

MORAVIAN THEOLOGICAL SEMINARY
Supervised Ministry
Evaluation of Supervisor and Teaching Church by Student Intern

Instructions for Completing this Form

Note: In order to fill out the editable PDF below, you **MUST** have the current version of Adobe Reader 9 or Acrobat 9 installed on your computer. Download Adobe Reader 9 for free at <http://get.adobe.com/reader/>.

1. Click on each blue field and complete by typing in requested information (the blue box will disappear when you type).
2. Please try to tailor your information to fit the field available. But, if your response is slightly longer than the available space, the font size will automatically adjust to fill the field.
3. When all the information is recorded, attach your electronic signature (see below for setting up your digital signature) and save to your computer with your **last name and "AssessbyStudent" followed by the semester and year** (ex: Jones.AssessbyStudent.Spring.10). Your electronic signature will permanently lock all the information you have written. It is advisable to complete and sign the form in one session.
4. Send as an attachment to the Director of Supervised Ministry to review (crweber@moravian.edu).

Instructions for setting up a digital signature:

1. Click on the Digital Signature field.
2. Select "I want to sign this document using: A new digital ID I want to create now"
3. Choose PKCS#12 digital ID file
4. Enter your information (name, organization, email and country)
5. Choose a password and confirm
6. Sign document by entering your password and clicking "Sign"

A few notes from the Director of Supervised Ministry:

Hopefully this form is self-explanatory. Please note that we do value your honest appraisal. Each of the first six questions is open-ended, offering the opportunity for your comments and reflections. The more information and personal reflection we have from you about this Supervisor and Supervised Ministry setting, the stronger we can make this program. As you consider what you might write, please note that this can be kept confidential.

For Question 7: Have you discussed this evaluation with your Supervisor? While discussion the evaluation with your supervisor is generally a good idea, there may be circumstances where this is not the case. So please let me know if you have talked this over with your supervisor.

For Question 8: Do you give the Director of Supervised Ministry permission to discuss the information on this evaluation with your Supervisor? There may be circumstances where you do not wish the information in the document to be discussed with your supervisor, if that is the case please let me know.

Please call email or call me if you have any questions.
Riddick Weber | crweber@moravian.edu | 610 861-1524

Moravian Theological Seminary

Evaluation of Supervisor and Teaching Church by Student Intern

Student Intern:

Teaching Church:

Supervisor:

Academic Year:

1. How often did you receive direct one-on-one supervision with you Supervisor?
Weekly Several times per month Occasionally Never

Comments:

2. How would you describe the quality and helpfulness of the supervision you received?
Very helpful Moderately helpful Not very helpful

Comments:

3. How often did you meet with your SM Lay Committee?
Twice monthly Monthly Several times Once or Twice

Comments:

4. How would you describe the quality and helpfulness of the Lay Committee?
Very helpful Moderately helpful Not very helpful

Comments:

5. How would you rate this Church and Supervisor as a site for Supervised Ministry?
Recommended Recommended with reservations Not recommended

Comments:

6. What other observations can you offer with regard to this Teaching Church and Supervisor as a guide for future placements?

7. Have you discussed this evaluation with your Supervisor? Yes No

8. Do you give the Director of Supervised Ministry permission to discuss the information on this evaluation with your Supervisor? Yes No

Date:

Signature of Student Intern:

Date:

Signature of Director of Supervised Ministry: