



Online Course Syllabus

MIN715.L2

Ministry Practicum

Spring 2023

Contact Information

Instructor Name: Dr. Bobby J. Worthington

Instructor Email: b.worthington@criswell.edu

Instructor Phone: 214 818-1362

Instructor Office Hours: (days and times of set office hours and means for scheduling virtual meetings using Zoom or phone)

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 students in the last 24 credit hours of the program.)

Course Objectives

The student who successfully completes this course will demonstrate the ability to:

1. Biblical and Applied Studies: Evaluate principles and methods of ministry by the early church for application in student's context of ministry.
2. Applied Studies: Supervised on-the job training by an approved field education supervisor to gain ministry experience in various aspects of ministry.
3. Integration: Research and evaluate the life of one ministry leader to assist the student in principles and methods for application in student's context of ministry.

Required Textbooks

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

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

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

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

Course Requirements and Assignments

1. **Ministry Practicum Journal (20%):** The student will keep a weekly journal during the ministry practicum during the semester. The Ministry Practicum Journal includes the following:
 - (1) **Prayer List:** Write an active prayer list of people for whom you are praying and ministering this semester (first name only).

- (2) Ministry Conversations Summary:** Write one-page brief, summary of one or more ministry conversations with people this semester (first name only).
- (3) Principles, Methods and Applications of Ministry:** Write three principles of ministry, three methods of ministry and three applications of ministry from assigned chapters of the Book of Acts.
- (4) Principles, Methods and Applications of Ministry:** Write two principles of ministry, two methods of ministry and two applications of ministry from each of the assigned textbook readings: *The New Guidebook for Pastors*, by Mac Brunson and James Bryant, and *Reviewing Leadership: A Christian Evaluation to Approaches*, by Robert Banks and Bernice Ledbetter.
- (5) Universal Questions to Assess Your Ministry:** Write three universal questions to assess your ministry.
- (6) Journal Meetings with Field Supervisor:** Students are required to journal each meeting with their field supervisor.
- (7) Journal Assignments in Class:** Students are required to include written assignments in their weekly journal given by the professor during lectures.

Note: The Ministry Practicum Journal should be a working document for students during the semester, but submitted in Canvas as one document uploaded with title page and page numbers.

Ministry Practicum Journal: Due 05/02/23 @11:59pm

Note: Form and style: Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*, 9th ed., must be consulted for proper form. Spelling, grammar, and punctuation will be considered in the grading.

Note: Graduating Seniors: Upload Ministry Journal: (Due 04/18/23 @ 11:59pm)

2. **Assigned Textbook Chapter Readings (10%):** Each student will be required to read all assigned chapters in course textbook, *Reviewing Leadership, A Christian Evaluation to Approaches*. Note: The student is required to read the assigned chapter each week. Report the percentage of the reading of the book in Canvas.

Submit Reading Report in Canvas. Due date: **03/21/23 @11:59pm.**

3. **Assigned Textbook Chapter Readings (10%):** Each student will be required to read all assigned chapters in course textbook, *The New Guidebook for Pastors*, by James Bryant and Mac Brunson.

Note: The student is required to read the assigned chapter each week. Report the percentage of the reading of the book in Canvas.

Submit Reading Report in Canvas. Due date: **04/11/23 @11:59pm.**

4. **Comparative Book Review (20%):** The student is required to write a critical evaluation of:

- *Nine Marks Of A Healthy Church*, by Mark Dever
- *The Purpose Driven Church*, by Rick Warren

The book review shall be 10–11 pages (excluding cover page) and include the following:

- (1) A review (summarization) of each book including biographical information on the author (1.5–2 pages per book; total 3–4 pages).
- (2) Identification of and critical interaction with two strengths and two weaknesses for each of the Dever and Warren texts (2 pages per book; total 4 pages).
- (3) Comparison of the strengths and weaknesses of the Dever and Warren books (2 pages).
- (4) An application of each book for the student's ministry (1 page)

Submit Book Review in Canvas. **Due Date: 04/04/23 @ 11:59pm.**

Note: Form and style: Kate L. Turabian's A Manual for Writers of Term Papers, Theses, and Dissertations, 9th ed., must be consulted for proper form. Spelling, grammar, and punctuation will be considered in the grading.

- 6. Research Requirement (20%):** Students will research the life and ministry of W. A. Criswell, (or one other pastor or ministry leader, approved by the 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 17, 2023 @ 11:59pm, Bibliography: Due: February 07, 2023 @ 11:59pm, Outline of Paper: Due: February 21, 2023 @11:59pm Research Paper: Due: May 9, 2023 @11:59pm.

