

Syllabus for
CHRM 398-Ministry Practicum
3.0 Credit hours
Fall 2021

I. COURSE DESCRIPTION

The student is assigned to a Mentor and takes part in supervised ministry in a local church or other ministry setting. The supervised activities will be ministry in the area of the student's gifting and calling as well as meeting church/ministry needs.

Course 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 ministry abilities.

III. STUDENT LEARNING OUTCOMES FOR THIS COURSE

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

- A. Required Textbooks
Blackaby, Henry and Richard Blackaby. *Spiritual Leadership: Moving People on to God's Agenda*. Nashville: B & H, 2011. ISBN: 978-1-4336-6918-7.

V. POLICIES AND PROCEDURES

A. University Policies and Procedures

1. Students taking a late exam because of an unauthorized absence are charged a late exam fee.
2. 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.

B. Department Policies and Procedures

1. Completion of a Course
 - a. Late work will not be accepted. Assignments are due on or before the deadline given.
 - b. Under rare circumstances, exceptions may be made in consultation with the faculty member for the course. However, except in extreme emergencies, students must contact faculty members before the assigned due date and request an exception to the policy.
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 are 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.

C. Course Policies and Procedures

1. Evaluation Procedures

Learning Contract	5%	Due Week 2
Ministry Journal Reflections, Hours, Time Sheet Records & Site Supervisor Meeting Records (10)	40%	Due Thursdays
<i>Character Matters</i> Interaction	10%	Due Week 5
Midterm Site Evaluation	5%	Due Week 10
<i>Spiritual Leadership</i> Interaction	10%	Due Week 8
Intercultural Assignment	10%	Due Week 13
Final Site Evaluation	10%	Due Week 14

Internship Summary Paper	10%	Due Week 14
Resume	5%	Due Week 14

2. Whole Person Assessment Requirements: None
3. Other Policies and/or Procedures
 - a. Ministry Practicum Requirements – Detailed instructions for these assignments can be found on D2L.
 - (1) Submit signed learning contract by Thursday of Week 2.
 - (2) Keep ministry journal entries, time sheet of hours worked, and a record of your site supervisor meetings as requested in this syllabus. Submit these to the appropriate dropbox on D2L by Thursday night of each week.
 - (3) Have Mentor/Site supervisor check and sign your time sheet and supervisor meeting sheet at your weekly meetings.
 - (4) Spend 150 clock hours, approximately 125 in ministry and 25 in class and homework setting.
 - (5) Read texts and write two book interactions.
 - (6) Complete the Intercultural Activity Artifact Assignment
 - (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.
 - (9) Complete midterm and final site evaluations.
 - (10) Complete a resume at the end of the class.
 - (11) Submit all work into the appropriate dropboxes on D2L.
 - b. Ministry Practicum Procedures
 - (1) Student meet only the first week of classes.
 - (2) Student will submit to the designated dropbox an internship plan and learning contract to the Practicum instructor by the second class week. 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.
 - (5) Book critiques are to be typed, double-spaced and follow the criteria given on D2L.

4. Intercultural Activity Assignments

The Intercultural Field Experience requirement is met in any setting that differs from the student’s foundational culture. Students may minister in international settings of another country other than USA or in American sub-cultures within the American

states such as American Indian reservations, international churches in USA, study abroad programs, the ORU Missions and Outreach program, local church outreach programs, and other similar settings. Further instructions will be found on D2L.

VI. COURSE CALENDAR

Weeks start on Monday and ending on Sunday.

<u>WEEK</u>	<u>TOPIC</u>
1	Get Started...Review Requirements on D2L
2	Journal Entry Due by Thursday night for Week 2 experience, Learning Contract Due by Thursday night
3	Journal Entry Due by Thursday night for Week 3 experience
4	Journal Entry Due by Thursday night for Week 4 experience
5	Journal Entry/ <i>Character Matters</i> Interaction Due by Thursday night
6	Journal Entry Due by Thursday night
7	Journal Entry/ Midterm Site Evaluation Due by Thursday night
8	Journal Entry/ <i>Spiritual Leadership</i> Interaction Due by Thursday night
9	Journal Entry Due by Thursday night
10	Journal Entry Due by Thursday night
11	Journal Entry Due by Thursday night
12	Journal Entry Due by Thursday night/ Intercultural Assignment Due
13	Journal Entry Due by Thursday night/ Resume Due
14	Final Site Evaluation/ Final Paper Due Friday night
15	All work should be submitted by the end of Week 14. No Final Exam. NOTE: <i>A total of only 10 journal entries is required.</i> Once 10 have been submitted, no more entries are required unless you are still lacking in hours. Then you will submit the time sheets only for Week 11 and beyond.

Coronavirus Addendum to the Syllabus

As educational pedagogy has continued to develop, the effectiveness of blended learning (including face-to-face, virtual, and online) has become more apparent. In particular, face-to-face instruction is still a critical piece of the learning dynamic. Even so, there will be instances where virtual learning is appropriate and successful and may be necessary due to travel restrictions or health concerns which force isolation or quarantine.

If the student is not well and needs to isolate or quarantine, he or she is expected to follow the instructions as outlined in the “Coronavirus Response Plan” located at the following link: <https://en.calameo.com/read/003369770b87b76b3a084?authid=Wy49p4CxfZF7>. To accommodate this situation, Zoom sessions are available for all classes. Please communicate to your professors if you are going to be attending classes virtually due to illness. Zoom attendance will count if the camera is on and the student is present on the screen and fully engaged for the duration of the class.