

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

Spring 2012

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 should complete an internship experience in the area of the student's specialization** (whenever possible).

COURSE RATIONALE

This course contributes in part to student achievement of the following Institutional Objectives:

- Be capable and reliable communicators of the Bible. Therefore the academic program at SLCC focuses on developing students' communication and vocational skills.
- Possess unimpeachable character. Therefore the program at SLCC fosters in students habits of accountability and integrity.
- Know how to initiate change. Therefore SLCC focuses on developing skills appropriate for leadership in a changing world.
- Go anywhere in the world and do any ministry they believe God has called them to perform. Therefore SLCC focuses on advancing students' gifts for ministry and challenging students to develop a global perspective on their life's work.
- Practice servant-leadership on the model of Jesus, addressing the practical issues of racism, poverty, political powerlessness, and spiritual need among the world's disenfranchised, both urban and rural. Therefore SLCC promotes leadership models that focus on physical, emotional, and spiritual human needs in the wider community and around the world, as well as in students' local churches.

- Know how to partner with other Christians without compromising our commitment to restore New Testament Christianity. Therefore SLCC promotes the spiritual heritage of the Restoration Movement, especially its twin goals of the “restoration of the ancient order of things” and unity among all believers.

This course also 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 objective of the Practicum is that each student glorify God by ministering among believers and non-believers outside of the campus community. However, the program is also constructed to produce the following measurable outcomes in those who graduate from Saint Louis Christian College.

- ***Gift Experimentation*** - By participating in the Practicum, the student will operate in several different areas of service and, thus, be better equipped to make an informed choice of a life-long area of service.
- ***Call Affirmation*** - By participating in the Practicum, the student will be able to affirm his/her call to ministry by experiencing actual ministry events and discussing the realities of ministry with those currently involved in ministry.
- ***Self Understanding*** - By participating in the Practicum, the student will operate in several different areas of service and, thus, be able to see both his/her personal strengths and weaknesses.
- ***Theological Implementation*** - By participating in the Practicum, the student will be able to directly apply doctrine and theological reflection to real ministerial situations.

- ***Spiritual Development*** - By participating in the Practicum, the student will discern that the ability to minister flows from a relationship with Jesus Christ and a dependence upon the Holy Spirit for guidance.
- ***Skill Development*** - By participating in the Practicum, the student will develop the necessary skills to minister in today's world.

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 both potential Practicum students and Field Mentors an overview of the information contained in the Practicum Program adopted by the college in August of 1997.

Foundational Issues

The development of the Practicum Program has its foundation in several contemporary issues:

- Students who are desiring non-traditional Practicums to accommodate unique, yet valid, ministry callings that do not easily fit within traditional internship programs.
- More and more ministries are finding that the best time for interns is NOT during the Summer months when schools traditionally send out students.
- The demographic characteristics of the students seeking ministry training are changing. Many students are changing careers or come with work and family obligations that do not allow for a traditional internship. Yet, at the same time, they too need valid practicum experiences.

The Program

The program contains the following major elements:

- It is Learning Covenant based. Thus, the intern and the ministry negotiate the direction of the Practicum prior to the beginning of the experience. The results of these discussions are formed into Objectives 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 Mentor.
- 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 **300 hours** in the Log.
- The student is accountable to both a Faculty Director and a Field Mentor with whom the student directly works with during the Practicum.
- 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.

- The Field Mentors are asked to complete the two evaluation forms found in the Practicum Manual and meet regularly with the student during the Practicum to ensure that all is progressing well.
- 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 **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 Practicum Manual and the goals of the Practicum program with their potential ministry and mentor.

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?
- Practicum Manual
- Professional Conduct Code
- Assignment due dates
- The Mentor's role and qualifications
- Selecting a mentor
- Signs of fruitful mentoring
- Practicum and vocational ministry
- Learning objectives in detail
- Group exercise on learning objectives
- The Learning Covenant
- Sample skill areas
- Book reviews
- Log
- Evaluations
- Reflective essay

Practicum and the Ministry Advancement Program (MAP)

In order to focus on the completion of the Practicum, the student is allowed to choose one semester in which to be excused from the following MAP requirements:

- Community Activity Points or On-Campus Work
- On-Line Map Log Forums
- On-line Spiritual Growth Forums (Biblical Class Review and Book Review)

For that one semester, the Practicum grade will substitute for the MAP grade.

- It is the student's responsibility to inform the MAP Coordinator as to which semester he/she wishes to be excused from the MAP point requirement.

The following guidelines should be used to determine that choice:

- It is best to still do MAP requirements in the semester that a student is doing the **preliminary** work for Practicum.
- In the semester that a student is **actually** logging the bulk of the Practicum hours, he/she may **choose not** to complete separate MAP point activities.
- The Practicum grade will serve as the MAP grade for that one semester.
- If a student should fail Practicum, that student would also receive a failing grade in MAP. All consequences of failing a semester of MAP would be served.
If a student is still enrolled at SLCC in future semesters after the Practicum

semester, he/she will continue to be in the MAP program and will be expected to meet all requirements. The student will only be excused from MAP for one semester during the Practicum. If for any reason an extension is taken on the Practicum, the student will still be expected to complete MAP requirements in the subsequent semesters.

*The only components of the MAP program that are excluded by the Practicum are the point accumulation of Community Points and the On-line Map Log forums. Chapel, Boatman Leadership Intensive, Infinite Influence Conference, and Lab Week are **still required** as per the student's usual MAP.

