



ANDERSON UNIVERSITY SCHOOL OF THEOLOGY
Theological Field Education
Evaluation Form

INSTRUCTIONS

This form is to be used for evaluation of all TFE students at Anderson University School of Theology. It must be completed in full and on time for the student to receive full academic credit for his/her internship, and is intended to provide a basis for the student and supervisor to reflect on the student's work. Please review the following instructions carefully before completion.

1. There are two pages to this form including nine questions.
2. The student is responsible for securing the evaluation form both from the school and at each evaluation period from the supervisor at the placement (agency or church).
3. The evaluation is to be prepared by the supervisor in consultation with the student. The consultation should also include any additional persons who regularly work with the student in a supervisory capacity.
4. Answers should be clear and precise. Answers such as "good" or "poor" are not useful. Be candid, honest, accurate, and fair.
5. Evaluations should be based on a direct observation of the student's work.
6. This evaluation should be treated as a performance review and represent the consensus opinion of the student and supervisor. This does not mean that the student may not disagree, but that areas of improvement should be openly and honestly discussed. Both the supervisor and student signature on the form indicates that a consensus has taken place.
7. Evaluations are to be done immediately upon conclusion of the internship. They are not maximum values unless done on time. Late forms will be treated as any other late or incomplete assignment.
8. In special cases, the student may complete an eight-month internship. In this case, the supervisor or school may require that an extra evaluation be provided. This will be handled in the same manner as a regular evaluation.

6. How well does the student understand and relate to the total field setting (for example, other staff, community resources and needs, purpose of the program, persons served, etc.)?

7. Are there any personal problems that need special attention?

8. How do you feel about the student as a minister?

9. Other comments:

Signed:

(supervisor) _____ (date) _____

(student) _____ (date) _____