



Spiritual Direction Practicum Handbook

Houston Graduate School of Theology
Dr. Becky Towne, Academic Dean
Field Education Supervisor
Spiritual Direction Practicum Director

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HGST's commitment to well-grounded practicum experiences flows out of its mission statement: *Houston Graduate School of Theology equips women and men to be ministers and messengers of God's mission of reconciliation through academic excellence, personal transformation, and leadership development.*

In order to fulfill this mission, Houston Graduate School of Theology (HGST) has adopted a three-fold emphasis—missional theology, Christian spirituality, and systems thinking—so that men and women are prepared holistically to participate in the advancement of the gospel of Jesus Christ. This biblical and theological vision embraces God's call to participate in the *missio Dei*—the ongoing redemptive mission of God in our lives, communities, and world. The opportunity to influence others requires training and support as faithful leaders. In addition, followers of the Christ are able to remain faithful insofar as they are routinely formed in the image of the Christ through individual and corporate spiritual formation. Discerning God's movement and one's vocation requires wise assessment of contextual social systems ranging from families to global people groups.

This Handbook is a guide to be used in Houston Graduate School of Theology spiritual direction practicum courses. It outlines the spiritual direction program's approach to applied professional training and the mechanisms by which this training is successfully carried out. The Handbook is intended for student and faculty use and for use by professionals in various agencies, schools, hospitals, and related programs who are participating in the training of graduate spiritual direction students.

Purpose

A practicum is a graduate-level course in a specialized field of study that is designed to give students supervised practical application of a previously or concurrently studied theory. A practicum provides a supervised field experience, which affords the graduate student an opportunity to continue skill development and to put into practice what has been learned in the academic setting. It allows students an opportunity to evaluate themselves in terms of individual interests and professional direction within the field. Most importantly, the practicum experience gives students an opportunity to continue to develop their own professional identities. Typically, students in the practicum are nearing completion of their graduate degrees. The practicum emphasizes the development of those competencies that can lead to positive growth.

Outcomes

Practicum experiences provide students with the opportunity to integrate what they learn in the classroom with practical experience. Most students who come to HGST begin with some prior experience at the lay or professional level. However, most have not achieved a level of competency that comes with graduate-level theological education and *integration of new knowledge* into a professional context. The practicum experience gives students further opportunity for supervised spiritual direction in field settings so that they attain higher proficiency as reflective practitioners.

The person who completes the Master of Arts in Christian Ministry – Spiritual Direction Concentration (MACM-Spiritual Direction) or the Certificate, as part of or in addition to the Doctor of Ministry (DMin), Master of Divinity, Master of Theological Studies, or Master of Arts in Counseling degree program, will be able to meet at least one set of the following learning outcomes:

DMin students—

1. Articulate a theology of ministry that engages with biblical, historical, theological, spiritual, and pastoral disciplines.
2. Demonstrate enhanced skills and competencies through the integration of one's theology of ministry and one's understanding of ministry practice.
3. Exhibit intentional spiritual growth through the practice of appropriate formation principles in life and ministry.
4. Assess oneself and one's congregation using family systems principles.
5. Spiritually direct an individual, group, or congregation, evidenced through a capstone practicum experience.
6. Recognize a deepening of his or her Christian spirituality through interaction with a spiritual director, the planning and leadership of spiritual retreats, and fulfillment of assignments.
7. Show evidence of training in Christian spirituality and spiritual direction through the Practicum Report.

The practicum experience is designed to measure fulfillment of all of the outcomes for the degree program and the specialization as noted above, and for potential certification by Houston Graduate School of Theology.

MACM students—

1. Analyze oneself and the context of his or her ministry through tools acquired in courses in systems, spirituality, and culture;
2. Integrate the disciplines of hermeneutics, doctrine, and spirituality into the practice of Christian ministry through foundations acquired in courses in biblical, theological, and spiritual studies;
3. Demonstrate the capacity for critical and constructive theological reflection through preparation and completion of the capstone project;
4. Exhibit expertise in the practice of Christian ministry through skills learned in theological and concentration courses as evidenced by submission of an integrative capstone project;
5. Apply tools, skills, and knowledge to Christian ministry through experience gained in practicum courses.

