

Syllabus for
eCHRM 398/eFED 750—Ministry Practicum
3.0 Credit Hours

I. COURSE DESCRIPTION

Provides the senior master student with practical experience in ministerial responsibilities and in a broad range of roles performed by the professional minister. Trainees gain competence in essential areas of local church ministry.

Prerequisites: 50% of graduate theology coursework

II. COURSE GOALS

The purpose of this course is to enable the student to do the following:

- A. Experience, as closely as possible, the life of a minister as pastor, preacher, worship leader, and administrator.
- B. Develop and refine skills as a practical minister.
- C. Develop professional attitudes toward the practice of ministry.
- D. Study the nature and function of pastoral ministry in the local church.
- E. Develop a professional self-image through acceptance of responsibility and interaction with qualified supervisors serving as models in the developmental process.

III. STUDENT LEARNING OUTCOMES FOR THIS COURSE

As a result of successfully completing the Ministry Practicum, the student will be able to do the following:

- A. Interpret and discuss the theory and practice of ministry in the local church.
- B. Analyze and discuss the needs of a local church from a congregational perspective.
- C. Discuss the importance of exhibiting competence in essential ministerial duties.
- D. Participate in leadership development in the local church within pastoral guidelines.
- E. Discuss the need to develop a balanced lifestyle and consistent disciplines for successful ministry in the local church.
- F. Demonstrate understanding and skills for contemporary ministry contexts.

IV. TEXTBOOKS AND OTHER LEARNING RESOURCES

Ministry Practicum/Pastoral Internship Journal. Uppsala: LOU, 2012.

Oden, Thomas C. *Pastoral Theology: Essentials of Ministry*. New York: Harper and Row, 1983.

V. COURSE PROCEDURES

A. Course Prerequisites: 50% of degree program hours.

B. Evaluation Procedures:

1.	<u>Grading Scale</u>	
	A = 90-100	D = 60-69
	B = 80-89	F = below 60
	C = 70-79	
2.	<u>Assignments</u>	
	Supervisor's Evaluations	30%
	Midterm Evaluation	15%
	Final Evaluation	15%
	Ministry Reports/Case Studies	30%
	Field Education Journal/Hours	20%
	Book report on Oden	20%
	TOTAL	100%

C. Description of the assignments:

1. A minimum of 150 clock hours is required for completion of the Ministry Practicum. Students must log in a minimum **ten hours** of practicum field experience per week **for fifteen weeks**. A minimum of one hour a week is required in one-on-one conferences of the trainee with the on-site mentor in which actual ministry experiences are discussed.
2. All ministry practicum trainees must keep a weekly tracking log and journal and submit it to the Director of Field Education at the middle and the end of the practicum. The journal specifies the required number of entries per week.
3. **It is the responsibility of the trainee to initiate the process of placement** by contacting the site and the Director of Field Education. All sites used for internship purposes must be certified and preapproved by the Director of Field Education.

4. All trainees must **keep a weekly journal** that includes discussion of their ministry practice entries and the supervisory meeting. The journal specifies the required number of entries per week.
5. **Learning contract, Midterm and final evaluations** are completed by the site mentor and required to be submitted to the Director of Field Education.
6. Two case studies are presented on each site.
7. A **final synthesis paper** (7-10 pages) of the entire practicum theologically reflecting on **each of the five (5)** sections of the Oden text is required. Compare and contrast **each of the five (5)** sections with the field site experience. This paper is due at the end of the practicum and is submitted to the Director of Field Education.
8. The student must meet personally with the Director of Field Education at the conclusion of the practicum to discuss the training experience and professional development.

D. Procedures

1. Attendance at each class or laboratory is mandatory at Livets Ord Theological Seminary. Absences can reduce a student's grade or deny credit for the course.
2. Students and faculty at Livets Ord Theological Seminary must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, video, multimedia, or computer software. By submitting an assignment in any form, the student gives permission for the assignment to be checked for plagiarism, either by submitting the work for electronic verification or by other means.
3. Final exams cannot be given before their scheduled times. Students need to check the final exam schedule before planning return flights or other events at the end of the semester.

VI. UNIVERSITY POLICIES

A. Evaluation Policies

1. Completion of a Course
 - a. All assignments for each Week or Unit are due on the week established in the course calendar, which is published in the syllabus or assigned in class. **Any assignments turned in after the scheduled due date will be penalized five percent (5%) of the original value per day.** All work turned in two weeks after the assignment deadline will be received but will be granted a grade of zero for that assignment.
 - b. No work is accepted after the final exam date.

2. Incompletes

- a. An incomplete is given only after the student establishes with the instructor and the department chair by written petition that his or her work is incomplete for good cause (i.e., lengthy illness, death in the family). **Incompletes are rarely granted.** Only those absences that are incurred within the time period of the extenuating circumstances prompting an incomplete will be excused. The student is still accountable for any other absences and will be penalized for them according to the attendance policy.
- b. A Petition for Incomplete Grade with all supporting documentation must be submitted for approval at least one week prior to the end of normal classes. The submitting of a petition does not automatically ensure the granting of an incomplete. The petition must be approved by the appropriate academic committee of the school.

