

## NEW SITE INFORMATION SHEET

If you are interested in mentoring a SPM student for the academic year, a summer or a longer internship, please complete this form and return to the UDTs Field Education office. The Field Education Director will review your information and contact you about the position. You will be asked to provide a job description and the amount of the stipend to be offered. Please see the UDTs webpage [http://udts.dbq.edu/field\\_ed.cfm](http://udts.dbq.edu/field_ed.cfm) for additional information for Supervisors and Lay Committees and the goals of the SPM experience.

### GENERAL INFORMATION

#### TYPE OF MINISTRY:

Church \_\_\_\_\_ Chaplaincy \_\_\_\_\_ Agency or Service Provider \_\_\_\_\_

Other \_\_\_\_\_

Site Name \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

Pastor's or Director's Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Has this site hosted a University of Dubuque Theological Seminary student within the last three years? \_\_\_\_\_

Can the site provide a stipend? \_\_\_\_\_

See [http://udts.dbq.edu/pdf\\_files/FIELDSUPERVISORINFO809.pdf](http://udts.dbq.edu/pdf_files/FIELDSUPERVISORINFO809.pdf) for suggestions regarding financial arrangements.

Please detail the learning opportunities your site has to offer a student. \_\_\_\_\_

\_\_\_\_\_

Please describe your expectations of a field education student. \_\_\_\_\_

\_\_\_\_\_

Is housing provided? Yes \_\_\_ No \_\_\_ Is a housing stipend provided Yes \_\_\_ No \_\_\_\_\_

Does a student need their own transportation? Yes \_\_\_\_\_ No \_\_\_\_\_

Is public transportation available? Yes \_\_\_\_\_ No \_\_\_\_\_

**SITE SUPERVISOR INFORMATION**

What is your official position at this site? \_\_\_\_\_

How long have you held this position at this site? \_\_\_\_\_

Have you personally mentored a UDTs student within the last three years?

\_\_\_\_\_

We require a minimum of 1 hour bi-weekly in person meeting with the student for theological reflection for the course of the experience. Are you able to commit to that time investment? \_\_\_\_\_

Briefly describe your leadership style. \_\_\_\_\_

\_\_\_\_\_

**CHURCH INFORMATION**

Denomination or affiliation \_\_\_\_\_

Briefly describe the level of lay involvement at this church \_\_\_\_\_

\_\_\_\_\_

Are you able to provide a 3-5 member Lay committee to work with the student?

\_\_\_\_\_

Please describe your congregation-ethnicity, diversity, languages spoken, average age, etc. You may wish to add your church website for additional information for the office and the student.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is there any other information about your church that you would like to share?

**CHAPLAINCY INFORMATION**

Briefly describe your constituency and the services you provide. \_\_\_\_\_  
\_\_\_\_\_

Are you able to provide a 3-5 member site committee? \_\_\_\_\_

Is there any other information about your site that you would like to share?

**AGENCY INFORMATION**

Briefly describe the service your agency provides. \_\_\_\_\_  
\_\_\_\_\_

Are you able to provide a 3-5 member site committee? \_\_\_\_\_

Is there any other information about your agency that you would like to share?

**Please return this information by mail to:**

Field Education Office  
Attn: Director  
University of Dubuque Theological Seminary  
2000 University  
Dubuque, Iowa 52001

Or via email to [placement@dbq.edu](mailto:placement@dbq.edu)