



Claremont School of Theology Field Education

Learning/Serving Agreement & Student Learning Outcomes

To be turned in to the intern’s seminar instructor. Intern and supervisor also keep copies.

Attach a 1-2 page narrative describing:

1. Your internship responsibilities – what you will be doing week by week and over the course of the semester(s).
2. The most important 3-5 outcomes you want to achieve through these activities. Each outcome must relate to one of the field education learning outcomes:
 - a. Demonstrate increased knowledge and skill for ministry service and leadership.
 - b. Connect theological knowledge with the practice of ministry.
 - c. Employ skills for forming and sustaining relationships.
 - d. Act with contextual awareness and cultural competence.
 - e. Engage in ministry with vocational and spiritual maturity.
3. For each outcome, describe the actions you will take in order to accomplish it.

Student Intern’s Name:
Congregation/Organization name:
Supervisor’s name:
Supervisor’s email:

Teaching Placement Committee (if applicable)	
Committee Chairperson’s Name:	
Preferred Phone Number:	E-mail:
Preferred Address:	

Student Intern’s Responsibilities:

- To devote 8-10 regular hours per week to the ministry placement/placement site.
- To meet weekly with the supervisor and monthly with the Teaching Placement Committee (if applicable).
- To communicate regularly with the supervisor about the schedule, activities and reflections on ministry/faith development and personal/professional growth.
- To meet regularly with the supervisor for reflection on the internship experience, and to raise questions and concerns.
- To maintain the highest ethical standards during the internship.

Student Signature

Date

Supervisor’s Responsibilities:

- To meet weekly with the student intern.
- To support the intern’s learning process, and follow the handbook guidelines for supervision.
- To provide feedback and evaluations on both the intern’s strengths and growing edges to enhance the intern’s learning process.
- To establish the Teaching Placement Committee as appropriate, and offer support as needed.
- To communicate with the Field Education Office as requested or if there are concerns or questions.
- To comply with all expectations listed under Additional Requirements.

Supervisor Signature

Date

If Applicable – Teaching Placement Committee Chairperson’s Responsibilities

- To convene a meeting with the intern and committee on a monthly basis.
- To work with the committee to follow the handbook guidelines for the purpose of supporting the intern’s learning process.
- To work with the committee to provide feedback that will assist the intern in developing his/her pastoral identity and service learning experience.
- To work with the committee to maintain the highest ethical standards.

Teaching Placement Committee Chairperson
Signature

Date

Additional Requirements

1. The ministry site is responsible for orienting the student to the ministry site, including an explanation of any potential health or safety risks.
2. The ministry site is responsible for complying with all federal and state laws, including any applicable tax and labor laws related to the student’s ministry site experience.
3. The ministry site and the school will comply with federal laws and regulations regarding non-discrimination.
4. The student is fulfilling specific requirements for field experience as part of a degree requirement. The student does not thereby become an employee or agent of the school by virtue of his or her field experience.
5. The supervisor, on behalf of the supervising agency, assumes liability for the student when s/he is acting within the scope of his/her responsibilities as agreed upon.
6. The school is not responsible for providing the student’s transportation to and from the ministry site, or for providing the student’s transportation for any of the student’s duties during the student’s ministry site experience.
7. The ministry site will keep confidential any student evaluations and other records of the student, and disclose such records only to school and other officials who have a legitimate need to know consistent with their official responsibilities.

Questions? Contact Alma Johnson-Hawkins, Director of Field Education, 909-447-2534,
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