

## SUPERVISED MINISTRY EXPERIENCE CHECKLIST

NAME: \_\_\_\_\_

DATE COMPLETED

- \_\_\_\_\_  Intent to Pursue Supervised Ministry Experience Form filed with Director of Service Learning
- \_\_\_\_\_  Application form completed and filed with Director of Service Learning
- \_\_\_\_\_  SME Mentor completed Agreement Form  
SME Mentor's Name & Site \_\_\_\_\_
- \_\_\_\_\_  Letter of Acceptance received from Director of Service Learning

During the Supervised Ministry Experience experience:

- \_\_\_\_\_  General and specific goals selected; Director of Service Learning approved them
- \_\_\_\_\_  General and specific goals reviewed (perhaps supplemented) by SME Mentor
- \_\_\_\_\_  Log kept of internship experiences and personal reactions
- \_\_\_\_\_  Selected a book and wrote a 7-10 page report on it
- \_\_\_\_\_  Regular meetings with SME Mentor
- \_\_\_\_\_  Mid-point personal written evaluation of progress toward general goals
- \_\_\_\_\_  Mid-point personal written evaluation of progress toward specific goals
- \_\_\_\_\_  Progress report discussed with either SME Mentor or Director of Service Learning
- \_\_\_\_\_  End-point personal written evaluation of progress toward general goals
- \_\_\_\_\_  End-point personal written evaluation of progress toward specific goals
- \_\_\_\_\_  End-point progress report discussed with SME Mentor or Director of Service Learning

Completing the Supervised Ministry Experience experience:

- \_\_\_\_\_  Evaluation form received from SME Mentor
- \_\_\_\_\_  Mid-point and end-point personal evaluations ready for debriefing
- \_\_\_\_\_  Integration paper written
- \_\_\_\_\_  Debriefing Meeting with Director of Service Learning: Bring Book Report, Log, Integration Paper, and other

This sheet will need to be turned in at the end of your SME experience when you turn in everything else.

GRADE: \_\_\_\_\_ Director of Service Learning \_\_\_\_\_