

**ASHLAND THEOLOGICAL SEMINARY**  
**FIELD EDUCATION OFFICE**  
**FIELD STUDY APPLICATION**

APPLICANT INFORMATION		
Name:		Date:
Cell phone:	Alternate Phone:	
Current address:		
City:	State:	ZIP Code:
Permanent address:		
City:	State:	ZIP Code:
ATS INFORMATION		
Date Enrolled at ATS:		
Degree: <input type="checkbox"/> MABCS <input type="checkbox"/> MAPCC <input type="checkbox"/> MAPT <input type="checkbox"/> MASF <input type="checkbox"/> MDIV		
FIELD STUDY SITE INFORMATION		
Field Study Site: <input type="checkbox"/> Church <input type="checkbox"/> Para-church <input type="checkbox"/> Other (Describe)		
Site Name:		
Site Address:		
City:	State:	ZIP code:
Email:		Phone:
FIELD STUDY MENTOR INFORMATION		
Name:		
Title:	Phone:	Email:
DESCRIBE THE CULTURE, CONTEXT & COMMUNITY OF THIS FIELD SITE		
WHAT WILL BE (ARE) AREA(S) OF MINISTRY FOCUS?		
WHY DID YOU CHOOSE THIS SITE?		

*Field Study at Ashland Theological Seminary is designed to ensure that all students experience ministry in a real-world setting as an integral part of their preparation for Christian service and leadership. This means that all students must be given the opportunity to stretch and grow in a variety of ministry skill domains. For students who are unfamiliar with ministry, exploring the many facets of church ministries may be the best place to start. For others who have been serving in ministry a long time, they may need to focus on developing a single area that needs to be improved or an area they wish to develop in order to step into further ministries. It is the role of the Field Mentor, working with the student and assisted by the Field Education Office, to determine a plan that will best meet the needs of the student and those of the church or ministry organization.*

### **Expectations for Field Study at Ashland Theological Seminary:**

#### **General:**

- 1) The goal of every Field Study is to provide opportunities for students to experience new aspects of ministry and to develop their Core Identity in Christ, their Christ-like Character, their Calling into Christian service, and their Competence in serving Christ.
- 2) All MABCS, MAPCC, MASF and MAPT students must complete 250 hours of Field Study, through four Field Education courses (FLD 6601, 6602, 6603 & 6610). MABCS students may choose to complete an Internship in Black Church Studies in place of Field Study.
- 3) M Div (non-clinical counseling and non-chaplaincy) students must complete 400 hours of Field Study through six Field Education Classes (FLD 6601, 6602, 6603, 6604, 6605 & 6610).
- 4) The number of hours of ministry service required in each class is as follows: FLD 6601 – 50hrs; FLD 6602, 6603, 6604 & 6605 – 75hrs each; FLD 6610 – 50hrs.
- 5) Full time students should plan to take a Field Education course every semester. Part time students may choose to spread out their Field Education courses throughout their seminary career.
- 6) All students must plan to take FLD 6610 Field Study Capstone their final semester in seminary.
- 7) A Field Site is a church or Christian service organization, and should reflect the calling and direction the student intends to pursue in ministry.
- 8) The Field Study should be matched so that it benefits both the student and the hosting church/organization.
- 9) If currently serving in ministry, a student may remain at their site, if doing so fulfills the objectives for the student's Field Study.
- 10) All Field Studies should include some public speaking and teaching, group or team leadership, and organizational or administrative duties.
- 11) All Field Studies are coordinated and supervised by the Director of Field Education.
- 12) Every Field Study will conclude with a Graduation Interview to be scheduled by the student in the student's final semester of seminary.

