

## FIELD PLACEMENT LEARNING CONTRACT

*This learning contract is to be completed by the student in collaboration with his or her supervisor. It is approved by the student's Director of Pastoral Studies and the field site supervisor.*

*The final Learning Contract is due to the student's Director of Studies September 23, 2019. It is to be signed by the student and accompanied by approval from the Supervisor (electronic signature, email, signature). Copies of the contract are to be provided to the Montreal School of Theology administration, the Director of Studies, the supervisor, and members of the student's lay committee. If the contract is modified, copies of the revisions should also be circulated.*

### 1. Contact Information

	Name	Email	Phone
Student			
Supervisor			
Director of Studies			
Lay Committee Chair or contact person			
Member of Lay Committee			
Member of Lay Committee			
Member of Lay Committee			
Member of Lay Committee			

### 2. Plan for Field Placement Learning

**Learning goals** should be stated in clear, direct language (see Learning Goals).

**Activities and Timeline** Some activities will be ongoing, others will be specific projects or tasks.

Use extra pages as necessary.

Learning Goals	Activities for each Goal	Timeline for Activities
(1)		
(2)		
(3)		

### **3. Lay Committee**

The lay committee will meet monthly with the student to give feedback on the student's progress in relation to the identified learning goals and on the student's practice of ministry. The lay committee provides written feedback and evaluation of the student's progress, in December and April, to the student's college, using the lay committee evaluation form provided.

### **4. Supervisor**

The supervisor will spend 90 minutes every other week with the student for learning supervision. The primary focus of supervisory sessions will be theological reflection on the ministry and pastoral identity of the student. Guidelines are included in the field placement course pack. (This is in addition to time spent together on worship planning, administration and regular parish/congregational work). The supervisor agrees to provide a written evaluation in December and April of the student's progress in relation to his or her learning goals and ministry in the field placement setting, using the evaluation forms provided.

Supervisory sessions will normally be held as follows:

Day \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

### **5. Director of Pastoral Studies**

The Director of Pastoral Studies agrees to provide overall direction and supervision of the relationship between student and supervisor, and will meet regularly throughout the academic year with both in a supervisory conference. The Director of Pastoral Studies agrees to be available to address concerns the lay committee may have concerning its work with the student. The Director will be available to all parties in the contract for consultation.

### **6. Resources for Student**

List below specific arrangements for keys, office space/access, and other local arrangements at the field site. Normally the student will have access to administrative support, telephone, computer, office space, etc.

### **7. Limitations and Conditions**

The Director of Studies is available for consultation and renegotiation of this contract should the need arise. The learning contract may be terminated by any of the participants should any party fail to fulfil the agreements, or in the event of unforeseen circumstances which prevent the field placement continuing as planned.

### **Approved by**

Director of Pastoral Studies Name: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor: Name: \_\_\_\_\_ Date \_\_\_\_\_