

HARTFORD SEMINARY

Islamic Chaplaincy Program

Field Education Description

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Hartford Seminary requires field education to provide students in the Islamic Chaplaincy Program with opportunities to learn and work in Islamic institutions and service organizations, as well as in hospital, prison, campus or similar institutional settings. Field education is a critical, integral component of the larger Chaplaincy Program. Our goal is to provide the student with supervised, on-site practical development in his or her stated area of interest. In this connection, we expect the intern to spend approximately 240 hours working in an Islamic institution under the guidance of a qualified supervisor. The student and his or her supervisor should plan to meet together regularly to reflect upon and integrate what the student has learned at the institution. Please note that the student will also be completing course work at Hartford Seminary during the period of time in which he or she is working in Field Education, and, for this reason, should not be considered primarily as an employee of the institution. In addition, the supervisor should make periodic oral reports on the student's progress to his or her Academic Advisor at Hartford Seminary during the course of the internship, and prepare a more formal written evaluation of the student's progress midway and upon completion of the field education. Hartford Seminary agrees to provide the supervisor with an evaluation form for this purpose. The written evaluation will become a part of the student's permanent file.

If the institution is within a reasonable distance from Hartford Seminary, the supervisor may be invited to meet with all current supervisors, interns, and Islamic Chaplaincy Program faculty advisors for a field education seminar.

We request you designate a qualified supervisor who has at least 5 years of experience in a professional position. This person must have worked, part or full time, with the pastoral care needs of the congregation, patients, inmates, students or military personnel at the institution. The supervisor agrees to contact the student's Academic Advisor on a timely basis with any problems that may arise in relation to the Field Education. The supervisor should be someone able to conduct him or herself at all times in a professional and ethical manner and can vouch that he or she has never been sanctioned for professional misconduct and that there are no such charges pending against him or her at the present time.

A representative or agent of the institution must designate a supervisor, who should fill out the attached Site Description and Supervisor Profile, which will also remain on file at Hartford Seminary. Hartford Seminary agrees to provide such information to prospective interns and, when appropriate, set up an interview between the student and a representative from the institution. If both agree to proceed with the Field Education, Hartford Seminary agrees to draw up a Learning Agreement, outlining specific goals of the Field Education for that particular student and means of meeting those goals which are most beneficial to both the student and the institution. Once the terms of the Learning Agreement are determined, it will be signed by the student and a representative from the institution. The supervisor is requested to complete the evaluation form and return it to Hartford Seminary within two weeks of the student's completion of the field education.