

DIRECTED FIELD EXPERIENCE

Evaluation Forms

Counseling Emphasis



MANHATTAN CHRISTIAN COLLEGE

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All DFE forms are available online at:
<http://www.mccks.edu/resources/directed-field-experience>

Midway Field Supervisor Evaluation

(General - for all emphases)

TO BE COMPLETED MIDWAY INTO THE DFE

Note: In order for Manhattan Christian College to give appropriate credit for this Directed Field Experience, we need your thoughtful and careful evaluation of the student's performance under your supervision. Your written comments are especially helpful in placement counseling with the student. After completing this evaluation form, please return it to the supervising professor either by mail or email. The addresses are at the end of this form. Thank you for your responses.

Student's Name:	
Emphasis:	
Field Supervisor's Name:	
Church/Organization Name:	
Church/Organization Address:	
Church/Organization Phone:	
Church/Organization Email:	
Please use the following rating scale for your response to the individual statements:	
0 - Have not observed 1 - Never 2 - Rarely	3 - Sometimes 4 - Usually 5 - Always
Knowledge of the Organization	
The Student:	Score
1. Demonstrates knowledge of the church's/organization's structure, policies, and procedures.	
2. Understands and applies the purposes/objectives of the church/organization.	
3. Understands the implications of working within the church's/organization's ethical structure.	
4. Knows the range of services provided by the church/organization (including those outside the student's specific area of service).	
5. Understands the history of the organization.	
Attitude and Work Habits	
The Student:	Score

6. Is punctual in his or her arrival to work, appointments, meetings, and completion of assigned tasks.	
7. Is efficient regarding time management.	
8. Dresses appropriately (according to activity) for the work of the church/organization.	
9. Complies with church's/organization's policies, procedures, and mission.	
10. Is dependable in following through with assignments and responsibilities.	
11. Demonstrates confidence in his or her ability to do the required work	
12. Seeks out information and help when needed.	
13. Follows the specified course of training.	
14. Exhibits a high level of initiative.	
15. Shows enthusiasm for his or her work	
16. Is open to ideas, suggestions, and constructive criticism.	
17. Demonstrates the ability to think critically.	
18. Uses good judgment (makes wise decisions).	
19. Is able to and willing to accept increasing responsibility.	
20. Demonstrates leadership ability.	
21. Demonstrates an interest in professional development.	
22. Demonstrates a high level of interest in this field.	
23. Demonstrates potential for working with a church/organization in this field.	
Interpersonal and Intrapersonal Skills	
The Student:	Score
24. Exhibits a healthy self-image.	
25. Is able to handle stress effectively.	
26. Demonstrates the ability to identify his or her own values.	
27. Works cooperatively with supervisor.	
28. Develops and maintains good working relationships with staff and volunteers.	
29. Demonstrates sensitivity to the needs of others.	
30. Is able to work with people from backgrounds (age, race, religion, etc.) other than his or her own.	
31. Works cooperatively with people from other churches/organizations.	
Please respond to the following open-ended statements as fully as possible.	

32. Describe the skills and strengths you have observed in the student:

33. Describe the areas on which the student needs to focus for further professional development.

34. Describe the student's response to authority:

35. Describe the student's working relationships with staff members:

36. Describe the student's approach to work during the DFE:

37. Please use the space below for any additional comments you wish to make about the student's performance to this point in the Directed Field Experience:

We have reviewed and discussed the information contained in this evaluation.

	Date
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Student's Signature:	
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Field Supervisor's Signature:	
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Thank you for your help in preparing students for ministry. Please send this completed form to:

Dr. Greg Delort
Manhattan Christian College
1415 Anderson Avenue
Manhattan, KS 66502

You may email it to: gdelort@mcccks.edu

Final Field Supervisor Evaluation #1

(General - for all emphases)

TO BE COMPLETED DURING THE FINAL WEEK OF THE DFE.

There are two final evaluation forms. This form, Final Field Supervisor Evaluation #1, is general for every student regardless of the student's emphasis. It is intentionally the same as the Midway Evaluation for comparison purposes. The second final evaluation form, Final Field Supervisor Evaluation #2, is specific to the student's emphasis. We would appreciate it if you would fill out both final evaluation forms. After completing these evaluation forms, please either mail them or email them. The addresses are at the end of the form. Thank you for your response.

