FIELD EDUCATION PROGRAM OVERVIEW
Princeton Theological Seminary

FIELD EDUCATION PROGRAM REQUIREMENTS

**MDiv, MACEF, dual MDiv/MACEF, and dual MDiv/MSW degree programs**

1. Each student in the MDiv, MACEF, dual MDiv/MACEF, and dual MDiv/MSW degree programs must complete two field education placements. Both field education placements must be completed during the degree timeframe: MDiv three years, MACEF two years, dual MDiv/MACEF four years, dual MDiv/MSW before the senior year. Ordinarily one placement is done full-time during the summer and the other part-time during the academic year. A full-time nine-to-twelve-month intensive ministry internship may be done in place of either the required summer or academic year placement. Two summer placements will not fill the FE requirements.

A. **Summer Field Education.** Full-time ministry in a church, specialized, or focused ministry placement done during the summer under the direction of an approved supervisor. Minimum 300 on-site hours of practical ministry experience. Complete a minimum of 10 hours on-site each week, and a maximum of 15. Serve a minimum of 30 weeks on site. Overall, the academic year runs for 33 weeks. Two credits and Pass/D/Fail grade at end of summer.

B. **Academic Year Field Education.** Part-time ministry in a church, specialized, or focused ministry placement done between the start of the fall semester and the end of the spring semester under the direction of an approved supervisor. Minimum 350 on-site hours of practical ministry experience over 10-12 consecutive weeks (minimum of 35 on-site hours weekly, with up to 5 additional hours off-site preparation; maximum 40 total hours). It is understood that a student may occasionally work longer hours some weeks and shorter other weeks. Two credits and Pass/D/Fail grade at the end of the spring semester.

2. **One field education placement must be done in a church setting.** The church experience is central to the Seminary’s mission to equip leaders for the pastorate. Thus local churches constitute the majority of sites in the pool of field education placements. To qualify as a Church Placement, the student must preach at least 2 times. Additionally, students must spend at least 1 hour per week in each of the following activities to be considered a Church Placement: pastoral care/counseling, teaching/training others, supervisory meeting, worship leadership, and visitation. Generally the church placement may not be at the student’s home church.

**MA(TS) degree program**

1. MA(TS) students are required to do only one placement (summer, academic year, or year-long intensive) in a church or specialized ministry. The placement must be completed during the two year degree timeframe.

FIELD EDUCATION ADVISEMENT SYSTEM

A field education advisor is assigned to each entering student in the MDiv, MACEF, dual MDiv/MACEF, MA(TS), and dual MDiv/MSW degree programs. The advisement system is designed to help the student explore how best to acquire the practical skills and experience in ministry he or she desires. Each advisor meets individually with each of his or her students and helps them focus field education goals and objectives and offers guidance in placement selection. Students should meet with their advisor at least once before November 1.

FIELD EDUCATION EVALUATION AND GRADING

Students registered for field education courses are required to write a self-appraisal each term. The field education supervisor also appraises the student's work. Students are responsible for turning in all completed written reports to the Office of Field Education by the stated due date. These reports are read by the field education advisors. Grades in field education are based on the written reports and work at the site. Grading procedures and requests for extensions of due dates will follow established Seminary procedures as outlined in the *Seminary Handbook*. Grading is Pass/D/Fail.

FIELD EDUCATION PLACEMENTS

Placements are available in over 470 churches and 130 specialized ministries located in rural, suburban, and inner city settings. All field education placements are done in a selected pool of approved sites under the direction of certified supervisors. The Office of Field Education is committed to providing cross-cultural, diversely racial/ethnic, and international sites for ministry. Churches and institutions that participate in the PTS field education program have an understanding of the program’s goals and educational mission and have agreed that the primary purpose of field education is the preparation of the student for competent professional ministry.
FIELD EDUCATION MINISTRY PROGRAMS

**Church:** The purpose of supervised ministry in a church is to help students acquire a general understanding of the church and its ministry in a variety of areas, and to help prepare students for ordained ministry, general pastoral responsibilities, and religious leadership roles.

**Specialized Ministry:** The purpose of supervised ministry in a specialized ministry placement is to help students acquire a general understanding of the nature of a particular institution, its governance, and the needs it addresses, as well as to help prepare students for leadership roles and responsibilities that use their theological education in the broader public context.

**Clinical Pastoral Education (CPE):** The purpose of Clinical Pastoral Education (CPE) is to provide a method for developing personal discernment and pastoral and clinical skills under supervision. *(see the “What is CPE” section of the Field Education Handbook).*

**Yearlong Intensive Ministry Internships:** The purpose of the intensive internship program is to provide students with opportunities to engage in supervised ministry for a period of nine-to-twelve months on a full-time basis; 35 hours a week; minimum of 1260 hours. A well-structured and intentionally conceived internship will provide the student with opportunities for learning and growth that will help: (1) clarify vocational direction and commitment; (2) develop personal and professional understanding of and competence for ministry; and (3) foster personal, interpersonal, and spiritual growth.

**FOCUSED MINISTRIES**
There are three focused ministry programs: Teaching Ministry, International Field Education, and Urban Ministry Leadership. Applications for the Teaching Ministry and International programs are available in the Office of Field Education and are due early in the fall semester.

**FINANCIAL CONCERNS**
The recommended field education stipend is $2,700 for the academic year, $3,150 for the summer, and $1,200/month for yearlong intensive. CPE placements do not have a stipend. **Churches and specialized ministries are expected to provide all, most, or at least some of the stipend** as well as reimbursement for mileage for private vehicle use while on official business. Some sites may require fingerprinting, background checks or other material that may incur a cost for the student. Limited financial assistance is available from PTS for the stipend. PTS does not reimburse for any other expenses. PTS does not provide financial assistance for yearlong internships. The stipends for summer international placements are decided on a case-by-case basis in cooperation with the international site. Field education stipends are considered earned income; therefore the provider and recipient must pay all applicable FICA, federal and state taxes, and comply with federal and state reporting requirements. **PTS charges tuition for all Field Education Placements.** The charge for summer field education is part of the new academic year. Talk to the Financial Aid Office for details.

**INTERNATIONAL STUDENTS**
International students must be in valid visa status prior to seeking a field education placement. In accordance with Federal regulations, all international students must be authorized to do practical curricular field education by the Office of Multicultural Relations prior to beginning work. Failure to follow established procedures for field education approval will result in a lapse of visa status. Please refer to the PTS Guide for International Students for specific guidelines.

**TRANSFER STUDENTS**
Transfer students may be able to transfer one unit of field education experience completed at another seminary provided it satisfies Princeton Seminary requirements for intensity, supervision, and reporting and is supported on the transcript. Transcripts showing practical curricular or field education training must be submitted to the registrar. Documentation of work completed during the practical curricular or field education training must be submitted to your field education advisor. At least one unit of field education must be taken at Princeton Seminary.

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