

Fall 2024 Field Education Requirements

FORMS are highlighted. Electronic versions will be made available.

All forms can be submitted electronically.

Clelia Sallaberry will be the FST liaison to the ministry sites and field education mentors. Her email address is csallaberry@sandiego.edu.

Dr. John Gillman will be the primary contact person with all students completing field education in the Fall of 2024.

Any further questions or concerns can be addressed to **Sr. Juliet Mousseau, rscj**, jmousseau@fst.edu.

Deadline	Student Responsibility (Activity/Form)
2 nd and 3 rd week of September	Initial Contract Conversations: Students must meet with Dr. John Gillman to determine potential ministry sites and their suitability for the student. Students must then meet with potential Field Education Mentors to discern ministry sites and activities Link to list of sites
4 th week of September	Fall Field Education Contracts due (Two forms: Field Education Contract and Same Site-Second Semester Field Education Contract) Dr. Gillman will assist students in identifying appropriate learning outcomes.
September and October	Clelia Sallaberry provides mentors with a copy of the Field Education Handbook as soon as they are identified and the contract is signed. She then meets with all mentors at field education sites or by phone.
Throughout semester	Case studies are to be completed as assigned by professor
Week before reading week	Students submit a copy of timesheet (keep original to submit at end of semester)
First week of November	Mid-Semester Assessment due. Student is to collaborate with mentor and meet with professor. S/he may revise learning outcomes if needed. Form: Student Mid-Semester Reflection and Self-Assessment
First week of November	Peer Review Form Due (google doc). This is to be kept confidential between the student and Dr. Gillman.
Early November	Meeting between student and professor to discuss the Peer Review Form, Self-Assessment, and any other issues that have arisen during the semester.
Second week of December	End of Semester Packets due: 1. Field Education Student Self-Assessment 2. Timesheet (original with signatures, showing full semester hours) 3. Field Education Placement Recommendation Form
Second week of December	Mentor submits Field Education Mentor Evaluation