

Syllabus for  
**FED 750-48—Ministry Practicum**  
3 Credit Hours  
**Fall 2014**

I. COURSE DESCRIPTION

Provides the senior master of arts (in practical theology) 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: PRM 673, 50% of graduate theology coursework, and M.A. candidate in Practical Theology.

Course fees: Background check, \$25.50; liability insurance, \$15.

I. COURSE GOALS

A. Educational-Professional

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

1. Gain the opportunity to employ biblical-theological principles, skills, and gifts in specific practices of ministry in a community setting outside the local church.
2. Observe models of leadership and incorporate/develop an appropriate style of ministry befitting the student's gifts and unique calling.
3. Reflect upon and evaluate personal and professional growth with peers and professors in a *koinonia* group.
4. Learn the aspects of ministry that can only be learned by doing.
5. Obtain a sufficient foundation of experience in ministry so the student can most judiciously use elective curriculum according to individually perceived needs and planned vocational direction.

B. Personal

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

1. Gain identity formation as a servant and as a leader.
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 the student's future ministry.

C. Institutional

The purpose of this institution toward the student is to do the following:

1. Provide a structured context in which faculty, students, the academy and field meet.
2. 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.
3. Bring the School of Theology into closer relationship with ministries and agencies served.
4. Provide opportunities for personal, professional, and theological integration of the students as part of the assessment process.

## II. 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 structures and dynamics of agents/agencies engaged in community ministries, and evaluate the multiple and specialized demands made upon professionals engaged in such ministries.
- B. Discuss and respond to personal experiences in such ways as to evaluate validity, strengths and weaknesses, and value to the community and the Kingdom of God.
- C. Identify, designate, and discuss opportunities available to socialized ministries and consciously record the possibility of personal preparation for ministry in a specialized profession.
- D. Clearly record the need for continuing dialogue and cooperation of the Church with specialized community agents/agencies engaged in ministering to the needs of people in varied settings and with different lifestyles.
- E. Explain the value of peer and supervisory evaluation in the performance of ministry and outline a view of ministry that includes continuing education throughout individual professional service.
- F. Articulate and consciously begin to practice the concept of ministry as service to others.
- G. Demonstrate skills for contemporary ministry within a variety of traditions, churches, and cross-cultural contexts.

## III. TEXTBOOKS AND OTHER LEARNING RESOURCES

- A. Required Materials
  - 1. Textbook  
Barber, James. *Field Education Handbook*. Tulsa, OK: ORU, 2013. (Available on D2L.)
  - 2. Other  
Barber, James. *Field Education Learning Contract, Midterm Evaluation, and Final Evaluation*. Tulsa, OK: ORU, 2013. (Available on D2L.)
- B. Optional Materials
  - 1. Textbooks  
None
  - 2. Other  
None

## IV. POLICIES AND PROCEDURES

- A. University Policies and Procedures
  - 1. Attendance at each class or laboratory is mandatory at Oral Roberts University. Excessive absences can reduce a student's grade or deny credit for the course.
  - 2. Students taking a late exam because of an unauthorized absence are charged a late exam fee.

Students and faculty at Oral Roberts University must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, electronic, video, multimedia, or computer software. Plagiarism and other forms of cheating involve both lying and stealing and are violations of ORU's Honor Code: "I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments." Plagiarism is usually defined as copying someone else's ideas, words, or sentence structure and submitting them as one's own. Other forms of academic dishonesty include (but are not limited to) the following:

- a. Submitting another's work as one's own or colluding with someone else and submitting that work as though it were his or hers;
- b. Failing to meet group assignment or project requirements while claiming to have done so;
- c. Failing to cite sources used in a paper;
- d. Creating results for experiments, observations, interviews, or projects that were not done;
- e. Receiving or giving unauthorized help on assignments.

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. Penalties for any of the above infractions may result in disciplinary action including failing the assignment or failing the course or expulsion from the University, as determined by department and University guidelines.

