



Ministry Practicum Handbook

Houston Graduate School of Theology
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HGST's commitment to well-grounded practicum experiences flows out of its mission statement: Houston Graduate School of Theology equips women and men to be ministers and messengers of God's mission of reconciliation through academic excellence, personal transformation, and leadership development.

In order to fulfill this mission, Houston Graduate School of Theology (HGST) has adopted a three-fold emphasis—missional theology, Christian spirituality, and systems thinking—so that men and women are prepared holistically to participate in the advancement of the gospel of Jesus Christ. This biblical and theological vision embraces God's call to participate in the *missio Dei*—the ongoing redemptive mission of God in our lives, communities, and world. The opportunity to influence others requires training and support as faithful leaders. In addition, followers of Christ are able to remain faithful insofar as they are routinely formed in the image of the Christ through individual and corporate spiritual formation. Discerning God's movement and one's vocation requires wise assessment of contextual social systems ranging from families to global people groups.

This Handbook is a guide to be used in Houston Graduate School of Theology ministry practicum courses. The Handbook is intended for student and faculty use and for use by professionals in churches, schools, hospitals, and related programs who are participating in the training of ministry students in a variety of settings.

Purpose

A practicum is a graduate-level course in a specialized field of study that is designed to give students supervised practical application of a previously or concurrently studied theory. A practicum provides a supervised field experience, which affords the graduate student an opportunity to continue skill development and to put into practice what has been learned in the academic setting. It allows students an opportunity to evaluate themselves in terms of individual interests and professional direction within the field. Most importantly, the practicum experience gives students an opportunity to continue to develop their own professional identities. Typically, students in the ministry practicum are well into their graduate degree programs. The practicum emphasizes the development of those competencies that can lead to positive growth.

Outcomes

Practicum experiences provide students with the opportunity to integrate what they learn in the classroom with practical experience. Most students who come to HGST begin with some prior experience at the lay or professional level. However, most have not achieved a level of competency that comes with graduate theological education and *integration of new knowledge* into a professional context. The Practicum experience gives students further opportunity for supervised ministry training in field settings so that they attain higher proficiency as reflective practitioners.

A graduate with the HGST Master of Divinity degree is characterized by the following dispositions:

1. Lives a life of devotion with the Triune God
2. Contributes to diverse communities
3. Pursues a missional life
4. Cooperates with God in the spiritual formation of self and faith community
5. Interacts with, articulates, and positions oneself within a heritage of Christian practice
6. Approaches Scripture with integrity and scholarly attention
7. Interprets and communicates the biblical narrative
8. Models Jesus' example of servant leadership

The person who completes the Master of Arts in Christian Ministry (Missional Leadership and Public Theology concentrations) degree program will be able to meet the following outcomes:

1. Analyze oneself and the context of his or her ministry through tools acquired in courses in systems, spirituality, and culture;
2. Integrate the disciplines of hermeneutics, doctrine, and spirituality into the practice of Christian ministry through foundations acquired in courses in biblical, theological, and spiritual studies;
3. Demonstrate the capacity for critical and constructive theological reflection through preparation and completion of the capstone project;
4. Exhibit expertise in the practice of Christian ministry through skills learned in theological and concentration courses as evidenced by submission of an integrative capstone project;
5. Apply tools, skills, and knowledge to Christian ministry through experience gained in practicum courses.

The practicum experience is designed to measure fulfillment, to a greater or lesser degree, for all eight dispositions.

The Ministry Practicum

Field Education is the progressive involvement of seminarians in pastoral and social practices of ministry with attentive and wise supervision.

Ministry Practicum option

Each ministry practicum (FE 651 and FE 652) is completed *part-time* during a semester or summer and requires 150 hours of coursework and fieldwork in a congregation, local mission, or community agency (normally 10 hours per week for 15 weeks). In addition to fieldwork at the practicum site, the student attends the weekly class meeting at HGST and completes assignments. Each ministry practicum is a *specialized ministry experience* that focuses on select areas of ministry as agreed upon by the student and mentor.

