

SAINT LOUIS CHRISTIAN COLLEGE
PMN300 MINISTRY PRACTICUM
Professor Scott Womble
3 Credits

Spring 2014

Day course

Course Prerequisites: 62 credits

MISSION STATEMENT

Saint Louis Christian College pursues excellence in the Word and develops servant leaders for urban, suburban, rural, and global ministry.

COURSE DESCRIPTION

By arrangement with the Faculty Director, students participate in field work structured to acquaint them with effective methods of ministry in a selected area of interest. Guidance in the field is by arrangement with field leaders in association with the Faculty Director. All bachelor degree students are required to fulfill a ministry practicum. **Students are to complete an internship experience in the area of the student's specialization.**

COURSE RATIONALE

This course contributes to student achievement of the following Professional Education Division Objectives.

- Given opportunities to participate in classroom projects and ministry experiences, the student will exhibit the ability to communicate the biblical message clearly and contextually.
- Upon completion of studies in evangelism and teaching, the student will be able to utilize diverse methodologies in order to lead a person to a saving relationship with Christ.
- Through opportunities to participate in classroom, ministry and leadership experiences, the student will develop the ability to integrate Christians into an active involvement in a local church fellowship.
- Having been exposed to effective church models and administrative procedures via classroom and field experiences, the student will possess essential knowledge to organize and administrate a ministry within the basis of a biblical, historical, and socio-cultural context.
- By means of the integration of classroom instruction, observation, and participatory leadership/ministry opportunities, the student will cultivate a growing appreciation for and understanding of the biblical model of servant-leadership.

COURSE OBJECTIVES

The primary purpose of the Practicum course is to provide students with an opportunity to apply knowledge, skills, and dispositions developed during their prior program of study. Following classroom orientation activities, students perform a ministry internship in an off-campus ministry setting under the guidance of a competent professional practitioner. The program is designed to produce the following measurable outcomes, within the limitations imposed by specific ministry settings. By participating in Practicum/Internship, the student will . . .

- Gain self-understanding by being engaged in a broad range of service that will assist the student in making an informed choice of life work in light of his/her strengths and weaknesses. DO 5
- Experience real-world ministry and interact with practitioners concerning current needs, problems, and opportunities. DO 4
- Gain insight and expertise in practices and processes necessary to evangelize the lost and integrate new Christians into the larger Christian community. DO 2, 3
- Apply doctrinal and theological reflection to real ministerial situations. DO 1
- Discern the need to be spiritually empowered, equipped, and guided in ministry by one's relationship with Jesus Christ and the Holy Spirit. DO 5
- Develop and refine the necessary skills to respond to current challenges in Christian ministry, particularly as it relates to the application of the message of the Bible. DO 1, 4

COURSE STRUCTURE

This document is intended to give a brief outline of the structure of the Practicum Program for Day students at Saint Louis Christian College. It is intended to give potential Practicum students, Field Supervisors and Mentors an overview of the information contained in the Practicum Program adopted by the college in August of 1997.

Definitions

- The Faculty Director is the Professor of the Practicum course.
- The Field Supervisor is the person overseeing the student's 200 hours of service.
- The Mentor is the person the student will meet with a minimum of 8-10 times.

Yes, the Field Supervisor and the Mentor could be the same person.

The Program

The program contains the following major elements:

- It is Learning Covenant based. Thus, the intern and the Field Supervisor negotiate the direction of the Practicum prior to the beginning of the experience. The results of these discussions are formed into learning experiences that make up the heart of the Learning Covenant. No hours may be logged towards the Practicum until the Learning Covenant is approved by both the Faculty Director and the Field Supervisor.

- It is hour based, as opposed to week based, with a required log. The Practicum student must show how each activity recorded in the log applies toward the meeting of the Objectives recorded in the Learning Covenant. Students must record a minimum of **200 hours** in the Log.
- The student will **meet with a Mentor for 8-10 sessions**.
- A structured essay is required of each student to allow him/her the opportunity to fully reflect on the experience.
- Students meet with the Faculty Director at the end of the Practicum for an Exit Interview.
- Both the Field Supervisor and the Mentor are asked to complete an evaluation form found in the Practicum Supervisor/Mentor Handbook.
- With the exception of special cases approved by the Faculty Director, students are not to be "in charge" of any particular area of ministry. For example, it is the intention of the Practicum program to place youth ministry students in ministries that presently have a youth minister under whom the student can work.