Student's Name:	
Emphasis:	
Field Supervisor's Name:	
Church/Organization Name:	
Church/Organization Address:	
Church/Organization Phone:	
Church/Organization Email:	
Please use the following rating scale for your response to the individual statements:	
0 - Have not observed 1 - Never 2 - Rarely	3 - Sometimes 4 - Usually 5 - Always
Knowledge of the Organization	
The Student:	Score
1. Demonstrates knowledge of the church's/organization's structure, policies, and procedures.	
2. Understands and applies the purposes/objectives of the church/organization.	
3. Understands the implications of working within the church'/organization's ethical structure.	
4. Knows the range of services provided by the church/organization (including those outside the student's specific area of service).	
5. Understands the history of the church/organization.	
Attitude and Work Habits	

The Student:	Score
6. Is punctual in his or her arrival to work, appointments, meetings, and completion of assigned tasks.	
7. Is efficient regarding time management.	
8. Dresses appropriately (according to activity) for the work of the church/organization.	
9. Complies with the church's/organization's policies, procedures, and mission.	
10. Is dependable in following through with assignments and responsibilities.	
11. Demonstrates confidence in his or her ability to do the required work	
12. Seeks out information and help when needed.	
13. Follows the specified course of training.	
14. Exhibits a high level of initiative.	
15. Shows enthusiasm for his or her work	
16. Is open to ideas, suggestions, and constructive criticism.	
17. Demonstrates the ability to think critically.	
18. Uses good judgment (makes wise decisions).	
19. Is able to and willing to accept increasing responsibility.	
20. Demonstrates leadership ability.	
21. Demonstrates an interest in professional development.	
22. Demonstrates a high level of interest in this field.	
23. Demonstrates potential for working with an organization in this field.	
Interpersonal and Intrapersonal Skills	
The Student:	Score
24. Exhibits a healthy self-image.	
25. Is able to handle stress effectively.	
26. Demonstrates the ability to identify his or her own values.	
27. Works cooperatively with supervisor.	
28. Develops and maintains good working relationships with staff and volunteers.	
29. Demonstrates sensitivity to the needs of others.	
30. Is able to work with people from backgrounds (age, race, religion, etc.) other than his or her own.	
31. Works cooperatively with people from other organizations.	

Please respond to the following open-ended statements as fully as possible.

32. Describe the skills and strengths you have observed in the student:

33. Describe the areas on which the student needs to focus for further professional development.

34. Describe the student's response to authority:

35. Describe the student's working relationships with staff members:

36. Describe the student's approach to work during the DFE:

37. Please use the space below for any additional comments you wish to make about the student's performance to this point in the Directed Field Experience:

We have reviewed and discussed the information contained in this evaluation.

	Date
Student's Signature:	
Field Supervisor's Signature:	

Thank you for your help in preparing students for ministry. Please send this completed form to:

Dr. Greg Delort
Manhattan Christian College
1415 Anderson Avenue
Manhattan, KS 66502

You may email it to: gdelort@mcccks.edu

Final Field Supervisor Evaluation #2

(Specific to Counseling emphasis)

TO BE COMPLETED DURING THE FINAL WEEK OF THE DFE.

There are two final evaluation forms. Final Evaluation #1 is general to every student regardless of the student's emphasis. Final Evaluation #2 is specific to the student's emphasis. We would appreciate it if you would fill out both final evaluation forms. After completing these evaluation forms, please either mail them or email them. The addresses are at the end of the form. Thank you for your response.

Student's Name:	
Emphasis:	
Field Supervisor's Name:	
Church/Organization Name:	
Church/Organization Address:	
Church/Organization Phone:	
Church/Organization Email:	
Please use the following rating scale for your response to the individual statements:	
0 - Have not observed 1 - Never 2 - Rarely	3 - Sometimes 4 - Usually 5 - Always
The Student:	Score
1. Demonstrates a strong knowledge of the Bible.	
2. Is able to articulate his or her faith.	
3. Demonstrates a sound theology of family and family related issues.	
4. Interacts appropriately with people in each age group.	
5. Conducts visitation opportunities (hospital calls, evangelism, etc.) effectively.	
6. Demonstrates a firm understanding of basic spiritual disciplines (prayer).	
7. Demonstrates an understanding of how the work of this church/parachurch fits within the context of kingdom work as a whole.	
We have reviewed and discussed the information contained in this evaluation.	

	Date
Student's Signature:	
Field Supervisor's Signature:	
<p>Thank you for your help in preparing students for ministry. Please send this completed form to:</p> <p>Dr. Greg Delort Manhattan Christian College 1415 Anderson Avenue Manhattan, KS 66502</p> <p>You may email it to: gdelort@mccks.edu</p>	

Final Student Evaluation #1

(General - for all emphases)

TO BE COMPLETED DURING THE FINAL WEEK OF THE DFE.

