



ERSKINE
THEOLOGICAL SEMINARY

For Christ and His Church

PM 705 Supervised Ministry/Field Experience

5/22, 6/5, 7/17, 8/21

9:00 a.m. – 5:00 p.m., Due West Campus

Summer 2010

Professor Doug White

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Christian Commitment and Excellence in Learning

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: Required text is available from the Erskine College Bookstore)

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

IV. Suggested Reading:

Behind the Masks by Gates; Westminster Press.

The Hospital Handbook by Reimer and Wagner; Morehouse Publishing.

Please Understand Me by Bates and Kersey; 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 once a month at the appointed class time. Since this group is interactional only one class may be missed. The class starts at 9:00 a.m. and ends at 5:00 p.m. It is important to be on time.
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. Report #3 is required for the students' portfolio. Please save a copy to put in your portfolio.
 - 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. **Due August 21, 2010.**
 - 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. **Due August 21, 2010.**

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 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 or e-mail to schedule an appointment.

Required Textbooks

Students are expected to secure their own copies of all required textbooks. As a convenience, the seminary has a bookstore portal of the website at <http://www.erskineseminary.org/bookstore.html>. There you will find links to familiar vendors and can check availability of texts, compare prices, and place orders. The ETS SBA will receive a modest percentage of the profits from students’ and professors’ purchases through this portal. The Erskine Campus Bookstore will carry a limited number of copies of every required text and orders for books can be placed through the Campus Bookstore.

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.”

Official Seminary Class Attendance Policy

Class participation is considered an important part of the total educational experience at Erskine Seminary. Students are expected to attend classes on a regular basis and are responsible for the mastery of all materials required in the course. Each professor will indicate in writing the specific class attendance policy at the beginning of each course. In general, students are allowed up to three hours of unexcused absence without penalty. In this course, only one class may be missed without penalty. Students wishing to take a course which meets four times over the semester **must** attend the first meeting of the course.

Policy Regarding Absences (4-SESSION CLASSES)

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.

Style and Bibliographical Formatting Requirements

All papers must be typed/processed (12-point type, double-spaced, one-inch margins) and fully documented, following the standards in the “Style and Form Standards” (Erskine Seminary). In this course, footnotes and a bibliography are required in each paper. The paper’s cover page and bibliography are not counted towards page requirements.

Plagiarism

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. As the following statement indicates, plagiarism is a serious offense that undermines both the witness and integrity of the Christian community:

Plagiarism injures the community by inhibiting the recognition and cultivation of gifts imparted by the Spirit. Clearly unattributed use of the words and/or ideas of others fail to give appreciative recognition of their gifts. But this illegitimate appropriation of the gifts of others also blocks the recognition and cultivation of the actual gifts of the person engaged in plagiarism.

Plagiarism creates an atmosphere of falsehood in the community’s discernment and cultivation of gifts, both within the Christian community and in God’s larger creation. Since freedom comes only by way of truth (Jn. 8:32), such falsehood can only result in captivity, and therefore has no place in the Christian community.

On this basis, the Seminary adheres to the following general requirements for the

acknowledgement of sources of academic work. These requirements apply to both print and electronic media.

1. Quotations. Any sentence or phrase that a student uses from another source must be placed in quotation marks or, in the case of longer quotations, clearly indented beyond the regular margin. Any quotation must be accompanied (either within the text or in a note) by a precise indication of the source.

2. Paraphrasing. Any material that is paraphrased or summarized must also be specifically acknowledged in a note or in the text.

3. Ideas. Specific ideas that are borrowed should be acknowledged in a note or in the text, even if the idea has been further elaborated by the student.

4. Bibliography. All the sources consulted in the preparation of an essay or report should be listed in a bibliography.

In addition to plagiarism, the following related practices are also unacceptable compromises of the truth requisite to a free community:

1. Multiple submission. Failure to obtain prior written permission of the relevant instructors to submit work which has been submitted in identical or similar form in fulfillment of any other academic requirement at any institution.

2. False citation. The deliberate attribution to, or citation of, a source from which the material in question was not, in fact, obtained.

3. Submission of work done by someone else, either with or without that person's knowledge. Neither ignorance of the regulations concerning academic violations nor personal extenuating circumstances are an adequate defense against charges of plagiarism. The Seminary's provisions for "due process" apply in cases of alleged plagiarism.

[The italicized statement above is used by permission of The Lutheran Theological Seminary at Philadelphia and Princeton University, Princeton, New Jersey, based upon a document adapted by LTSP, with permission, from "Princeton University Rights, Rules and Responsibilities," 1990 Edition. Princeton University, Princeton, New Jersey.]

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

Before such penalties are imposed, a committee of at least three faculty members must agree that they are appropriate to the case. Appeals in such cases may only be addressed, in writing, to the President of Erskine College and Theological Seminary.

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