

SUPERVISED PRACTICE OF MINISTRY

Criteria for Receiving Credit

Many people are involved in the learning and evaluative processes for each SPM student. The SPM supervisor, the lay committee, SPM Integrative Seminar Leader, and the Director of Field Education all help set up the learning agreement with its ministry goals. These same people encourage and advise the student while she or he carries out the ministry work and submit evaluations at the end of the experience. Participation in the classroom experience, completion of required documentations are required for satisfactory completion of the course. The SPM professor, in consultation with the Director of Field Education, determine if credit has been earned.

SPM is CR/NC by institutional decision. A high quality of graduate work is expected. The following are the minimum requirements for earning SPM credit:

1. A carefully worked out **learning covenant**, setting personal goals for the term. See **SPM forms** for covenant instructions and a sample learning covenant.
2. Bi-weekly meeting with **SPM supervisor** (two absences permitted per term). (If the supervising pastor is going to be on vacation more than two weeks, arrangements will need to be made for a substitute supervisor (Generally summer settings only).
3. Weekly meeting with peers and professor in the SPM integrative seminar each Wednesday per academic year (two absences permitted each semester). Participation in the weekly seminar and demonstration of ability to do theological reflection on ministry and work as required by seminar leader.
4. Monthly meetings with the **lay committee**. One to two hours per meeting is recommended. See SPM Lay Committee Guidelines for suggested topics to cover. Demonstration of appropriate professional behaviors and skills in the SPM setting.
5. Submission of all required forms in an **academically acceptable and timely manner** (learning covenant, progress reports, evaluations, etc.). Each should be typed or neatly written in **black ink**. All coursework and evaluations are due on or before dates posted, see SPM Documentation schedule (unless previous arrangements have been made with the instructor); otherwise credit will not be granted for the course.
Academic exceptions must follow the normal petition process.
6. **Evaluation** of the student's progress in ministry, including completion of learning goals, areas of strengths, and needs for further growth. Evaluations must be undertaken by the student, supervisor, and lay committee; discussed during a meeting with the student; and turned in to the Field Education Office.