The following guidelines are to assist the student and the supervisor in writing the final evaluations of the field education experience.

**PROCESS:**
The student and the supervisor should both prepare written drafts of their evaluations. Typically, these should be between 12 and 3 single-spaced typewritten pages each.

The student and the supervisor should exchange, review and discuss the evaluations in a session with each other. If, as a result of this session there are any desirable revisions, the student and the supervisor should make their revisions independently, meet and exchange the drafts once more, and then sign this form as a coversheet. If no revisions are necessary, the coversheet may be signed without a second meeting. Submit two hard copies of the signed coversheet and the attached evaluations to the Office of Ministry Studies main office, Andover 112.

**GUIDELINES:**
As you look back on the Learning Agreement, assess the progress the student has made in the completion of the negotiated tasks and the ways in which these have contributed to the Arts of Ministry and the learning goals that the student has identified for development. Include in these reflections your assessments of the student=s growth toward ministry, vocation and identity, the student=s relationship with authority (her/his own and others=), the ways in which the student=s ministry is received, and the ways in which the placement has been helpful or unhelpful in these processes.

Describe some of the issues that have been raised in supervision and theological reflection. Describe the content of some of the discussions. Assess the methods you have used to raise issues and structure your discussions, and any strengths and deficiencies in the format or structure. Describe the role your relationship has played in the supervisory and reflection process.

Add any final remarks or recommendations that you would like to make for the student or the placement for the future

**ARTS OF MINISTRY**
Use the following check-off list to indicate the Arts of Ministry for which you both agree the student has satisfactorily met the requisites in this placement.

- Preaching and/or Worship
- Administration and Program Development
- Pastoral Care and Counseling
- Public Leadership, Community Organizing and Planning
- Religious Education and Spiritual Development
- Denominational Polity

Attach this sheet to the written evaluations by both the student and supervisor and return them by the deadline to the Office of Ministry Studies, Andover 112.

**Site Affiliation**

- HDS Site
- CPE
- Approved Student Initiated Site
- BTI
- Other

**Print Site Name:**

**Name of School:**

**Print:**  
Student  
Supervisor

**Signed:**

Student  Date  
Supervisor  Date

**Date and time of weekly supervision meeting:**

**Supervisor Email/Phone:**

Please visit our website: [www.hds.harvard.edu/academics/field-education](http://www.hds.harvard.edu/academics/field-education) for the Field Education Handbook and Forms.