

# Student Checklist

## DFE

(Note: Required documentation is noted in **bold**.)

### Before the DFE

- Enroll in and attend MIN350 Orientation to Directed Field Experience course.
- Review the following forms:
  - Student Handbook
  - Proposal and Agreement form (in the Student Handbook)
  - Field Supervisor Handbook
  - Student Checklist (in the Student Handbook)
  - Field Supervisor Checklist (in the Field Supervisor Handbook)
  - Evaluation Forms (in the Student Handbook)

**The handbooks and extra evaluation forms are located on the MCC website (MyMCC, Academics, Resources, Directed Field Experience):**

<http://www.mccks.edu/resources/directed-field-experience>

- Take the **Initial Evaluation** during the Orientation to Directed Field Experience class.
- Prepare your **resume**.
- Pray and look for possible places to do your DFE. Talk with and submit your resume to potential DFE field supervisors. Some organizations may require a special application.
- When you have an interview for a possible DFE, go to “MyMCC, Academics, Resources, Directed Field Experience” and download, and mail a copy of the Field Supervisor Handbook to your potential DFE field supervisor. If he/she prefers, you can email a copy.
- Once you have a potential DFE, fill out the **DFE Proposal form and read the DFE Agreement form**. (The Agreement form will be filled out together with your emphasis professor.)
- Meet with your professor to determine whether the DFE will meet all the requirements. If the DFE is approved by your professor, both you and he/she will **sign the DFE Agreement form**.
- Notify your field supervisor that your DFE has been approved. Finalize arrangements with the church/organization.
- You do not need to enroll in MIN451 Directed Field Experience. Your professor will do that for you after you have completed all DFE requirements on this Checklist.
- Have a great Directed Field Experience!

### During the DFE

- Remind your field supervisor of the **evaluation reports** that need to be completed and signed by both of you. See the field supervisor’s checklist in the Field Supervisor Handbook. Below is a list of the evaluations:

- Midway Field Supervisor Evaluation**
  - Final Field Supervisor Evaluation #1** (General - for all emphases)
  - Final Field Supervisor Evaluation #2** (Emphasis Specific)
  - Final Student Evaluation #1** (General - for all emphases)
  - Final Student Evaluation #2** (Emphasis Specific)
  - 10 Substance Areas Evaluation** (for Family Ministry emphasis only)
- Meet at least once a week with your field supervisor for direction, planning, guidance, evaluation, encouragement, correction, and general feedback. **Take notes of the meetings in your journal.**
- Keep a daily journal.**
1. **Outline what you do.**
  2. **Reflect on the day's events.**
  3. **Write notes from your weekly meetings with your field supervisor.**
- Keep tabs on the **specific requirements** necessary to complete the DFE checking them off as you accomplish them.

#### **After the DFE**

- Write your final essay report.** In your essay:
1. Identify and describe the strengths and weaknesses of your performance in the DFE.
  2. Identify and describe how well you achieved the educational objectives that you put in your DFE Proposal. Be specific on each objective.
  3. Based on the two preceding points, evaluation reports, and the journal, rate your educational achievement on the academic grading scale: A, B, C, D, or F.
- Submit all evaluation forms, journal, and essay report** to your professor.
- Make an appointment for a final interview with your professor to discuss the documents and your experience.
- \*Important Note:** You must turn in all documents and complete the final interview with your professor *within 90 days of completing the DFE*. Failure to meet the deadline may result in no credit given for the work as the DFE requirement.
- When all DFE requirements have been satisfactorily fulfilled, your professor will enroll you in MIN451 and submit your final grade.