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.
4. Students are to be in compliance with university, school, and departmental policies regarding Whole Person Assessment requirements. Students should consult the WPA handbooks for requirements regarding general education and the students' majors.
  - a. The penalty for not submitting electronically or for incorrectly submitting an ePortfolio artifact is a zero for that assignment.
  - b. By submitting an assignment, the student gives permission for the assignment to be assessed electronically.

B. Graduate School of Theology and Ministry Policies and Procedures

1. **Completion of Assignments**

Assignments are due on the dates established in the course calendar, which is published in the syllabus. **Any assignments turned in after the scheduled due date are penalized five percent (5%) of the original value per day including weekends, breaks, and holidays.** All work turned in two weeks after the assignment deadline is received but is granted a grade of zero for that assignment. **No work** is accepted after the final date of regular classes.

2. **Incompletes**

- a. An incomplete is given only after the student establishes with the academic committee by written petition that student's 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 are 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 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 academic committee of the School of Theology and Ministry. Students are expected to continue all course work until an incomplete is granted.

3. **Examinations**

- a. Early examinations **are not** allowed. Late examinations without grade penalty are administered only when extenuating circumstances are present (such as a death in the family the week before exams or a sudden and major illness the week of exams that is documented by a physician).
- b. A Petition for Late Examination must be submitted to the academic dean's office. A **\$15 fee**, plus proper documentation, must accompany the petition. The academic committee reviews each petition and grade penalties are assessed. (Late exam fee is not a grade penalty.)
- c. Students taking late exams should expect alternate versions of the original exams.
- d. **Not being present for the final examination automatically results in failure of the course.**

4. **Attendance**

The administration and faculty of the Graduate School of Theology and Ministry believe that class attendance is crucial in order for students to receive impartation, spiritual formation, and a community experience. Therefore, the Official Attendance Policy for the GSTM is as follows:

- a. Students will receive one letter grade reduction after missing more than two weeks of classes.
- b. Students who miss more than one month of classes will fail the course.
- c. **The absences allowed prior to a grade reduction are designed to allow for emergencies and illnesses and are not designed for indiscriminate use.**
- d. Administrative excuses are granted only when a student is on official university business and has received approval in advance from the university administration.
- e. Students are expected to be prompt for classes.
- f. Students are expected to remain for the entire class session.
- g. Leaving early without permission constitutes an absence.

5. The Disability Service Center, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, assures that no qualified individual with a disability will be denied reasonable accommodations based upon the individual's needs. It is the responsibility of the student to contact the Disability Service Center and properly register for these services. For more information, call 918.495.7018 or go to [www.studentresources.oru.edu](http://www.studentresources.oru.edu).

B. Course Policies and Procedures

1. Evaluation Procedures

a. Grading

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 experience at the site weekly**. 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. Course work is weighted in the following way:

Supervisor's Evaluations	30%
Midterm Evaluation (15%)	
Final Evaluation (15%)	
Case Study Reports	30%
On-line Discussion group	30%
Dropbox Weekly Tracking	5%
Synthesis Paper	5%

b. Grading Scale:

A=90-100%

B=80-89%

C=70-79%

D=60-69%

F=59% and below

c. Students not approved in sites **by Friday of the second full week of classes** are subject to penalties on the final computation of the course grade. **Learning contracts must be submitted by Friday of the second week of classes** or students are subject to penalties on the final computation of the course grade.

d. All field supervisors participating in the seminary's program of field education have proportionate responsibility and authority in evaluating and giving direction to the student's participation in the field assignment. Failure by the student to meet the field supervisor's expectations can result in failure to receive credit for the course.

(1) **Two written evaluations of the student's performance and growth are prepared by the field supervisor each semester. It is the student's responsibility to return the forms by one of the following methods:**

- Mail to Dr. James Barber, ORU, 7777 So. Lewis Ave., Tulsa, OK 74171
- Scan into the correct D2L dropbox
- Fax at 918.495.6125
- Hand deliver to the Field Education Office.

