

**Rabbinical School  
Jewish Theological Seminary  
3080 Broadway  
New York, NY 10027**

**Rabbi Mychal Springer  
Director of Field Education  
(212) 678-8815**

**Field Placement Agreement**

1. General Information

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_ SS#: \_\_\_\_\_

Placement: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

2. Field Education Placement

Field education seeks to bridge the classroom taught theology with real life work experiences. The experience must have theological value and supervisors must provide weekly time for reflective conversation.

Date of Employment: Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

Hours weekly: (for a total of 400 hours): hrs/wk: \_\_\_\_\_ # of wks: \_\_\_\_\_

A stipend of \$\_\_\_\_\_ to be paid in two equal payments of \$\_\_\_\_\_, one at the beginning of the placement, once this agreement is received and the second at the midway point of the field placement.

This placement is covered by this site's liability insurance: Yes \_\_\_\_ No \_\_\_\_

Students are expected to be at the field site during the weeks of the academic semester.

Arrangements should be made in the spaces below for the following periods when classes are not in session:

Winter Break:: \_\_\_\_\_

Pesach Break: \_\_\_\_\_

### 3. The Statement of Expectations

Collaboration and dialogue between the supervisor and intern is an essential component of preparing this statement. Each has expectations of what the experiences should provide. Place all of your hopes and expectations on the table. You can negotiate from there. Your negotiation will result in the Statement of Expectations. The following outline should be used in formulating this statement. Attach additional pages if necessary.

It is understood and agreed upon by the supervisor and intern that the intern's responsibilities in this field placement will be as follows: (please be as specific as possible.)

These responsibilities are intended to provide the intern the following learning opportunities in the following ways:

Other potential opportunities for the intern's professional and personal development are intended to include (described in response to intern's identified goals:)

The Field Supervisor will provide overall administrative, programmatic and planning supervision. Other matters regularly reflected upon in weekly supervision meetings include:

- the intern's personal and professional development in this particular placement.
- theological and vocational/spiritual issues that arise in the course of the student's work.
- professional and vocational questions of mutual interest.
- discussion toward seeking resolution of any conflicts that may arise.
- evaluation of activities at mid-term and at the conclusion of the field placement.

This placement has a code of conduct/professional ethics: Yes \_\_\_\_ No \_\_\_\_

Supervisory meetings will take place each week at: \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_ and will be at least an hour in  
(Day) (Time)  
length.

It is also expected that supervisors and sites will comply with the relevant policies and procedures in the JTS catalogue and Community Handbook.

## ACKNOWLEDGEMENT

**SUPERVISOR:** After interviewing and choosing this student, our negotiations lead to the statement expectations, and I agree to the supervision section outlined above and will meet with the intern on the regularly scheduled basis. Additionally, I agree to:

- 1) A midterm and final evaluation of the student's progress in the form requested by the Seminary. I also understand that the student also writes an evaluation of her or his performance at the site and that the supervisor and student both must review and sign both of the completed evaluations.
- 2) Be in timely communication with the Rabbinical School's Director of Field Education for such consultation and/or resources as might be needed with reference to this field placement.
- 3) Participate in a joint conference with the Director of Field Education and the student should any question arise concerning the possible suspension or termination of the field placement. In this regard I understand that suspension or termination cannot take place prior to such a meeting.
- 4) Communicate or inform student of standards of conduct at the field site.

(signed) \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**INTERN:** After interviewing and choosing this site, our negotiations lead to the Statement of Expectation and I voluntarily agreed to fulfill the duties and responsibilities attendant to this position as outlined to the best of my abilities, and will meet with my field supervisor as scheduled. I understand that I should not resign my position without first consulting the Director of Field Education.

I further understand that I am subject to the standards of professional conduct as published by this site as well as the Seminary's standards of conduct.

(signed) \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_