

SUPERVISOR'S EVALUATION OF THE STUDENT

Ministry Formation Program, McMaster Divinity College

Appendix C7

Instructions: Placement supervisors are to carefully complete this report prior to the end of the placement, keeping in mind that its primary purpose is to provide honest and meaningful feedback to the student. The student will also complete a self-evaluation form. These two documents form the basis for discussion at the final evaluation meeting between the student and supervisor. The supervisor and the student sign both forms, indicating that they have been read and discussed. Please note that evaluation reports are not released to parties outside the college (including denominational representatives) except at the student's written request. The student is responsible for submitting all evaluation forms to the college.

STUDENT'S NAME:

SUPERVISOR'S NAME:

PLACEMENT SITE:

DATE:

PART I: LEARNING/MINISTRY OBJECTIVES

Please list the objectives recorded in the *Learning/Ministry Covenant*.

Record Objective 1:

Described the progress observed:

Rate [x] the progress observed:	strong	good	fair	weak		
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Record Objective 2:

Describe the progress observed:

Rate [x] the progress observed:	strong		good		fair		weak	
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Record Objective 3:

Describe the progress observed:

Rate [x] the progress observed:	strong		good		fair		weak	
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Record Objective 4:

Describe the progress observed:

Rate [x] the progress observed:	strong		good		fair		weak	
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PART II: MINISTRY FORMATION

Assess the student in the following areas of ministry formation, basing your responses on your direct observations and involvement with the student. Provide illustrative examples wherever possible. Mark the appropriate column with X.

RELATIONSHIPS		<i>Strong</i>	<i>Good</i>	<i>Fair</i>	<i>Weak</i>	<i>Don't Know</i>
1.	Comfortably initiates relationships					
2.	Conveys acceptance and understanding					
3.	Works collegially and collaboratively with others					
4.	Maintains appropriate professional boundaries					
Comments:						

COMMUNICATION		<i>Strong</i>	<i>Good</i>	<i>Fair</i>	<i>Weak</i>	<i>Don't Know</i>
1.	Expresses self clearly and coherently in public					
2.	Demonstrates capacity for active listening					
3.	Able to give and receive feedback					
4.	Able to disagree and express opinions constructively					
5.	Comfortable in conversing about					

	faith					
Comments:						

ORGANIZATIONAL ABILITY		<i>Strong</i>	<i>Good</i>	<i>Fair</i>	<i>Weak</i>	<i>Don't Know</i>
1.	Manages time in balanced manner					
2.	Punctual and well-prepared for meetings / events					
3.	Completes tasks and assignments on time					
4.	Delegates and shares responsibilities if appropriate					
Comments:						

DISCERNMENT		<i>Strong</i>	<i>Good</i>	<i>Fair</i>	<i>Weak</i>	<i>Don't Know</i>
1.	Able to analyze contextual & interpersonal dynamics					
2.	Able to discern the spiritual roots of problems					
3.	Seeks perspectives and expertise of others					
4.	Perceives and take risks when desirable					
5.	Recognizes ethical implications of problems					
Comments:						

LEADERSHIP DEVELOPMENT		<i>Strong</i>	<i>Good</i>	<i>Fair</i>	<i>Weak</i>	<i>Don't Know</i>
1.	Willing to make decisions and be responsible for them					
2.	Able to work independently and be self-motivated					
3.	Able to work collaboratively in teams or groups					
4.	Encourages and equips others to lead/participate					
5.	Handles conflict in a gracious and constructive manner					

Comments:	
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PERSEVERANCE		<i>Strong</i>	<i>Good</i>	<i>Fair</i>	<i>Weak</i>	<i>Don't Know</i>
1.	Conscientiously completes what is undertaken					
2.	Begins again after failure or setbacks					
3.	Maintains humour and perspective in face of obstacles					
4.	Willing to serve without applause or recognition					
5.	Willing to work in uncomfortable/difficult situations					
Comments:						

SELF-AWARENESS		<i>Strong</i>	<i>Good</i>	<i>Fair</i>	<i>Weak</i>	<i>Don't Know</i>
1.	Aware of personal strengths and weakness					
2.	Able to critique one's own ministry and practice					
3.	Sensitive to cultural issues and biases					
4.	Appropriating an identity as a ministering person					
5.	Able to deal with expectations of oneself and others					
Comments:						

TEACHABILITY		<i>Strong</i>	<i>Good</i>	<i>Fair</i>	<i>Weak</i>	<i>Don't Know</i>
1.	Willing to learn from supervisor and other mentors					
2.	Faithful and committed to supervisory sessions					
3.	Actively seeks and incorporates feedback					
4.	Able to accept criticism as impetus for growth					
Comments:						

SPIRITUAL DEVELOPMENT		<i>Strong</i>	<i>Good</i>	<i>Fair</i>	<i>Weak</i>	<i>Don't Know</i>
1.	Faithful in cultivating a personal devotional life					
2.	Comfortable in praying with others if appropriate					
3.	Sensitive to the Spirit's presence in daily life					
4.	Uses the experiences of life and ministry as a source of spiritual growth					
Comments:						

THEOLOGICAL DEVELOPMENT		<i>Strong</i>	<i>Good</i>	<i>Fair</i>	<i>Weak</i>	<i>Don't Know</i>
1.	Capacity to engage in theological reflection					
2.	Able to help others reflect from a faith perspective					
3.	Links theological knowledge to practice of ministry					
4.	Identifies the faith issues present in a particular event					
5.	Committed to deepening theological understandings					
Comments:						

PART III: FUTURE GROWTH AND DEVELOPMENT

Summarize the student's overall progress throughout the placement. What do you see as his or her particular strengths? What do you see as his or her growing edges? What recommendations do you have regarding the student's ongoing ministry formation in their next placement or ministry position?

PART IV: SIGNATURES

We have read and discussed these comments with one another.

STUDENT: _____ DATE: _____

SUPERVISOR: _____ DATE: _____

FINAL PLACEMENT GRADE: (Select One) PASS FAIL INCOMPLETE