

**ERSKINE THEOLOGICAL SEMINARY**  
"CHRISTIAN COMMITMENT AND EXCELLENCE IN LEARNING"  
P.O. DRAWER 668, DUE WEST, SC 29639  
Web Address: <http://www.erskine.edu/seminary/>

**COURSE SYLLABUS**  
**SUPERVISED PRACTICUM FOR THE MCM PROGRAM - CM 564**

**Fall Term, 2008**

**Meeting Dates: 1:15 -3:15 P.M. on Sept. 3, Sept. 17, October 15, and Nov. 19**

**Professor Robert Glick - O: 379-8719; H. 223-8610; Fax: 379-3171; E-Mail: [glick@erskine.edu](mailto:glick@erskine.edu)  
Office Hours: Appointment Recommended**

**CATALOGUE DESCRIPTION**

During the first semester of full time study, each student in the MCM program is required to find a church in which to serve as choir director and/or instrumental leader. This three-semester practicum will be under the supervision of a minister from that church as well as a member of the Erskine faculty. The course combines this practical experience with a required 90 minute class which will meet four times during the third semester of full time study. One Hour Credit.

**COURSE OBJECTIVES**

The course objectives, in conjunction with the Mission Statement of Erskine Seminary and its Department of Ministry, are:

1. To gain practical experience in the administration and musical direction of a church music program. (MCM Goal #6,7,9,11,13)
2. To gain immediate feedback and mentoring from the faculty and field supervisors as it relates to actual field experiences. (MCM Goal #13)
3. To integrate the various disciplines and skills of the music minister into a coherent whole. (MCM Goal #2,3,4,6,7,8)
4. To develop self-direction in the use of time, energies, and resources. MCM Goal #12,13)
5. To exercise initiative in identifying and carrying out acts of ministry. (MCM Goal #2,3,6,7)
6. To share a sense of community and collegiality with others in ministry. (MCM Goal #6,7,9)

**TEXT BOOKS**

There are no texts books for this course.

**OFFICIAL ERSKINE SEMINARY ATTENDANCE POLICY**

Students are required to attend all class sessions. Students wishing to take a course which meets four times over the semester **must** attend the first meeting of the course. Students who cannot attend the first course meeting should not register for the course or, if already registered, should drop the course and complete the drop/add form. (If the drop/add form is not completed and turned in to the Registrar, the student will still be charged for the course and will receive an "F" grade.) If students have to be absent for part or all of another class meeting day, they are still responsible for all work missed and all work due. A student who misses as much as one full class day or its equivalent in late arrival or early departure should consult with the professor to see whether it is still possible to pass the course.

## **GRADING**

The course grade will be determined based on the report from the Field Supervisor (30%), attendance and class participation (30%), and the quality of the student's final self-evaluation of their stated goals(40%).

## **COURSE REQUIREMENTS**

### **1. FIELD MINISTRY**

The student must be involved in music ministry in a church setting approved by the course instructor.

### **2. CLASS MEETINGS**

The class will meet four Thursdays throughout the semester for 90 minute class sessions. **The substance of these sessions will be one case study per session presented orally by each student.** These case studies will be related to the student's goals for this course and will arise out of actual encounters, circumstances, or events which have recently happened at the student's place of ministry. Faculty and peers then offer suggestions and insights related to the case study.

### **3. FIELD SUPERVISOR'S REPORT (Due: November 16)**

A Field Supervisor must be designated who will accept oversight of the student. This person will usually be an ordained minister from the church or a full time minister of music. This supervisor is to meet with the student for three one-hour sessions throughout the semester and submit the Field Supervisor Report form which is included in the back of this syllabus.

At their first meeting together, the student and Field Supervisor will choose three course goals for the student, one for each of the following areas:

A. PROFESSIONAL GOALS      B. SPIRITUAL GOALS      C. PERSONAL GOALS.

### **4. FINAL SUPERVISED MINISTRY EVALUATIVE REPORT (Due: December 1)**

At the end of the semester students will write a paper evaluating how well they met their goals and how they have changed. The Evaluative Report should be written in four separate sections as indicated below.