The practicum experience is designed to measure fulfillment of, primarily, outcomes 1, 2, and 5 for the degree program and for potential certification as a spiritual director by Houston Graduate School of Theology.

Master's certificate students—

1. Articulate the role that history and theology of spirituality play in various faith traditions and Christianity as a whole.
2. Explain the role of spirituality in life and ministry, including both individual and corporate dimensions.
3. Integrate the study of spirituality into the practice of ministry.
4. Integrate the disciplines of spirituality into life.

5. Exhibit the ability to spiritually direct individuals and groups with integrity, discernment, and sound theological principles.

The practicum experience is designed to measure fulfillment of, primarily, outcome 5 and, secondarily, outcomes 1, 3, and 4 for the degree or certificate programs and for potential certification as a spiritual director by Houston Graduate School of Theology.

The Spiritual Direction Practicum

As part of enrolling in the spiritual direction practicum, each student is required to provide face-to-face*, supervised** spiritual direction with two persons meeting semi-monthly for one-hour sessions over the course of the semester/year (for a minimum of 8 sessions in one semester), document his or her experiences, and receive face-to-face supervision of at least two hours per month. This supervision may consist of either individual or group supervision.

Master's students enrolled in a summer practicum experience must meet with directees for no fewer than 8 sessions.

1. ***Face-to-Face** involves meeting with directee or supervisor in person or, on occasion, via Skype or a similar protocol.
2. ****Supervision** includes all interactions with one's supervisor that involve receiving a combination of the following: consultation, direction, mentoring, counseling, instruction, and evaluation of clinical and administrative skills. (Please see "Supervision" section of this manual for important definitions related to supervising students.)
3. **Miscellaneous Hours** involve *all other duties and experiences* related to field study that do not fall into the "face-to-face" or "supervision" categories, including administration. *Administration* involves scheduling, attending school/agency meetings, writing case notes, research/preparation for sessions, room set-up/clean-up, etc.
4. **Total Hours** are the sum total of face-to-face supervision and miscellaneous experiences.

Student Requirements

Students must submit the application form and completed packet to the Practicum Director on or prior to the deadlines listed below, be officially approved by Practicum Director, and then register for practicum courses.

Prerequisite Courses (Master's) – Please check individual plans to determine applicable prerequisites, but MACM students will fulfill prerequisites as follows, in addition to the 12 required sessions with a certified spiritual director:

Spiritual Direction Practicum I (CS 780) – 12 hours

- CS 501 Christian Spirituality (3hrs)
- CS 510 Spiritual Disciplines and Practices or PL 640 Systems Thinking in Organizations Contexts (3hrs)
- CS 767 Techniques and Principles of Spiritual Direction (3hrs)
- TH 650 Theological Foundations of Christian Spirituality or OT/NT/TH 501 (3hrs)

Spiritual Direction Practicum II (CS 781) – 12 additional hours

- CS 510 Spiritual Disciplines and Practices or PL 640 Systems Thinking in Organizations Contexts (3hrs)
- CS 780 Spiritual Direction Practicum I (3hrs)
- NT/OT/TH 501 (3hrs)
- One concentration requirement (3hrs)

First Semester Practicum Deadlines (Master's):

For Fall Semester Practicum

1. Initial Application July 15
2. Supplemental Documentation due August 15

For Spring Semester Practicum

1. Initial Application due December 15
2. Supplemental Documentation due January 15

For Summer Term Practicum

1. Initial Application due April 15
2. Supplemental Documentation due May 1

Subsequent Practicum courses are predicated upon obtaining credit in the previous Practicum course. Doctoral students must complete the following steps in accordance with the requirements as noted in the Project and Practicum Manual.

