

Loyola University Chicago Institute of Pastoral Studies
Contextual Education Site Agreement

Dear Site Supervisor and IPS Student:

Student:

Please complete all sections of the agreement in discussion with your chosen Contextual Education Site Supervisor.

Once you have completed the agreement form and you and your supervisor have signed it, please UPLOAD IT TO THE ASSIGNMENTS SECTION IN OUR IPS 578 SAKAI SITE.

Contextual Education Site Supervisor:

Please complete this form in conversation with your IPS student intern, sign it, and pass it along to the student to be submitted to the Coordination of Contextual Education. Thank you for your willingness to support our students' education!!!

Student name:

Student degree program:

Student email:

Student phone number:

Agency/ Church name:

Agency/Church address:

Agency/ Church website (if applicable):

Supervisor name:

Supervisor email:

Supervisor phone number:

Negotiated Start date:

Estimated End date:

(Internships typically run from the beginning of September to end of April/ beginning of May. Students are required to spend 250hrs engaged in site-focused work).

Student Agreement: In my contextual education commitment I agree to:

- Attend any necessary site orientation or training, and serve my scheduled hours as negotiated with my Site Supervisor;
- Contact my contextual education site if I am unable to make my normal scheduled hours;
- Act in a professional manner, serving as a member of Loyola University Chicago and the community;
- Complete all required paperwork and assignments related to this contextual education internship;
- Notify my Site Supervisor if there are any problems I am having at my site;
- Come prepared to my regularly scheduled supervision sessions and engage fully during that time;
- Keep track of my hours and complete the required number of site-focused hours for the internship (250 per year; involving significant leadership responsibilities)
- Participate in an end of the year evaluation and assessment with my Site Supervisor.

Site Supervisor Agreement: As a community partner of Loyola University Chicago, I agree to:

- Set aside regular time for a *supervisory* session (roughly one hour for every 12-15 the student works). The student's development is the major focus of these sessions, specifically giving attention to the student's learning objectives identified prior to the start of the experience and to the student's growth in leadership and vocational identity connected to the Theological Action Research (TAR) process;
- Work directly with the student and make explicit arrangements with the student concerning the expectations, hours, duties and overall goals;
- Provide input and direction in the development of the student's objectives and review and approve them prior to the start of the semester;
- Provide a good learning environment for the student, supporting the student's active involvement in opportunities to contribute to the success of the organization and to engage in leadership, particularly regarding the TAR project;
- Keep in contact with the Office of Contextual Education at IPS and provide feedback on student performance;
- Complete a brief mid-term evaluation of the student's performance and detailed end-of-year evaluation and assessment to be reviewed with the student before submitting it to the Office of Contextual Education at IPS.

CONTEXTUAL EDUCATION DESCRIPTION:

Student's primary role and responsibilities:

State the areas of activity that the student has selected as the particular focus for contextual education.

Specific Task Assignments: (may be more or less than four, please be as specific as possible, and include interpersonal activities. Be sure to include as one of these activities the student's involvement in the Theological Action Research project).

- 1.
- 2.
- 3.
- 4.

Leadership responsibilities student will have in placement:

Particular talents/skills student intends to develop for this placement:

Student Signature: _____ Date: _____

Site Supervisor Signature: _____ Date: _____