1. GAINED KNOWLEDGE,
2. CHANGES IN FEELINGS
3. CHANGES OF BEHAVIOR
4. SPIRITUAL GROWTH

**Note: The Field Supervisor's Report and your Final Supervised Ministry Evaluative Report are Professional Assessment portfolio and graduation requirements. It is the student's responsibility to turn in a clean, corrected copy of their paper to the registrar for inclusion in your portfolio. Failure to do so will delay your graduation. Portfolio requirements are listed on the back of the academic worksheet of all degree programs.**

### **LANGUAGE ABOUT GOD AND HUMANITY**

Although God transcends the distinction between male and female, the Bible and the Church's historic creeds and confessions use masculine language in reference to God. Thus, the Seminary encourages all students to retain this masculine usage when speaking and writing about God. Furthermore, the Seminary recognizes that all human beings, male and female, are created equally in the image of God (Gen. 1:26-27), and believers of both sexes are fellow heirs of the grace of life (1 Pet. 3:7). Accordingly, whenever students are speaking and writing about males and females, they should use language that clearly includes both men and women (for example, by saying/writing "humanity" rather than "man" or "people" rather than "men").

### **CONDUCT IN THEOLOGICAL DISCUSSIONS**

Erskine Seminary is committed to the one, holy, catholic, and apostolic Church, and it expects its students to show respect for all who identify with that one Church. In all written work, oral presentations, and discussions both inside and outside the classroom, the Seminary expects students to conduct discussions of controversial issues in a context of respect for those with whom one disagrees. Please see the Community Life Statement in the Catalog for more information.

### **INCOMPLETES**

The grade of "I" or incomplete is given at the discretion of the professor. A grade of "I" is normally given when a student has substantially completed the requirements for a course but has been prevented by extraordinary circumstances from completing the remainder of the course requirements. A student who wishes to request an incomplete should normally complete an incomplete form prior to the end of the semester and ask the professor to grant the request. (Under unusual circumstances, the student may communicate with the professor by phone or email rather than in person, and the professor may then agree to fill out the form at the student's request. Under exceptional circumstances, the professor may initiate the process by filling out the form on the student's behalf.) If the professor grants the request, he/she will sign the incomplete form and turn it in with his/her final grade report. An "I" in any course

must be removed by March 1 for the Fall Term, April 1 for the January Term, August 1 for the Spring Term, and November 1 for the Summer Term. Only the Dean may grant extensions of incompletes beyond the established completion date. Otherwise, these grades automatically become "F."

### **DROP/ADD/WITHDRAWAL**

Once a student has completed, signed, and submitted his/her registration to the Registrar for this class, it is a **binding contract** and billing will be based on this registration. If the student decides not to take this class, he/she must complete a "drop/add" form and secure the appropriate signatures prior to the drop/add deadline during the second week of the semester or term. If one wishes to withdraw from the course after the drop/add deadline, one must complete a withdrawal form, and tuition will be refunded on a pro rated basis. Failure to withdraw from the class properly will result in the student's receiving a grade of "F" for the course and full tuition charges will apply. **No exceptions will be made to this policy.**

### **OFFICE HOURS:**

My normal office hours are printed in this syllabus. However, due to meetings and unforeseen circumstances that may arise, my schedule may change. If you need to see me, I strongly recommend that you call to schedule an appointment.

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Student's Name\_\_\_\_\_

Supervisor's Name\_\_\_\_\_

Church's Name\_\_\_\_\_

Church's Location\_\_\_\_\_

THIS REPORT SHOULD BE MAILED TO THE COURSE INSTRUCTOR DURING THE THIRD WEEK IN NOVEMBER. PLEASE MAIL TO:

Robert Glick  
Erskine Seminary  
P.O. Drawer 668  
Due West, SC 29639

Dear Field Supervisor:

This field ministry report is an opportunity for you to give the student a clear picture of herself/himself in ministry from your point of view. Hopefully, you will highlight gifts and strengths clearly, as well as describe weaknesses and growing needs in an effort to encourage and challenge the student to higher levels of ministry.

Number of hours spent supervising the student:

PLEASE EVALUATE HOW WELL THE STUDENT PROGRESSED IN MEETING HER/HIS STATED GOALS:

GOAL #1

GOAL #2

GOAL #3

THIS STUDENT EXHIBITS THE FOLLOWING GIFTS/STRENGTHS:

THIS STUDENT WOULD BE STRONGER IN MINISTRY IF SHE/HE GREW IN THESE AREAS:

SUPERVISOR'S FINAL GRADE FOR THE STUDENT ( CIRCLE ONE):

A+   A   A-   B+   B   B-   C+   C   C-   D+   D   D-   F

SUPERVISOR'S SIGNATURE \_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_

STUDENT'S SIGNATURE \_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_