COURSE REQUIREMENTS

Students must show that they have fully completed 62 Credit Hours to participate in the Practicum course. The Faculty Director may grant a student who does not meet all of the qualifications the opportunity to participate in a Practicum under some circumstances. Students who do not meet all of the qualifications to participate in a Practicum, but desire to do so, should contact their Faculty Director the semester before their Practicum to see if a they will be allowed to participate in a Practicum.

Practicum students are required to participate in the Practicum Orientation Seminar.

Students will have approximately **9 months** following the Practicum Orientation Seminar (**approximately 8 hours of work p/week**) to complete the Practicum requirements.

Students should keep in regular contact with their Faculty Director. Regular contact is defined as enough contact to be sure that the Practicum is proceeding according to the Learning Covenant. If there are substitutive changes to the Practicum, it is the Practicum student's responsibility to communicate with the Faculty Director for approval.

Students may pursue the Practicum site/sites recommended by the Faculty Director, or may get approval of the Faculty Director to pursue a site of their own choosing.

Students must realize that if they have a preference as to where they hold their Practicum, they need to inform their Faculty Director as early as possible. They should provide the Faculty Director with contact information to allow direct contact to be made between the two parties. Students should share this syllabus and the Supervisor/Mentor Handbook with their potential ministry and Field Supervisor.

Good Academic and Social Standing Policy

Students must be in good academic and social standing with the college in order to participate in the Practicum program. Students who are under academic probation or disciplinary probation during the semester of the Practicum Course will not be permitted to acquire a Practicum Ministry.

We believe that students who participate in Practicum are not only representing God, they are also representing Saint Louis Christian College. If a student cannot conduct him or herself well in the college community, we will hesitate to place him or her in a Ministry Practicum.

Orientation Seminar Topics

- What makes a good Practicum Experience?
- Student & Supervisor/Mentor Handbooks
- Professional Conduct Code
- Assignment due dates
- The mentor's role and qualifications
- Selecting your mentors
- Practicum and vocational ministry
- Learning experiences in detail
- The Learning Covenant
- Book review
- Journal
- Log
- Evaluations
- Kolb Reflective essay

Requirements for Written Assignments

All written assignments are to be typed in 12 pt. Times New Roman font and follow MLA style. Points will be deducted from the grade for improper formatting and the Faculty Director may return any work with improper formatting for resubmission. The time spent in writing of assignments does not count towards your 200 hours of service.

Book Review

There is a book review, assigned from your Mentor, which is required as a part of this Practicum program. The book review must be presented in the following format or it will be returned for resubmission:

- The first section of the report must be two pages of content review. Be sure to cover the major points of the assigned book.

- The second section must be two pages of reaction to and/or application of the material read in the book. Do you agree with the author? Are there any specific matters in which this book will help you in your ministry or personal growth?
- The reading of your assigned book does not count towards your 200 hours of service.
- The book review is to be **emailed to the Faculty Director**.

Journal

The student is to keep a journal of the practicum experience. Entries should be made both when the student is interning (logging hours) and following each mentoring session. There are 8-10 mentoring sessions that are to be completed with the Mentor. Following each session the student should record the primary “Take-Away” items from the session. This is to be turned in when the practicum is completed.

Practicum Log

The log of your Practicum activities is one of the key elements of your Practicum documentation. It is the tool that you need to use to record the actual service time connected with the completing of the experiences on your Learning Covenant. The Faculty Director has an Excel document which is already formatted to work as needed for the Practicum Log. If the student would like a copy of that file to utilize, he/she should email the Faculty Director.

Each entry must have the date, the activity, the number of the corresponding learning experience from the learning covenant, and the time spent doing the activity. See the example below:

| Date | Activity | Experience | Time |
|-----------|-------------------------------|------------|---------|
| 5/13/2005 | Taught a Sunday School lesson | 1 | 1 hour |
| 5/17/2005 | Attended elders/staff meeting | 3 | 2 hours |

The final part of the log must have a list of each experience along with the number of hours spent working towards the fulfillment of the experience (see example below). You will also need to include a total of the hours spent fulfilling the requirements of the Practicum. The final entry in your log needs to be a total number of applicable hours, a minimum of 200 hours is required.

Learning Experience 1:

Total hours of recorded Practicum time spent on Learning Experience 1 - 49 hours

If your learning experiences include time at a camp, convention, or other overnight activities, you may count hours in which you are “on duty” for the activity. For instance if you are still supervising campers even though you are at lunch, you can count the time. If, however, you go away for dinner with other staff during “off” time, you would not be

able to count that time. You may not count breaks or time sleeping even if you are at an event overnight and technically “on duty.”

