

# LEARNING AGREEMENT

## INTENTIONS AND PLAN FOR LEARNING

The Learning Agreement is the structure by which the student and the supervisor are to work out and describe the details of the field education placement. It should flow from the overall learning goal the student has, to the Arts of Ministry the student wishes to develop, to the various tasks the student will perform. There should be an internal consistency among all these parts. A well constructed Learning Agreement will assure that the student and the site receive the things they need, that the expectations of the site and the student are clear and mutually understood, and it will guarantee that evaluations and negotiated changes will proceed from a solid base of specifically described components.

**Please attach a detailed written description of the Learning Agreement particulars to these sheets.** The following sections provide an outline to help the student and the supervisor to organize and delineate its substance. Please organize your Learning Agreement following these categories. In all sections be specific so that there is clarity and mutually shared expectations, and later, when you write evaluations, it is simple to appraise the level of completion and make appropriate alterations.

In addition to writing the description of your Learning Agreement, fill out completely both sides of the attached sheet of placement specifics.

**LEARNING GOAL:** Indicate in a few sentences or a short paragraph your overall expectations for this learning experience in light of your vocational/professional goals. For example: What has led you to choose this setting as your field education project?

**MINISTRY ARTS:** For each of the Arts of Ministry which you have indicated you intend to develop in this placement please describe, using as precise objectives as possible, the issues you wish to explore, the competencies you wish to cultivate, the theological areas you wish to reflect on, and the areas of personal and spiritual growth you would like to address.

**TASKS:** Considering the Arts of Ministry and the issues and areas you intend to address, describe each task you have agreed to do in this placement. Indicate the Arts of Ministry to which each task relates. Describe each task as specifically as possible. For example, if you are preaching, indicate how many times in the year, and even the dates if they are known. If you are planning to do pastoral visiting, indicate which days and hours and whom you will be visiting.

**Resources:** For each task, outline the resources available to support and educate you. Resources may be people in the placement, courses you have taken or will take, reading assigned in the placement, or your professional or personal experience.

**SUPERVISION:** Specify the ways in which your work will be presented and reflected upon in supervision. The supervision to which this section refers is different from planning or staff meeting. This is the time to reflect theologically and in other ways about your work, your interactions, your identity, and your theology as they come up in your ministry. There are many useful tools to help this supervisory process. Among them are: theological reflection reports, critical incident reports, verbatim reports, sermon feedback forms, or journals.



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**SUPERVISION:** The supervisory sessions are the key to learning, as they invite reflection upon experience, insight and new intentions in ministry. These sessions should average one hour per week. Specify the day, time, and place for these and for other supervisory sessions (e.g., supervisory group).

Day of Week

Time of Day

Place

### WEEKLY SCHEDULE:

Please indicate specifically what days at what times will be spent on each task.

### FINANCIAL ARRANGEMENTS:

COMPENSATION: SOURCES AND AMOUNTS:

TRAVEL COSTS/ARRANGEMENTS:

After this Learning Agreement is completed, reviewed, and approved by the student, the supervisor, and anyone else committed to or by it, it should be dated and signed by the student and the supervisor. The signatures indicate understanding, acceptance and participation in the process of this placement as delineated in this agreement.

Student Name (Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name (Print): \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this completed agreement by the deadline to the Office of Ministry Studies, main office, Andover 112.**

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

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**EVALUATIONS:** Due dates for mid-point (for concurrent units) and final evaluations are found in the current *Field Education Handbook*. The student and the supervisor should exchange rough drafts of the evaluations following the guidelines provided by the Office of Ministry Studies. After joint consultations, both should sign the final copies, and submit them to Andover 112 by the due date.