



On-Campus Course Syllabus

MIN715SP.L1

Ministry Practicum

Spring 2021

Class Information

Day and Time: Wednesday: 1:45pm-4:30pm

Room Number: E207

Contact Information

Instructor Name: Dr. Bobby Worthington

Instructor Email: bworthington@criswell.edu

Instructor Phone: 214 818-1362

Instructor Office Hours: Monday: 10:00-11:30am and Tuesday/Thursday: 10:00-11:00am

Course Description and Prerequisites

Supervised on-the-job training in the various aspects of ministry by an approved field education supervisor with set standards of performance and accountability required by both the ministry and the college. (Open to graduate students nearing completion of the Master of Arts or Master of Divinity degrees.)

Course Objectives

Pastoral Students who successfully completes this course may gain supervised ministry experience in the following areas: Preaching and Teaching, Pastoral Counseling, Baptismal Service, The Ordinance of the Lord's Supper, Hospital Visitation, Evangelistic Ministry, Church Administration and Committee Functioning.

Non-Pastoral students who successfully complete this course may gain supervised ministry experience in non-pastoral ministry venues approved by the Professor.

Required Textbooks

Pastoral Students Textbooks:

Bryant, James and Mac Brunson. *The New Guidebook for Pastors*, B & H Publishing, 2007.

Coleman, Robert *The Master Plan of Evangelism*. 2nd ed. Abridged New Spiral Edition, Revell, 2010.

Dever, Mark. *Nine Marks of a Healthy Church*. 3rd ed. Crossway Books, 2013.

Warren, Rick, *The Purpose Driven Church*, Zondervan Publishing, 1995.

Non-Pastoral Student Textbooks:

Coleman, Robert *The Master Plan of Evangelism*. 2nd ed. Abridged New Spiral Edition, Revell, 2010.

Dever, Mark. *Nine Marks of a Healthy Church*. 3rd ed. Crossway Books, 2013.

Banks, Robert and Bernice M. Ledbetter, *Reviewing Leadership: A Christian Evaluation to Approaches*, B & H Academic, 2004.

Course Requirements and Assignments

A. **Book Reviews (30%):** The student will write a book review for each book read based on the attached book review writing guide. Each book review will be double-spaced. A minimum of 5 pages and a maximum of 7 pages will be required. **Submit each paper in Canvas on the due date below.** Each book review is **15%** of the semester grade.

Book Review 1: is due February 10, 2021 @ 11:59pm in Canvas.

Book Review 2: is due March 3, 2021 @ 11:59pm in Canvas.

Book Review 3: is due April 7, 2021 @11:59pm in Canvas.

Pastoral Students Book Reviews:

Book Review 1: Bryant, James and Mac Brunson. *The New Guidebook for Pastors*.

Book Review 2: Coleman, Robert *The Master Plan of Evangelism*.

Book Review 3: Comparative Book Review: Dever, Mark. *Nine Marks of a Healthy Church* & Warren Rick, *The Purpose Driven Church*.

Non-Pastoral Students Book Reviews:

Book Review 1: Banks, Robert and Bernice M. Ledbetter, *Reviewing Leadership*.

Book Review 2: Coleman, Robert *The Master Plan of Evangelism*.

Book Review 3: Dever, Mark. *Nine Marks of a Healthy Church*.

GUIDE FOR WRITING BOOK REVIEWS

Book Title. By (author's name). Location of Publisher (e.g. Grand Rapids: Zondervan), Year of Publication (e.g., 2000), # of pages (e.g., 200 pp.), Price (if known).

Lead-in paragraph, including who the writer(s) are (i.e., what their current position is and whether they have written anything noteworthy before)

Overview of the content of the book (more "flowing" [i.e., in paragraph format] than a Table of Contents)

Strengths/contributions of the book, as you see them

Weaknesses/oversights (i.e., what should have been included, but wasn't), as you see them

Recommendation(s): Would you suggest that others read the book? If so, why? If not, why not.

