

## Field Education Site Accreditation Application

Institution Name:	Supervisor:
Address:	Address:
City, State, Zip:	City, State, Zip:
Telephone Number:	Telephone Numbers:
Fax:	E-Mail:

**Please attach the necessary sheets responding to the following:**

1. Describe the opportunities for ministerial training that exist in this setting. What are the specific expectations the site would have of a divinity school student doing field education?
2. Please write a site description following the format found on the *Field Education website*, detailing the organization's mission, opportunities for student involvement, commute/transportation, etc.
3. Describe the proposed supervisor's professional relationship to and with the site. (The proposed supervisor must work full-time on site and have been in their current role for a minimum of one year. They also will submit an application for certification.)
4. Describe the proposed process for accountability within the setting, including supervision, consultation, grievance and conflict resolution, for both student and supervisor.
5. Describe the specific title the field education student would carry.
6. What is the proposed stipend for this placement? Students are expected to earn a stipend of \$4,000 for academic year placements and \$3000 for summer placements. Sites are expected to either pay the whole stipend directly to the student or, if the work the student is expected to do is consistent with federal work-study funding (cf. *Field Education Handbook*, Compensation) the student may be paid a stipend using federal work-study funds. In this case, the site will be billed for the employer's contribution (typically 25% of the students' earnings) by Harvard University via the Office of Ministry Studies. In some exceptional cases, where previously arranged, the Office of Ministry Studies may waive a portion of this employer's contribution for work-study eligible situations.
7. Please list any travel or other expenses/benefits that the site intends to pay the student.