MDiv Prerequisite Courses:

- Prior to enrollment in FE 651, students are required to have completed 25 credit hours according to the following list of courses:

- IE 601 Integrative Experience (1hr)
 - CS 501 Christian Spirituality (3hrs)
 - PC 501 Pastoral Care (3hrs)
 - TH 501 Christian Theology (3hrs)
 - PL 510 The Missional Church Movement or TS 630 Missional Theology (3hrs)
 - Additional coursework (12hrs)
- Students are also required to select one of the following options for completion prior to the beginning of FE 651:
 - Completion of the Faithwalking 101 Retreat and 201 Series (registration at www.faithwalking.us); or,
 - Completion of at least six of twelve spiritual direction sessions with a certified spiritual director, with plans to complete the remaining sessions during the practicum experience
- Prior to enrollment in FE 652 and in addition to the 25 credit hours completed prior to FE 651, students are required to have completed an additional 25 credit hours according to the following list of courses:
 - IE 602/605 Integrative Experience (1hr)
 - BI 510 Biblical Hermeneutics (3hrs)
 - FE 651 Ministry Practicum I (3hrs)
 - PH 551 Christian Ethics or PL 620 Culture and Context (3hrs)
 - PL 650 Transformational Leadership (3hrs)
 - PR 501 Principles of Preaching (3hrs)
 - Additional Coursework (9hrs)

MACM Prerequisite Courses:

- Prior to enrollment in FE 651, students are required to have completed nine hours of the degree program:
 - CS 501 Christian Spirituality (3hrs)
 - TH 501 Christian Theology (3hrs)
 - One concentration course (3hrs)
- Students are also required to select one of the following options for completion prior to the beginning of FE 651:
 - Completion of the Faithwalking 101 Retreat (registration at www.faithwalking.us); or,
 - Completion of at least six of twelve spiritual direction sessions with a certified spiritual director, with plans to complete the remaining sessions during the practicum experience
- Prior to enrollment in FE 652, students are required to have completed twelve additional hours and Faithwalking 201:
 - NT 501 Christian Canon: New Testament or OT 501 Christian Canon: Old Testament (3hrs)
 - FE 651 Ministry Practicum I (3hrs)
 - Two additional concentration requirement (6 hrs)

Pastoral Internship option

A student may complete the field education requirement *fulltime*, for a minimum of 13 weeks, by taking FE 700 Pastoral Internship. This option is suggested for students who desire a broad experience in pastoral ministry. If the internship is local, the student attends the weekly practicum class. If the internship is outside of the Houston area, the student completes reading assignments and organizes a portfolio.

Student Requirements

Students must submit the application form to the Ministry Practicum Director on or prior to the deadlines listed below, be officially approved by Practicum Director, and register for practicum courses.

First Semester Practicum Deadlines:

For Fall Semester Practicum

1. Initial Application July 15
2. Supplemental Documentation due August 15

For Spring Semester Practicum

1. Initial Application due December 15
2. Supplemental Documentation due January 15

For Summer Term Practicum

1. Initial Application due April 15
2. Supplemental Documentation due May 1

Subsequent Practicum courses are predicated upon obtaining credit in the previous Practicum course.

1. Practicum Application Packet: Upon completion of all prerequisite courses, and according to the schedule noted above, each student must submit the respective application packet. HGST must have a supervisor agreement completed for each practicum course.
2. Background Check: Register and pay for the mandatory background check online at CastleBranch.com. Use the HGST code: OS54. Print the Confirmation Page, which will be available at the end of the online registration session, and submit a copy along with the Practicum Application Packet.
3. Supervisor Agreement Form: Provide the completed supervisor agreement form. The Supervisor will complete the form and the student will return it to HGST. HGST must have a supervisor agreement completed for each practicum semester.
4. Code of Ethics: Sign and submit the Code of Ethics form, included in this Practicum Handbook, to the Ministry Practicum Director.
5. Confidentiality Agreement: Sign and submit a Confidentiality Agreement in order to verify awareness of and adherence to guarding the confidential information in ministry settings. Even though there are strong legal and ethical principles involved in the