The first step toward approval is the fulfillment of the following student requirements:

1. Practicum Application Packet: Submit the respective application packet. HGST must have a supervisor agreement completed for each practicum course.
2. Background Check: Register and pay for the mandatory background check online at CastleBranch.com. Use the HGST code: OS54. Print the Confirmation Page, which will be available at the end of the online registration session, and submit a copy along with the Practicum Application Packet.
3. Liability Insurance: Provide a copy of the liability coverage information page for HGST file. Liability insurance is available via www.americanprofessional.com/student as a benefit of student membership in Spiritual Directors International at www.sdiworld.org.
4. Verification of Spiritual Direction Sessions: Submit a letter from the spiritual director, written on the spiritual director's letterhead, verifying that the student is currently involved in individual spiritual direction with a certified spiritual director with plans to complete at least six sessions prior to the beginning of the practicum and to continue direction through the practicum for a total of twelve sessions.
5. Supervisor Agreement Form: Provide the completed supervisor agreement form. The Supervisor will complete the form and the student will return it to HGST. HGST must have a supervisor agreement completed for each practicum semester.
6. Code of Ethics: Sign and submit a Code of Ethics Agreement form in order to verify awareness of and adherence to spiritual direction codes of ethics. A copy of the *Guidelines for Ethical Conduct* is available from the Practicum Director for \$2.50.

7. Confidentiality Agreement: Sign and submit a Confidentiality Agreement in order to verify awareness of and adherence to guarding the confidential information of directees and spiritual direction settings. Even though there are strong legal and ethical principles involved in the protection of directee information, there are limitations to confidentiality. First, spiritual directors are ethically obligated to break confidentiality if the directee presents a clear and present danger of harming either himself or herself or harming others, or reports child abuse or elder abuse. Supervisors are responsible for making sure practicum students and directees are aware of limits to confidentiality. Practicum students should be instructed to notify their supervisors immediately if a directee reveals the intent to harm self or others, or if there are reasons to suspect child or elder abuse. Supervisors are responsible for assisting practicum students in making necessary legal reports and/or reports to *Child Protective Services (CPS)* or *Adult Protective Services (APS)*. Students MAY NOT make reports without first consulting with their supervisor(s). Next, students must be educated about the nature of subpoenas. Although these situations are very unlikely, practicum students and their directees need to be aware of the limitations of confidentiality when a subpoena is issued. Finally, practicum students will be expected to discuss their spiritual direction sessions with their supervisors and with fellow students in the practicum. Students need to be informed that when they hear about other students' directees, the students are responsible for maintaining confidentiality.

Houston Graduate School of Theology
Spiritual Direction Practicum
Code of Ethics Agreement Form

Instructions to Practicum Student: The Guide for Ethical Contact booklet may be obtained from Dr. Becky Towne. Read the statement below and sign the page. Submit the signed original form to your supervisor and submit a copy to your Spiritual Direction Practicum Director.

I have read the *Guide for Ethical Contact* booklet and agree to abide by these guidelines in order to maintain a professional and ethical presence during the performance of my practicum responsibilities.

Practicum Student Name (Print)

Practicum Student Signature

Date

Houston Graduate School of Theology Spiritual Direction Practicum Confidentiality Agreement Form

Instructions to Practicum Student: Read the statement below and sign the next page. Submit the signed original form to your supervisor and submit a copy to your Spiritual Direction Practicum Director.

The professional responsibility of spiritual directors is to respect the right to privacy of those with whom they enter spiritual direction relationships. Directors must keep abreast of and adhere to all laws, policies, and ethical standards pertaining to confidentiality. This confidentiality must not be abridged by the spiritual director except when there is clear and present danger to the student and/or other persons.

- Confidentiality does not apply to cases of suspected abuse/neglect of children or the elderly.
- Confidentiality does not apply to cases of potential harm to self or others.
- A spiritual director may disclose confidential information in proceedings brought by a directee against a professional.
- Confidentiality does not apply to cases involving criminal proceedings, except communications by a person voluntarily involved in a substance abuse program.
- Confidentiality may not apply in cases involving legal proceedings affecting the parent-child relationship.
- Confidentiality may not apply to cases involving a minor child. In such cases, the spiritual director may advise a parent, managing conservator, or guardian of a minor, with or without minor's consent, of the treatment needed by or given to the minor.

