

Syllabus for
eFED 672—Field Education (Church)
1.5 Credit Hours

I. COURSE DESCRIPTION

A course enabling the student to integrate and employ biblical/theological principles, practices of ministry, and charismatic empowerment in diverse contexts of supervised ministry in the local institutional church and in consultation-reflection groups in order to achieve competency in functioning as an effective minister of the Gospel.

Prerequisites: PRM 673 and 50% of degree program hours.

II. COURSE GOALS

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

A. Educational/Professional

1. Gain the opportunity to employ biblical-theological principles, skills, and gifts in specific practices of ministry.
2. Observe church leadership and develop a model, attitude, and style of ministry in accordance with the student's unique calling, abilities, etc.
3. Reflect upon and evaluate personal and professional ministerial experiences with peers and professors in a *koinonia* group.
4. Experience fellowship in a local church and establish professional relationships with a local church or denomination for vocational ministry.
5. Grow spiritually and mature emotionally through interaction with peers, professors, and supervisors.
6. Obtain a sufficient foundation of experience in ministry to most judiciously use personal elective curriculum according to individual perceived needs and planned vocational direction.

B. Personal

1. Gain identity formation as a person and as a minister.
2. Be stimulated toward emotional and spiritual formation through interpersonal relationship with those served, peers, and supervisors.
3. Gain the opportunity to experience Christian community through participation in interpersonal and reflection groups. These group experiences serve as models for future ministry.

C. Institutional

1. Provide a structured context in which faculty and students are brought closer together.
2. Provide a structured context in which the academy and field meet.
3. Bring a sense of general purpose and integration to the M.Div. curriculum through the process of reflecting upon the biblical-theological meanings of experience in ministry.
4. Bring the School of Theology into closer relationship with the churches and agencies served.
5. Provide opportunities for personal, professional, and theological integration of the students as part of the assessment process.

III. STUDENT LEARNING OUTCOMES FOR THIS COURSE

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

- A. Evaluate and discuss the structure and ministries of a local church and experiences expected of the professional minister.
- B. Internalize, reflect upon, and respond to experiences expected of the professional minister by outlining courses and experiences in the student's theological education to strengthen weak points surfaced and build upon strengths discovered.
- C. Discuss the value of peer and supervisory evaluation in the performance of ministry.
- D. Describe personal growth and maturity experienced in ministry.
- E. Articulate at the beginning level the possibilities and problems involved in integrating theology and the practice of ministry.
- F. Demonstrate skills for contemporary ministry within a variety of traditions, churches, and cross-cultural contexts.

IV. TEXTBOOKS AND OTHER LEARNING RESOURCES

Required Materials:

Field Education Journal. Uppsala: Livets Ord Theological Seminary, 2012. (Available upon request)

V. COURSE PROCEDURES

A. Course Prerequisites: PRM 673 and 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	30%
	Field Education Journal/Hours	30%
	Attendance in online discussion	10%
	TOTAL	100%

C. Description of the assignments:

1. This course is a letter grade format. To pass the course students must perform a minimum of 120 ministry contact hours at approved field education sites and maintain a course work average of 75 or better. Each student must **log ministry experience at the site weekly** (8 hours for the period of 15 weeks). The only exception is during the first week of class and in the case of illness. Those hours must be made up. If the required number of hours per week is not logged in, students are subject to grade penalties in the course.
2. **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.
3. 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.
4. **Learning contract, Midterm and final evaluations** are completed by the site mentor and required to be submitted to the Director of Field Education.
5. A **final synthesis paper/case studies** (3-7 pages). This report is due at the completion of the term. The paper is not a critique or a review of the required reading, but **reflects the student's interactions with the Biblical text, and their interactions with the ministry site.**

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
eFED 672—Field Education (Church)**

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		