

# Year End Review and Final Assessment

## Theme Year

### Purpose

- to identify the major accomplishments and learnings that have taken place over the year of the field placement
- to name the ways in which these learnings have been integrated into an understanding and practice of ministry
- to make a recommendation about credit for the field placement

### Goals

- to name learnings and understandings related to the Theme Year areas
- to identify and list the student's major accomplishments in the field placement
- to identify strengths and gifts for ministry
- to identify areas for growth and areas for further exploration in the preparation for ministry

### Participants

- Student
- Learning Facilitator
- Diaconal/Vocational Mentor
- Representative(s) of the Local Committee

### Roles

- the student is to make arrangements for this review to happen and the report submitted by **April 30** (June 30 for August LDM students)
- the Diaconal/Vocational Mentor is to facilitate the review
- either the Learning Facilitator or one of the representatives from the Local Committee is asked to act as recorder

### Time Commitment

- the session is to last approximately two and ½ hours
- the review is to be completed and the report submitted to CCS staff by **April 30**. (June 30 for August LDM students)

### Preparation

In preparation for the review, the student is to respond to the following questions in writing and share copies with the participants on the review team. Use as a basis for this work:

- your learning goals
- your journal entries and written reflections
- the mid term review
- comments from your Local Committee, Learning Facilitator and Diaconal/Vocational Mentor
- the "Curriculum Outline [for the relevant Theme Year]" and relevant sections from the "Guidelines for Readiness for Continuing in Ministry"
- your own insights

Remember, the assessment is only 2 ½ hours long; try to identify the most significant learnings and areas for further work.

As well, the Learning Facilitator, Diaconal/Vocational Mentor and representative of the Local Committee need to consider these questions in advance.

1. What have been the major learnings over the course of this field experience?

- about self?
- others?
- diaconal ministry?
- 2. What have been the major accomplishments over the course of this field placement?
- 3. In what ways were learning goals met?
- 4. In what ways has learning been enhanced in the areas related to the Theme Year?
- 5. What areas can be identified for future work and preparation for ministry?
  - personally? (e.g. balancing personal life and vocational demands, fear of conflict, assertiveness)
  - theologically? (e.g. clarify understanding of humanity as created in the image of God, work on concerns about atonement and Christology, integrate theology of grace into a ministry based on justification by works)
  - theoretically? (e.g. read scholarship related to alternative dispute resolution, research authors who have written about group process, do a future assignment on the theories of congregational revitalization)
  - in the future theme, Integrating or Reflection years of the CCS program?

### **Suggested Process for the Review**

- welcome, review of purpose and agenda
- check-in
  - an opportunity for participants to share present personal celebrations and concerns
- worship and prayer
- review of questions (1-5 as listed above) section by section
  - student distributes written notes and reviews responses offering comment and explanation
  - other participants ask questions for clarification and offer comment and feedback
- recommendation
  - student leaves the room as other participants decide whether to recommend “credit”, “credit with condition” or “no credit” for the field experience
  - student returns and is informed of the recommendation that the participants will make to CCS staff
  - Note: if the student is to receive “no credit” or “credit with condition” this should not be a surprise to the student (or CCS staff) but is an integrated part of the on-going feedback. Nevertheless, if this is the recommendation, the review team still needs to convey this decision with pastoral sensitivity and inform and involve CCS staff immediately.
- evaluation of session
  - chance for participants to reflect on the experience and name insights or concerns
- closing prayer

**Final Review and Assessment Form**  
**Theme Year Field Placement**

*(This form is to be completed and returned to CCS Staff by **April 30** (by June 30 for August LDM students))*

**Student:**

**Placement:**

**Theme Year:**

**Date:**

1. What have been the major learnings over the course of this field experience?

A. about self?

*Student Comments:*

*Review Team Comments:*

B. about others?

*Student Comments:*

*Review Team Comments:*

C. about diaconal ministry?

*Student Comments:*

*Review Team Comments:*

2. What have been the major accomplishments over the course of this field placement?  
(Please list all accomplishments)

*Student comments:*

*Review Team Comments:*

3. In what ways were learning goals met?

*Student Comments:*

*Review Team Comments:*

4. In what ways has learning been enhanced in the areas related to the Theme Year?

*Student Comments:*

*Review Team Comments:*

5. What areas can be identified for future work and preparation for ministry?  
personally?

*Student Comments:*

*Review Team Comments:*

theologically?

*Student Comments:*

*Review Team Comments:*

theoretically?

*Student Comments:*

*Review Team Comments:*

D. in another theme year or Integrating, or Reflection Years of the CCS program?

*Student Comments:*

*Review Team Comments:*

**We recommend that the Centre for Christian Studies staff give**

- \_\_\_\_\_ ,
- credit**
  - no credit**
  - credit with the following conditions:**

**for her/his Theme Year Field Placement at \_\_\_\_\_ ,  
Sept to April of \_\_\_\_\_ (year).**

This report fairly and accurately represents the conversation we had at the final review and assessment of my Theme Year field placement.

**Name                      Signature                      Date**

**Student:** \_\_\_\_\_ **Recorder:** \_\_\_\_\_