

DIRECTED FIELD EXPERIENCE

Evaluation Forms

Intercultural Studies Emphasis



MANHATTAN CHRISTIAN COLLEGE

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All DFE forms are available online at:

<http://mcccks.edu/academics/academic-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.

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|--|---|
| 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 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 church's/organizations 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. | |

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| 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: | |

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| | |
| 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>Mr. Dave Cupery Manhattan Christian College 1415 Anderson Avenue Manhattan, KS 66502</p> <p>You may email it to: dcupery@mccks.edu</p> | |

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’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 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 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. | |

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|---|--|
| 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 |
| 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>Mr. Dave Cupery Manhattan Christian College 1415 Anderson Avenue Manhattan, KS 66502</p> <p>You may email it to: dcupery@mccks.edu</p> | |

Final Field Supervisor Evaluation #2

(Specific to Intercultural Studies)

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 solid knowledge of the Bible. | |
| 2. Is able to articulate his/her faith. | |
| 3. Integrates well with the host culture. | |
| 4. Cultivates an attitude of learning the host culture. | |
| 5. Organizes time for given responsibilities. | |
| 6. Works well with the ministry team in planning and application. | |
| 7. Cultivates an attitude of learning the host culture's language. | |
| 8. Promotes openness to building relationships with hosts. | |
| 9. Interacts appropriately with various gender and age groupings. | |

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| 10. Communicates well with supervisor. | |
| 11. Submits to the instruction of the supervisor. | |
| 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>Mr. Dave Cupery Manhattan Christian College 1415 Anderson Avenue Manhattan, KS 66502</p> <p>You may email it to: dcupery@mccks.edu Under circumstances where mail is unreliable, feel free to send this form back with the student.</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 church/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 churches/organizations. | |
| Please respond to the following open-ended statements as fully as possible. | |
| 32. Describe the skills and strengths you have used: | |

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| 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. |

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| Student's Signature: | |
|----------------------|--|

Final Student Evaluation #2

(Specific to Intercultural Studies)

TO BE COMPLETED DURING THE FINAL WEEK OF THE DFE.

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|--|---|
| 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. Demonstrates a solid knowledge of the Bible. | |
| 2. Articulate my faith. | |
| 3. Integrate well with my host culture. | |
| 4. Cultivate an attitude of learning the host culture. | |
| 5. Organize time for given responsibilities. | |
| 6. Work well with the ministry team in planning and application. | |
| 7. Cultivate an attitude of learning the host culture's language. | |
| 8. Promote openness to building relationships with hosts. | |
| 9. Interact appropriately with various gender and age groupings. | |
| 10. Communicate well with supervisor. | |
| 11. Submit to the instruction of the supervisor. | |
| Please return this form to your professor soon after returning from your DFE. | |
| Student's Signature: | |