

## The Directed Field Experience Student Step by Step Checklist for Family Ministry Majors

(Note: Required documentation is noted in **bold**.)

### **Before the DFE**

- Enroll in and attend the MIN 445 Orientation to Directed Field Experience course or, if you are a Cross-cultural Ministry major, MSS 330 Orientation to Cross-cultural Ministry Field Experience. You will receive and thoroughly review the DFE Student/Faculty Handbook during the class.
- Take the **Initial Evaluation** during the Orientation to Directed Field Experience class.
- Prepare your **resume**.
- Pray and look for possible places to do your DFE. Talk with and submit your resume to potential DFE field supervisors. Some organizations may require a special application.
- When you have an interview for a possible DFE, stop by your major professor's office and request a copy of the DFE Field Supervisor's Handbook. If you are a Cross-cultural major, you will receive a copy of the DFE Field Supervisor's Handbook from your major professor just prior to leaving for your DFE. The Field Supervisor's Handbook, the Student/Faculty Handbook and all evaluation forms can be downloaded and printed from [www.mccks.edu/academics/df/](http://www.mccks.edu/academics/df/) .
- Once you have a potential DFE, fill out the **DFE Proposal form & read the DFE Agreement form**.
- Meet with your major professor to determine whether the DFE will meet all the requirements. If the DFE is approved by your major professor, both you and he/she will **sign the DFE Agreement form**. Once signed, your major professor will send evaluation forms to the field supervisor.
- Notify your field supervisor that your DFE has been approved. Finalize arrangements with the church/organization.
- Enroll in MIN 446 Directed Field Experience during Spring Pre-enrollment for the fall semester to get credit for your work.
- Have a great Directed Field Experience!

### **During the DFE**

- Remind your field supervisor of the **evaluation reports** that need to be completed and signed by both of you. See the field supervisor's checklist in the Field Supervisor's Handbook. Below are the evaluations:
  - A **Four-week Evaluation** by my field supervisor.
  - A general **Final Evaluation #1** by my field supervisor.

- A general **Final Student Evaluation #1**.
- A specific Family Ministry **Final Evaluation #2** by my field supervisor (only if church/parachurch).
- A specific Family Ministry **Final Student Evaluation #2** (only if church/parachurch).
- 10 Substance Areas Evaluation** (by field supervisor and student)
- Meet at least once a week with your field supervisor for direction, planning, guidance, evaluation, encouragement, correction, and general feedback. **Take notes of the meetings in your journal.**
- Keep a daily journal.**
  1. **Outline what you do.**
  2. **Reflect on the day's events.**
  3. **Write notes from your weekly meetings with your field supervisor.**
- Keep tabs on the **specific requirements** necessary to complete the DFE checking them off as you accomplish them.

#### **After the DFE**

- At enrollment double check that you enrolled in MIN 446 Directed Field Experience.
  - Write your final essay report.** In your essay:
    1. Identify and describe the strengths and weaknesses of your performance in the DFE.
    2. Identify and describe how well you achieved the educational objectives that you put in your DFE Proposal. Be specific on each objective.
    3. Based on the two preceding points, evaluation reports, and the journal, rate your educational achievement on the academic grading scale: A, B, C, D, or F.
  - Submit all evaluation forms, journal, and essay report** to your major professor.
  - Make an appointment for a final interview with your major professor to discuss the documents and your experience.
- \*Important Note:** You must turn in all documents and complete the final interview with your major professor ***before October 31 or within 90 days of completing the DFE.*** Failure to meet the deadline may result in no credit given for the work as the DFE requirement.
- When all DFE requirements have been satisfactorily fulfilled, your major professor will fill out a “Notification of Change of Grade” form and turn it to the Registrar’s office.