The Rationale

Confidentiality is an ethical term denoting a spiritual practice relevant to privacy. Privileged communication is a legal term denoting a requirement to protect the privacy between spiritual director and directee. A directee has the right to privacy and confidentiality. A spiritual direction relationship requires an atmosphere of trust and confidence between the director and the directee. Confidentiality ensures that disclosures will not be divulged to others except when authorized by the directee or when there is a clear and present danger to the directee and/or to other persons. It is the professional responsibility of spiritual directors fully to respect the right to privacy of those with whom they enter spiritual direction relationships.

I have read HGST's Position Statement on Confidentiality and agree to abide by these guidelines to maintain confidentiality during the performance of my practicum responsibilities.

Practicum Student Name (Print)

Practicum Student Signature

Date

Supervision

Supervision is a tutorial and mentoring form of instruction in which a professional counselor monitors a student's activities in practicum experiences and facilitates the learning and skill development experiences associated with practicum. The supervisor monitors and evaluates the work of the student while monitoring the quality of services offered to directees. All Master's students are supervised by the faculty member assigned to the Practicum.

Supervisor Qualifications

The practicum experience is considered one of the most critical elements in a student's course of study.

- All supervisors must be clearly committed to preparing spiritual directors and to promoting the development of the student's professional identity.
- Each potential spiritual director must be certified as a Spiritual Director with a minimum of three (3) years of spiritual direction experience.
- Supervisors oversee the work of supervisees through a set of supervisory activities, which include consultation, teaching, and evaluation. For the practicum experience, supervisors will be asked to take seriously their roles as evaluators, to use their best judgment to determine student progress, and, in some cases, to determine their appropriateness for the profession.

Evaluation

- ☐ Supervisors are responsible for completing an evaluation for each practicum student at the MIDTERM and FINAL.
- ☐ Supervisors will mail the completed Student Evaluation Form for submission to the practicum faculty supervisor.
- ☐ Supervisors will file a copy of each completed and signed evaluation in the student's clinical files prior to end of the semester.
- ☐ Supervisors will keep a signed copy and provide a signed copy to each student.

Evaluation Administration

Supervisors are required to complete and submit the Practicum Supervisor's Midterm and Final Evaluation Form for each of their practicum students. This assessment form has both quantitative and qualitative components that assess "spiritual direction skills" demonstrated by the student. The assessment form is used as part of a comprehensive assessment of the students' clinical and professional skills as the student progresses through the program.

Completing Evaluations:

1. Supervisors will review the assessment form face-to-face with each student during individual supervision. Once reviewed, supervisor and student will both endorse the assessment form. Some supervisors have students complete a self-evaluation using the same instrument and “compare notes” during the review session. (Note: Evaluations should be shared in a positive manner to facilitate discussion and insight into strengths and areas of growth.)
2. Supervisors should copy each assessment form (Midterm and Final) for the student and file the completed and signed forms in the student’s practicum file prior to the end of the semester. Originals should be mailed to the Practicum Director, Dr. Becky Towne.

Grading (Master’s)

Practicum is graded on a Pass/Fail basis. A passing grade will be granted for satisfactory completion of all practicum requirements, including demonstration of professional conduct and mastery of counseling skills. If a student receives a failing grade, then the student will be allowed to repeat the practicum one time only for a passing grade. If the student receives a failing grade a second time in the course, the student may be dismissed from the respective program.