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 300 hours of service.

Book Reviews

There are two book reviews required as a part of this Practicum program. The first will cover the book **The Making of a Leader** and the second will cover a book selected by the **Field Mentor**. 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 300 hours of service. Should your field mentor assign more than one book, that reading time may be counted towards your hours. It is the responsibility of the student to make sure the Field Mentor understands this and that the additional reading is reflected in the Learning Covenant.
- All book reviews are to be **emailed to the Faculty Director**.

Practicum Log

The log of your Practicum activities is one of the key elements of your Practicum documentation. It will be part of your Practicum portfolio kept at the college. It is the tool that you need to use to record the actual service time connected with the completing of the objectives on your Learning Covenant. The Faculty Director has an Excel document on file 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.

The Log must be presented in the following format:

- It should include the students' name, Instructors' name, the course name, and the date.
- Each entry must have the date, the activity, the number of the corresponding objective from the learning covenant, and the time spent doing the activity. See the example below:

Date	Activity	Objective	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 objective along with the number of hours spent working towards the fulfillment of the objective (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 300 hours is required.

Objective 1

"In order to improve my public speaking abilities, I will prepare and present five Sunday School lessons during my Practicum and ask for an honest, written evaluation from three of those present for the lesson."

Total hours of recorded Practicum time spent on Objective 1 - 49 hours

While any activity that legitimately applies to the realization of the objectives in the Learning Covenant counts towards the required hours, there are some activities that will not count. Examples of activities that do not count are such things as the Practicum Orientation, class time, travel time and typing of assignments for the Practicum Course/Faculty Director.

If your learning objectives 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.”

Reading of the book assigned by the Field Mentor does not count towards the log. If, however, the Field Mentor assigns extra books beyond the one required, that reading time may count towards the log. In that case, the Field Mentor and the student need to tie the extra reading specifically to one of the objectives in the Learning Covenant.

The Faculty Director will make the final decision on specific activities which may be in question.

COURSE ASSESSMENT

The final grade will be based on the following formula:

Orientation Attendance.....	5%
* Learning Covenant Approved	5%
* Faculty Director Must Have Field Mentor's Contact Info.....	5%
* Learning Covenant	5%
Mid-term Evaluation	10%
Final Evaluation.....	20%
Self Evaluation	10 %
Faculty Assigned Text: Reading Report	10%
Mentor Assigned Text: Reading Report.....	10%
Reflective Essay (Kolb Model)	15%
Hours Log with Field Mentor'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 300 hours:

- 275-299 hours = B is best grade possible
- 250-274 hours = C is best grade possible
- 225-249 hours = D is best grade possible
- Sub 225 hours = Failing grade

COURSE SCHEDULE

January 23, 2012 - Initial Meeting

- ✓ Read the Practicum Manual and bring any questions to the Orientation

DUE PRIOR to beginning your Practicum

- ✓ Consult with MAP Coordinator to discuss ideas for learning covenant
- ✓ Submit the following forms (ADDENDUMS 1-3), signed to the Faculty Director: Student Understanding & Acknowledgement Form, Professional Conduct Covenant, and Student Information Release Form
- ✓ Submit to the Faculty Director a draft of your learning contract
- ✓ Submit to the Faculty Director a final learning covenant signed by both student and Field Mentor (ADDENDUM 5). This must include an **email for your mentor**.
- ✓ *The student may not begin counting any hours towards Practicum until Addendums 1-3 have been signed and submitted, and the Learning Covenant has been approved and signed by both student and Field Mentor*

DUE HALF-WAY through the Practicum - DUE DATE: June 1, 2012

Each student will figure out their mid-term due date depending on the start date of their Practicum (either at the projected 150 hour mark or midway between the start date and the projected end date). The absolute latest acceptable date is above.

- ✓ **email** Book Review assigned by Faculty Director
- ✓ Mid-Term Evaluation from your Field Mentor – ADDENDUM 6
(Have your Field Mentor mail to the Faculty Director. Failure to do so will result in a full grade letter deduction.)

Since the purpose of the mid-term evaluation and essay is to help guide the remainder of your Practicum, neither of these assignments will be accepted after the mid-term date.

DUE AT THE END of the Practicum - FINAL DUE DATE: November 1, 2012

** All work must be turned in within 2 weeks of the final hour that is logged. Failure to comply will result in a full letter grade deduction.*

- ✓ 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.
- Submit the following to your Faculty Director:
- ✓ **email** reading report on the book assigned by the Field Mentor
 - ✓ Final evaluation from your Field Mentor - ADDENDUM 7
(Have your Field Mentor mail to the Faculty Director. Failure to do so will result in a full grade letter deduction.)
 - ✓ Self-evaluation – ADDENDUM 8
 - ✓ Log of hours (**accompanied by signature of Field Mentor**)
 - ✓ **email** Kolb reflective essay – ADDENDUM 9
 - ✓ Final debriefing with Faculty Director

COURSE TEXTBOOKS AND MATERIALS

Course Pack in the bookstore.

Clinton, Robert J. *The Making of a Leader*. Colorado Springs: NavPress, 1988.

Pyle, William T. and Mary Alice Seals. *Experiencing Ministry Supervision*.
Nashville: Broadman and Holman Publishers, 1995.

One additional book will also be assigned by your Field 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 – 10:00 a.m. to 5:30 p.m.
2. Email – swomble@slconline.edu
I prefer that you email me before calling!
3. Campus Phone – 314-837-6777 dial 9 then ext. 1420