protection of information, there are limitations to confidentiality. First, ministers are ethically obligated to break confidentiality if the parishioner* presents a clear and present danger of harming either himself or herself or harming others, or reports child abuse or elder abuse. Supervisors are responsible for making sure practicum students and parishioners are aware of limits to confidentiality. Practicum students should be instructed to notify their supervisors immediately if a parishioner reveals the intent to harm self or others, or if there are reasons to suspect child or elder abuse. Supervisors are responsible for assisting practicum students in making necessary legal reports and/or reports to *Child Protective Services (CPS)* or *Adult Protective Services (APS)*. Students MAY NOT make reports without first consulting with their supervisor(s). Next, students must be educated about the nature of subpoenas. Although these situations are very unlikely, practicum students need to be aware of the limitations of confidentiality when a subpoena is issued. Finally, practicum students will be expected to discuss their ministry practicum activities with their supervisors and with fellow students in the practicum. Students need to be informed that, when they hear about other students' activities, the students are responsible for maintaining confidentiality.

** In the context of the ministry practicum, "parishioner" means any person with whom the student encounters in direct ministry settings.*

Supervision

Supervision is a tutorial and mentoring form of instruction in which a professional minister monitors a student's activities in practicum experiences and facilitates the learning and skill development experiences associated with practicum. The supervisor monitors and evaluates the work of the student while monitoring the quality of services offered. Therefore, as standard practice, family members may not serve as site supervisors for practicum students.

Supervisor Qualifications

The practicum experience is considered one of the most critical elements in a student's course of study. All supervisors must be clearly committed to preparing professional ministers and to promoting the development of the student's professional identity.

The supervisor is one who demonstrates competency, wisdom, and dedication in a particular ministry or vocation and who can serve as a model for another person who is pursuing a similar ministry or vocation. The supervisor is one who has enough insight and experience to know what happens in the process of growing in one's self-awareness; who is sensitive to the discomfort that can accompany the learning process; and who is skilled in the art of theological reflection.

Requirements for MDiv Students

- Supervisors must be in good standing in their denominations and not under review with their denomination. Supervisors will submit a letter of good standing from their judicatory;
- Supervisors must have a minimum of three years of authorized work in their particular field and have served in one or more ministry roles for no fewer than five years;

- Supervisors must have been in their current position in the supervisory site for a minimum of one year;
- Those holding an interim position in a congregation, agency, or institution are not eligible to be supervisors;
- Supervisors must hold an MDiv or equivalent degree or have experience applicable to the practicum or internship;
- Supervisors share a conviction that the development of students is an important role and are willing and able to spend the time necessary with his or her practicum student.

Requirements for MACM Students

- Supervisors must be in good standing in their denominations and not under review with their denomination. Supervisors will submit a letter of good standing from their judicatory;
- Supervisors must have a minimum of three years of authorized work in their particular field and have served in one or more ministry roles for no fewer than five years;
- Supervisors must have been in their current position in the supervisory site for a minimum of one year;
- Those holding an interim position in a congregation, agency, or institution are not eligible to be supervisors;
- Supervisors must have experience applicable to the practicum or internship;
- Supervisors share a conviction that the development of students is an important role and are willing and able to spend the time necessary with his or her practicum student;

All supervisors and practicum sites are subject to regular review by the Ministry Practicum Director.

Responsibilities of the Supervisor

Supervisors will:

- Understand the supervisory role as one of service;
- Maintain appropriate professional boundaries and ethical practices with the seminarian. This includes respecting the personal space and wishes of a student regarding any physical contact;
- Honor the ministerial formation process of a student with respect;
- Relate to the student as a member of the team without relinquishing supervisory roles;
- Guide the student toward experiences that will encourage personal and professional development;
- Agree from the beginning to schedule meetings with the student and to discuss how to best communicate with each other between supervisory sections (e.g., email, texts, calls);
- Supervisors are required not just to approve the learning goals of the student, but to help the student shape realistic and achievable goals;
- Look for competencies to affirm in a student;
- Observe and evaluate personal and professional characteristics necessary for their given vocations;
- Reflect theologically with a student;
- Provide time for supervisory sessions on a regular basis, no less than every two weeks;

- Be reasonably available to the student for guidance;
- Provide feedback consistently and wisely;
- Share openly with students about the challenges and considerations ministry entails.

