

SCHEDULE OF REQUIRED EVALUATIONS AND REPORTS

Supervised Ministry 2022-2023

SPRING 2023 SEMESTER

Due Date	Assignment
February 15, 2023	Third Short Paper Due
March 1, 2023	Spring Student Midterm Self-Evaluation
March 22, 2023	Fourth Short Paper Due
April 19, 2023	Theology of Ministry Final Draft Due
April 26, 2023	Spring Final Supervisor Evaluation
	Spring Final Student Self Evaluation
	Spring LTC Final Evaluation
	Spring Final Progress Report
	Spring TRG Leader's Final Evaluation

Plus:

- * Student's Evaluations of:
 - Theological Reflection Group Leader
 - Supervised Ministry Director
 - Supervisor
 - Lay Training Committee
 - Setting
- * Course Evaluation Form

** These forms are not fillable PDFs and must be turned into Kim Starkey in Harrison 101E.*

INSTRUCTIONS FOR SUBMISSION OF EVALUATION FORMS

Short papers and the Theology of Ministry should be submitted electronically to the Interim Director at a.j.shelton@tcu.edu.

Evaluations must be submitted electronically to supervisedministry@tcu.edu using these instructions:

One form per email. In other words, please be sure your supervisor doesn't attach four forms to a single email or I will have to send them back and they will not be marked "received." Said in yet another way: each supervisor will send me four separate emails.

Rename each file before attaching it by using this template:

Student-Last-Name, Student-First-Name, [student/supervisor/LTC/progress report].pdf.

Example: Shelton, Andy, supervisor.pdf

The **subject line** of each email should match the name of the file (see examples above).

Forms requiring a signature must be signed electronically. That may be with a digital signature or via the signer's email saying "I agree with the evaluation." Forms without all **required signatures** will be returned to the student.