

## FINAL EVALUATION MEETING | PERKINS INTERN PROGRAM

### INSTRUCTIONS

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Please read over these instructions carefully, and if you have any questions, please contact the Intern Faculty working with you. The Intern Faculty can be reached at:

Dr. Charles Aaron, [caaron@smu.edu](mailto:caaron@smu.edu), Dr. Elias Lopez, [ehopez@smu.edu](mailto:ehopez@smu.edu), Dr. Susanne Johnson, [susannej@smu.edu](mailto:susannej@smu.edu).

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The Intern:

1. The Intern will answer the questions of the Final Self-Evaluation Paper found on the Intern Program website and distribute those to everyone, including the Faculty Supervisor, 5 days prior to the meeting. The Lay Committee and Mentor Pastor will read it and come prepared to discuss it with the Intern.

The Lay Teaching Committee Chairperson:

1. The Lay Teaching Committee Chairperson will schedule its last meeting for the Final Evaluation Meeting in either late April or early May. The Mentor Pastor (and if the intern has one, the On-Site Supervisor) will attend this meeting, if possible.
2. The attached Agenda is to be followed and it allows for 1 hour and 30 minutes.
3. Chairpersons will send the “Preparation Guide” to the lay committee members **prior** to the final evaluation meeting so they can **prepare** themselves for the feedback they will offer the Intern. The Chairperson may choose to distribute this by email or as hard copies at the lay teaching committee at the **MARCH meeting** prior to the final evaluation meeting.
4. The Chairperson will take notes (or choose to ask a member of the lay teaching committee) to gather the feedback that is given during the Final Evaluation Meeting. The Chairperson will read back the summary statements of the collective feedback and seek consensus from the committee at the end of the meeting. This summary will be used to complete the Final Evaluation Form.
5. **After the meeting**, the Lay Teaching Committee Chairperson, the Mentor Pastor and/or the On-Site Supervisor, **each**, complete a **Final Evaluation Summary** and return it to the Intern and the Intern Faculty on an agreed upon date. **The Intern’s grade cannot be entered until I receive these summaries from each of you.**

The Lay Teaching Committee Members:

1. The lay committee members will review the “Preparation Guide” distributed to them by the Chairperson **prior** to the final evaluation meeting so they can **prepare** the feedback they will offer the Intern.
2. The lay committee members will attend the Final Evaluation Meeting to the best of their abilities.

The Mentor Pastor, and On-site Supervisor:

1. The Mentor Pastor (and if the intern has one, the On-Site Supervisor) will have a separate meeting with the Intern to review the Intern’s paper and progress over the past nine months. Therefore, if s/he cannot attend the final evaluation meeting to add their feedback to the whole, that will be acceptable as schedules are difficult to coordinate. However, it is always **optimal** for the Mentor

Pastor and the On-Site Supervisor to attend the Final Evaluation meeting with the Lay Teaching Committee.

2. The Mentor Pastor (and if the intern has one, the On-Site Supervisor) will prepare for the meeting by reviewing the attached “Preparation Guide” **beforehand** to be ready to give their feedback to the Intern.

**After the meeting**, each of the following listed below will complete a **Final Evaluation Summary** and sends it to the Intern and the Intern Faculty at the agreed upon date. **The Intern’s grade cannot until I receive these summaries from each of you.**

- Lay Teaching Committee Chairperson,
- the Mentor Pastor
- the On-Site Supervisor (if there is one)