The Supervisory Session

The supervisory session offers the field education supervisor the opportunity to discuss with the student how integration is being effected in his or her life and ministry. The session offers the student an opportunity to ask “why” as well as “how” about ministry and leadership roles. The session also serves as a means of clarifying issues. The sessions should be a regularly scheduled meeting that both the student and supervisor regard as sacred time. The typical supervisory session with the seminarian should last one hour and should occur once every two weeks.

The supervisory session involves one-on-one supervision, and should address several issues:

Professional Skills: How can I do it?

Personal Identity: Who am I?

Vocational Identity: What is at stake for me in my work here?

Theological Reflection: Where is God in this?

Early in the supervisory experience, sessions should focus on assessing the student’s learning needs and developing a learning covenant. Most of the sessions throughout the placement will be devoted to reflection on ministry experience. Toward the end of the supervisory experience, evaluation of the student’s growth and development as a person and minister will be the primary focus of supervisory sessions.

Evaluation

- ☐ Supervisors are responsible for completing a Basic Skills Assessment Form for each practicum student at the MIDTERM and FINAL.
- ☐ Supervisors will mail the completed Basic Skills Assessment Form for submission to the Ministry Practicum Director.
- ☐ Supervisors will keep a signed copy and provide a signed copy to each student.

Evaluation Administration

Site Supervisors are required to complete and submit a Basic Skills Assessment Form for each of their practicum students. This assessment form has both quantitative and qualitative components that assess ministry skills demonstrated by the student. The assessment form is used as part of a comprehensive assessment of the students’ professional skills as the student progresses through the program.

Completing Evaluations:

1. Site Supervisors will review the assessment form face-to-face with each student during individual supervision. Once reviewed, supervisor and student will both endorse the assessment form. Some supervisors have students complete a self-evaluation using the same instrument and “compare notes” during the review session. (Note: Evaluations should be shared in a positive manner to facilitate discussion and insight into strengths and areas of growth.)
2. Site Supervisors will copy each assessment form (Midterm and Final) for the student and mail the completed and signed forms to the Ministry Practicum Director for inclusion in the student’s practicum file prior to the end of the semester. Originals should be mailed to the Practicum Director, Dr. Herbert Fain.

Grading

Practicum is graded on a Pass/Fail basis. A passing grade will be granted for satisfactory completion of all practicum requirements, including demonstration of professional conduct and mastery of counseling skills. If a student receives a failing grade, then the student will be allowed to repeat the practicum one time only for a passing grade. If the student receives a failing grade a second time in the course, the student may be dismissed from the respective program.

Ministry Practicum Checklist at-a-glance

- ☐ **Practicum Application:** Using the checklist on the top of the application form, make sure that you have taken all of the prerequisite classes ***before*** the start of the semester in which you are planning to enroll in the first Practicum course: FE 651.
 - NOTE: Each subsequent semester practicum (i.e., FE 652) must be applied for as well. Use the ***Subsequent Practicum Application Form*** to indicate new or continuing site and supervisor information. *HGST must have a supervisor agreement completed for each practicum semester course.*
- ☐ **Background Check:** Register and pay for the mandatory background check online at CastleBranch.com Use this Code for HGST: OS54. Print the Confirmation Page, which will be shown ***at the end of your online registration session***, and bring it to the HGST Ministry Practicum Director along with the Practicum Application.
- ☐ **Supervisor Agreement Form:** Provide the completed supervisor agreement form. The Supervisor will complete the form and the student will return it to HGST. HGST must have a supervisor agreement completed for each practicum semester.
- ☐ **Code of Ethics:** Sign and submit the Code of Ethics form, included in this Practicum Handbook, to the Ministry Practicum Director.
- ☐ **Confidentiality Agreement:** Print and sign the Confidentiality Agreement form and submit as instructed.

- **Pre-practicum Spiritual Formation:** Faithwalking 101 completion certificate or proof of spiritual direction sessions. Faithwalking 201 should be completed prior to the student's second practicum.