Ministry Practicum Journal (20%): The student will keep a weekly journal of all activities during the ministry practicum and will submit it as part of course completion. Journal is to be typed and double-spaced and to be submitted in one document. The following are guidelines will be given to assist the student in preparing the journal. Students will keep a weekly journal (i.e. Week One, Week Two, Week Three, etc.) concerning your

personal devotions (prayer and Bible reading), family, academics, teaching opportunities, difficulties, challenges, leadership opportunities, ministry opportunities and meetings with the field supervisor during the semester. Submit Ministry Practicum Journal in Canvas: **Due: April 21, 2021 @ 11:59pm**. Counts **20%** of semester grade.

B. **Research Requirement (30%):** Students will research the life and ministry of W. A. Criswell, (or one other pastor, approved by the professor, or for non-pastor students another assigned topic by professor), and prepare a 10-12 page research paper. The paper should include background, salvation experience, call, education, ministry experience, leadership, influence of others, legacy, and critical evaluation of the individual's contribution, positive and negative, to evangelism, ministry, the church and the world. Since this is a graduate level assignment, proper footnoting and bibliography should be included (i.e. books, articles).

Submit the following in Canvas:

Title page: Due: January 27, 2021 @ 11:59pm, Bibliography: Due: February 10, 2021 @ 11:59pm, Outline of Paper: Due: March 3, 2021 @11:59pm Research Paper: Due: April 21, 2021 @11:59pm. Students are required to submit their Title page, Outline and bibliography with their final research paper in Canvas. (This paper will be in lieu of a final examination.)

Note: All written assignments must be presented in the writing style outlined in the *Criswell College Manual of Style*, third edition, Dallas.

C. **Field Supervisor Evaluation (20%):** The Field Education Supervisor will submit a formatted evaluation to the Professor of the course. Guidelines will be given to assist the student and Field Supervisor in preparing the evaluation. Field supervisors may submit evaluation changes and additions germane to the student's ministry assignment(s). (See attached forms)

Field Education Supervisor Evaluation –**Due: April 28, 2021 (Turn in Field Supervisor Evaluation signed by Field Supervisor to Dr. Worthington IN CLASS on April 28, 2021 in class).**

Course/Classroom Policies and Information

(Delete section if not needed or enter policies and/or information applicable to your course or classroom. Create relevant subheadings as desired.)

Class Attendance

Students are responsible for enrolling in courses for which they anticipate being able to attend every class session on the day and time appearing on course schedules, and then making every effort to do so. When unavoidable situations result in absence or tardiness, students are responsible for acquiring any information missed. Instructors are not obliged to allow students to make up missed work. Per their independent discretion, individual instructors may determine how attendance affects students' ability to meet course learning objectives and whether attendance affects course grades.

Grading Scale

Assigning grade definitions (i.e., above average, average, below average) is optional. Please delete the last column below if not assigning definitions. Additionally, delete these instructions when completing syllabus.

			Grade Definitions (optional)
A	93-100	4.0 grade points per semester hour	
A-	90-92	3.7 grade points per semester hour	
B+	87-89	3.3 grade points per semester hour	
B	83-86	3.0 grade points per semester hour	
B-	80-82	2.7 grade points per semester hour	
C+	77-79	2.3 grade points per semester hour	
C	73-76	2.0 grade points per semester hour	
C-	70-72	1.7 grade points per semester hour	
D+	67-69	1.3 grade points per semester hour	
D	63-66	1.0 grade point per semester hour	
D-	60-62	0.7 grade points per semester hour	
F	0-59	0.0 grade points per semester hour	

Incomplete Grades

Students requesting a grade of Incomplete (I) must understand that incomplete grades may be given only upon approval of the faculty member involved. An "I" may be assigned only when a student is currently passing a course and in situations involving extended illness, serious injury, death in the family, or employment or government reassignment, not student neglect.

Students are responsible for contacting their instructors prior to the end of the semester, plus filing the appropriate completed and approved academic request form with the Registrar's Office. The "I" must be removed (by completing the remaining course requirements) no later than 60 calendar days after the close of the term or semester in which the grade was awarded, or the "I" will become an "F."

Academic Honesty

Absolute truth is an essential belief and basis of behavior for those who believe in a God who cannot lie and forbids falsehood. Academic honesty is the application of the principle of truth in the classroom setting. Academic honesty includes the basic premise that all work submitted by students must be their own and any ideas derived or copied from elsewhere must be carefully documented.

