FE 651/ 652 Ministry Practicum I/II
Houston Graduate School of Theology

The mission of Houston Graduate School of Theology is empowering spiritual leadership through the intellectual, spiritual, and vocational development of men and women in order to advance the gospel of Jesus Christ throughout the world.

Professor:
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Time:
Summer 2013, Mondays 5:00 to 6:00 P.M.

Course Description:

FE 651 Ministry Practicum, I
Fieldwork in a ministerial setting with supervision and regular meetings for evaluation of ministry experience and theological reflection, including case reports, regular reviews, and other materials for learning and growth. Prerequisite PC 501, plus two more —501 introductory courses, and a minimum of 30 credit hours of completed work prior to enrollment.

FE 652 Ministry Practicum, II
Continued from PC 651, with supervision and meetings for evaluation of ministry experience and theological reflection, including case histories, a ministry project, and completion of the learning covenant. Prerequisite FE 651, plus all six —501 introductory courses, and a minimum of 60 credit hours of completed work prior to enrollment.

Course Outcomes:

Upon completion of this course, the student will be able to:
   A. Integrate biblical studies, theology, and theory with the practice of ministry in a local setting.
   B. Practice theological reflection from ministry experiences.
   C. Describe one’s ministry S.H.A.P.E. (spiritual gifts, heart, abilities, personality, and experiences).
   D. Discern and articulate one’s emerging call to part-time or fulltime ministry.
   E. Assess progress in ministry development through evaluation and critical reflection

Required Text:

**Recommended Text:**

**Course Requirements:**
A. Each student will serve in an approved, ministry-practicum, beginning no later than June 3, 2013. See the Student Practicum Handbook for forms to be completed. A supervisory relationship with a pastor or professional person in the field is of primary importance, serving a significant function as the student engages in and reflects on ministry and personal growth with the mentor.
Students are expected to participate in 150 hours of serving in the ministry (church-based or Christian agency). Each student is responsible to follow through with the mentor that all evaluations and assessments are completed and turned in to the course instructor. See the Student Field Education Handbook and Mentor Field Education Handbook. **50%**

B. Students will meet weekly on campus to discuss assigned readings and to debrief in Peer Groups about ministry experiences. Students are expected to attend and participate in class discussion knowing the content of the required readings, integrating biblical studies, theology, and theory with the practice of ministry. Student will write a two page personal response paper for the assigned text books. **10%**

C. Each student will complete a ministry S.H.A.P.E. profile that identifies one’s spiritual gifts, heart (passions), abilities, personality, and experiences. The S.H.A.P.E. profile should be written and printed written as a 1-page outline. **12%**

D. Each student will write a 2- to 3-page, double-spaced paper that describes the student’s emerging ministry identity and/or call to part-time or fulltime ministry. This paper should reflect insights from the S.H.A.P.E. profile, practicum ministry experiences, peer group reflections, and debriefing sessions with the mentor. **13%**

E. Students will write a 3- to 4-page, double-spaced theological reflection paper on a ministry experience from the practicum. The student is expected to discuss this experience with the mentor, discerning the theological significance. **15%**

**Grading Scale**

Pass or Fail
Policies

1. Regular attendance and regular submission of assignments on due dates in syllabus is expected. Each student must talk to the instructor about circumstances affecting his or her ability to attend class and complete assignments. Attendance is required at scheduled classes and at the scheduled start time. Two excused absences will not affect the student’s grade, but more than this will affect the student’s class participation grade. The student could lose as much as a letter grade for excessive tardiness and absences.

2. Work is expected on the due date.

3. Electronic Equipment Usage in Classrooms
   It is expected that students will use technology (cell phones, laptop computers, iPads, etc.) during classes only for the purposes of class work. Therefore, students should turn off cell phones and refrain from texting and using laptop computers during classes except for the purposes of taking notes or doing research specifically authorized by the course instructor. Students who have emergency needs not covered by this policy must ask for an exception from the course instructor.