Students are required to submit their Title page, Outline and bibliography with their final research

Note: Form and style: Kate L. Turabian's A Manual for Writers of Term Papers, Theses, and Dissertations, 9th ed., must be consulted for proper form. Spelling, grammar, and punctuation will be considered in the grading.

Note Graduating Seniors:

Research Paper Due 04/18/23 @11:59pm

- 7. 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)

Upload Field Education Supervisor Evaluation –**Due: May 2, 2022 @11:5pm**

Note Graduating Seniors:

Upload Field Supervisor Evaluation Due 04/18/23 @11:59pm

Online Course Information

In an online course at Criswell College:

1. Instructors and all students enrolled in that course meet using video-conferencing technology at scheduled class times through the course of a semester or term in order to meet 25–30% of the direct faculty instruction required by the college's Credit Hour policy.
2. The remaining direct faculty instruction is delivered using other means such as:
 - Lectures/instruction for students to watch asynchronously
 - Online content modules in which instructor provides feedback to student work
 - Tests/quizzes on which instructor provides feedback
 - Discussion boards on which instructor provides feedback

Canvas: Criswell College uses Canvas as its web-based learning tool to host/deliver all instructional materials, discussions, assessments, files, and other peripheral tools and applications that support teaching and learning. In online courses at Criswell College, instructors design and use Canvas to:

- organize course content on a module basis using organizational tools within Canvas,

- control the timing of course requirements through module control or assignment due dates to ensure that students are engaged for the full length of the semester or term,
- accept assignments from students only inside the Canvas course (emailed assignments are not acceptable),
- provide written feedback on assignments only within Canvas, preferably through Speedgrader,
- use the Announcement or e-mail feature in Canvas to communicate to the students rather than by broadcasting to a class email listserv outside of Canvas.

Zoom in Canvas is used for all synchronous class sessions.

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.

Identity Verification and Evidence of Attendance: Students are responsible for enrolling in courses for which they anticipate being able to participate weekly during the weeks appearing on course schedules, and then making every effort to do so. In online courses at Criswell College, a student participates in class or otherwise engages in an academically related activity. These activities comprise items relevant to Identity Verification for Distance Education Courses. Acceptable evidence of attendance at an academically related activity in an Online course includes, for example, a student's:

- participation in a synchronous remote video class session with the instructor present,
- student picture id submitted in the Canvas Account Profile,
- submission of an academic assignment, quiz, or exam,
- participation in an interactive tutorial or computer-assisted instruction,
- participation in an online study group or discussion board that is assigned by the instructor,
- documentation showing that the student and a faculty member corresponded about the academic subject studied in the course.

Course/Classroom Policies and Information

Students are required to attend four on-line class sessions in ZOOM in Canvas on 01/17/23 @7:30pm-10:00pm, 01/24/23 @7:30pm-10:00pm, 03/07/23 @7:30pm-10:pm and 04/11/23 @7:30pm-10:00pm. Students are required to use video and audio features during each session.

Attendance

Students are responsible for enrolling in courses for which they anticipate being able to participate weekly during the weeks appearing on course schedules, and then making every effort to do so. Such participation may include the following: completing quizzes or exams; emailing faculty or class members as part of an assignment; discussion board posting or response; turning in an assignment; or other communication reflecting ongoing learning in the course. When unavoidable situations result in non-participation, 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 participation affects students' ability to meet course learning objectives and whether participation 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 Support

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. The Student Services Office also works with local counseling centers to ensure that every student has access to helpful mental health resources. More information can be found at [Criswell College Mental Health Resources](#), and students may contact the Director of Student Services if they have any questions.

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

- WEEK 1 (01/17/23) Zoom Class Meeting @ 7:30pm-10:00pm:
Introduction to the Course and Syllabus
1. Read Acts: Chapters 1-2
 2. Read *Reviewing Leadership*: Introduction and Chapter 1
 3. Read *The New Guidebook for Pastors*: Introduction and Chapters 1-2
 4. Work on Assignments in Ministry Practicum Journal.
 5. Upload Title Page Research Paper in Canvas (Due: 01/17/23 @11:59pm)
- WEEK 2 (01/24/23) Zoom Class Meeting @7:30pm-10:00pm:
Class Assignments
1. Read Acts: Chapters 3-4
 2. Read *Reviewing Leadership*: Introduction and Chapter 2
 3. Read *The New Guidebook for Pastors*: Chapters 3-4
 4. Work on Assignments in Ministry Practicum Journal.
- WEEK 3 (01/31/23) Class Assignments
1. Read Acts: Chapters 5-6
 2. Read *Reviewing Leadership*: Introduction and Chapter 3
 3. Read *The New Guidebook for Pastors*: Chapters 5-6
 4. Work on Assignments in Ministry Practicum Journal.
- WEEK 4 (02/07/23) Class Assignments
1. Read Acts: Chapters 7-8
 2. Read *Reviewing Leadership*: Introduction and Chapter 4
 3. Read *The New Guidebook for Pastors*: Chapters 7-8
 4. Work on Assignments in Ministry Practicum Journal.
 5. Upload Bibliography for Research Paper (Due 02/07/23 @11:59pm)
- WEEK 5 (02/14/23) Class Assignments
1. Read Acts: Chapters: 9-10
 2. Read *Reviewing Leadership*: Introduction and Chapter 5
 3. Read *The New Guidebook for Pastors*: Chapters 9-10
 4. Work on Assignments in Ministry Practicum Journal.

