

Mid-Term Review – Field Placement

Purpose

To review the field experience to date in order to assess the direction of work, the quality of the working relationships, and the sense of satisfaction for all concerned.

Goals

- to assess areas where learning is happening
- to identify and assess learnings related to learning goals
- to identify areas where changes need to be made so that the experience can be meaningful for both the participant and those with whom she/he works

Participants

- Student
- Learning Facilitator
- Diaconal/Vocational Mentor
- representative(s) of the Local Committee

Roles

- The student is to make arrangements for this review to happen and to ensure that the report submitted to CCS staff.
- The Diaconal/Vocational Mentor is to facilitate the review
- Either the Learning Facilitator or one of the representatives from the Local Committee is asked to act as recorder

Time Commitment

- the session is to last approximately one and one-half hours
- the review is to be completed and the report submitted to CCS staff by February 1.

Preparation

In preparation for the review, the student needs to respond to the following questions in writing and share copies with the participants on the review team. As well, the Learning Facilitator, Diaconal/Vocational Mentor and representative of the Local Committee consider these questions in advance.

1. What have been the major areas of new learning in the past four months?
2. In what ways has there been work in relation to identified learning goals?
3. How would you describe the comfort level of working in this situation?
4. What are areas where it would be helpful to have more experience, practice and/or work?
5. What have been some new learnings in the areas related to the Theme Year?
6. Where and how is theological reflection happening?

7. Are there changes in the placement that might be helpful with regard to...
- areas and/or levels of responsibility?
 - learning goals?
 - support, feedback and direction from facilitator?
 - support, feedback and direction from mentor?
 - support, feedback and direction from the local committee?

Suggested Process for the Review

- welcome, review of purpose and agenda
- check-in: an opportunity for participants to get to know one another and/or share present personal celebrations and concerns
- worship and prayer
- review of questions, section by section
 - student distributes written notes and reviews responses offering comments and explanation
 - other participants ask questions for clarification and offer comments and feedback
- evaluation of session: a chance for participants to reflect on the experience and name insights or concerns
- closing prayer

Submit Report of CCS

Following the review session, the student will compile a report, including his/her responses to the review questions (1-7) **and the review session recorder's notes. The report should be labeled "Mid Term Field Placement Review" and include the student's name, field placement site, date, and be signed by the student and the review session recorder (or designate).** Because of the signature, the report should be mailed, faxed, scanned and emailed, or emailed followed by a hard-copy of the signed page. **The review report should be sent to the student's primary staff person.**