

DIRECTED FIELD EXPERIENCE

Evaluation Forms

Children and Family Ministry Emphasis



MANHATTAN CHRISTIAN COLLEGE

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November 2022

1st Evaluation by Field Supervisor

(for all emphases)

TO BE COMPLETED MIDWAY THROUGH THE DFE

Note: 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. Please complete this evaluation form and return it to the emphasis professor. Your written comments are especially helpful in placement counseling with the student. Thank you for your responses.

Student's Name: _____

Emphasis: _____

Field Supervisor's Name: _____

Church/Organization Name: _____

Church/Organization Address: _____

Church/Organization Phone: _____

E-Mail: _____

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:

1. Demonstrates knowledge of the organization's structure, policies, and procedures.	
2. Understands and applies the purposes/objectives of the agency.	
3. Understands the implications of working within the organization's ethical structure.	
4. Knows the range of services provided by the organization (including those outside the student's specific area of service).	
5. Understands the history of the organization.	

Attitudes and Work Habits

The student:

1. Is punctual in his or her arrival to work, appointments, meetings, and completion of tasks.	
2. Is efficient regarding time management.	
3. Dresses appropriately (according to activity) for the work of the organization.	
4. Complies with organization policies, procedures, and mission.	
5. Is dependable in following through with assignments and responsibilities.	
6. Demonstrates confidence in his or her ability to do the required work.	
7. Seeks out information and help when needed.	

8. Follows the specified course of training.	
9. Exhibits a high level of initiative.	
10. Shows enthusiasm for his or her work.	
11. Is open to ideas, suggestions, and constructive criticism.	
12. Demonstrates the ability to think critically.	
13. Uses good judgment (makes wise decisions).	
14. Is able to and willing to accept increasing responsibility.	
15. Demonstrates leadership ability.	
16. Demonstrates an interest in professional development.	
17. Demonstrates a high level of interest in this field.	
18. Demonstrates potential for working with an organization in this field.	

Intrapersonal and Interpersonal Skills

The student:

1. Exhibits a healthy self-image.	
2. Is able to handle stress effectively.	
3. Demonstrates the ability to identify his or her own values.	
4. Works cooperatively with supervisor.	
5. Develops and maintains good working relationships with staff and volunteers.	
6. Demonstrates sensitivity to the needs of others.	
7. Can work with people from backgrounds (age, race, religion, etc.) other than their own.	
8. Works cooperatively with people from other organizations.	

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

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

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

3. Describe the student's response to authority:

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

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

6. 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.

Student's signature: _____ Date: _____

Field Supervisor's signature: _____ Date: _____

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

Dr. Brian Medaris, bmedaris@mecks.edu

Final Evaluation #1 by Field Supervisor

(for all emphases)

TO BE COMPLETED DURING THE FINAL WEEK OF THE DFE.

Note: 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. Please complete this evaluation form and return it to the emphasis professor. Your written comments are especially helpful in placement counseling with the student. Thank you for your responses.

Student's Name: _____

Emphasis: _____

Field Supervisor's Name: _____

Church/Organization Name: _____

Church/Organization Address: _____

Church/Organization Phone: _____

E-Mail: _____

Please use the following rating scale for your response to the individual statements:

0 - Have not observed

2 - Rarely

4 - Usually

1 - Never

3 - Sometimes

5 - Always

Knowledge of the Organization

The student:

1. Demonstrates knowledge of the organization's structure, policies, and procedures.	
2. Understands and applies the purposes/objectives of the agency.	
3. Understands the implications of working within the organization's ethical structure.	
4. Knows the range of services provided by the organization (including those outside the student's specific area of service).	
5. Understands the history of the organization.	

Attitudes and Work Habits

The student:

1. Is punctual in his or her arrival to work, appointments, meetings, and completion of tasks.	
2. Is efficient regarding time management.	
3. Dresses appropriately (according to activity) for the work of the organization.	
4. Complies with organization policies, procedures, and mission.	
5. Is dependable in following through with assignments and responsibilities.	
6. Demonstrates confidence in his or her ability to do the required work.	
7. Seeks out information and help when needed.	