Academic dishonesty includes, but is not limited to:

- cheating of any kind,
- submitting, without proper approval, work originally prepared by the student for another course,
- plagiarism, which is the submitting of work prepared by someone else as if it were his own, and
- failing to credit sources properly in written work.

Institutional Assessment

Material submitted by students in this course may be used for assessment of the college's academic programs. Since programmatic and institutional assessment is done without reference to specific students, the results of these assessments have no effect on a student's course grade or academic standing at the college. Before submitting a student's work for this type of assessment, the course instructor redacts the work to remove anything that identifies the student.

Institutional Email Policy

All official college email communications to students enrolled in this course will be sent exclusively to students' institutional email accounts. Students are expected to check their student email accounts regularly and to respond in an appropriate and timely manner to all communications from faculty and administrative departments.

Students are permitted to setup automatic forwarding of emails from their student email accounts to one or more personal email accounts. The student is responsible to setup and maintain email forwarding without assistance from college staff. If a student chooses to use this forwarding option, he/she will continue to be responsible for responding appropriately to all communications from faculty and administrative departments of the college. Criswell College bears no responsibility for the use of emails that have been forwarded from student email accounts to other email accounts.

Disabilities

Criswell College recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and similar state laws, which are designed to eliminate discrimination against qualified individuals with disabilities. Criswell College is committed to making reasonable accommodations for qualifying students, faculty, and employees with disabilities as required by applicable laws. For more information, please contact the Student Services Office.

Intellectual Property Rights

Unless otherwise specifically instructed in writing by the instructor, students must neither materially nor digitally reproduce materials from any course offered by Criswell College for or with the significant possibility of distribution.

Resources and Supports

Canvas and SONIS: Criswell College uses Canvas as its web-based learning tool and SONIS for student data. Students needing assistance with Canvas should contact the Canvas Help Support line at (844) 358-6140. Tech support is available at this number, twenty-four hours a day. Students needing help with SONIS should contact the Campus Software Manager at studenttechsupport@criswell.edu.

Student Services: The Student Services Office exists to foster and encourage success in all areas of life—physical, intellectual, spiritual, social, and emotional. Students are encouraged to reach out for assistance by contacting the office at 214.818.1332 or studentservices@criswell.edu. Pastoral and certified counseling services are also available to Criswell students. Appointments are scheduled through the Dean of Students, at deanofstudents@criswell.edu.

Wallace Library: Students can access academic resources and obtain research assistance by contacting or visiting the Wallace Library, which is located on campus. For more information, email the Wallace Library at

library@criswell.edu. Offsite login information is available in Canvas in the “Criswell Student Training Course” under “Library Information.”

Tutoring Center: Students are encouraged to consult with tutors to improve and enhance their skills and confidence in any subject matter taught at the college. Tutors have been recommended by the faculty to ensure that the tutor(s) are qualified to serve the student body. Every tutor brings experience and expertise in an effort to provide the proper resources for the subject matter at hand. To consult with a tutor, students can visit the Tutoring Center located on the second floor in room E203, or schedule an appointment by emailing tutoringcenter@criswell.edu or by calling 214.818.1373.

Course Outline/Calendar

Class Meeting Times in Room E207: January, 20, 2021; March 3, 2021 and April 28, 2021.

Pastoral and Non-Pastoral Students will meet with their Field Supervisors throughout the semester except for Class Meeting Times with the Professor.

Please see attached Field Supervisor Forms on the following pages:

MIN 715P00.A MINISTRY PRACTICUM EVALUATION

Field Supervisor:

Please fill out and return form. It is to be returned by the student to the professor in class on April 28, 2021

Student's Name:

Date:

Box:

Field Supervisor's Name:

Do you recommend this student receive practicum credit this semester: Yes: No:

Please evaluate the student using the following rating scale. Put **(X)** in the place of the number.

10 = Excellent; 9 = Very Good; 8 = Above Average; 7-6 = Average; 5-4 = Below Average;

3-2 = Poor; 1 = Unsatisfactory; 0 = Unacceptable Performance.

