



On-Campus Course Syllabus

MIN 715

Ministry Practicum

Spring 2025

Class Information

Day and Time: Mon 7:30p-10:00p

Room Number: E206

Contact Information

Instructor Name: Jeffery C Campbell

Instructor Email: jcampbell@criswell.edu

Instructor Phone: 214-818-1307

Instructor Office Hours: [Mondays 2:00-4:00p and Tuesdays 1:00-3:00p by appointment.](#)

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 the student's context of ministry.
2. Applied Studies: Supervised on-the job training by an approved field education supervisor to gain valuable 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 the 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 a one-page brief, summary of two ministry conversations with people this semester that occur outside of class (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 the 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 textbooks: *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. These questions should prompt both reflection and improvement.

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 05/12/25 @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 (20%):** Each student will be required to read all assigned chapters in course textbooks, *Reviewing Leadership*, *A Christian Evaluation to Approaches* and *The New Guidebook for Pastors*. Note: The student is required to read the assigned chapter/s each week. Report the percentage of the reading of the book in Canvas.
- 3. 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 12 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 (1-2 pages)

Submit Comparative Book Review in Canvas. **Due Date: 04/14/25 @ 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.

4. **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 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). – **Due: 05/12/25 @11:59pm**

5. **Field Supervisor Evaluation (20%):** The Field Education Supervisor will submit a formal 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: 05/12/25 @11:59pm**

Class 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 may 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 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 a 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.

Campus Closure

To ensure the health and safety of students and employees, college administrators may decide it is necessary on rare occasions to close the campus. Once this decision is announced, instructors will contact students to provide further details regarding the campus closure's impact on those courses. Students are responsible to watch for communication from their instructors and respond appropriately. (Unless otherwise specified by the instructor in this syllabus, this communication will be sent to the student's Criswell College e-mail account.)

In order to make progress toward the courses' objectives, instructors have the freedom during most campus closures to require students to participate in activities as alternatives to meeting on campus. An instructor may, for example, hold class remotely (through Zoom) at the scheduled time, provide a recording of a class or presentation for students to watch independently, or assign other activities that students are to accomplish before returning to campus. Students are responsible for accomplishing these alternative activities as well as any course requirements listed in this syllabus during the period of the campus closure. If, during the period of the campus closure, personal circumstances prohibit a student from accomplishing these alternative activities or course requirements and assignment listed in the syllabus during the campus closure, the student is responsible for communicating with the instructor as soon as possible. Instructors will not penalize students who do not have the means to accomplish the alternative activities during the period of the campus's closure and will work with students whose circumstances during the campus closure prohibited their timely completion of course requirements and assignments in the syllabus.

Grading Scale

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.

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 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. The Student Services Office also works with local counseling centers to ensure that every student has access to helpful mental health resources. More information is located on the college website 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. Login credentials are emailed to students near the beginning of the semester.

Tutoring Center: Students are encouraged to consult with tutors to improve and enhance their skills and confidence. 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 (01/20)	Martin Luther King Jr. Holiday (No Class Meeting)
WEEK 2 (01/27)	Introduction to the Course and Syllabus Class Assignments <ol style="list-style-type: none">1. Read Acts: Chapters 1-22. Read <i>Reviewing Leadership</i>: Introduction and Chapter 13. Read <i>The New Guidebook for Pastors</i>: Introduction and Chapters 1-24. Work on Assignments in Ministry Practicum Journal.
WEEK 3 (02/03)	Class Assignments <ol style="list-style-type: none">1. Read Acts: Chapters 3-42. Read <i>Reviewing Leadership</i>: Chapter 23. Read <i>The New Guidebook for Pastors</i>: Chapters 3-44. Work on Assignments in Ministry Practicum Journal.5. Upload Ministry Practicum Agreement in Canvas (Due 02/03 @11:59pm)
WEEK 4 (02/10)	Class Assignments <ol style="list-style-type: none">1. Read Acts: Chapters 5-62. Read <i>Reviewing Leadership</i>: Chapter 33. Read <i>The New Guidebook for Pastors</i>: Chapters 5-64. Work on Assignments in Ministry Practicum Journal.
WEEK 5 (02/17)	Class Assignments <ol style="list-style-type: none">1. Read Acts: Chapters 7-82. Read <i>Reviewing Leadership</i>: Chapter 43. Read <i>The New Guidebook for Pastors</i>: Chapters 7-84. Work on Assignments in Ministry Practicum Journal.
WEEK 6 (02/24)	Class Assignments <ol style="list-style-type: none">1. Read Acts: Chapters: 9-102. Read <i>Reviewing Leadership</i>: Chapter 53. Read <i>The New Guidebook for Pastors</i>: Chapters 9-104. Work on Assignments in Ministry Practicum Journal.
WEEK 7 (03/03)	Class Assignments <ol style="list-style-type: none">1. Read Acts: Chapters 11-122. Read <i>Reviewing Leadership</i>: Chapter 63. Read <i>The New Guidebook for Pastors</i>: Chapters 11-124. Work on Assignments in Ministry Practicum Journal.
WEEK 8 (03/10)	Class Assignments <ol style="list-style-type: none">1. Read Acts: Chapters 13-142. Read <i>Reviewing Leadership</i>: Chapter 73. Read <i>The New Guidebook for Pastors</i>: Chapters 13-144. Work on Assignments in Ministry Practicum Journal.

- Week 09 (03/24) Class Assignments
1. Read Acts: Chapters 15-16
 2. Read *Reviewing Leadership*: Chapter 8
 3. Read *The New Guidebook for Pastors*: Chapters 15-16
 4. Work on Assignments in Ministry Practicum Journal.
- Week 10 (04/07) Class Assignments
1. Read Acts: Chapters 17-20
 2. Read *Reviewing Leadership*: Conclusion: The Future of Leadership
 3. Read *The New Guidebook for Pastors*: Chapters 17-20
 4. Work on Assignments in Ministry Practicum Journal.
- Week 11 (04/14) 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: 04/14 @ 11:59pm)
- Week 12 (04/21) Class Assignments
1. Read Acts: Chapters 23-24
 2. Work on Assignments in Ministry Practicum Journal.
- Week 13 (04/28) Class Assignments
1. Read Acts: Chapters 25-26
 2. Work on Assignments in Ministry Practicum Journal.
- Week 14 (05/05) Class Assignments
1. Read Acts: Chapters 27-28
 2. Work on Ministry Practicum Journal
 3. Work on Research Paper
- Week 15 (05/12) Class Assignments
1. Upload Research Paper (Due 05/12 @ 11:59pm)
 2. Upload Ministry Practicum Journal (Due 05/12 @11:59pm)
 3. Upload Field Supervisor Evaluation (Due 05/12 @ 11:59pm)