Student's Name:	
Emphasis:	
Field Supervisor's Name:	
Church/Organization Name:	
Church/Organization Address:	
Church/Organization Phone:	
Church/Organization Email:	
Please use the following rating scale for your response to the individual statements:	
0 - Have not observed 1 - Never 2 - Rarely	3 - Sometimes 4 - Usually 5 - Always
Knowledge of the Organization	
I am able to:	Score
1. Demonstrate knowledge of the church's/organization's structure, policies, and procedures.	
2. Understand and apply the purposes/objectives of the church/organization.	
3. Understand the implications of working within the church's/organization's ethical structure.	
4. Know the range of services provided by the church/organization (including those outside the student's specific area of service).	
5. Understands the history of the church/organization.	
Attitude and Work Habits	
I am able to be:	Score
6. Punctual in my arrival to work, appointments, meetings, and completion of assigned tasks.	
7. Efficient regarding time management.	
8. Dress appropriately (according to activity) for the work of the organization.	
9. Comply with church/organization policies, procedures, and mission.	

10. Dependable in following through with assignments and responsibilities.	
11. Demonstrate confidence in my ability to do the required work	
12. Seek out information and help when needed.	
13. Follow the specified course of training.	
14. Exhibit a high level of initiative.	
15. Show enthusiasm for my work	
16. Be open to ideas, suggestions, and constructive criticism.	
17. Demonstrate the ability to think critically.	
18. Use good judgment (makes wise decisions).	
19. To accept increasing responsibility.	
20. Demonstrate leadership ability.	
21. Demonstrate an interest in professional development.	
22. Demonstrate a high level of interest in my field.	
23. Demonstrate potential for working with a church/organization.	
Interpersonal and Intrapersonal Skills	
I am able to:	Score
24. Exhibit a healthy self-image.	
25. Handle stress effectively.	
26. Demonstrate the ability to identify my own values.	
27. Work cooperatively with my supervisor.	
28. Develop and maintain good working relationships with staff and volunteers.	
29. Demonstrate sensitivity to the needs of others.	
30. Work with people from backgrounds (age, race, religion, etc.) other than my own.	
31. Work cooperatively with people from other organizations.	
Please respond to the following open-ended statements as fully as possible.	

32. Describe the skills and strengths you have used:

33. Describe the areas which you need to focus for further professional development.

34. Describe your response to authority:

35. Describe your working relationships with staff members:

36. Describe your approach to work during the DFE:

37. Please use the space below for any additional comments you wish to make about your performance in the Directed Field Experience:

Please return this form to your professor soon after returning from your DFE.	
Student's Signature:	Date

Final Student Evaluation #2

(Specific to Counseling emphasis)

TO BE COMPLETED DURING THE FINAL WEEK OF THE DFE.

Student's Name:	
Emphasis:	
Field Supervisor's Name:	
Church/Organization Name:	
Church/Organization Address:	
Church/Organization Phone:	
Church/Organization Email:	
Please use the following rating scale for your response to the individual statements:	
0 - Have not observed 1 - Never 2 - Rarely	3 - Sometimes 4 - Usually 5 - Always
I am able to:	Score
1. Demonstrate a strong knowledge of the Bible.	
2. Articulate my faith.	
3. Demonstrate a sound theology of family and family related issues.	
4. Interact appropriately with people in each age group.	
5. Conduct visitation opportunities (hospital calls, evangelism, etc.) effectively.	
6. Demonstrate a firm understanding of basic spiritual disciplines (prayer).	
7. Demonstrate an understanding of how the work of this church/parachurch fits within the context of kingdom work as a whole.	
Please return this form to your professor soon after returning from your DFE.	
Student's Signature:	Date

10 Substance Areas Evaluation – Instructions and Examples

The *Directed Field Experience (DFE)* for Counseling and Family Ministry emphases is intended to provide the student with an opportunity to continue the educational experience outside of the classroom. Family Studies is a multidisciplinary field which allows for a variety of service opportunities in several different substance areas. In consideration of this, the means of evaluating the viability of a DFE as one that is truly “family” related will include a form based on the ten substance areas used to certify family life educators. The ten substance areas included in this evaluation are:

- | | |
|----------------------------------|----------------------------------|
| 1) Families in Society | 6) Family Resource Management |
| 2) Internal Dynamics of Families | 7) Parent Education and Guidance |
| 3) Human Growth and Development | 8) Family Law and Policy |
| 4) Human Sexuality | 9) Ethics |
| 5) Interpersonal Relationships | 10) Education Methodology |

