I. Requirements for Part A: Placement and Individual Supervision

1. Continue working at your placement for 8-10 hours per week.

2. Continue to meet at least one hour per week with your supervisor (minimum of 10 times for the semester.) REMEMBER THAT YOUR CASE STUDIES ARE THE BASIS FOR THREE OF YOUR SUPERVISORY SESSIONS.

3. Revise the Learning Contract as needed. Your goals or your particular responsibilities may have changed. If so, talk this over with your supervisor and indicate revisions on your contract. Clean copies of the contract are available in the Field Education office. (Inform FE faculty if you do revise your contract.)

4. A minimum of three written cases to be discussed with your supervisor. Cases are due into the Field Education office on the following dates:

   February 2
   March 2
   March 30

   Please note: one of the cases for the semester is to follow a slightly different format than the first semester. It is to be a Text-Based Case Study. (See Appendix). You may choose which of the three cases you will write according to this format.

5. Share your vocational essay with your supervisor.

6. Write a 3-5 page final evaluation (guidelines to be provided later in semester).

   This will be due into the Field Education office by 4:00 on April 27. (Graduating seniors: April 20)

II. Requirements for Part B: The Seminar on Ministry
1. Regular participation in the Seminar which includes your weekly meeting with your group as well as occasional workshops for the total group.

2. Taking Stock with your seminar colleagues. This is a chance to share with each other observations and learnings you have about your placement by reflecting on the following questions:
   
a) What new insights do you have about your placement (new awarenesses about leadership, power, history, your role, etc.)?
   
b) What do you find most satisfying and fulfilling about your work at the placement?
   
c) What do you find most challenging about your work at the placement?
   
d) What surprises (good or bad) have you experienced?
   
e) What suggestions would you make to your Seminar Group to enhance your group experience?

4. Read and discuss: *Let Your Life Speak: Listening for the Voice of Vocation* by Parker Palmer

5. Present two case studies during the course of the semester.

6. Write a four page (double-spaced) essay describing your understanding of your vocation. (Details will be distributed later in the semester.) This is due in the Field Education Office on April 19.