Spiritual Direction Practicum

Checklist at-a-glance

*Please complete packet of documents for submission to the Practicum Director,
according to the schedule listed on page 4.*

- ☐ **Practicum Application:** Using the checklist on the top of the application form, make sure that you have taken all of the prerequisite classes **before** the start of the semester in which you are planning to enroll in the first Practicum course: CS 780.
 - ☐ NOTE: Each subsequent semester practicum (i.e., CS 781) must be applied for as well. Use the ***Subsequent Practicum Application Form*** to indicate new or continuing supervisor information. *HGST must have a supervisor agreement completed for each practicum semester course.*
- ☐ **Verification of Spiritual Direction Sessions:** Submit a letter, written on the spiritual director's letterhead, verifying that the student is currently involved in individual spiritual direction with a certified spiritual director with plans to complete at least six sessions prior to the beginning of the practicum and to continue direction through the practicum for a total of twelve sessions.
- ☐ **Background Check:** Register and pay for the mandatory background check online at CastleBranch.com. Use this Code for HGST: OS54. Print the Confirmation Page, which will be shown ***at the end of your online registration session***, and bring it to the HGST Spiritual Direction Practicum Director along with the Practicum Application.
- ☐ **Liability Insurance:** Provide a copy of the liability coverage information page for HGST file. Discounted liability insurance (\$23 per year and up) is available via www.americanprofessional.com/student as a benefit of student membership in Spiritual Directors International (\$59.00 www.sdiworld.org).
- ☐ **Code of Ethics Form:** Print and sign the Code of Ethics Agreement form and submit as instructed.
- ☐ **Confidentiality Agreement:** Print and sign the Confidentiality Agreement form and submit as instructed.
- ☐ **Supervisor Information:** Submit the Supervisor's business card or copy of spiritual direction certificate for approval.
- ☐ **Supervisor Agreement Form:** Deliver the Supervisor Agreement Form and information letter to the Practicum Supervisor. The Supervisor is instructed in the information letter to complete the form, confirming acceptance of the student for supervision for the required practicum. Return the form to HGST after completion by the Supervisor.

*Please contact Dr. Becky Towne, Spiritual Direction Practicum Director at btowne@hgst.edu
with questions or concerns or feel free to call 713-942-9505 x219.*

Houston Graduate School of Theology

Spiritual Direction Practicum Application - Master's Level

Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: 20____	
Student Full Name	
Street Address	
City, State, Zip Code	
Home Phone	
Cell/Alternate Phone	

Students will not be allowed to attend class and/or accrue practicum hours until this form and the documents detailed below are approved and on file with the Practicum Director.

<i>Spiritual Direction CS 780 Practicum Prerequisites</i>	<i>Dates or Semester Completed</i>
CS 501 Christian Spirituality	
CS 510 Spiritual Disciplines and Practices or PL 640 Systems Thinking	
CS 767 Techniques of Spiritual Direction	
CS 650 Theological Foundations of Christian Spirituality or OT/NT/TH 501	
Six of the twelve required spiritual direction sessions	

<i>Applicant Provides</i>	<i>Completed by HGST Official</i>
Application	
Verification of Spiritual Direction Sessions	
Background Check	
Proof of Liability Insurance for 1 year	
Code of Ethics Agreement Form	
Confidentiality Agreement Form	
Supervisor Information	
Supervisor Agreement Form	

Students must complete all prerequisites prior to enrolling in the Spiritual Direction Practicum and maintain professional liability insurance during the entire practicum experience.

By signing below student agrees to all terms outlined on this form.

Student signature: _____ Date: _____

OFFICE USE ONLY	
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Field Education Supervisor	Date

Houston Graduate School of Theology
Subsequent Practicum Application – Master's Level (CS 781)

*Information for this application should be collected in accordance with
the schedule provided in this Handbook.*

Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Academic Year: 20__ - 20__	
<i>Student Name</i>	
<i>Supervisor Name</i>	
<i>Supervisor Address</i>	
<i>City, State, Zip Code</i>	

- This form must be completed, signed, and returned to the HGST Spiritual Direction Practicum Director prior to registering for the Spiritual Direction Practicum course.
- Students will not be allowed to attend class and/or accrue Practicum hours until this form has been approved by and is on file with the Spiritual Direction Practicum Director.
- It is the student's responsibility to maintain professional liability insurance during the entire time needed to complete Practicum work.

