PRINCETON THEOLOGICAL SEMINARY - OFFICE OF FIELD EDUCATION
CPE COURSE REQUIREMENTS
ACADEMIC YEAR

Student __________________________ SBN _____

Site __________________________ Site Address __________________________

Site Supervisor __________________________ Supervisor’s Email __________________________

<table>
<thead>
<tr>
<th>Year</th>
<th>Middler</th>
<th>Senior</th>
<th>Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Rev. Davis</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Rev. Neff</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Rev. Dr. Polk</td>
</tr>
</tbody>
</table>

Registration Information: You will not receive credit for your CPE placement unless you have submitted a letter of acceptance/enrollment signed by the site supervisor and are properly registered. In order to receive a passing grade for your work at your CPE site, you must satisfactorily complete the course requirements outlined below.

I. CPE Learning Goals and Site Expectations: due in the Field Education Office within the first two weeks of your placement.

CPE begins with Learning Goals which you establish between yourself and your program. It is against these goals that your progress at the end of the program will be measured. You may utilize either the PTS Learning/Serving Covenant format or the format utilized by your site to submit your learning goals for the CPE placement. Should you use the format from your site, please indicate after each goal which of the five PTS goal areas (self-awareness, relationships, skill acquisition, test/affirm vocational call, and integration) it satisfies. One goal must focus on the area of integration and theological reflection. Be certain that your learning plan describes realistic, measurable goals whether personal, professional or spiritual.

In addition to your learning goals, please submit a copy of your site’s expectations of students.

II. Mid-Year Appraisal: due in the Field Education Office by 4:00 pm, January 9, 2009.

Student Appraisal: Attach to your CPE midterm evaluation, answers to these questions (2-3pp.):

1. What has been your most significant learning thus far?
2. What have been your greatest difficulties in beginning the work? How have you addressed the difficulties?
3. What areas of theological reflection have you discussed and addressed?
4. Indicate any "mid-course corrections" you would like to make in your field education/CPE work and/or any areas of emphasis for continued learning.

Supervisor Appraisal:

1. Comment on the student's work and adjustment to your setting. What strengths does the student display?
2. What areas of weakness or concern do you notice? What action do you suggest to remediate these concerns?
3. Read and sign the Supervisor Release Form.

(over)

III. Final Appraisal: due in the Office of Field Education by 4:00 pm, April 17, 2009.
We recognize that you and your supervisor do an extensive evaluation of your work in the CPE setting.

Please submit both your supervisor's and your final CPE evaluation to us deleting, for reasons of confidentiality, the section which concerns your relationship with each of your peers. Both sections should be signed by you and your supervisor. Please attach a verbatim with theological reflection (outlined below) to your final evaluations along with your responses to questions in items B & C.

A. CRITICAL INCIDENT/VERBATIM AND THEOLOGICAL REFLECTION:
CPE offers specific work in the practice of theological reflection. You must submit a significant CPE verbatim which you presented to your group, including feedback received from your supervisor and peers.

In addition, we ask that you provide 2-3 pages of additional theological reflection. Your theological reflection should be typed, double-spaced in a normal sized typeface. You may incorporate reading and material from lectures, your understanding of the tradition from which you come, Biblical paradigms, and reflection based on your faith journey. We are not interested in how much you know as much as the way you use what you have learned to critique your work as a practical and responsible theologian.

You may want to use the following questions to guide you in your reflection. How does the issue probe your beliefs? What theological doctrine or biblical incident relates? What makes this theological? Identify new learnings and calls to action: what do you need to do now to deal with a similar incident in the future?

B. ACADEMIC INTEGRATION:
What is one significant learning you have had through your CPE experience? How has your academic experience been a factor in this learning? What courses have informed your ministry in this setting?

C. NEXT STEPS:
Please indicate the plans that you have for future learning and ministry based on the suggestions made in your CPE evaluation.

D. RELEASE FORM:
Please have your supervisor fill out the form on the back of this page and return it with your paper.

Late Supervisor Final Appraisals

Your evaluation, verbatim and supervisor's evaluation (or letter) are due on April 17 by 4:00 pm. Your appraisals are read and commented on by your advisor and then sent to the Director of Field Education who records a pass/fail grade with the Registrar. If your supervisor is unable to submit a final evaluation by April 17, we will need written documentation from your supervisor stating that you have successfully completed the unit. If additional time is needed, our preference is to have the supervisor’s evaluation by no later than May 30, 2008.
PRINCETON THEOLOGICAL SEMINARY - OFFICE OF FIELD EDUCATION

Mid-Year Appraisal

Please submit this completed form with your appraisal. 
Due in the Field Education Office by 4:00 pm, January 9, 2009

Student _______________________________ SBN _____

Site ______________________________ Site Address ______________________________

Site Supervisor ___________________________ Supervisor’s Email ______________________

Supervisor’s Release:

Judicatories and other groups request copies of students’ Field Education Appraisals. The student files a
release with the Office of Student Relations and a similar release is required for the supervisor’s portion.
Below, please indicate whether or not you wish the supervisor portion of the appraisal released.

☐ Yes, I hereby authorize Princeton Theological Seminary to release the Supervisor’s portion of this
appraisal to the student’s judicatory of care.

☐ No, I do not authorize Princeton Theological Seminary to release the Supervisor’s portion of this
appraisal to the student’s judicatory of care.

Supervisor ___________________________ Date __________
Please submit this completed form with your appraisal.
Due in the Office of Field Education by 4:00 pm, April 17, 2009

Student ___________________________ SBN ______

Site ________________________________ Site Address ________________________________

Site Supervisor _______________________ Supervisor’s Email ____________________________

Supervisor’s Release:

Judicatories and other groups request copies of students’ Field Education Appraisals. The student files a release with the Office of Student Relations and a similar release is required for the supervisor’s portion. Below, please indicate whether or not you wish the supervisor portion of the appraisal released.

☐ Yes, I hereby authorize Princeton Theological Seminary to release the Supervisor’s portion of this appraisal to the student’s judicatory of care.

☐ No, I do not authorize Princeton Theological Seminary to release the Supervisor’s portion of this appraisal to the student’s judicatory of care.

Supervisor ____________________________ Date ____________