FUNCTIONAL ASSETS (X)

Quality of Preparation	10	9	8	7	6	5	4	3	2	1	0
Dependability	10	9	8	7	6	5	4	3	2	1	0
Skills for this ministry	10	9	8	7	6	5	4	3	2	1	0
Heart for this ministry	10	9	8	7	6	5	4	3	2	1	0
Work as a team member	10	9	8	7	6	5	4	3	2	1	0
Personal appearance	10	9	8	7	6	5	4	3	2	1	0
Leadership in public ministry	10	9	8	7	6	5	4	3	2	1	0
Use of time	10	9	8	7	6	5	4	3	2	1	0
Organizational /planning ability	10	9	8	7	6	5	4	3	2	1	0
Ability to keep commitments	10	9	8	7	6	5	4	3	2	1	0
Punctuality	10	9	8	7	6	5	4	3	2	1	0

RELATIONAL SKILLS (X)

Ability to communicate	10	9	8	7	6	5	4	3	2	1	0
Relationship with supervisor	10	9	8	7	6	5	4	3	2	1	0
Responsiveness to authority	10	9	8	7	6	5	4	3	2	1	0
Teachable disposition	10	9	8	7	6	5	4	3	2	1	0
Ability to work with others	10	9	8	7	6	5	4	3	2	1	0
Poise in embarrassing situations	10	9	8	7	6	5	4	3	2	1	0
Involvement in people's lives	10	9	8	7	6	5	4	3	2	1	0
Ability to motivate others	10	9	8	7	6	5	4	3	2	1	0
Sensitivity to those ministered to	10	9	8	7	6	5	4	3	2	1	0

Servant attitude	10	9	8	7	6	5	4	3	2	1	0
Attitude toward other staff	10	9	8	7	6	5	4	3	2	1	0
Attitude toward congregation	10	9	8	7	6	5	4	3	2	1	0
Ethics in ministry	10	9	8	7	6	5	4	3	2	1	0
Confidence in gifts & abilities	10	9	8	7	6	5	4	3	2	1	0
Attitude toward different opinions	10	9	8	7	6	5	4	3	2	1	0

SPIRITUAL & CHARACTER ASSETS (X)

Initiative	10	9	8	7	6	5	4	3	2	1	0
Judgment	10	9	8	7	6	5	4	3	2	1	0
Maturity	10	9	8	7	6	5	4	3	2	1	0
Creativity	10	9	8	7	6	5	4	3	2	1	0
Patience	10	9	8	7	6	5	4	3	2	1	0
Perseverance	10	9	8	7	6	5	4	3	2	1	0
Evangelistic fervor	10	9	8	7	6	5	4	3	2	1	0
Prayerful attitude	10	9	8	7	6	5	4	3	2	1	0

What do you consider this student's greatest strengths?

What do you consider to be weaknesses of the student? How can this student improve?

How has this student displayed personal ministry development during this semester?

Would you hire this student for a position in your church/organization if a position and salary was available?



On-Campus Course Syllabus

ADDENDUM FOR SP-21

MIN715SP.L1

Ministry Practicum

In the event that Criswell College has to close the campus to on-campus classes during the SP-21 semester, this addendum specifies how your instructor intends to adjust the course in order to allow students to meet the course objectives.

The course requirements, assignments, calendar, and attendance requirements from the syllabus for this course are replicated below. **Notes and changes to the information in the syllabus are highlighted.** Information that is no longer relevant is indicated with a strike through the font and *replacement or new information is placed in italics.*

Course Requirements and Assignments

- A. Book Reviews (30%): The student will write a book review for each book read based on the attached book review writing guide. Each book review will be double-spaced. A minimum of 5 pages and a maximum of 7 pages will be required. Submit each paper in Canvas on the due date below. Each book review is 15% of the semester grade.

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Note: No Change to this Assignment

Book Review 2: is due March 3, 2021 @ 11:59pm in Canvas.

Note: No Change to this Assignment

Book Review 3: is due April 7, 2021 @ 11:59pm in Canvas.

Note: No Change to this Assignment

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Book Review 2: Coleman, Robert The Master Plan of Evangelism.

Book Review 3: Comparative Book Review: Dever, Mark. Nine Marks of a Healthy Church & Warren Rick, The Purpose Driven Church.

