



Community Studies Sequence Site Supervisor Responsibilities

- Participate in initial meeting to explore involvement in Community Studies Sequence with a TouchPoint student or member of the MLTS faculty and/or staff.
- Commit to a monthly one-hour supervisory meeting with the student.
- Commit to an orientation with MLTS faculty and staff (approximately two to 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. Allow student to shadow staff/volunteers in first month.
- Help the student develop a mutually agreed upon *Learning Agreement Covenant* that includes tasks, obligation, and workplace etiquette.
- Monitor the *Learning Agreement Covenant* in monthly one-hour supervisory meetings with the student.
- Provide support by affirming the student's 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 mid-point evaluation and a final evaluation that includes observations and insights, to be reviewed with the student and submitted to the 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)