



**STL RESEARCH PRACTICUM
MEMORANDUM OF UNDERSTANDING**

FE-4400

Students in the STL degree program are required to participate in a ministry placement as part of the FE-4400 Research Practicum. (This is also known as Curricular Practical Training or CPT.) International students in F-1 status are allowed to be employed in the U.S. under Curricular Practical Training (CPT) as long as the employment is an integral part of the degree curriculum. This Memorandum of Understanding provides training objectives agreed upon by the ministry contact person, course instructor, and student, and facilitates the authorization of CPT for the semester requested. Responsibilities include:

Ministerial Contact Person: Facilitates placement of student in ministry, serves as an on-going contact person, and verifies participation in that ministry for the appointed period of time.

Student: Adheres to agreed upon ministry responsibilities and fully participates in the learning objectives.

Course Instructors: Provide class setting for theological reflection on ministry experience, per the syllabus. Paul Janowiak can assist with queries regarding finding a placement, and provide guidance as necessary.

STUDENT INFORMATION

Name: _____ **Student ID#:** _____

Phone Number: _____ **E-mail:** _____

MINISTERIAL PLACEMENT INFORMATION

Course Instructor Name: Paul Janowiak

Phone Number: 510-549-5032

E-mail Address: pjanowiak@scu.edu

Ministerial Placement _____

[Paycheck Issuing Institution (if applicable)]: _____

Address of Ministerial Site: _____

Name of Ministry Contact Person: _____

Phone Number: _____ **E-mail Address:** _____

Number of Hours per week/semester: _____ **[Pay rate (\$/hour, if applicable)]:** _____

Start Date (m/d/yy): _____ **End Date (m/d/yy):** _____

STUDENT'S MINISTRY OBJECTIVES

In addition to goals listed on the Syllabus, please list your academic and ministerial objectives for the ministry placement during this period and what skills/experiences you wish to gain. You may use the same objectives entered on your CPT form.

The following parties have agreed to the Ministry Objectives:

Student Signature: _____ **Date:** _____

Off-site Contact Person Signature: _____ **Date:** _____

Course Faculty Signature: _____ **Date:** _____

Please bring a signed copy of this form (with your signature and the contact person signature) by Reading Week/Spring Break for Paul Janowiak's signature.

Once Paul has signed the form it will then be returned to you so that you can submit the completed form at the end of the semester, please see below.

Completion of Ministry (at the conclusion of the semester/conclusion of the ministry period):

Off-site Contact Person Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

*To be assigned course credit, this form must be submitted to Paul Janowiak, SJ, Room 204
by the end of the semester.*