I affirm that I have completed all course prerequisites for the Spiritual Direction practicum and have previously submitted a completed practicum packet.

Student signature: _____ Date: _____

OFFICE USE ONLY	
File Completed: _____ <div style="text-align: center; margin-top: 5px;">Field Education Supervisor</div>	Date _____

Houston Graduate School of Theology
Spiritual Direction Practicum Application - Doctoral Level

<i>Student Full Name</i>	
<i>Date</i>	
<i>Street Address</i>	
<i>City, State, Zip Code</i>	
<i>Home Phone</i>	
<i>Cell/Alternate Phone</i>	

*Students will not be allowed to accrue practicum hours until this form
and the documents detailed below are approved and on file in the HGST Academic Office.*

<i>Spiritual Direction Practicum Prerequisites</i>	<i>Dates Completed</i>
Complete the pre-seminar and post-seminar assignments for Practicum development as delineated in the Doctor of Ministry Project and Practicum Manual in accordance with the Doctor of Ministry Program.	
<i>Applicant Provides</i>	<i>Completed by HGST Official</i>
Application	
Verification of Spiritual Direction Sessions	
Background Check	
Proof of Liability Insurance for Practicum year	
Code of Ethics Agreement Form	
Confidentiality Agreement Form	
(Non-resident Students Only) Supervisor Information (For Houston-area students, the Specialization Director will serve as the Supervisor)	
(Non-resident Students Only) Supervisor Agreement Form (For Houston-area students, the Specialization Director will serve as the Supervisor)	

By signing below student agrees to all terms outlined on this form.

Student signature: _____ Date: _____

OFFICE USE ONLY	
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Specialization Director: _____ Date: _____
Field Education Supervisor _____	Date: _____

HOUSTON GRADUATE SCHOOL OF THEOLOGY

4300-C West Bellfort, Houston, TX 77035
713-942-9505; fax 713-942-9506; www.hgst.edu

PRACTICUM SUPERVISORY AGREEMENT

Name of Student: _____

Home Phone: _____ Cell: _____ Email: _____

Name and Address of the Practicum Supervisor, only if different than assigned Faculty member
(otherwise, this form is not required):

Degree and Certification Information: _____

Phone Number: _____ Email: _____

Purpose of Agreement:

The purpose of this agreement is to provide the student with a field practicum experience in a spiritual direction setting.

Houston Graduate School of Theology agrees:

1. To assign a Spiritual Direction Practicum Director to facilitate communication between the seminary and the practicum supervisor;
2. To notify the student that he or she must adhere to the administrative policies, rules, standards, schedules, and practices of the supervisor;
3. That the Spiritual Direction Practicum Director shall be available for consultation with supervisors and students, and shall be contacted immediately should any problem or change in relation to student, supervisor, or seminary occur; and,
4. To assign a faculty member, who serves as course instructor, for the assignment of the practicum grade.

The Practicum Supervisor agrees:

1. To provide opportunities for the student to engage in a variety of spiritual direction activities* under supervision and for evaluating the student's performance
2. To provide written evaluation of the student;
3. To provide a monthly two-hour supervision session for student; and,
4. To notify the Spiritual Direction Practicum Director immediately of any concerns related to the student.

The Student agrees:

1. To adhere to the administrative policies, rules, standards, and practices of the field placement site, if any;

2. To act in an ethical and professional manner related to interactions with staff, students, directees, and their families;
3. To keep the Practicum Supervisor and Practicum Course Instructor informed regarding his or her practicum experiences;
4. To secure student liability insurance coverage for the duration of this practicum experience;
5. To maintain a record of the hours accrued during the practicum time period;
6. To the understanding that a passing grade in this course will not be issued unless the specified minimal level of spiritual direction skill, knowledge, competence, and completion of course requirements are met.

Termination:

It is understood and agreed by Practicum Supervisor, student, Spiritual Direction Practicum Director, and Field Education Supervisor that the Practicum Supervisor has the right to terminate the student's practicum, if, in the opinion of the Practicum Supervisor, the student's conduct is detrimental to the operation of the Practicum Site and/or to the directees' or student's well-being. The practicum student has the right to request termination for cause. Action toward termination will not be taken until the grievance has been discussed with the Spiritual Direction Practicum Director and Field Education Supervisor.

Supervisor

Date

Student

Date

Spiritual Direction Practicum Director

Date

Field Education Supervisor

Date

*Experience requirements: As part of this practicum experience, the student should provide direct face-to-face spiritual direction with directees to practice offering spiritual direction. At least one session must be recorded for review by the supervisor. The student should have the opportunity to complete any documentation such as progress notes and administrative duties.

Practicum Supervisor's Midterm and Final Evaluation of Practicum Student Performance

Name of practicum student: _____

Period covered by the evaluation: _____

Setting: _____

Directions: Please indicate your level of agreement with each of the following statements regarding the practicum student's capabilities and performance by circling 1-2 (poor or marginal performance), 3-4 (adequate or average performance), 5-6 (good to excellent overall performance), NA/NO (not applicable or not observed).

*NOTE: Students will be graded on their performance at each evaluation (midterm and final). In addition, growth between these two evaluation periods is given the most weight. Therefore, supervisors please keep in mind that conducting a candid and frank evaluation at mid semester allows for growth to be reflected in the numbers at the second evaluation (i.e., giving 1s to 4s on the first evaluation and giving 3s to 6s on the second evaluation represents growth by the student). As well, it is important for the numbers to reflect if little or no growth has occurred, or if there has been a regression in skills or abilities.

General Supervision Comments	Poor		Adequate		Good		NA/NO
1. Demonstrates a personal commitment to developing professional competencies.	1	2	3	4	5	6	—
2. Invests time and energy in becoming a spiritual director.	1	2	3	4	5	6	—
3. Accepts and uses constructive criticism to enhance self-development and skills.	1	2	3	4	5	6	—
4. Engages in open, comfortable, and clear communication with peers and supervisors.	1	2	3	4	5	6	—
5. Recognizes own competencies and skills and shares these with peers and supervisors	1	2	3	4	5	6	—
6. Recognizes own deficiencies and actively works to overcome them with peers and supervisors	1	2	3	4	5	6	—
7. Completes case reports and records punctually and conscientiously	1	2	3	4	5	6	—
8. Is dependable and efficient in time management	1	2	3	4	5	6	—

The Spiritual Director's Professionalism	Poor		Adequate		Good		NA/NO
1. Keeps appointments on time.	1	2	3	4	5	6	—
2. Begins the interview smoothly.	1	2	3	4	5	6	—
3. Explains the nature and objectives of spiritual direction, when appropriate.	1	2	3	4	5	6	—
4. Is relaxed and comfortable in the interview.	1	2	3	4	5	6	—

The Spiritual Direction Process	Poor		Adequate		Good		NA/NO
1. Communicates interest in and acceptance of the directee.	1	2	3	4	5	6	—
2. Facilitates directee expression of concerns and feelings.	1	2	3	4	5	6	—
3. Focuses on the content of the directee's problem.	1	2	3	4	5	6	—
4. Recognizes and resists manipulation by the directee.	1	2	3	4	5	6	—
5. Recognizes and deals with positive affect of the directee.	1	2	3	4	5	6	—
6. Recognizes and deals with negative affect of the directee.	1	2	3	4	5	6	—
7. Is spontaneous in the interview.	1	2	3	4	5	6	—
8. Uses silence effectively in the interview.	1	2	3	4	5	6	—