8. Follows the specified course of training.	
9. Exhibits a high level of initiative.	
10. Shows enthusiasm for his or her work.	
11. Is open to ideas, suggestions, and constructive criticism.	
12. Demonstrates the ability to think critically.	
13. Uses good judgment (makes wise decisions).	
14. Is able to and willing to accept increasing responsibility.	
15. Demonstrates leadership ability.	
16. Demonstrates an interest in professional development.	
17. Demonstrates a high level of interest in this field.	
18. Demonstrates potential for working with an organization in this field.	

Intrapersonal and Interpersonal Skills

The student:

1. Exhibits a healthy self-image.	
2. Is able to handle stress effectively.	
3. Demonstrates the ability to identify his or her own values.	
4. Works cooperatively with supervisor.	
5. Develops and maintains good working relationships with staff and volunteers.	
6. Demonstrates sensitivity to the needs of others.	
7. Can work with people from backgrounds (age, race, religion, etc.) other than their own.	
8. Works cooperatively with people from other organizations.	

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

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

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

3. Describe the student's response to authority:

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

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

6. 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.

Student's signature: _____ Date: _____

Field Supervisor's signature: _____ Date: _____

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

Dr. Brian Medaris, bmedaris@mceks.edu

Final Student Evaluation #1

(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: _____

E-Mail: _____

Please use the following rating scale for your response to the individual statements:

0 – Have not experienced

2 - Rarely

4 - Usually

1 - Never

3 – Sometimes

5 - Always

Knowledge of the Organization

I:

1. Demonstrate knowledge of the organization's structure, policies, and procedures.	
2. Understand and apply the purposes/objectives of the agency.	
3. Understand the implications of working within the organization's ethical structure.	
4. Know the range of services provided by the organization (including those outside the student's specific area of service).	
5. Understand the history of the organization.	

Attitudes and Work Habits

I:

1. Am punctual in my arrival to work, appointments, meetings, and completion of tasks.	
2. Am efficient regarding time management.	
3. Dress appropriately (according to activity) for the work of the organization.	
4. Comply with organization policies, procedures, and mission.	
5. Am dependable in following through with assignments and responsibilities.	
6. Demonstrate confidence in my ability to do the required work.	
7. Seek out information and help when needed.	
8. Follow the specified course of training.	
9. Exhibit a high level of initiative.	

10. Show enthusiasm for my work.	
11. Am open to ideas, suggestions, and constructive criticism.	
12. Demonstrate the ability to think critically.	
13. Use good judgment (makes wise decisions).	
14. Am able to and willing to accept increasing responsibility.	
15. Demonstrate leadership ability.	
16. Demonstrate an interest in professional development.	
17. Demonstrate a high level of interest in this field.	
18. Demonstrate potential for working with an organization in this field.	

Intrapersonal and Interpersonal Skills

I:

1. Exhibit a healthy self-image.	
2. Am able to handle stress effectively.	
3. Demonstrate the ability to identify my values.	
4. Work cooperatively with supervisor.	
5. Develop and maintain good working relationships with staff and volunteers.	
6. Demonstrate sensitivity to the needs of others.	
7. Can work with people from backgrounds (age, race, religion, etc.) other than my own.	
8. Work cooperatively with people from other organizations.	

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

1. Describe the skills and strengths you have used:

2. Describe the areas on which you need to focus for further professional development:

3. Describe your response to authority:

4. Describe your working relationships with staff members:

5. Describe your approach to work during the DFE:

6. Please use the space below for any additional comments you wish to make about your performance:

Student's signature: _____

Date: _____

Please return this form to your emphasis professor soon after returning from your DFE.

Final Evaluation #2 by Field Supervisor
 (Specific to Children and Family Ministry emphasis)
 TO BE COMPLETED DURING THE FINAL WEEK OF THE DFE.

