

FIELD EDUCATION PLACEMENT CONTRACT

The Office of Ministry Studies (OMS) requires completion of this form of all students for each unit of field education in which they intend to participate for credit (including C.P.E. and Internships). It serves to help us identify in advance those students who will be enrolled in field education during the academic year and/or the summer and those sites that are filled. Equally important, OMS administers funding for eligible students working at sites eligible for federal funding and for eligible international students. **BOTH SIDES OF THIS FORM ARE REQUIRED FOR APPLICATION FOR OMS FUNDING OF FIELD EDUCATION. See the Field Education Handbook for eligibility guidelines.**

Also visit our website: www.hds.harvard.edu/oms/fielded/index.html to find the Handbook and all forms in PDF.

Student: _____ Telephone: (_____) _____

Address: _____

_____ E-mail: _____

Year and Program: _____ Harvard ID# or Other School Name: _____

Site Affiliation: HDS-accredited site HDS Student-Initiated site CPE-accredited site
 BTI-accredited site Full-year Internship: UU

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

Site Name: _____ Telephone: _____

Address: _____

Supervisor: _____ E-mail: _____

THEOLOGICAL REFLECTION GROUP: Theological Reflection Groups are required during a student's first concurrent placement.

- This is my first concurrent field education placement, and I have registered for either HDS 2933 or HDS 2944.
 I have already completed my theological reflection group requirement.
 This is a non-concurrent unit.

REQUEST FOR FUNDING (ONLY FOR HDS STUDENTS):

- Site pays full compensation of \$_____ directly to student.
 Site pays full compensation of \$_____ to Harvard, and Harvard pays the student. Site will be billed. (This is reserved for special situations, upon approval of the director.)
 Student will receive no compensation for this placement.
 Other

Site and student are federal work-study eligible, and student requests work-study funding for this placement. Site will be billed for employer's contribution at the amount agreed upon. **Complete reverse side of this form.**

Student is an international student and requires compensation from OMS. (Eligibility is required, and will be determined by the Financial Aid Office.) If the site is not eligible for federal funds, it will also be ineligible for OMS funding for int'l students. **Complete reverse side of this form.**

Required Signatures:

Student: _____ Date: _____

Supervisor: _____ Date: _____

APPLICATION FOR FE FUNDING THROUGH OMS; U.S. & INT'L HDS Student Funding

You CANNOT receive funding through HDS without supplying the information below.

This application must be completed if the student would like work-study or any OMS funding for this placement.

1.) \$ _____ Total amount of pay you request to earn through this field education placement. **(Maximum is \$4,000)**

2.) \$ _____ Total amount the **site** will contribute for the employer's portion (normally \$1,000 or 25%, or other amount as agreed upon). **Site will be billed for this amount.** *Note, OMS will fund the employer's portion only if pre-approved by the director, and for no more than the equivalent of one placement per fiscal year for any student. Our fiscal year runs July 1-June 30, and therefore runs from summer through the following academic year.*

3.) _____ Total number of hours to be worked in this field placement **(minimum 350, usually 350 to 400 hours)**

4.) _____ Total number of hours **eligible for federal work-study funding** in this field education placement. **(Carefully read the *Field Education Handbook* section on work-study funding to determine what proportion of your work in this placement is eligible for federal work-study funds.)**

_____ If a summer placement, estimated number of work-study eligible hours you will complete by the last Saturday in June. It is important that you estimate as exactly as you can, so the correct amount of \$ is allocated during this period.

_____ If a summer placement, estimated number of work-study eligible hours you will complete after the last Saturday in June.

Notes: