

ERSKINE THEOLOGICAL SEMINARY
Christian Commitment and Excellence in Learning

PM 705 Supervised Ministry/Field Experience
Professor Doug White
Fall 2008
Fridays: 8:00-11:00 AM

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I. Course Description: This course offers students the opportunity to work in a structured ministry setting with an approved supervisor. The focus of the learning centers on the student's own learning goals which the student designs. The classroom sessions help the student integrate theory and practice of ministry by the use of case studies, group interaction, and peer feedback. Required: *Three hours*.

II. Course Objectives: The mission of Erskine Theological Seminary is to prepare persons for service in the Christian Church. As part of this education, Erskine intends to help students develop skills, judgment, problem-solving and the ability for implementation in one's area of ministry. As part of this process, personal growth needs to take place. This course focuses on helping students set out learning goals which may be of major concern to their progress. The course intends that the students learn to work with other professionals and develop the ability to use feedback in a constructive manner.

III. Required Reading:

NOTE: Textbooks are available from the Erskine Theological Seminary Virtual Bookstore, at <http://www.ecampus.com/erskine>.

Boundaries by Henry Cloud and John Townsend; Grand Rapids: Zondervan Publishing House, 1992.

IV. Suggested Reading:

Behind the Masks by Wayne Oates; Westminster Press.

The Hospital Handbook by Lawrence D. Reimer and James T. Wagner; Morehouse Publishing.

Please Understand Me by Marilyn Bates and David Keirse; Prometheus Nemesis Books.

V. Course Requirements:

1. Secure a **ten-hour a week field placement** where one can learn and develop in the area of one's vocational intention. Meet with a supervisor weekly one hour out of the ten hours. One must have 12 hours direct supervision in the placement. A placement must be an ongoing and functioning church or religious agency with clearly assigned ministry functions. Free-lance ministry is not acceptable placement. The placement needs the approval of the campus supervisor. One needs 130 hours in one's placement. To make an appointment with the professor, please call the home phone number.

2. Meet with the class and campus supervisor weekly at the appointed class time. Since this group is interactional only one class may be missed. The class starts at 8:00 a.m. and ends at 11:00 a.m. It is important to be on time. Professor's office hours are Wednesday and Thursday 10:00 – 11:00 a.m. and by appointment.

3. Develop a learning covenant of three goals with your field supervisor around ministry issues that one wants to explore, study, and learn during this semester. Directions on the development of goals will be given during the first class. Their goals need to focus on skills and issues one has not studied in other classes.

4. The following reports will be due during the semester:

- a. **Four presentations** in the peer group of actual learning experiences: These presentations need to take the following form: background material, description of the learning event, reflection of the student, and evaluation. More direction will be given at the first class.
- b. **Field ministry report forms:** bring these reports from your field supervisor to the group as they are due. Reports will be given to field supervisors.
- c. A **final self-evaluation** of your learning goals: This paper needs to be an analysis of what you have learned. Instructions on the four ways to evaluate will be given at the first class.
- d. A **final paper** of five pages on one's identity as a minister. Use the five elements given in the syllabus to write a reflection paper.

Seminary Policies

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.**

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."

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.

Plagiarism

Students should review the Erskine Theological Seminary policy on plagiarism in the seminary catalog. Plagiarism is the use in writing of wording or ideas produced by others without crediting the author and/or source from which the material was taken. Occurrences of plagiarism shall be considered 'documented' when the instructor is able to produce documentary evidence that plagiarism has occurred, and when the instructor has reason to believe that the plagiarism was motivated by a deliberate attempt to receive credit for ideas or work not the student's own. Where such plagiarism involves the theft of the academic work of another student, whether at Erskine or any other institution, it shall be designated 'documented theft of another student's work.'

The instructor involved, in consultation with the Dean, may recommend measures deemed appropriate. In cases of documented plagiarism or documented theft of another student's work, the offending student will automatically receive the following penalties:

- Failure of the course(s) in which plagiarized or stolen work is submitted
- Dismissal from the Seminary for a minimum of one semester
- Forfeiture of the right to tuition refunds during the semester(s) affected

Evaluation: The student's grade will be computed as follows:

Field Supervisor:	30%
Peer Group Evaluation:	20%
Campus Supervisor:	50%
Final Paper:	25%
Interpersonal Skills:	15%
Paper on time and other:	10%

Grading Scale:

Letter Grade	Numerical Grade	Letter Grade	Numerical Grade
A	95-100	D+	76-77
<u>A-</u>	<u>93-94</u>	D	72-75
B+	91-92	<u>D-</u>	<u>70-71</u>
B	88-90	F	0 -69
<u>B-</u>	<u>86-87</u>		
C+	84-85		
C	80-83		
<u>C-</u>	<u>78-79</u>		

PLACEMENT APPROVAL FORM

STUDENT NAME _____

ADDRESS _____

_____ ZIP _____ PHONE _____

MINISTRY TITLE _____

PLACEMENT NAME _____

PLACEMENT ADDRESS _____

_____ ZIP _____ PHONE _____

FIELD SUPERVISOR'S NAME _____

FIELD SUPERVISOR'S TITLE/POSITION _____

PHONE _____

IS THE FIELD SUPERVISOR A SEMINARY GRADUATE WITH 5 YEARS OF
MINISTRY EXPERIENCE? _____

SPECIFIC INFORMATION:

Your length of service in this placement _____

Your total weekly time commitment to this placement _____

This position for you is ___ paid ___ voluntary.

REQUIRED SIGNATURES:

STUDENT _____ DATE _____

FIELD SUPERVISOR _____ DATE _____

CAMPUS SUPERVISOR _____ DATE _____

RETURN TO CAMPUS SUPERVISOR DOUG WHITE FOR APPROVAL