Please contact Dr. Herbert Fain, Ministry Practicum Director, at hfain@hgst.edu, with questions or concerns, or feel free to call 713-942-9505.

Houston Graduate School of Theology
Ministry Practicum
Ministerial Code of Ethics Agreement Form

Through dedication and discipline, I will lead and serve with integrity, and, relying on the grace of God, I commit myself to the following ethical code:

PERSONAL CONDUCT

- Dedicate time, strength, vitality, and energy for effective ministry
- Live a life that honors my commitments to my family, including the need for privacy and time together
- Take time for physical and spiritual renewal and recreation
- Manage time, talents, and financial resources responsibly and generously
- Keep physically and emotionally fit, refraining from substance abuse and abusive behaviors
- Use my position, power, and authority in non-exploitive ways
- Maintain high moral standards in my sexual behavior
- Regard all persons with equal respect and concern and undertake to minister impartially

RELATIONSHIP TO THE MINISTRY SETTING

- Nurture and offer my gifts for ministry to the church
- Preach and teach the gospel with authenticity and faithfulness
- Speak the truth in love
- Administer the sacraments and services of the Church with integrity
- Work cooperatively and collegially with those whom I serve
- Refrain from accepting any gift which would compromise the Church's ministry
- Honor all confidences which come to me in my role
- Refrain from gossip
- Support colleagues in ministry and their families while not exploiting their problems or crises

Signature _____ Date _____

Houston Graduate School of Theology

Ministry Practicum

Confidentiality Agreement Form

Instructions to Practicum Student: Read the statement below and sign the next page. Submit the signed original form to your on-site supervisor and submit a copy to your Ministry Practicum Director.

The professional responsibility of ministers is to respect the right to privacy of those encountered in ministry settings. Ministers must keep abreast of and adhere to all laws, policies, and ethical standards pertaining to confidentiality. This confidentiality must not be abridged by the minister except when there is clear and present danger to the student and/or other persons.

- Confidentiality does not apply to cases of suspected abuse/neglect of children or the elderly.
- Confidentiality does not apply to cases of potential harm to self or others.
- A minister may disclose confidential information in proceedings brought by a parishioner against a professional.
- Confidentiality does not apply to cases involving criminal proceedings, except communications by a person voluntarily involved in a substance abuse program.
- Confidentiality may not apply in cases involving legal proceedings affecting the parent-child relationship.
- Confidentiality may not apply to cases involving a minor child. In such cases, the minister may advise a parent, managing conservator, or guardian of a minor, with or without minor's consent, of the treatment needed by or given to the minor.

The Rationale

Confidentiality is an ethical term denoting a ministerial practice relevant to privacy. Privileged communication is a legal term denoting a requirement to protect the privacy between minister and parishioner. A parishioner has the right to privacy and confidentiality. A ministerial relationship requires an atmosphere of trust and confidence between the minister and the parishioner. Confidentiality ensures that disclosures will not be divulged to others except when authorized by the parishioner or when there is a clear and present danger to the parishioner and/or to other persons. It is the professional responsibility of minister to respect the right to privacy of those with whom they enter ministerial relationships.

I have read HGST's Position Statement on Confidentiality and agree to abide by these guidelines to maintain confidentiality during the performance of my practicum responsibilities.

Practicum Student Name (Print)

Practicum Student Signature

Date

Houston Graduate School of Theology

Ministry Practicum Application

Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: 20____	
Student Full Name	
Street Address	
City, State, Zip Code	
Home Phone	
Cell/Alternate Phone	

Students will not be allowed to attend class and/or accrue practicum hours until this form and the documents detailed below are approved and on file with the Field Education Supervisor.

