FIELD EDUCATION REQUIREMENTS BY PROGRAM

MDiv, MACEF, and Dual Program Students

- TWO (2) completed/passed Field Education units (placements) are required by your degree program. Placements are generally completed during the summer term (full-time) or academic year (part-time). Select placements are available as full-time, intensive, 9-month residencies.
- Only one of the required placements may be completed during the summer term.
- One of the two placements MUST be in a church setting. To qualify as a Church Placement, the student must preach at least two (2) times, as well as spend at least 1 hour per week in each of the following activities: 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.
- All placements MUST be completed during the degree timeframe (i.e. before your graduation date).

MA(TS) Students

- ONE (1) completed/passed Field Education unit (placement) is required by your degree program.
- The MA(TS) student placement can be completed during any term (i.e. summer, academic year, or as a full-time yearlong intensive).
- MA(TS) students can complete their ONE (1) placement in either a church or specialized ministry setting.
- All placements must be completed during the degree timeframe (i.e. before your graduation date).

Transfer Students

Transfer students may be able to transfer one (1) 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.

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 engage in vocational discernment and explore how best to acquire the practical skills and experience in ministry they need. Each advisor meets individually with each of their students and assist them to focus on field education goals and objectives and offers guidance in placement selection. Students should make an appointment to meet with their advisor at least once before November 1. (See Field Ed’s page on Inside PTS for more info, including a link to book appointments.)

REGISTRATION FOR FIELD EDUCATION

Students do not register themselves in field education courses. Once a placement is finalized, the Office of Vocational Placement and Field Education will register the student for the appropriate Field Education course. Course numbers for various types of placements and practicums can be found in the current PTS Catalogue.

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.
FIELD EDUCATION PLACEMENTS

Placements are available in hundreds of churches and specialized ministries located in rural, suburban, and inner city settings. All field education placements are done in approved sites and with qualified and approved supervisors. The Office of Vocational Placement and 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.

Types of Placements

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.

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).

Specialized Ministry
Often completed with a non-profit organization, 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.

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. 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 MINISTRY

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 CONSIDERATIONS

Field education students are paid stipends, typically in two installments - one early in the placement, and another after the halfway point. The minimum field education stipend is $2,700 for the academic year, $3,150 for the summer, and $1,200/month for yearlong intensive. Students in CPE placements will receive a $1000 stipend to help offset program and tuition costs.

- Churches and specialized ministries are expected to provide the student’s stipend, although organizations that demonstrate financial need may apply for financial assistance from PTS for summer and academic year placements.
- **PTS does not provide financial assistance for year-long intensive placements, nor does PTS reimburse for any other expenses.**
- **PTS does not provide financial assistance for elective field education placements.**
- Sites should reimburse students for mileage for private vehicle use while on official business (NOT commuting between home to work) at the current IRS rate, as well as for any pre-approved, out-of-pocket expenses such as supplies, trips, meals, or overnight lodging necessitated by the job role.
- Stipends for summer international placements are decided on a case-by-case basis in cooperation with the international site.
- Field education stipends (and mileage reimbursements) 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.** Tuition for summer field education is charged with the upcoming academic year’s bill. Talk to the Financial Aid Office and the Bursar for details.

EVALUATION AND GRADING

Students registered for field education courses are required to write a self-appraisal each term. The Site 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 for field education courses is Pass/Fail.