family Ministry Majors



MANHATTAN CHRISTIAN COLLEGE

1415 Anderson Avenue  
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[www.mcks.edu](http://www.mcks.edu)

All DFE forms are available online at: [www.mcks.edu/academics/dfe](http://www.mcks.edu/academics/dfe) .

Revised May, 2008

## 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 first two are general for every DFE student. The third one is specific to a student's major area of study. For Family Ministry majors there is another set of forms: 10 Substance Areas Evaluation Forms.

By studying the field supervisor's evaluations and the student's own self-evaluation, the student will discover information that will help him/her to improve 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.

Please use the forms in this packet to evaluate your DFE student. Instructions are included on each form. All forms are also available online at: [www.mccks.edu/academics/dfc](http://www.mccks.edu/academics/dfc).

Thank you for being a part of the developing students for ministry.

# 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**

**1 - Never**

**2 - Rarely**

**3 - Sometimes**

**4 - Usually**

**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. \_\_\_\_\_

**0 - Have not observed**  
**1 - Never**  
**2 - Rarely**

**3 - Sometimes**  
**4 - Usually**  
**5 - Always**

- 9. Exhibits a high level of initiative. \_\_\_\_\_
- 10. Shows enthusiasm for his or her work. \_\_\_\_\_
- 11. Is open to ideas, suggestions, and constructive criticism. \_\_\_\_\_
- 12. Demonstrates the ability to think critically. \_\_\_\_\_
- 13. Uses good judgment (makes wise decisions). \_\_\_\_\_
- 14. Is able to and willing to accept increasing responsibility. \_\_\_\_\_
- 15. Demonstrates leadership ability. \_\_\_\_\_
- 16. Demonstrates an interest in professional development. \_\_\_\_\_
- 17. Demonstrates a high level of interest in this field. \_\_\_\_\_
- 18. Demonstrates potential for working with an organization in this field. \_\_\_\_\_

**Intrapersonal and Interpersonal Skills**

The student:

- 1. Exhibits a healthy self-image. \_\_\_\_\_
- 2. Is able to handle stress effectively. \_\_\_\_\_
- 3. Demonstrates the ability to identify his or her own values. \_\_\_\_\_
- 4. Works cooperatively with supervisor. \_\_\_\_\_
- 5. Develops and maintains good working relationships with staff and volunteers. \_\_\_\_\_
- 6. Demonstrates sensitivity to the needs of others. \_\_\_\_\_
- 7. Is able to work with people from backgrounds (age, race, religion, etc.) other than his or her own. \_\_\_\_\_
- 8. Works cooperatively with people from other organizations. \_\_\_\_\_

**Please respond to the following open-ended statements as fully as possible.**

1. Describe the skills and strengths you have observed in the student:

2. Describe the areas on which the student needs to focus for further professional development:

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  
Dr. Greg Delort  
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**

**1 - Never**

**2 - Rarely**

**3 - Sometimes**

**4 - Usually**

**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. \_\_\_\_\_

**0 - Have not observed**  
**1 - Never**  
**2 - Rarely**

**3 - Sometimes**  
**4 - Usually**  
**5 - Always**

- 9. Exhibits a high level of initiative. \_\_\_\_\_
- 10. Shows enthusiasm for his or her work. \_\_\_\_\_
- 11. Is open to ideas, suggestions, and constructive criticism. \_\_\_\_\_
- 12. Demonstrates the ability to think critically. \_\_\_\_\_
- 13. Uses good judgment (makes wise decisions). \_\_\_\_\_
- 14. Is able to and willing to accept increasing responsibility. \_\_\_\_\_
- 15. Demonstrates leadership ability. \_\_\_\_\_
- 16. Demonstrates an interest in professional development. \_\_\_\_\_
- 17. Demonstrates a high level of interest in this field. \_\_\_\_\_
- 18. Demonstrates potential for working with an organization in this field. \_\_\_\_\_

**Intrapersonal and Interpersonal Skills**

The student:

- 1. Exhibits a healthy self-image. \_\_\_\_\_
- 2. Is able to handle stress effectively. \_\_\_\_\_
- 3. Demonstrates the ability to identify his or her own values. \_\_\_\_\_
- 4. Works cooperatively with supervisor. \_\_\_\_\_
- 5. Develops and maintains good working relationships with staff and volunteers. \_\_\_\_\_
- 6. Demonstrates sensitivity to the needs of others. \_\_\_\_\_
- 7. Is able to work with people from backgrounds (age, race, religion, etc.) other than his or her own. \_\_\_\_\_
- 8. Works cooperatively with people from other organizations. \_\_\_\_\_

**Please respond to the following open-ended statements as fully as possible.**

1. Describe the skills and strengths you have observed in the student:

2. Describe the areas on which the student needs to focus for further professional development:

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:

Dr. Greg Delort  
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 Family 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**

**3 - Sometimes**

**1 - Never**

**4 - Usually**

**2 - Rarely**

**5 - Always**

### **Knowledge of the Organization**

The student:

1. Demonstrates a strong knowledge of the Bible. \_\_\_\_\_
2. Is able to articulate his or her faith. \_\_\_\_\_
3. Demonstrates a sound theology of family and family related issues. \_\_\_\_\_
4. Interacts appropriately with people in each age group. \_\_\_\_\_
5. Conducts visitation opportunities (hospital calls, evangelism, etc.) effectively. \_\_\_\_\_
6. Demonstrates a firm understanding of basic spiritual disciplines (prayer). \_\_\_\_\_
7. Demonstrates an understanding of how the work of this church/parachurch fits within the context of kingdom work as a whole. \_\_\_\_\_

**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:

Dr. Greg Delort  
Manhattan Christian College  
1415 Anderson Avenue  
Manhattan, KS 66502

## Final Student Evaluation #2

(Specific to Family Ministry majors)

TO BE COMPLETED DURING THE FINAL WEEK OF THE DFE.

This evaluation is to be completed if the organization in which the student is completing the DFE is a church or parachurch.

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**

### Knowledge of the Organization

I am able to:

1. Demonstrate a strong knowledge of the Bible. \_\_\_\_\_
2. Articulate my faith. \_\_\_\_\_
3. Demonstrate a sound theology of family and family related issues. \_\_\_\_\_
4. Interact appropriately with people in each age group. \_\_\_\_\_
5. Conduct visitation opportunities (hospital calls, evangelism, etc.) effectively. \_\_\_\_\_
6. Demonstrate a firm understanding of basic spiritual disciplines such as prayer. \_\_\_\_\_
7. Demonstrate an understanding of how the work of this church/parachurch fits within the context of kingdom work as a whole. \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

## 10 Substance Areas Evaluation – Instructions and Examples

The *Directed Field Experience (DFE)* for Family Ministry majors is intended to provide the student with an opportunity to continue the educational experience outside of the classroom. Family Studies is a multidisciplinary field which allows for a variety of service opportunities in several different substance areas. In consideration of this, the means of evaluating the viability of a DFE as one that is truly “family” related will include a form based on the ten substance areas used to certify family life educators. The ten substance areas included in this evaluation are:

- |                                  |                                  |
|----------------------------------|----------------------------------|
| 1) Families in Society           | 6) Family Resource Management    |
| 2) Internal Dynamics of Families | 7) Parent Education and Guidance |
| 3) Human Growth and Development  | 8) Family Law and Policy         |
| 4) Human Sexuality               | 9) Ethics                        |
| 5) Interpersonal Relationships   | 10) Education Methodology        |

Brief descriptors for each area are included on the evaluation forms. Although it is not essential that each of the substance areas be dealt with during the DFE it is important that a significant portion of the student’s DFE include these areas. An example of how these might be completed is as follows:

### FAMILIES IN SOCIETY

Functions, Cultural Variations, Dating, Marital Choice, Cross-Cultural Families,  
Gender Roles, Demographic Trends, Societal Relations, Work-Family Relationships

DATE	LEARNING OPPORTUNITY	APPLICATION
_06/01/04	Discussed and reviewed the demographics of our community with Laura	
08/02/04		Laura taught a class on dating to teenagers

### INTERNAL DYNAMICS OF FAMILIES

Communication, Conflict Management, Normal Family Stresses, Family Crises, Special Needs