Ministry Practicum FE 651 Prerequisites	Dates or Semester Completed
Courses completed (may attach transcript):	
Faithwalking 101 or no less than 6 of 12 spiritual direction sessions	
Applicant Provides	Completed by HGST Official
Background Check (CastleBranch.com) – Print and submit the confirmation page, which will be available at the end of the online registration session, to the Practicum Director.	
Supervisor Agreement Form: Provide the completed supervisor agreement form. The Supervisor will complete the form and the student will return it to HGST. HGST must have a supervisor agreement completed for each practicum semester.	
Code of Ethics and Confidentiality: Each Ministry Practicum student must sign and submit the Code of Ethics and Confidentiality forms, included in this Practicum Handbook, to the Ministry Practicum Director prior to the first day of class.	

Students must complete all prerequisites prior to enrolling in the Ministry Practicum

By signing below student agrees to all terms outlined on this form.

Student signature: _____ Date: _____

OFFICE USE ONLY	
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Field Education Supervisor	Date

Houston Graduate School of Theology

Subsequent Ministry Practicum Application

Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: 20__	
Student Full Name	
Street Address	
City, State, Zip Code	
Home Phone	
Cell/Alternate Phone	

Students will not be allowed to attend class until this form and the documents detailed below are approved and on file with the Field Education Supervisor.

Ministry Practicum FE 652 Prerequisites	Dates or Semester Completed
Courses completed (may attached transcript):	
Applicant Provides	Completed by HGST Official
Supervisor Agreement Form: Provide the completed supervisor agreement form. The Supervisor will complete the form and the student will return it to HGST. HGST must have a supervisor agreement completed for each practicum semester.	
Faithwalking 201 Completion Certificate: Provide a copy of the certificate unless student has chosen spiritual direction, of which, 12 sessions must be completed prior to FE 652.	

Students must complete all prerequisites prior to enrolling in the Ministry Practicum

By signing below student agrees to all terms outlined on this form.

Student signature: _____ Date: _____

OFFICE USE ONLY	
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Field Education Supervisor	Date

Houston Graduate School of Theology

4300-C West Bellfort, Houston, TX 77035
713-942-9505; fax 713-942-9506; www.hgst.edu

PRACTICUM SUPERVISORY AGREEMENT

Name of Student: _____

Home Phone: _____ Cell: _____ Email: _____

Name and Address of the Practicum Site: _____

Name of the Site Supervisor: _____

(Site supervisors may not be related to the practicum student)

Site Supervisor credentials (please check all that apply and submit additional page if needed):

- ☐ Supervisors must be in good standing in their denominations and not under review with their denomination. Supervisors will submit a letter of good standing from their judicatory. Please attach or email the Field Education Supervisor (btowne@hgst.edu).
- ☐ Supervisors must have a minimum of three years of authorized work in their particular field and have served in one or more ministry roles for no fewer than five years. Please explain here:
- ☐ Supervisors must have been in their current position in the supervisory site for a minimum of one year (those holding an interim position in a congregation, agency, or institution are not eligible to be supervisors). Please provide dates of service:
- ☐ Supervisors must hold an MDiv or equivalent degree or have experience applicable to the practicum or internship. Please note degree earned or experience here:
- ☐ Supervisors share a conviction that the development of students is an important role and are willing and able to spend the time necessary with his or her practicum student. Please explain:

Site Supervisor phone number: _____ Email: _____

Purpose of the Agreement: To provide the student with a supervised learning experience in a ministry setting.

Houston Graduate School of Theology agrees:

1. To assign a Ministry Practicum director to facilitate communication between the seminary and the practicum site;
2. To notify the student that he or she must adhere to the administrative policies, rules, standards, schedules, and practices of the site;
3. That the Ministry Practicum Director shall be available for consultation with site supervisors and students, and shall be contacted immediately should any problem or change in relation to student, site, or seminary occur; and,
4. To assign a faculty member, who serves as course instructor, for the assignment of the practicum grade.

The Practicum Supervisor agrees:

1. To provide written evaluation of the student based on goals set at the beginning of the semester;
2. To provide a bi-weekly one-hour supervision session for student;
3. To meet all requirements set forth on pages 5-8 of this Handbook; and,
4. To notify the Ministry Practicum Director immediately of any concerns related to the student.