4. Incompletes
   In cases of extenuating circumstances, and at the discretion of the Instructor, a student may request and apply for an extension on all required assignments that are not completed before the end of the semester or term, subject to a half-letter grade or more reduction on the final grade (e.g., A to A-; B to B-). If an extension is granted, the instructor will record a grade of “I” (Incomplete) and set an extension of time within which to complete the work that shall not exceed thirty (30) calendar days from the end of the term. The student is responsible to ensure that all necessary paperwork is submitted to the Registrar’s Office by the deadline listed in the school calendar.

   Additional extensions may be granted only by the Dean of the Faculty and only after a student has petitioned the Dean in writing. If the course work is not completed within the extended time allotment, the grade of “I” will be converted to the grade earned by the student up to that point. A failing grade, or “F,” will be counted as hours attempted in computing the grade point average.

5. Plagiarism
   Plagiarism is presenting the work of another person as one’s own without giving proper credit for the use of the information. Students must not quote books, articles, essays, or Internet sites without giving proper credit to the author(s). Students should guard against plagiarism by crediting the original author through use of proper citations. Internet plagiarism is a particularly easy and tempting form of intellectual theft. Cutting and pasting sentences and paragraphs from the Internet without citations is plagiarism. Failure to cite Internet sources is plagiarism. Any student who is found guilty of plagiarism is subject to a range of consequences as outlined below.
1. If a faculty member suspects plagiarism, the instructor will investigate. If suspicions are confirmed, the faculty member will present the evidence to the appropriate Associate Dean as a record of the offense. If the Associate Dean concurs with the allegations, the following procedures should be implemented as applicable:
   a. The faculty member may discuss the offense with the student following consultation with the Associate Dean, but the student will meet with the Associate Dean.
   b. For a first offense, the faculty member, in consultation with the Associate Dean, may give opportunity for a rewrite of the assignment or may assign a grade of zero for the plagiarized assignment.
   c. For a particularly egregious case of plagiarism on a major assignment, the consequences could result in automatic failure of the course.
2. The student may appeal the above-mentioned decisions of the faculty member in writing to the Dean of the Faculty.
3. The second confirmed offense will result in expulsion from school. The student will be notified by a letter from the Dean of the Faculty. His or her only opportunity for appeal will be to the President in writing. The President’s decision will be final.

6. Turnitin.com
1. All written assignments are subject to required submission to www.turnitin.com to check for originality and style. The assignments that are required for submission will be described in the syllabus.
2. Students will create an account at www.turnitin.com. After doing so, the student will join the course page with the code and password supplied by the instructor. A list of assignments and due dates will be available on the course page.
3. Students will submit assignments by the due date and time and may be required to submit the assignments in a hard copy format.

7. Library Usage
A student’s ability to get the most out of library resources will enhance the possibility of earning a high grade in this class. Therefore, students should consider using, in addition to the HGST library, one or more of the following libraries.

*Houston Public Library*— Any resident of Texas can obtain a free Houston Public Library card. Library cardholders have access to all of the books in the library system as well as the use of free interlibrary loans, meaning that HPL cardholders can borrow almost any book available. Cardholders can use the library’s website, www.houstonlibrary.org, to search the catalog and manage interlibrary loans. The website also contains links to WorldCat and other online databases that will enhance your research. The HPL location that is closest to HGST, the Collier Regional Branch (832-393-1740), is located at 6200 Pinemont, which is less than three miles from campus. A better option
would be the newly expanded and renovated Central Library (832-393-1313), which is located downtown at 500 McKinney. In addition, HPL has many other locations. The HGST library can give you an application for an HPL library card, or you can print the application form from their website.

Fondren Library at Rice University—The Fondren Library (713-348-5113) is located at 6100 Main. Please visit www.rice.edu/fondren for more information. The procedure for borrowing books at the Fondren Library is, first, go to the online catalog [www.rice.edu/fondren] to search for available books; second, go to the HGST library and fill out a form, signed by HGST library personnel, to take with you to the Fondren Library for each book; third, retrieve the book(s) yourself; fourth, take the book(s) and the signed form to the circulation desk to complete checkout (return the yellow copy to the HGST library; when the book(s) are returned to the Fondren Library, they will indicate so on the pink and gold copies; return the pink copy to the HGST Library and keep the gold copy for your records).