Brief descriptors for each area are included on the evaluation forms. Although it is not essential that each of the substance areas be dealt with during the DFE it is important that a significant portion of the student’s DFE include these areas. An example of how these might be completed is as follows:

FAMILIES IN SOCIETY

Functions, Cultural Variations, Dating, Marital Choice, Cross-Cultural Families,
Gender Roles, Demographic Trends, Societal Relations, Work-Family Relationships

DATE	LEARNING OPPORTUNITY	APPLICATION
06/01/04	Discussed and reviewed the demographics of our community with Laura	
08/02/04		Laura taught a class on dating to teenagers

INTERNAL DYNAMICS OF FAMILIES

Communication, Conflict Management, Normal Family Stresses, Family Crises, Special Needs

DATE	LEARNING OPPORTUNITY	APPLICATION
06/21/04	Laura interviewed a family whose father recently lost his job	
06/22/04	Laura completed reading a book on healthy communication between parents and teens	
06/30/04	Laura attended a seminar on conflict management	

FAMILIES IN SOCIETY

Functions, Cultural Variations, Dating, Marital Choice, Cross-Cultural Families,
Gender Roles, Demographic Trends, Societal Relations, Work-Family Relationships

DATE

LEARNING OPPORTUNITY

APPLICATION

INTERNAL DYNAMICS OF FAMILIES

Communication, Conflict Management, Normal Family Stresses, Family Crises, Special Needs

DATE

LEARNING OPPORTUNITY

APPLICATION

HUMAN GROWTH AND DEVELOPMENT

Prenatal, Infancy, Early and Middle Childhood, Adolescence, Adulthood, Aging

DATE

LEARNING OPPORTUNITY

APPLICATION

HUMAN SEXUALITY

Aspects of Sexual Development, Sexual Behaviors, Sexual Values and Decision Making

DATE

LEARNING OPPORTUNITY

APPLICATION

INTERPERSONAL RELATIONSHIPS

Self and Others, Communication Skills, Intimacy, Love, Romance, Relating to Others

DATE

LEARNING OPPORTUNITY

APPLICATION

FAMILY RESOURCE MANAGEMENT

Goal-Setting and Decision Making, Development and Allocation of Resources,
Social Environment Influences, Consumer Issues and Decisions

DATE

LEARNING OPPORTUNITY

APPLICATION

PARENT EDUCATION AND GUIDANCE

Parenting Rights and Responsibilities, Parenting Practices/Processes,
Parent-Child Relationships, Changing Parenting Roles over the Lifespan

DATE

LEARNING OPPORTUNITY

APPLICATION

FAMILY LAW AND POLICY

Family and the Law, Family and Social Services, Family and Religion,
Policy and the Family, Theology and the Family

DATE

LEARNING OPPORTUNITY

APPLICATION

ETHICS

Formation of Values, Examining Ideologies, Consequences of Value Choices,
Ethics of Professional Practice

DATE

LEARNING OPPORTUNITY

APPLICATION

EDUCATION METHODOLOGY

Planning and Implementing, Evaluation, Education Techniques

DATE

LEARNING OPPORTUNITY

APPLICATION

Guidelines

Counseling and Family Ministry Directed Field Experiences

We believe that effective family ministry may be practiced within a variety of contexts. In order to successfully complete a Directed Field Experience for the *Family Ministry* major in a local church or parachurch organization under a supervisor who is not a family minister it is recommended that the student be actively involved in:

- conducting a series (minimum of 5) of family observations and assessments.

These will include:

- a 1 - 2 hour interview with a family (all members present).
- a written assessment of strengths and weaknesses seen in the family.
- a written proposal for effective ministry to this *type* of family.

- conducting a family needs survey.

This will include:

- writing, refining, and printing a survey appropriate to the community.
- distributing the survey to a significant number of families in the community.
- compiling and organizing the results of the survey.
- discussing the results of the survey with the leadership.
- determining possibilities for ministry based on survey results.
- developing an appropriate ministry plan (mission, purpose, strategic, action, etc.).

- working with the educational ministry staff in planning a family-oriented seminar or series.

- working with the leadership in developing a formal theology of family (if a theology of family has been completed, a theology of another family issue would be permitted.)

Questions about this *Counseling* component in a Directed Field Experience should be addressed to:

Dr. Greg Delort
1415 Anderson Ave.
Manhattan, KS, 66502.
(785) 539-3571, ext. #225.
gdelort@mccks.edu