



Online Course Syllabus MIN715.01 Ministry Practicum Fall 2024

Contact Information

Instructor Name: Dr. Bobby Worthington

Instructor Email: b.worthington@criswell.edu

Instructor Phone: 214 818-1362

Instructor Office Hours: **Tuesday and Thursday: 10:00am-11:00am and 2:00pm-3:00pm; Appointment by email with professor**

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, 2016 (ISBN:9780801036293).

Bryant, James and Mac Brunson. *The New Guidebook for Pastors*, B & H Publishing, 2007 (ISBN: 97800805444292).

Dever, Mark. *Nine Marks of a Healthy Church*. 4th Edition, Crossway Books, 2021 (ISBN: 9781433578137)
Warren, Rick, *The Purpose Driven Church*, Zondervan Publishing, 2010 (ISBN: 9780310258940).

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 12/03/24 @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.

- 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: **10/22/24 @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: **11/05/24 @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 Comparative Book Review in Canvas. **Due Date: 10/29/24 @ 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: 08/20/24 @ 11:59pm, Bibliography: Due: 09/10/24 @ 11:59pm, Outline of Paper: Due: 09/24/24 @11:59pm Research Paper: Due: 12/10/24 @11:59pm. Students are required to submit their Title page, Outline and bibliography with their final research paper.

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.

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: 12/03/24 @11:5pm**

Online Course Information

In an online course at Criswell College:

1. To meet 25–30% of the direct faculty interaction required by the college's Credit Hour policy, instructors and all students enrolled in an online course will meet at scheduled class times throughout a semester/term using the video conferencing app, Zoom, found in the left-hand global menu in Canvas. Student cameras must remain on during the entirety of these video-conferencing sessions. (In order to be properly identified, students must upload a picture ID to their Canvas Account Profile *prior to the first online meeting.*)
2. The remaining direct faculty instruction is delivered using other means such as:
 - Lectures/instruction for students to watch at their convenience but in accordance with assignment due dates
 - 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 Management System (LMS). In online courses at Criswell College, instructors 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 with the students rather than by broadcasting to a class email listserv outside of Canvas.
- use Zoom in Canvas for all “live” (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

Students enrolled in online courses must verify their identity through the term for each course. Identity confirmation occurs through scheduled video conference calls, scheduled submission of assignments, quizzes or exams, participation in online discussions, student/instructor communication, and a picture ID submitted in the Canvas profile. For instructions on how to upload a profile picture, [click here](#).

Course/Classroom Policies and Information

Students are required to attend four on-line class sessions in ZOOM in Canvas on 08/20/24 @7:30pm-10:00pm, 08/27/24 @7:30pm-10:00pm, 10/08/24 @7:30pm-10:pm and 11/19/24 @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 (1) anticipate being able to attend every on-campus class session on the day and time appearing on course schedules, or (2) participating in academically related activities as identified in online-course schedules including synchronous class sessions conducted remotely by video, and then making every effort to do so. When unavoidable situations result in absence or tardiness, students are responsible for acquiring any missed information. Professors are not obliged to allow students to make up missed work. Per their independent discretion, individual professors determine how attendance affects students' ability to meet course learning objectives and whether attendance affects course grades. Professors apprise students of such information in course syllabi.

Students receiving grants, loans, or scholarships must meet specified requirements of various departments at the college and should consult relevant sections of the *Academic Catalog*. To ensure such funds will not be forfeited, students are responsible for contacting the proper departments to ascertain any specific course participation requirements and consequences of not meeting such requirements. Students receiving grants, loans, or scholarships should consult the Financial Aid office.

While Criswell College is a non-attendance taking institution, it nevertheless must demonstrate that students begin their courses in order to comply with Federal Aid regulations. Accordingly, students must participate in academically related activities during census periods. Failure to meet this requirement will result in students being administratively dropped from courses.

Academically related activity is defined as any course-related activity that may be used as evidence of attendance. Examples include:

- physical presence in a classroom during a class session with the instructor present,
- participation in a “live” (synchronous) remote video class session with the instructor present,
- 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 of the course.

NOTE: Logging into a Canvas course alone and logging into a Synchronous Online class session without active participation or with the camera off are not considered attendance.

NOTE: A census period begins on the first day of a semester/term and runs through the end of the last day to drop courses. During the census period, attendance data is collected in order to demonstrate compliance with Federal Aid regulations. There is no census period for winter terms since there is no last day to drop courses.

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.”

NOTE: No end-of-semester extensions (i.e., “Incompletes”) will be granted for students taking Criswell College courses through Acadeum.

Academic Honesty

Academic honesty is essential to the integrity of the College’s academic programs and to the success of its students. Defining and addressing academic dishonesty helps to ensure the maintenance of academic honesty among students.

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/her own,
- 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.

NOTE: Acadeum students should have their Home Institution contact Criswell's Acadeum Student Contact and acadeum@criswell.edu

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.

Research and Writing Standards

The default writing style for written assignments in Criswell College Courses is the latest edition of *A Manual for Writers of Research Papers, Theses and Dissertations* by Kate Turabian. However, instructors are free to require alternative writing styles in their courses. These styles include but are not limited to the American Psychological Association (APA), Chicago Manual of Style, Modern Language Association (MLA), and Society of Biblical Literature (SBL) writing guides.