Non-Pastoral Students Book Reviews: Book Review

Book Review 1: Banks, Robert and Bernice M. Ledbetter, Reviewing Leadership.

Book Review 2: Coleman, Robert The Master Plan of Evangelism.

Book Review 3: Dever, Mark. Nine Marks of a Healthy Church.

GUIDE FOR WRITING BOOK REVIEWS

Book Title. By (author's name). Location of Publisher (e.g. Grand Rapids: Zondervan), Year of Publication (e.g., 2000), # of pages (e.g., 200 pp.), Price (if known). Lead-in paragraph, including

who the writer(s) are (i.e., what their current position is and whether they have written anything noteworthy before) Overview of the content of the book (more “flowing” [i.e., in paragraph format] than a Table of Contents)

Strengths/contributions of the book, as you see them Weaknesses/oversights (i.e., what should have been included, but wasn’t), as you see them Recommendation(s): Would you suggest that others read the book? If so, why? If not, why not.

Ministry Practicum Journal (20%): The student will keep a weekly journal of all activities during the ministry practicum and will submit it as part of course completion. Journal is to be typed and double-spaced and to be submitted in one document. The following are guidelines will be given to assist the student in preparing the journal. Students will keep a weekly journal (i.e. Week One, Week Two, Week Three, etc.) concerning your personal devotions (prayer and Bible reading), family, academics, teaching opportunities, difficulties, challenges, leadership opportunities, ministry opportunities and meetings with the field supervisor during the semester. Submit Ministry Practicum Journal in Canvas: Due: April 21, 2021 @ 11:59pm. Counts 20% of semester grade. **Note: No Change to this Assignment**

- B. Research Requirement (30%): Students will research the life and ministry of W. A. Criswell, (or one other pastor, approved by the professor, or for non-pastor students another assigned topic by professor), and prepare a 10-12 page research paper. The paper should include background, salvation experience, call, education, ministry experience, leadership, influence of others, legacy, and critical evaluation of the individual’s contribution, positive and negative, to evangelism, ministry, the church and the world. Since this is a graduate level assignment, proper footnoting and bibliography should be included (i.e. books, articles). Submit the following in Canvas: Title page: Due: January 27, 2021 @ 11:59pm,

Bibliography: Due: February 10, 2021 @ 11:59pm, Outline of Paper: Due: March 3, 2021 @11:59pm Research Paper: Due: April 21, 2021 @11:59pm. Students are required to submit their Title page, Outline and bibliography with their final research paper in Canvas. (This paper will be in lieu of a final examination.) Note: All written assignments must be presented in the writing style outlined in the Criswell College Manual of Style, third edition, Dallas. **Note: No Change to this Assignment**

- D. Field Supervisor Evaluation (20%): The Field Education Supervisor will submit a formatted evaluation to the Professor of the course. Guidelines will be given to assist the student and Field Supervisor in preparing the evaluation. Field supervisors may submit evaluation changes and additions germane to the student’s ministry assignment(s). (See attached forms) Field Education Supervisor Evaluation –Due: April 28, 2021 (~~Turn in Field Supervisor Evaluation signed by Field Supervisor to Dr. Worthington IN CLASS on April 28, 2021 in class~~) **Field Supervisor will need to scan and email the Field Supervisor Evaluation Form to Dr. Worthington at bworthington@criswell.edu on April 28, 2021.** Note: Students will be required to get this information and the Field Supervisor Evaluation Form to them so that the Field Supervisor can complete it, scan it and email it to Dr. Worthington on time.

Class Attendance

~~Class Meeting Times in Room E207:~~ January, 20, 2021; March 3, 2021 and April 28, 2021.

We will meet in Zoom ,if classes go on-line during the semester. Please click on Zoom icon in Canvas.

Remote Class Sessions: Identity and Participation Verification

~~Class Meeting Times in Room E207:~~ January, 20, 2021; March 3, 2021 and April 28, 2021.

We will meet in Zoom during the dates and times above, if classes go on-line during the semester.

Students will be required to join on video for the sessions if possible and if not possible, students will be

required to join on audio for participation. Please click on Zoom icon in Canvas. Note: These three

meeting times are crucial for this course. If a student cannot attend a class session, please contact Dr.

Worthington by email at bworthington@criswell.edu.