#### **Field Study Students will:**

- 1) Arrange to complete a Field Study at an appropriate Field Site with a qualified Field Mentor.
- 2) Complete and submit a **Field Study Application** by the due date in FLD 6601. This *Application* will serve for all Field Education classes as long the student continues at the same Field Site with the same Field Mentor. A new *Application* must be submitted if the Field Site or Field Mentor is changed. *Applications* must be signed by the student and the Field Mentor.
- 3) Complete the specified hours of ministry service at the Field Site each semester (see #4 under "General" expectations, above). Weekly hours will be determined by the student and the Field Mentor.
- 4) All hours of ministry service may be counted toward the Field Study. If a student currently serves more than 5-10 hours per week in ministry, they may wish to select hours each week to focus on the ministry tasks specific for Field Study.
- 5) Record their hours of service on the **Field Study Hours Log** and submit it to the Field Education Office at the end of each semester.
- 6) Meet weekly or bi-weekly with the Field Mentor (this time counts toward your Field Study). **Meetings with the mentor must be clearly recorded on the Hours Log.**
- 7) Hold themselves accountable to the Field Mentor for duties performed and quality of work.
- 8) Show respect for the leaders, members, and health of the Field Site church/organization.
- 9) Complete all other Field Study assignments as the student progresses through the Field Study program (these are specified in each course).
- 10) Complete and submit a **Student Progress Report** at the end of each semester.

- 11) Provide a **Field Mentor Evaluation** to the Field Mentor, to be completed and submitted to the Field Education Office at the end of each semester.
- 12) Schedule and participate in a **Graduation Interview** in the student's final semester of seminary

**The Field Mentor will:**

- 1) Discuss with the student the needs, parameters, and procedures necessary to establish the Field Study.
- 2) Discuss with the student the expected duration of the Field Study. The student's Field Study may last as little as one semester, or as long as six semesters, depending on the program they are in and where they are in the program.
- 3) Sign the **Field Study Application** with the student. Either the Field Mentor or student may submit the *Application* to the Field Education Office.
- 4) Review the **Field Mentor Orientation** Materials sent to you by the Field Director.
- 5) Meet weekly or bi-weekly with the student as part of the student's Field Study hours. Meetings will be for prayer, planning, processing, and reflecting on the student's ministry experience.
- 6) Prepare an appropriate amount of work, at an appropriate level of expertise, for the student to accomplish with a reasonable expectation of success. For required hours, please see #4 under "General" expectations, above. Weekly hours will be determined by the student and the Field Mentor.
- 7) Plan the work assigned, as discussed with the student, so as to provide the depth and range of experiences to strengthen and broaden the personal and ministry skills of the student.
- 8) Provide appropriate instruction, support, and accountability, such that the student's chance of success is maximized.
- 9) Assist the student with other Field Study assignments as they progress through the Field Study program (these are specified in each course).
- 10) Complete a **Field Mentor Evaluation** at the end of each semester and submit it to the Field Education Office.
- 11) Provide reflective feedback to Director of Field Education in order to improve future Field Study experiences.
- 12) Attend the student's **Graduation Interview** scheduled in the final semester of seminary. This is a special two-hour meeting of the student with their mentors to reflect on their journey through seminary and their preparation for ministry.

**Director of Field Education will:**

- 1) Assist the student and Field Mentor with setting up the Field Study as needed.
- 2) Provide expectations for the student and Field Mentor, and assist to ensure a productive and pleasant experience for both the student and the Field Mentor.
- 3) Provide the Field Mentor with **Field Mentor Orientation** materials and open access to the Field Director for questions, concerns or clarifications.
- 4) Contact the student and Field Mentor each semester to assess the satisfactory progress of the Field Study.
- 5) Be available throughout the Field Study to the student and Field Mentor, to assist as requested and to resolve any difficulties which may arise during the course of the Field Study.
- 6) Provide assessment and evaluation in order for the student to receive grades for Field Study courses.
- 7) Seek feedback from the Field Mentor regarding the student and the Field Study experience, in order to improve Field Education at Ashland Theological Seminary.
- 8) Attend the **Graduation Interview** of every Field Study student.

Signatures:

Student: \_\_\_\_\_

Field Mentor: \_\_\_\_\_

Director of Field Education: \_\_\_\_\_

Please submit via one of the following:

- a) BlueQuill Dropbox
- b) email: [sicenhou@ashland.edu](mailto:sicenhou@ashland.edu) or [jswope@ashland.edu](mailto:jswope@ashland.edu)
- c) mail: Field Education Office • Ashland Theological Seminary • 910 Center Street • Ashland, OH 44805