**The midterm and final evaluations are submitted on the date designated on the D2L dropbox.** No final grade for the course is assigned until the evaluation forms are received in the field education office.

e. The student's final grade for the course is based upon the following:

- Field supervisor's evaluations of the student's field work.
- Quality of the case study reports submitted by the student
- On-line Discussions participation
- Number of ministry contact hours.

f. The Director of Field Education assigns the final letter grade based on all evaluative input.

2. Whole Person Assessment Requirements

- All students entering the seminary are required to enroll in PRF 059—ePortfolio: Whole Person Assessment, which provides specific training to develop skills needed to create an ePortfolio.

- b. WPA requirements for this course:
    - (1) All students, regardless of degree program, must submit the Synthesis Paper for FED 750 to the course professor on ePortfolio, on the same date the assignment is also due in class.
    - (2) Failure to correctly submit designated artifact assignments on time to the course professor on ePortfolio will result in an Incomplete grade for the course. When a student submits the missing artifact to the professor on ePortfolio, he or she may fill out a Change of Grade Request with all relevant information and submit it to the course professor for approval and final grade change.
- 3. Other Policies and/or Procedures
  - a. Background check:
    - (1) All students must complete the required background check prior to going on site. The student's account is charged for this service.
    - (2) The student's account is also charged an additional fee for the liability insurance for each FED course enrollment.
  - b. Contracts: All students must complete the required Learning Contract.
  - c. On-site ministry:
    - (1) **All FED 750 Practicum students are** required to spend at least 20 hours each week in on-site ministries. This includes a one-to-one supervisory session. **Placement and times of work may be negotiated with the on-site supervisor and Director of Field Education in the learning contract.** The student is responsible for returning the **signed learning contract** by one of the following methods:
      - a. Mail to Dr. James Barber, ORU, 7777 So. Lewis Ave., Tulsa, OK 74171
      - b. Scan into the correct D2L dropbox
      - c. Fax at 918.495.6125
      - d. Hand deliver to the Field Education Office
    - (1) In addition to the 20 hours spent in on-site supervised ministry, students log in to the D2L site assigned for reflection of their weekly issues to be discussed with their colleagues. Students are encouraged to integrate academic theological training with field experience in ministry. Through the inductive process, the student's field-based material is explored in the light of biblical, historical, theological, and behavioral disciplines.
  - d. Case Study reports:
    - (1) During the semester the students submits one case study report on experience in ministry or segments of experiences in ministry arising out of current field placement. This report must give the background, describe, analyze, evaluate, and reflect upon the experiences, and is uploaded to a D2L Dropbox.
    - (2) Guidelines for the preparation of these various forms are included in the *Field Education Handbook* (online).

## VI. COURSE CALENDAR

<b>Week</b>	<b>Assignment</b>
1	Introduction to Course
2	Submit Learning Contracts
2-12	Reflection – Online Discussions
5	Case Study Uploaded
6	<b>Midterm Evaluations Due</b>
6-12	Case Study Discussed
12	<b>Final Evaluation Due</b>

**Inventory for Student Learning Outcomes  
Graduate School of Theology and Ministry**

**M. A. Practical Theology**

**FED 750—Ministry Practicum**

**Dr. James Barber, Instructor**

**Fall 2014**

This course contributes to student learning outcomes for the Master of Divinity degree 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.

Degree Program Outcomes	Significant Contribution	Moderate Contribution	Minimal Contribution	No Contribution
<b>Foundational Knowledge of OT/NT Scripture</b>				
Articulate a foundational knowledge of the content of Scripture within its cultural and historical context with application to selected contemporary situations	X			
<b>Basic Methods of Biblical Interpretation</b>				
Exhibit competence and understanding in the Word of God by utilizing basic methods of biblical interpretation.	X			
<b>Theology and Christian Doctrines</b>				
Exhibit a basic knowledge of the contents and methods of Christian theology	X			
<b>History of Christianity</b>				
Research and synthesize key movements and figures together with their significance in the history of Christianity	X			
<b>Communication Through Preaching/Teaching</b>				
Effectively communicate the message of Christianity through the medium of preaching or teaching.	X			
<b>Supervised Practice in Ministry Context</b>				
Demonstrate understanding and skills for contemporary ministry contexts.	X			