

**Supervised Ministry & Vocational Planning Office**

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| **Final Assessment for** **Student**: |
| **Process:**   * The supervisor and the student prepare the self- and supervisor assessment. * The supervisor and the student will **meet to exchange, review, and discuss** their responses. * The supervisor and the student share their final responses, sign and date the report, before **the supervisor sends** the complete report to the seminary instructor. * The complete report consists of three components: Final Assessment, Mentoring Team Feedback (1-2 pages), and the student’s Spiritual Practice Reflection Paper (1-2 pages). * **Do not send the parts in separately!**   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Please have your supervisor return the completed final assessment form to your instructor.**  **CHARLOTTE STUDENTS: Please have your supervisor email your completed final assessment to** [**schang@upsem.edu**](mailto:schang@upsem.edu)  **RICHMOND STUDENTS: Please have your supervisor email your completed final assessment to** [**dtripodi@upsem.edu**](mailto:dtripodi@upsem.edu)  **We have read and discussed each other’s report.**  **Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Student Name:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Church/Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Final Assessment Guidelines:**  **Supervisor:**   1. Describe and assess the student’s professional knowledge, skill development, and spiritual growth or maturity? during this internship as they relate to the **goals and objectives** stated in the Learning Covenant.   Click or tap here to enter text.   1. Discuss your observation of the student’s leadership style/gifts for ministry.   Click or tap here to enter text.   1. Identify the student’s professional development needs.   Click or tap here to enter text.   1. Describe and assess your supervisory relationship with the student.   Click or tap here to enter text.   1. As you review the internship, what were some of the key ministerial/educational experiences? How did you incorporate those experiences into the process of supervision?   Click or tap here to enter text.   1. Describe and assess your supervised ministry setting as a context for theological field education.   Click or tap here to enter text.   1. Include any additional comments.   Click or tap here to enter text.  **Student**:   1. Discuss your greater internship experience including the level of accomplishments in achieving each of your learning goals.   Click or tap here to enter text.  2. Identify and describe three areas of growth you experienced during this internship.  Click or tap here to enter text.   1. Describe and assess your insights gained from the supervisory relationship. Include strengths and areas that you would have liked to explore further.   Click or tap here to enter text.   1. Describe your relationship with the mentoring team members. What would have made the experience even better?   Click or tap here to enter text.   1. Include any additional comments.   Click or tap here to enter text. |
| **Spiritual Practice Reflection Paper written by Student:**  Write a two-page reflection paper on your daily spiritual practice**.** Attach it to this report.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Mentoring Team Feedback:**  Please attach a two-pagestatement from your mentoring team that includes:   * the assessment of the mentoring relationship * the assessment of the student’s strengths and professional development needs, and * the self-assessment of their work as a mentoring team. |
| **Supervisors: Please send all three parts of the final assessment together to the instructor.** |

Click or tap here if you wish to paste additional statements or papers within this document.