Cardinal Beran Library at St Mary’s Seminary—the home of an extensive theological library, St Mary’s Seminary (713-686-4345) is located at 9845 Memorial Drive, only 4.6 miles from HGST. For more information, please visit http://beran.stthom.edu. The Doherty Library on the main campus of University of St Thomas is also an option.

Library of the Presbytery of the New Covenant—as an HGST student you have borrowing privileges at this library located at 1110 Lovett Blvd, Houston. To search their online catalogue, go to http://www.pbyofnewcovenant.org/cgi-bin/rqm/rqm.cgi.

Other options include Harris County Public Library (www.hcpl.net) and the libraries at the University of Houston and Houston Baptist University.

Notes for Writing Assignments

Students should consult the HGST Writer’s Manual, available from the Business Office or online (www.hgst.edu) for all writing matters. When an item is not addressed in the Writer’s Manual, all writing assignments should conform to Kate Turabian, A Manual for Writers of Term Papers, Theses, and Dissertations, 7th Edition. This includes matters of style and format. Counseling students should pay particular attention to the Writer’s Manual for guidelines on submission of academic papers.

The instructor requires the use of footnotes for documentation. The student should number pages. According to Turabian, page numbers should be in the upper right hand corner, except on pages with major headings. Margins should be one inch on all four sides, except where major headings require a two-inch top margin.
The student should utilize 12-point Times New Roman font throughout. The instructor prefers that the student not use presentation or report binders or folders. He prefers submission of papers with staples. Critical, or formal, writing differs from colloquial writing or spoken English at several points. The student should note the following guidelines for critical writing. The instructor expects students to follow these guidelines strictly. Failure to do so will be penalized.

- Avoid 1st or 2nd person references (“I,” “we,” or “you”). Keep the written projects objective and professional. The student must remember that imperative forms are second person.
- Never use contractions.
- Avoid passive voice construction (i.e. The student should write “God chose Joshua” rather than “Joshua was chosen by God.”). Some exceptions are necessary, but limiting the use of passive voice is a good policy.
- Be sure that number and tense always agree (i.e., Do not write in one place that “Brueggemann argues . . .” and at another place “Brueggemann argued . . .”). Subject-verb agreement is imperative.
- Spell-check! Spell-check! Spell-check! Dr. Shuman does not tolerate misspelled words. Failure to spell-check will result in a substantive reduction on the grade for written assignments.
- Grammar check works as well!
- All pronouns should have clear antecedents. Avoiding “it is” and “there is” in the paper removes much of the ambiguity of pronoun usage.
- Sentence fragments are unacceptable. Every sentence must have a subject and a predicate.

**Class & Reading Schedule**

**June 3**
- Syllabus, Student FE Handbook, Mentor FE Handbook
  - Introduction
  - Discuss practicum experience

**June 10**
- Discuss practicum experience
- Discuss chapter one from *In the Name of Jesus* by Henri Nouwen
- Complete online 23 Spiritual Gifts/Disc Personality Test at [https://www.uniquelyyou.com](https://www.uniquelyyou.com) ($15)

**June 17**
- Discuss practicum experience
- Discuss chapter two from *In the Name of Jesus*
- S.H.A.P.E. Profile DUE.

**June 24**
- Discuss practicum experience
- Discuss chapter three from *In the Name of Jesus*
July 8
- Discuss practicum experience
- Discuss chapter two from *Boundaries* by Henry Cloud & John Townsend
- Emerging Ministry Identity/Call to Ministry paper DUE.

July 15
- Discuss practicum experience
- Discuss chapter three from *Boundaries*

July 22
- Discuss practicum experience
- Discuss chapter five from *Boundaries*
- Theological Reflection Paper DUE.

July 29
- Discuss practicum experience
- Discuss chapter six from *Boundaries*
- **Mentor Evaluation and Student Evaluation Due:** email to Dr. Shuman at kwshuman@gmail.com by July 29 at 11:59 P.M. or turn them in during class.

*The professor reserves the right to adjust classroom topics as the course develops*

**Bibliography**


Haugk, Kenneth C. *Antagonists in the Church: How to Identify and Deal with Destructive Conflict*.
Schmitz, Eileen. *Staying in Bounds: Straight Talk on Boundaries for Effective Ministry*. Chalice Press,