

## **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, 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.

Completion of required documentations are required for satisfactory completion of the course. The Director of Field Education determines 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. Monthly meetings with the lay committee. One to two hours per meeting is recommended. See SPM Lay Committee Guidelines for suggested topics to cover.
4. 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.). 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 before the final course deadline.