

STUDENT / SITE CONTRACT for FIELD EDUCATION

Revised 2008-2009

GARRETT-EVANGELICAL THEOLOGICAL SEMINARY

CONTRACT FOR (Student's name) _____

This contract is designed for accountability and understanding and is a safeguard for each member of this covenanted partnership. Careful attention to its content is necessary to insure a positive experience for all parties involved.

Contact Information

Please provide all requested information and print legibly.

Site Supervisor's Name _____

Site Name _____

Site Address _____

Site Supervisor's Phone Number _____

Site Supervisor's Email Address _____

Student's cell or home phone number _____

Completion of the Contract

The Student and Site Supervisor together will carefully read and sign this contract prior to the beginning of the student's work at the Field Education site. Both the student and the site supervisor will keep a signed copy and the student will bring a copy to the Field Education Office as soon as it has been completed and signed.

When the student begins serving at the site, s/he and the site supervisor will work together to develop the "**Learning & Serving Covenant**" detailing the student's responsibilities and establishing goals, objectives and schedule. The Learning & Serving Covenant will be reviewed by the Field Education office and the student's Formation Group Leader.

Expectations and Responsibilities

THE STUDENT will

- Serve at the site (or directly on behalf of the site) 15 hours per week (exclusive of commuting time) during the academic year, or the equivalent time for students serving in summer placements or other alternative placements.
- Work with the Site Supervisor to develop the "**Learning and Serving Covenant**" described above.
- Schedule, with the Site Supervisor, frequent regular meetings specifically for theological reflection. (Example: 1 hour per week for academic year placements.)
- Meet regularly with the Site Committee. These meetings are considered part of the contracted service schedule.

The student's site schedule must not conflict with the student's class schedule.

THE SITE will provide:

- The opportunity and resources for the student to engage in varied, meaningful activities that will help the student toward attaining the learning goals and objectives established in the “Learning and Serving Covenant.”
- A site committee of 3-5 lay members (enlisted by the Site Supervisor) that will meet with the student on a regular basis to provide the student with support, hospitality and the ongoing evaluation of learning goals and objectives.
- A stipend (described below) and reimbursement to the student by the site for travel expenses incurred in service to the site (excluding commuting to/from the site).

THE SITE SUPERVISOR agrees to:

- Help the student develop the “Learning and Serving Covenant” after the student begins serving at the site.
- Establish regular meetings with the student specifically for theological reflection.
- Be accessible to the student and provide ongoing direction and mentoring.
- Enlist a Site Committee of 3-5 lay members to meet with the student on a regular basis as described above.
- Send a written evaluation of the student’s progress to the Field Education Office when requested.
- Communicate any concerns or questions to the Field Education office.

NOTE: Three weeks of vacation time are allotted during the academic year, and can be taken together or separately. **School breaks are not assumed vacation periods.**

Student Stipend / Salary Agreement

The site agrees to pay the student a minimum of \$3,500 for the student’s contracted work at the site in fulfillment of the seminary’s field education requirement for each academic year. This is taxable income and may be paid weekly or monthly as mutually agreed.

If other arrangements have been made with the seminary for stipend payment, please describe and initial: _____

Signatures

Please do not sign this contract until you have read it thoroughly and considered each item carefully.

Field Education Student

Site Supervisor

Date _____

Date _____