CAMP TEAM OPTION

If you wish to utilize SLCC camp teams for your Practicum, you must be a major in either Student Ministry or Christian Ministry. The following adjustments will be made:

- your hours log will have to be signed each week by the Dean of the camp
- you will have to give an evaluation form to each Dean, which will be mailed to the Faculty Director
- the Camp Team Coordinator in the Admissions Department will have sign Addendum 3 in the space provided for the Field Supervisor

COURSE ASSESSMENT

The final grade will be based on the following formula:

| | |
|---|-----|
| Orientation Attendance..... | 10% |
| * Addendums 1-3 | 5% |
| Field Supervisor Evaluation | 15% |
| Mentor Evaluation | 15% |
| Self Evaluation | 10% |
| Journal | 10% |
| Mentor Assigned Text: Reading Report..... | 10% |
| Reflective Essay (Kolb Model) | 20% |
| Hours Log with Field Supervisor’s Signature | 5% |

*Note – Without these items, the student may not begin logging Practicum hours.

In the event that the student falls short of the required 200 hours, the student will FAIL the course.

In the event that the student does not meet the mandatory 8-10 mentoring sessions, the following rubric will be followed:

| | |
|-----------------------|---|
| 8 sessions or greater | = A |
| 7 sessions | = B is best grade student can receive in course |
| 6 sessions | = C is best grade student can receive in course |
| 5 sessions | = D is best grade student can receive in course |
| 4 sessions or less | = F |

COURSE SCHEDULE

DUE at the Orientation (our initial meeting):

- Review the Syllabus & Student Handbook
- Read Chapters 1-4 of Experiencing Ministry Supervision

DUE at individual appointment with Faculty Director:

- If you have a Field Supervisor, give the person the electronic copies of the Syllabus, Student Handbook and Supervisor/Mentor Handbook
- If you have a Field Supervisor, meet to discuss Learning Experiences and Covenant

DUE PRIOR to beginning your Practicum

- Compile 100% on oral exam given to you (during appointment) over Practicum requirements.
- Submit ADDENDUMS 1-2 (Student Handbook).
- Submit ADDENDUM 3 (Student Handbook). This must be both **complete** and **typewritten**. Failure to follow instructions will result in a grade deduction.

The student may not begin counting any hours towards Practicum until:

- Addendums 1-3 (Student Handbook) have been signed by the appropriate persons
- Addendums 1-3 have been submitted to the Faculty Director
- The oral exam is passed

Addendums 1-3 (and oral exam) are due by May 1

DUE AT THE END of the Practicum - FINAL DUE DATE: November 1, 2014

Graduates who walk in May need all work completed and turned in to the Faculty Director by August 24, as the Registrar must have grade by August 31.

All of the following must be turned in within 2 weeks of the final hour that is logged. Failure to comply will result in a zero for each assignment which is late.

- Evaluation from your Field Supervisor –
ADDENDUM B in Supervisor/Mentor Handbook
(Have your Field Supervisor mail to the Faculty Director. Failure to do so will result in a zero.)
- Self-evaluation – ADDENDUM 4 in the Student Handbook
- Log of hours **(accompanied by signature of Field Supervisor).**
No signature = no grade
- **email** Kolb reflective essay – ADDENDUM 5 in the Student Handbook

The following items must be turned in after your mentoring sessions are complete:

- Evaluation from your Mentor – ADDENDUM C in Supervisor/Mentor Handbook
(Have your Mentor mail to the Faculty Director. Failure to

do so will result in a zero.)

- **email** reading report on the book assigned by the Mentor
- Journal which reflects your entire practicum experience

In order to pass Practicum, ALL ASSIGNMENTS MUST BE TURNED IN!
COURSE TEXTBOOKS AND MATERIALS

Student Handbook and Supervisor/Mentor Handbook will be electronically sent to you later.

Pyle, William T. and Mary Alice Seals. Experiencing Ministry Supervision.
Nashville: Broadman and Holman Publishers, 1994.

One additional book will also be assigned by your Mentor.

COURSE INSTRUCTOR CONTACT INFORMATION

Professor Scott Womble

1. Office Hours: No appointment is required. However, if I am occupied at the time of your visit, we may set an appointment.
Monday & Thursday – 1:00 p.m. - 6:00 p.m.
2. Email – swomble@slcconline.edu
I prefer that you email me before calling! My email goes directly to my iPhone.
3. Campus Phone – 314-837-6777 dial 9 then ext. 1420