9. Is aware of own feelings in the session.	1	2	3	4	5	6	—
10. Communicates feelings to the directee when appropriate.	1	2	3	4	5	6	—
11. Recognizes and skillfully interprets the directee's covert messages.	1	2	3	4	5	6	—
12. Facilitates realistic goal setting with directee.	1	2	3	4	5	6	—
13. Encourages appropriate action-step training with the directee.	1	2	3	4	5	6	—
14. Employs judgment in the timing and use of different techniques.	1	2	3	4	5	6	—
15. Initiates periodic evaluation of goals, action-steps, and process during direction.	1	2	3	4	5	6	—
16. Explains, administers, and interprets testing devices correctly.	1	2	3	4	5	6	—
17. Terminates the interview smoothly.	1	2	3	4	5	6	—
18. Assists directees with personal problems in individual sessions.	1	2	3	4	5	6	—
19. Conducts small group sessions.	1	2	3	4	5	6	—
20. Consults with other directors and makes effective use of referral sources to help directees.	1	2	3	4	5	6	—
21. Demonstrates knowledge of and sensitivity to minority needs.	1	2	3	4	5	6	—
22. Presents in-service training and/or community education activities.	1	2	3	4	5	6	—

The Conceptualization Process	Poor		Adequate		Good		NA/NO
1. Focuses on specific behaviors and their consequences.	1	2	3	4	5	6	—
2. Recognizes and pursues discrepancies and meaning of inconsistent information.	1	2	3	4	5	6	—
3. Uses relevant data in planning immediate and long-range goals.	1	2	3	4	5	6	—
4. Uses relevant data in considering various strategies and their implications.	1	2	3	4	5	6	—
5. Bases decisions on theoretically sound and consistent rationale of human behavior.	1	2	3	4	5	6	—
6. Is perceptive in evaluating the effects of spiritual direction techniques.	1	2	3	4	5	6	—
7. Demonstrates ethical behavior in spiritual direction.	1	2	3	4	5	6	—

Additional comments and/or suggestions:

Evaluator's Signature

Title

Date

(Please mail the first two pages of this evaluation in the envelope provided to Houston Graduate School of Theology, Spiritual Direction Practicum Director, 4300-C West Bellfort, Houston, TX 77035)

Student Acknowledgement Page

I have discussed this evaluation with the evaluator and have received a copy. If I do not agree with this evaluation, I understand that I may submit a letter in duplicate stating my position. A copy is to be retained by the evaluator and the original is to be given to the Spiritual Direction Practicum Director to be placed in my practicum file.

STUDENT'S SIGNATURE

DATE

0 – 36 – very poor performance in target areas requiring serious, immediate attention and will initiate a fitness to practice meeting

37 – 78 – poor to marginal performance in target areas requiring serious, immediate attention and will initiate a fitness to practice meeting

79-120 – poor/marginal to adequate/average performance in target areas requiring immediate attention and remediation, and may require initiation of a fitness to practice meeting

121- 162 – adequate or average performance in target areas (most students initially expected to be in this range)

163 – 204 – average to good performance in target areas

205 – 246 – good to excellent performance in target areas



4300-C West Bellfort
Houston, TX 77035
713-942-9505 (phone)
713-942-9506 (fax)

Spiritual Direction Practicum – Supervisor Instruction Letter

Date: _____

Practicum Student Name: _____

Semester/Year: _____ Semester Start Date: _____

Dear Practicum Supervisor:

Greetings from the Academic Office of Houston Graduate School of Theology. The student named above has indicated that you will be supervising his or her spiritual direction practicum for the semester noted above. In order to complete the student's enrollment in the practicum experience, we ask each supervisor to complete the "Supervisor Agreement" form as soon as possible. Please complete the form, attach your business card, and return to HGST in a sealed envelope, either through the mail or with the student.

If you have any questions about HGST or this process, please feel free to contact me via email (btowne@hgst.edu) or telephone (713-942-9505).

Thank you for agreeing to participate in this supervisory role.

Sincerely,

A handwritten signature in black ink that reads 'Becky L. Towne'. The signature is written in a cursive, flowing style.

Dr. Becky L. Towne

Academic Dean and Director of the Doctor of Ministry Program
HGST Field Education Supervisor and Spiritual Direction Practicum Director
Professor of Christian Spirituality



Order Instructions for **Houston Graduate School of Theology**

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Contact Us

For additional assistance, please contact the Service Desk at 888-723-4263 or visit <https://mycb.castlebranch.com/help> for further information.