There are two final evaluation forms. Final Evaluation form #1 is general to every student regardless of the student's emphasis area of study. Final Evaluation form #2 is specific to the student's emphasis. We would appreciate it if you would fill out both final evaluation forms.

Note: For Manhattan Christian College to give appropriate credit for this Directed Field Experience, we need your thoughtful evaluation of the student's performance during the DFE. Please complete this evaluation form and mail it to the address below. This evaluation is to be completed if the organization in which the student is completing the DFE is a church or parachurch. Thank you for your response.

Student's Name: _____

Field Supervisor's Name: _____

Church/Organization Name: _____

Church/Organization Address: _____

Church/Organization Phone: _____ E-Mail: _____

Please use the following rating scale for your response to the individual statements:

- | | | |
|------------------------------|----------------------|--------------------|
| 0 – Have not observed | 2 - Rarely | 4 - Usually |
| 1 - Never | 3 – Sometimes | 5 - Always |

The student:

1. Demonstrates a solid knowledge of the Bible.	
2. Utilizes Bible knowledge in teaching environments.	
3. Can articulate their faith.	
4. Understands how people learn.	
5. Puts enough preparation into lesson preparation to be effective.	
6. Organizes lessons in an effective manner.	
7. Involves students in the learning process during lessons.	
8. Understands the student age group.	
9. Interacts appropriately with students in the age group.	
10. Interacts well with the adult volunteers in the ministry.	
11. Interacts well with parents in the ministry.	
12. Communicates well with supervisor.	

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

Student's signature: _____ Date: _____

Field Supervisor's signature: _____ Date: _____

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

Dr. Brian Medaris, bmedaris@mccs.edu

Final Student Evaluation #2

(Specific to Children and Family Ministry 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: _____

E-Mail: _____

Please use the following rating scale for your response to the individual statements:

0 – Have not experienced

2 - Rarely

4 - Usually

1 - Never

3 – Sometimes

5 - Always

I am able to:

1. Demonstrate a solid knowledge of the Bible.	
2. Utilize Bible knowledge in teaching environments.	
3. Articulate their faith.	
4. Understand how people learn.	
5. Put enough preparation into lesson preparation to be effective.	
6. Organize lessons in an effective manner.	
7. Involve students in the learning process during lessons.	
8. Understand the student age group.	
9. Interact appropriately with students in the age group.	
10. Interact well with the adult volunteers in the ministry.	
11. Interact well with parents in the ministry.	
12. Communicate well with supervisor.	

[This evaluation continues on the next page.]

Ten Family Life Education Content Areas

The *Directed Field Experience (DFE)* for Children and Family Ministry is intended to provide the student with an opportunity to continue the educational experience outside of the classroom. Family Studies is a multidisciplinary field that allows for various 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 |

Use the following section to record learning opportunities during the DFE. Experience in each area is not essential; however, it is important that a significant portion of the student’s DFE include these areas.

#1 FAMILIES IN SOCIETY

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

Date(s)	Learning Opportunity

#2 INTERNAL DYNAMICS OF FAMILIES

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

Date(s)	Learning Opportunity

#3 HUMAN GROWTH AND DEVELOPMENT

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

Date(s)	Learning Opportunity

#4 HUMAN SEXUALITY

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

Date(s)	Learning Opportunity

#5 INTERPERSONAL RELATIONSHIPS

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

Date(s)	Learning Opportunity

#6 FAMILY RESOURCE MANAGEMENT

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

Date(s)	Learning Opportunity

#7 PARENT EDUCATION AND GUIDANCE

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

Date(s)	Learning Opportunity

#8 FAMILY LAW AND POLICY

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

Date(s)	Learning Opportunity

#9 ETHICS

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

Date(s)	Learning Opportunity

#10 EDUCATION METHODOLOGY

Planning and Implementing, Evaluation, Education Techniques

Date(s)	Learning Opportunity

Student's signature: _____ Date: _____

Please return this form to your emphasis professor soon after returning from your DFE.