

## THE MIDPOINT 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**, [ehlopez@smu.edu](mailto:ehlopez@smu.edu) **Dr. Susanne Johnson**, [johnsons@smu.edu](mailto:johnsons@smu.edu)

The Intern:

1. The Intern will answer the questions of the Midpoint 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 the Midpoint Evaluation Meeting in consultation with the Intern and the **Intern Faculty** for either December or early January. The Mentor Pastor (and if the intern has one, the On-Site Supervisor) will attend this meeting, if possible.
2. The Chairperson will ask the committee members to prepare for the Midpoint Evaluation by reading the Intern's paper and preparing questions and points they would like to discuss together at the meeting.
3. The Chairperson will open the meeting in the usual way and introduce the **Intern Faculty Supervisor who will facilitate the Midpoint Evaluation**.
4. The Chairperson will also close the meeting, taking care of any housekeeping concerns such as setting future meeting times.

The Lay Teaching Committee Members:

1. Prior to the meeting, the lay committee members will review the Intern's Midpoint Evaluation paper and prepare questions they would like to ask the Intern. They will also prepare the feedback they hope to offer based on their observations and meetings with the Intern on h/her progress on learning goals and ministerial skills.
2. The lay committee members will strive to be in attendance at this important Midpoint Evaluation meeting with the Intern and the Intern Faculty Supervisor.

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 since the start of the Internship. **If unable to attend the Midpoint Evaluation meeting**, the Mentor Pastor and the On-Site Supervisor will then **submit a one-page report** summarizing the Midpoint Evaluation conversation they held with the Intern to evaluate h/er progress of the learning goals based on the Intern's Midpoint Evaluation Paper and on the Theological Reflection papers conversations. **This report is submitted to the Intern Faculty and the Intern as soon as possible after the meeting takes place.**