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 schedule an appointment through Calendly (<https://calendly.com/criswell-tutoringcenter>) or by visiting the Tutoring Center located on the second floor in room E203. For questions, call 214.818.1373 or email at tutoringcenter@criswell.edu.

Course Outline/Calendar

- WEEK 1 (08/20/24) Zoom Class Meeting @ 7:30pm-10:00pm
Introduction to the Course and Syllabus
Class Assignments
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: 08/20/24 @11:59pm)
- WEEK 2 (08/27/24) Zoom Class Meeting @7:30pm-10:00pm
Class Assignments
1. Read Acts: Chapters 3-4
 2. Read *Reviewing Leadership*: Chapter 2
 3. Read *The New Guidebook for Pastors*: Chapters 3-4
 4. Work on Assignments in Ministry Practicum Journal.
 5. Upload Ministry Practicum Agreement in Canvas (Due 08/27/24 @11:59pm)
- WEEK 3 (09/03/24) Class Assignments
1. Read Acts: Chapters 5-6
 2. Read *Reviewing Leadership*: Chapter 3
 3. Read *The New Guidebook for Pastors*: Chapters 5-6
 4. Work on Assignments in Ministry Practicum Journal.
- WEEK 4 (09/10/24) Class Assignments
1. Read Acts: Chapters 7-8
 2. Read *Reviewing Leadership*: 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 09/10/24 @11:59pm)
- WEEK 5 (09/17/24) Class Assignments
1. Read Acts: Chapters: 9-10
 2. Read *Reviewing Leadership*: Chapter 5
 3. Read *The New Guidebook for Pastors*: Chapters 9-10
 4. Work on Assignments in Ministry Practicum Journal.
- WEEK 6 (09/24/24) Class Assignments
1. Read Acts: Chapters 11-12
 2. Read *Reviewing Leadership*: 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 09/24/24 @11:59pm)

WEEK 7 (10/01/24)	<p>Class Assignments</p> <ol style="list-style-type: none"> 1. Read Acts: Chapters 13-14 2. Read <i>Reviewing Leadership</i>: Chapter 7 3. Read <i>The New Guidebook for Pastors</i>: Chapters 13-14 4. Work on Assignments in Ministry Practicum Journal.
WEEK 8 (10/08/24)	<p>Zoom Class Meeting 10/08/24 @7:30pm-10:00pm</p> <p>Class Assignments</p> <ol style="list-style-type: none"> 1. Read Acts: Chapters 15-16 2. Read <i>Reviewing Leadership</i>: Chapter 8 3. Read <i>The New Guidebook for Pastors</i>: Chapters 15-16 4. Work on Assignments in Ministry Practicum Journal.
Week 09 (10/15/24)	<p>NO CLASS: STUDENT DEVELOPMENT WEEK</p> <ol style="list-style-type: none"> 1. Prepare rough draft of Research Paper 2. Prepare rough draft of Comparative Book Review 3. Work on Assignments in Ministry Journal
Week 10 (10/22/24)	<p>Class Assignments</p> <ol style="list-style-type: none"> 1. Read Acts: Chapters 17-20 2. Read <i>Reviewing Leadership</i>: Conclusion: The Future of Leadership 3. Read <i>The New Guidebook for Pastors</i>: Chapters 17-20 4. Work on Assignments in Ministry Practicum Journal. 5. Upload Reading Assignment: <i>Reviewing Leadership</i> in Canvas: (Due 10/22/24 @11:59pm)
Week 11 (10/29/24)	<p>Class Assignments</p> <ol style="list-style-type: none"> 1. Read Acts: Chapters 21-22 2. Read <i>The New Guidebook for Pastors</i>: Chapter 21 3. Work on Assignments in Ministry Practicum Journal. 4. Upload Comparative Book Review: <i>Nine Marks Of A Healthy Church and The Purpose Driven Church</i> (Due: 10/29/24 @ 11:59pm)
Week 12 (11/05/24)	<p>Class Assignments</p> <ol style="list-style-type: none"> 1. Read Acts: Chapters 23-24 2. Work on Assignments in Ministry Practicum Journal. 3. Upload Reading Assignment: <i>The New Guidebook for Pastors</i> (Due 11/05/24 @11:59pm)
Week 13 (11/12/24)	<p>Class Assignments</p> <ol style="list-style-type: none"> 1. Read Acts: Chapters 25-26 2. Work on Assignments in Ministry Practicum Journal.
Week 14 (11/19/24)	<p>Zoom Class Meeting 11/19/24 @7:30pm-10:00pm</p> <p>Class Assignments</p> <ol style="list-style-type: none"> 1. Read Acts: Chapters 27-28 2. Work on Ministry Practicum Journal 3. Work on Research Paper

11/25-28/24 FALL BREAK

Week 15 (12/03/24) Class Assignments

1. Upload Ministry Practicum Journal (Due 12/03/24 @11:59pm)
2. Upload Field Supervisor Evaluation (Due 12/03/24 @ 11:59pm)

Week 16 (12/10/24) Class Assignments

1. Upload Research Paper (Due 12/10/24 @ 11:59pm.
(Note: Upload Title Page, Outline, Body of Paper and Bibliography all in one document.)