



Community Partnership Program

SITE SUPERVISOR RESPONSIBILITIES

- ◆ Participate in initial meeting to explore involvement in Community Partnership Program with a member of the Meadville Lombard faculty and/or staff
- ◆ Commit to a monthly supervisory meeting with the student
- ◆ Commit to an orientation with Meadville Lombard faculty and staff (approximately three hours)
- ◆ Welcome the student into your organization. Help student get acquainted by sharing the history, mission of the organization and a tour. Introduce student to staff and help them get settled into the site
- ◆ Help the student develop a mutually agreed upon Terms for Participation that includes tasks, obligation, and workplace etiquette
- ◆ Monitor the Terms for Participation in monthly supervisory meetings with the student
- ◆ Provide support by affirming the students presence and work, offering feedback when there is an opportunity for growth and development. This should be done in a timely manner and in descriptive language
- ◆ Complete a one page quarterly and final assessment that includes observations and insights, to be reviewed with the student and Director of Contextual Ministry
- ◆ Share any concerns that you might have, first with the student and then with the Director of Contextual Ministry along with any solutions that were generated.

(Edited from McCormick Theological Seminary's Experiential Education & Field Studies Program Manual)



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STUDENT RESPONSIBILITIES

- ◆ Complete an Application of Interest (available from Director of Admissions and Director of Contextual Ministry)
- ◆ Meet with Director of Contextual Ministry to review application and potential sites
- ◆ Contact and schedule initial meeting with site supervisor to explore the degree of a good match with potential groups/agencies
- ◆ Sign covenant once site agreement occurs
- ◆ Commit to eight hours per week at site
- ◆ Commit to a monthly supervisory meeting with the site supervisor
- ◆ Commit to an orientation with Meadville Lombard faculty and staff
- ◆ Participate in a site welcome and orientation; get acquainted with the history, mission of the organization and physical layout; staff and discern what is needed to get settled into the site
- ◆ Develop a mutually agreed upon Terms of Participation with site supervisor
- ◆ Monitor the Terms of Commitment in monthly supervisory meetings with the site supervisor
- ◆ Participate in weekly two hour faculty led reflections at Meadville Lombard with a focus on processing what you are learning at the site including your interactions and tasks
- ◆ Complete regular assessments that include observations and insights, to be reviewed with your site supervisor and Director of Contextual Ministry
- ◆ Share any concerns that you might have using the weekly reflections to process them, then implementing solutions and sharing learning's with both your site supervisor and then with the Director of Contextual Ministry.