HARVARD DIVINITY SCHOOL
45 FRANCIS AVENUE, CAMBRIDGE, MA 02138
ANDOVER 112

OFFICE OF MINISTRY STUDIES
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FINAL EVALUATION

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 1½ 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 sheet as a cover. If no revisions are necessary, the cover may be signed without a second meeting. Submit the signed cover 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

__Pastoral Care and Counseling

__Religious Education and Spiritual Development

__Administration and Program Development

__Public Leadership, Community Organizing and Planning

__Denominational Polity

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

Period: ☐ Summer or ☐ Academic Year Beginning Date: _____ Ending Date: _____

Print Site Name: _____

Print: _____ _____
Student Supervisor

Signed: _____ _____
Student Date Supervisor Date

Supervisor Email/Phone: _____

Please visit our website: http://www.hds.harvard.edu/oms/fielded/index.html for the Field Education Handbook and Forms.