3. Examinations and Other Assignments

- a. Early examinations **are not** allowed.
- b. Late examinations are administered only when extenuating circumstances are present (such as a death in the family, sudden and major illness the week of exams that is documented by a physician). In fairness to all students, some persons should not have more time to prepare for an examination than others. **The granting of a late examination request is rare.**
- c. A Petition for Late Examination without penalty must be signed by the professor and the Dean. Proper documentation must accompany the petition. The student must schedule the makeup exam with the professor of the course. The exam must be taken no later than five (5) calendar days after the approval of the petition. **Grade penalties may be applied.**
- d. **All exams will be given as scheduled.** It is the student's responsibility when purchasing airline tickets, for example, to take this schedule into consideration. **Not being present for the final examination automatically results in failure of the course.**
- e. These requirements apply to all quizzes, tests, and examinations administered by the school.

4. Attendance

- a. The Official Attendance Policy for the LOTS is as follows for a three credit course: the missing of 6 class sessions (two weeks) will result in a grade reduction of one letter grade. Missing 12 class sessions (four weeks) will automatically result in a grade of "F."

- b. **The absences allowed prior to grade reduction are designed to allow for emergencies and illnesses, and are not designed for indiscriminate use.** Many students incorrectly assume that they may use these allowable absences as unexcused "cuts" from class. Administrative excuses are granted only when a student is on official University business and has received approval in advance from the University administration.
 - c. Students are expected to be prompt for classes. **Two tardies will equal one absence.**
5. Internet Study Policies
- a. The student is expected to listen to all the internet lectures and participate in all activities unless administratively excused. Only administrative excuses, notice by e-mail or phone to the office or teacher, are accepted.
 - b. Excessive absences can reduce a student's grade or deny credit for the course.
 - c. Illness and injuries are not considered excused absences (You always have to notify your teacher when for some reason you cannot do certain course work).

B. Academic Honesty

1. By signing the Honor Code, the student has pledged, "I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments."
2. The Catalog and Student Handbook reiterate that "no Christian intellectual community can maintain its integrity or be faithful to its members if violations of its central purpose are tolerated for any reason. This principle of intellectual responsibility applies to all work done by students."
3. Cheating and plagiarism attack the basis for academic accreditation and Judeo-Christian civilization. They are violations of God's moral codes. Plagiarism is literary or artistic theft and misrepresentation. It is not only a moral wrong, but it is illegal. For a full description of plagiarism, see Alexander Lindley, Plagiarism and Originality, Westport, Conn.: Greenwood, 1952.
4. No collaboration among students on assignments will be allowed without prior written approval from the professor. The Catalog specifies that "each student will do his or her own academic work and will not inappropriately collaborate with other students on assignments. A student violating this principle of intellectual responsibility will receive an F grade in the course involved and face disciplinary action including possible suspension from Livets Ord Theological Seminary."

VII. COURSE CALENDAR

15 Weeks	Assignments
1	Introduction to Course Site Locations Learning Contract Signed
2-15	Reflection – Online Discussions
4	Ministry Report Presentations Submitted
5-15	Ministry Reports Discussed
7-8	Midterm Evaluation Due
15	Final Evaluation Due

**Course Inventory for LOTS' Student Learning Outcomes
eCHRM 398/eFED 750—Ministry Practicum**

This course contributes to the LOTS student learning outcomes as indicated below:

Significant Contribution – Addresses the outcome directly and includes targeted assessment.

Moderate Contribution – Addresses the outcome directly or indirectly and includes some assessment.

Minimal Contribution – Addresses the outcome indirectly and includes little or no assessment.

No Contribution – Does not address the outcome.

The Student Learning Glossary at <http://ir.oru.edu/doc/glossary.pdf> defines each outcome and each of the proficiencies/capacities.

OUTCOMES & Proficiencies/Capacities		Significant Contribution	Moderate Contribution	Minimal Contribution	No Contribution
1	Outcome #1 – Spiritually Alive Proficiencies/Capacities				
1A	Biblical knowledge			X	
1B	Sensitivity to the Holy Spirit	X			
1C	Evangelistic capability		X		
1D	Ethical behavior		X		
2	Outcome #2 – Intellectually Alert Proficiencies/Capacities				
2A	Critical thinking			X	
2B	Information literacy		X		
2C	Global & historical perspectives			X	
2D	Aesthetic appreciation		X		
2E	Intellectual creativity			X	
3	Outcome #3 – Physically Disciplined Proficiencies/Capacities				
3A	Healthy lifestyle				X
3B	Physically disciplined lifestyle			X	
4	Outcome #4 – Socially Adept Proficiencies/Capacities				
4A	Communication skills		X		
4B	Interpersonal skills		X		
4C	Appreciation of cultural & linguistic differences		X		
4D	Responsible citizenship			X	
4E	Leadership capacity		X		