The Student agrees:

1. To adhere to the administrative policies, rules, standards, and practices of the field placement site;
2. To act in an ethical and professional manner related to interactions with staff, students, directees, and their families;
3. To keep the Practicum Site Supervisor and Practicum Course Instructor informed regarding his or her practicum experiences;
4. To maintain a record of the hours accrued during the practicum time period;
5. To the understanding that a passing grade in this course will not be issued unless the specified minimal level of ministry skill, knowledge, competence, and completion of course requirements are met.

Termination:

It is understood and agreed by Practicum Site Supervisor, student, Ministry Practicum Director, and Field Education Supervisor that the Site Supervisor has the right to request termination of the student's field practicum, if, in the opinion of the Site Supervisor, the student's conduct is detrimental to the operation of the Field Practicum Site and/or to the student's well-being. The practicum student has the right to request termination for cause. Action toward termination will not be taken until the grievance has been discussed with the Ministry Practicum Director and Field Education Supervisor.

Site Supervisor

Date

Student

Date

Dr. Herb Fain, Ministry Practicum Director

Date

Dr. Becky Towne, Field Education Supervisor

Date

HOUSTON GRADUATE SCHOOL OF THEOLOGY
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BASIC SKILLS ASSESSMENT FORM (BSAF)

Midterm or Final Semester Assessment

(Please circle the appropriate assessment date)

Student Name _____ Date _____

It is imperative that students have the capacity for authentic, caring, and responsible relationships with others and have acquired baseline knowledge pertaining to helping skills and assessment. This form is designed to document such competencies. It should be completed in the middle and at the end of the practicum semester. Satisfactory ratings indicate that the student is capable of providing direct services [“Direct services” is defined as providing services without a supervisor immediately present]. The form should be completed by the students’ site supervisors and discussed with the student. At the completion of this discussion, students are asked to make a copy of this form (for their records) and return the completed form to the Practicum Director.

This form consists of two broad areas. The first area is **Attitudes, Values, Intellectual Abilities, and Personal Skills**, which consist of general skills and competencies that graduate students are expected to be able to demonstrate at a satisfactory level. The second area is **Background Knowledge**.

Students are rated on a 0-4 scale regarding each domain, and the meaning of each numerical rating is provided below.

0 - Unsatisfactory. A score of zero indicates that the student is markedly deficient in the competency area or has demonstrated unethical, unprofessional, or inappropriate behavior. Dismissal from the program will be considered.

1 - Low/Below Expectations. A score of one indicates that the student is performing notably below the expected level of competency. If a student receives a score of 1 for their overall performance a formal remedial plan will be developed. Receiving a 1 in any specific area will require interventions targeted at improving their skill in that competency domain. This should be specified in the comment section or an attached document.

2 - Satisfactory/Expected. A score of 2 indicates that the student is performing at the expected level of competency. Plusses and minuses can be given to indicate if the student is slightly below or above expected level.

3 - Strong/Above Expectations. A score of 3 indicates the student is performing above the expected level of competency given their training experiences.

4 - Outstanding. A score of 4 indicates a markedly superior demonstration of the competency. Such scores are only given when the student’s skills, enthusiasm, knowledge, attitudes, and initiative demonstrate a truly outstanding capacity.

Area 1: Attitudes, Values, Intellectual Abilities, and Personal Skills - Supervisor Rating

Before beginning practicum the student should possess and demonstrate a set of basic personal and intellectual skills, attitudes, and values, and a core of professional knowledge. These skills, attitudes, and values are baseline competencies of the professional minister.

A. Interpersonal Skills	0	1	2	3	4
<i>Includes:</i> Ability to listen and be empathic with others; respect for others; deals with conflict in a mature, adaptive manner					
B. Analytical Skills:	0	1	2	3	4
<i>Includes:</i> Problem-solving ability; critical thinking; organized reasoning; intellectual curiosity and flexibility					
C. Affective Skills:	0	1	2	3	4
<i>Includes:</i> Distress tolerance; emotional attunement to self and others; tolerance for uncertainty/ambiguity; appropriate emotional regulation					
D. Attitudes, Values, and Integrity:	0	1	2	3	4
<i>Includes:</i> Desire to help others; openness to new ideas; honesty and integrity; promotion of the ministry					
E. Communication Skills:	0	1	2	3	4
<i>Includes:</i> Writes clearly and concisely; expresses needs or concerns appropriately; is not overbearing, dominating, or demanding in requests.					
F. Reflective Skills	0	1	2	3	4
<i>Includes:</i> Insight into one's own motives, attitudes, and behaviors; awareness of one's effect on others; openness to feedback					
G. Professional Management Skills:	0	1	2	3	4
<i>Includes:</i> Personal organization; time management; professional conscientiousness; personal hygiene; appropriate appearance					