- WEEK 6 (02/21/23) Class Assignments
1. Read Acts; Chapters 11-12
 2. Read *Reviewing Leadership*: Introduction and Chapter 6
 3. Read *The New Guidebook for Pastors*: Chapters 11-12
 4. Work on Assignments in Ministry Practicum Journal.
 5. Upload Outline of Research Paper (Due 02/21/23 @11:59pm)
- WEEK 7 (02/28/23) Class Assignments
1. Read Acts: Chapters 13-14
 2. Read *Reviewing Leadership*: Introduction and Chapter 7
 3. Read *The New Guidebook for Pastors*: Chapters 13-14
 4. Work on Assignments in Ministry Practicum Journal.
- WEEK 8 (03/07/23) Zoom Class Meeting 03/07/23 @7:30pm-10:00pm:
Class Assignments
1. Read Acts: Chapters 15-16
 2. Read *Reviewing Leadership*: Introduction and Chapter 8
 3. Read *The New Guidebook for Pastors*: Chapters 15-16
 4. Work on Assignments in Ministry Practicum Journal.
- 03/13-17/23) NO CLASS: SPRING BREAK
- Week 09 (03/21/23) Class Assignments
1. Read Acts: Chapters 17-18
 2. Read *Reviewing Leadership*: Conclusion: The Future of Leadership
 3. Read *The New Guidebook for Pastors*: Chapters 17-18
 4. Work on Assignments in Ministry Practicum Journal.
 5. Upload Reading Assignment: Reviewing Leadership in Canvas: (Due 03/21/23 @11:59pm)
- Week 10 (03/28/23) Class Assignments
1. Read Acts: Chapters 19-20
 2. Read *The New Guidebook for Pastors*: Chapters 19-20
 3. Work on Assignments in Ministry Practicum Journal.
- Week 11 (04/04/23) Class Assignments
1. Read Acts: Chapters 21-22
 2. Read *The New Guidebook for Pastors*: Chapter 21
 3. Work on Assignments in Ministry Practicum Journal.
 4. Upload Comparative Book Review: *Nine Marks Of A Healthy Church and The Purpose Driven Church* (Due: 04/04/23 @ 11:59pm)
- Week 12 (04/11/23) Zoom Class Meeting 04/11/23 @7:30pm-10:00pm
1. Read Acts: Chapters 23-24
 2. Work on Assignments in Ministry Practicum Journal.
 3. Upload Reading Assignment: *The New Guidebook for Pastors* (Due 04/11/23 @11:59pm)

- Week 13 (04/18/23) Lecture Twelve: Witnessing Encounters (Part One)
1. Read Acts: Chapters 25-26
 2. Work on Assignments in Ministry Practicum Journal.
- Note: Graduating Seniors:**
- (1) Upload Supervisor Evaluation (Due 04/18/23 @11:59pm)**
 - (2) Upload Ministry Practicum Journal and (Due 04/18/23 @ 11:59pm)**
 - (3) Upload Research Paper: (Due 04/18/23 @11:59pm)**
- Note: Upload Title Page, Outline, Body of Paper and Bibliography all in one document.**
- Week 14 (04/25/23) Class Assignments
3. Read Acts: Chapters 27-28
 1. Work on Ministry Practicum Journal
 2. Work on Research Paper
- Week 15 (05/02/23) Class Assignments
1. Upload Ministry Practicum Journal (Due 05/02/23 @11:59pm)
 2. Upload Field Supervisor Evaluation (Due 05/02/23 @ 11:59pm)
- Week 16 (05/09/23) Class Assignments
1. Upload Research Paper (Due 05/09/23 @ 11:59pm.
- (Note: Upload Title Page, Outline, Body of Paper and Bibliography all in one document.)