

Syllabus for  
**CHRM 398—Ministry Practicum**  
3.0 Credit Hours  
Summer 2008

I. COURSE DESCRIPTION

Supervised ministry in a local church or other ministry setting under the auspices of an assigned mentor. The supervised activities are ministries in the areas of the student's gifts and call as well as meeting church/ministry needs.

Prerequisites: None

II. COURSE GOALS

The purpose of the Practicum is to enable the student to do the following:

- A. Gain practical experience in the ministry.
- B. Gain practical experience in the operations of a successful ministry as well as the daily duties of the Pastor, pastoral staff, ministry director, lay leaders, and volunteers in the ministry, learning how they minister to people.
- C. Acquire important insight into interpersonal skills necessary to minister successfully to those around them.
- D. Develop confidence in his/her own ministry abilities.

III. STUDENT LEARNING OUTCOMES

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

- A. Discuss a successful staff meeting and/or team leader meeting.
- B. Participate in select group ministry, i.e. children's, youth, singles, parents, family, elderly, etc.
- C. Participate in outreach ministries of the organization.
- D. Participate in any discipleship, leadership, or training classes offered in the ministry setting.
- E. Demonstrate ability to work with other ministry personnel in activities affiliated with the ministry.

IV. TEXTBOOKS AND OTHER LEARNING RESOURCES

Required Textbooks and Other Resources

Aldrich, Joe. *Lifestyle Evangelism—Learning to Open Your Life to Those Around You*. Oregon, Sisters: Multnomah Publishers, 1993.

Sanders, J. Oswald. *Spiritual Leadership (Commitment to Spirit Growth)*. Chicago: Moody Publishers, 1994.

Tollett, James. *Ministry Practicum Journal*. Tulsa, ORU, 1997.

White, James Emery. *Rethinking the Church*. Grand Rapids: Baker Book House, 2003.

## V. 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 will be charged a late exam fee.
3. Students and faculty at Oral Roberts University adhere to all laws addressing the ethical use of other's materials, whether it is in the form of print, video, multimedia, or computer software.
4. 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.
5. Students are to be in compliance with University, school, and departmental policies regarding ePortfolio requirements. Students should consult the ePortfolio 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. Department Policies and Procedures

Note: Attendance policy is enforced. Excessive absences will affect your grade. See syllabus attendance policy.

1. Completion of a Course
  - a. All assignments are due on the dates 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 including weekends, breaks, and holidays.**
  - b. **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 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 Undergraduate Theology Department.
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 the week before exams, 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 chair. Proper documentation must accompany the petition and must be submitted to the Undergraduate Theology Department. 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 as indicated by the Academic Affairs Committee.**
- 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 Undergraduate Theology Department.

4. Attendance

- a. The Official Attendance Policy for the Undergraduate Theology Department is as follows for a three-semester hour class:
  - (1) If the class meets three times a week, the missing of 6 class sessions will result in a grade reduction of one letter grade. Missing 12 class sessions will automatically result in a grade of "F."
  - (2) If a class meets twice a week, the missing of 4 class sessions will result in a grade reduction of one letter grade. Missing 8 sessions will automatically result in a grade of "F."
  - (3) If the class meets once a week, then missing 2 class sessions will result in a grade reduction of one letter grade. Missing 4 class sessions 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.**

C. Course Policies and Procedures

1. Evaluation Procedures

Internship Plan	10%
Email Correspondence	10%
Ministry Journal	20%
1 <sup>st</sup> Book Critique	10%
2 <sup>nd</sup> Book Critique	10%
3 <sup>rd</sup> Book Critique	10%
Final Evaluation	10%

Reflection Paper 20%

2. Portfolio Requirements: None
3. Other Policies and/or Procedures
  - a. Ministry Practicum Requirements
    - 1 Submit a practicum plan
    - 2 Keep a ministry journal with clock hours and dialogues of ministry activities to be referred to during class sessions, reviewed periodically by Instructor, and then turned in upon conclusion of your internship at the end of the semester.
    - 3 Have Mentor check and sign journal at weekly meetings, complete evaluations at midterm and the completion of the semester.
    - 4 Spend 150 clock hours, approximately 125 in ministry and 25 in class and homework setting.
    - 5 Read texts and write three book critiques.
    - 6 Maintain email correspondence with professor, throughout the entirety of practicum experience.
    - 7 At the end of your practicum, write a reflection paper.
    - 8 Student will fulfill all the requirements in this syllabus by the end of the semester.
  - b. Ministry Practicum Procedures
    - 1 Student will meet 4 different times in a class setting for instruction and discussion of their ministry experiences.
    - 2 Student will submit an internship plan to the Practicum instructor during the second class meeting. This will be done in consultation with the church Mentor and Course Instructor. The practicum plan will describe what the practicum experience should be. The student is responsible to contact the ministry director and confirm the ministry site.
    - 3 The plan will be submitted to the Course Instructor before final approval of the Mentor and location.
    - 4 Student will keep a journal of his/her ministry experience to discuss with the Course Instructor in weekly class meetings.
    - 5 Book critiques are to be typed, double-spaced, 3-5 pages in length, and follow the criteria given in class.

VI. COURSE CALENDAR

<u>WEEK</u>	<u>TOPIC</u>
1	Meet with Practicum instructor
2	Construct and submit Practicum plan
3-10	Participate in on-site practicum activities

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This course contributes to the ORU 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.

<b>OUTCOMES &amp; Proficiencies/Capacities</b>		<b>Significant Contribution</b>	<b>Moderate Contribution</b>	<b>Minimal Contribution</b>	<b>No Contribution</b>
<b>1</b>	<b>Outcome #1 – Spiritually Alive</b> Proficiencies/Capacities				
1A	Biblical knowledge		X		
1B	Sensitivity to the Holy Spirit	X			
1C	Evangelistic capability	X			
1D	Ethical behavior	X			
<b>2</b>	<b>Outcome #2 – Intellectually Alert</b> Proficiencies/Capacities				
2A	Critical thinking	X			
2B	Informational literacy		X		
2C	Global & historical perspectives		X		
2D	Aesthetic appreciation			X	
2E	Intellectual creativity		X		
<b>3</b>	<b>Outcome #3 – Physically Disciplined</b> Proficiencies/Capacities				
3A	Healthy lifestyle				X
3B	Physically disciplined lifestyle				X
<b>4</b>	<b>Outcome #4 – Socially Adept</b> 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			