DATE	LEARNING OPPORTUNITY	APPLICATION
_06/21/04	Laura interviewed a family whose father recently lost his job	
06/22/04	Laura completed reading a book on healthy communication between parents and teens	
06/30/04	Laura attended a seminar on conflict management	

## **FAMILIES IN SOCIETY**

Functions, Cultural Variations, Dating, Marital Choice, Cross-Cultural Families,  
Gender Roles, Demographic Trends, Societal Relations, Work-Family Relationships

\_\_\_\_\_  
DATE

\_\_\_\_\_  
LEARNING OPPORTUNITY

\_\_\_\_\_  
APPLICATION

## **INTERNAL DYNAMICS OF FAMILIES**

Communication, Conflict Management, Normal Family Stresses, Family Crises, Special Needs

\_\_\_\_\_  
DATE

\_\_\_\_\_  
LEARNING OPPORTUNITY

\_\_\_\_\_  
APPLICATION

## **HUMAN GROWTH AND DEVELOPMENT**

Prenatal, Infancy, Early and Middle Childhood, Adolescence, Adulthood, Aging

DATE

LEARNING OPPORTUNITY

APPLICATION

## **HUMAN SEXUALITY**

Aspects of Sexual Development, Sexual Behaviors, Sexual Values and Decision Making

DATE

LEARNING OPPORTUNITY

APPLICATION

## **INTERPERSONAL RELATIONSHIPS**

Self and Others, Communication Skills, Intimacy, Love, Romance, Relating to Others

DATE

LEARNING OPPORTUNITY

APPLICATION

## **FAMILY RESOURCE MANAGEMENT**

Goal-Setting and Decision Making, Development and Allocation of Resources,  
Social Environment Influences, Consumer Issues and Decisions

DATE

LEARNING OPPORTUNITY

APPLICATION

**PARENT EDUCATION AND GUIDANCE**

Parenting Rights and Responsibilities, Parenting Practices/Processes,  
Parent-Child Relationships, Changing Parenting Roles over the Lifespan

\_\_\_\_\_  
DATE

\_\_\_\_\_  
LEARNING OPPORTUNITY

\_\_\_\_\_  
APPLICATION

**FAMILY LAW AND POLICY**

Family and the Law, Family and Social Services, Family and Religion,  
Policy and the Family, Theology and the Family

\_\_\_\_\_  
DATE

\_\_\_\_\_  
LEARNING OPPORTUNITY

\_\_\_\_\_  
APPLICATION

## **ETHICS**

Formation of Values, Examining Ideologies, Consequences of Value Choices,  
Ethics of Professional Practice

\_\_\_\_\_  
DATE

\_\_\_\_\_  
LEARNING OPPORTUNITY

\_\_\_\_\_  
APPLICATION

## **EDUCATION METHODOLOGY**

Planning and Implementing, Evaluation, Education Techniques

\_\_\_\_\_  
DATE

\_\_\_\_\_  
LEARNING OPPORTUNITY

\_\_\_\_\_  
APPLICATION

## Guidelines

### Family Life Ministry Directed Field Experiences

We believe that effective family ministry may be practiced within a variety of contexts. In order to successfully complete a Directed Field Experience for the *Family Ministry* major in a local church or parachurch organization under a supervisor who is not a family minister it is recommended that the student be actively involved in:

- conducting a series (minimum of 5) of family observations and assessments.

These will include:

- a 1 - 2 hour interview with a family (all members present).
- a written assessment of strengths and weaknesses seen in the family.
- a written proposal for effective ministry to this *type* of family.

- conducting a family needs survey.

This will include:

- writing, refining, and printing a survey appropriate to the community.
- distributing the survey to a significant number of families in the community.
- compiling and organizing the results of the survey.
- discussing the results of the survey with the leadership.
- determining possibilities for ministry based on survey results.
- developing an appropriate ministry plan (mission, purpose, strategic, action, etc.).

- working with the educational ministry staff in planning a family-oriented seminar or series.

- working with the leadership in developing a formal theology of family (if a theology of family has been completed, a theology of another family issue would be permitted.)

Questions about this *Family Ministry* component in a Directed Field Experience should be addressed to:

Dr. Greg Delort  
1415 Anderson Ave.  
Manhattan, KS, 66502.  
(785) 539-3571, ext. #225.