University of Saint Mary of the Lake

**Catechetical Coordinator Program**

Ministerial practicum

Learning Plan

It is the responsibility of the student to develop a *Learning Plan* together with their Supervisor. A photocopy of this form should be given to the Supervisor.

Please complete this form and return it no later than **October 30th** to: Michelle Shaffer

Institute for Pastoral Leadership

University of St. Mary of the Lake

1000 East Maple Avenue

Mundelein, IL 60060

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ministerial Practicum site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CALENDAR:** In this section, please provide the specifics of the Ministerial Practicum calendar. *Please note: travel, including travel hours, does not count as part of the practicum experience.*

 Beginning Dates: Ending Dates:

Fall \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Spring \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Weekly schedule: [day, time(s), frequency, etc.]

Any breaks, vacations, etc. when you will not be engaging in the practicum:

Monthly supervision schedule:

Preparation time:

Other:

Total number of hours planned for each week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***To be filled out by the student in consultation with the Supervisor:***

1. **Student’s Outcomes** *(Learning Goals):* List three ministerial learning outcomes (goals) you seek to accomplish at this site.
2. **Ministerial Activities:** For each learning outcome (goal), identify a specific task, responsibilities and/or strategies that will enable you to achieve that goal.
3. **Competencies:** List three practical ministerial skills you need to develop through this Ministerial Practicum that will help you develop as a Catechetical Coordinator. Explain how you will develop these skills through this experience.
4. **Human Formation Development:** List three goals in the area of human formation on which you will focus during this Ministerial Practicum.
5. **Pastoral Formation Development:** List three goals in the area of pastoral formation on which you will focus during this Ministerial Practicum.

***To be completed by the Supervisor alone.***

1. **Supervision Assessment:** For each outcome named by the student, identify the format for supervision, the frequency of supervisory contact and the means of assessing the student’s achievement of the stated goal.
2. **Outcomes**: Please identify the pastoral responsibilities you expect the student to perform/experience during this Ministerial Practicum.
3. **Competencies**: Please identify how you will assist this student in his/her formation, realization of learning goals outlined above, as well as achieving the competencies needed.

**Student Agreement:** As a student in the Catechetical Coordinator Program, I commit to the following actions:

* Attend any site orientation or training needed in order to carry out my practicum.
* Complete my scheduled hours and responsibilities unless otherwise arranged with my site Supervisor.
* Contact the IPL Associate Director if, for some reason, I am unable to complete my normal scheduled responsibilities.
* Complete all required paperwork and assignments related to this Ministerial practicum, including consulting with my site Supervisor in the development of my learning goals.
* Be in regular communication with my site Supervisor as to any concerns, issues, etc. I am having in my practicum.
* Be prepared and engaged in my monthly on-site supervision meetings.
* Actively prepare and engage in my evaluations with my Supervisor.

**Supervisor Agreement:** As a partner with the Institute for Pastoral Leadership of the University of Saint Mary of the Lake, I agree to:

* Set aside a monthly supervisory session of 45 minutes. The student’s learning is the major focus of these sessions; especially those learning goals described in this *Learning Plan*; the student’s development in dealing with critical or challenging incidents; and his or her personal growth both humanly and vocationally.
* Work directly with the student and make explicit arrangements with the student regarding expectations, hours, duties and overall objectives.
* Provide input and direction in the development of the student’s learning goals, and review and approve them at the start of the year.
* Provide a supportive learning environment for the student.
* Maintain contact with the Associate Director of the Institute for Pastoral Leadership and provide feedback on student performance as requested or as needed.
* Complete all evaluations of the student’s performance during the course of their practicum, discuss my evaluations with the student, and then submit them to the IPL.

**Signatures:**

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rev. June 29, 2020