Comments: _____

Area 2: Basic Ministry Skills - Supervisor Rating

Practicum students should possess sufficient mastery of basic information and skills to prepare them to make good use of the practicum experience. Students should have sufficient background knowledge in the following specific areas:

- | | |
|---|-------------------|
| A. Communication Skills:
<i>Includes:</i> Empathic listening and reflecting;
Forms solid working alliances; Creates sense of trust, respect, and hope | 0 1 2 3 4 |
| B. Biblical and Ministerial Knowledge:
<i>Includes:</i> Awareness of principles of biblical practice and decision making; ministerial knowledge related to professional practice | 0 1 2 3 4 |
| D. Individual and Cultural Difference:
Knowledge and understanding of basic principles and findings related to personality and culture as they apply to professional ministry; understanding of one's own situation (e.g., one's ethnic/racial, socioeconomic, gender, sexual orientation; one's attitudes towards diverse others) | 0 1 2 3 4 |

Comments:

Student's Overall Rating: 0 1 2 3 4

The Midterm Evaluation is due by week 7 of the student's semester and the Final Evaluation is due by week 14. In order to receive a passing grade, the student's overall rating must be 2 or higher.

STUDENT _____ **DATE** _____

SITE SUPERVISOR _____ **DATE** _____

PRACTICUM DIRECTOR _____ **DATE** _____

Student Acknowledgement:

I have discussed this evaluation with the evaluator and have received a copy. If I do not agree with this evaluation, I understand that I may submit a letter in duplicate stating my position. A copy is to be retained by the evaluator and the original is to be given to the Ministry Practicum Director to be placed in my practicum file.

STUDENT'S SIGNATURE

DATE



4300-C West Bellfort
Houston, TX 77035
713-942-9505 (phone)
713-942-9506 (fax)

Ministry Practicum – Supervisor Instruction Letter

Date: _____

Practicum Student Name: _____

Semester/Year: _____ Semester Start Date: _____

Dear Practicum Supervisor:

Greetings from the Ministry Practicum Director of Houston Graduate School of Theology. The student named above has indicated that you will be supervising his or her ministry practicum for the semester noted above. In order to complete the student's enrollment in the practicum experience, we ask each supervisor to complete the "Supervisor Agreement" form as soon as possible. Please complete the form and return to HGST in a sealed envelope, either through the mail or with the student.

If you have any questions about HGST or this process, please feel free to contact me via email (hfain@hgst.edu) or telephone (713-942-9505).

Thank you for agreeing to participate in this supervisory role.

Sincerely,

Dr. Becky Towne
Academic Dean
Field Education Supervisor



Order Instructions for **Houston Graduate School of Theology**

1. Go to <https://mycb.castlebranch.com/>
2. In the upper right hand corner, enter the Package Code that is below.

Package Code **OS54**: Background Check

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Houston Graduate School of Theology and CastleBranch – one of the top ten background screening and compliance management companies in the nation – have partnered to make your onboarding process as easy as possible. Here, you will begin the process of establishing an account and starting your order. Along the way, you will find more detailed instructions on how to complete the specific information requested by your organization. Once the requirements have been fulfilled, the results will be submitted on your behalf.

Order Summary

Payment Information

Your payment options include Visa, Mastercard, Discover, Debit, electronic check and money orders. Note: Use of electronic check or money order will delay order processing until payment is received.

Accessing Your Account

To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.

Contact Us

For additional assistance, please contact the Service Desk at 888-723-4263 or visit <https://mycb.castlebranch.com/help> for further information.