



“Equipping the Body for Ministry” Eph. 4:11, 12

Practicum Manual

Purposeful. Passionate. Practical

Bethel College
1705 Todds Lane
Hampton, VA 23666
Phone: (757) 826-1883
Fax: (757) 826-0458
academicdean@bethel-college.com

Introduction

Seminaries and Bible colleges have traditionally separated theological academics from practical ministry. Bethel College sees the value of producing students who have both the academic training as well as the skills to perform the function of pastors or leaders in their respective ministry settings. In order to accomplish this, our Practicum Program matches students with mentors to assure a robust and interesting practicum that is tailored to the students' callings and gifts.

This manual will assist mentors and students in developing a challenging and rewarding practical experience. The program should enhance ministry skills so that students will be more effective in fulfilling their God-given ministries.

Mission Statement of the Practicum Program

The mission of the Practicum Program is to integrate knowledge with practical experience. The Practicum Program will provide ministry experience through ministry opportunities, training, and mentoring, integrating faith and learning in practical ministry settings.

Objectives of the Practicum Program

By the end of the program the student should have:

- Developed a deeper understanding of Christian ministry through first-hand ministry experience;
- Practiced and thereby developed their ministry skills;
- Learned interpersonal relationship skills in the ministry setting;
- Grown in self-discipline in both professional and personal areas;
- Obtained a level of achievement in their ministry area;
- Discovered new dimensions of the call of God on the student's life and ministry; and
- Gained an appreciation for the mentoring process and its effectiveness in the training process.

Requirements of the Practicum Program

Students pursuing an associate's or a bachelor's degree will be required to take 4 credit hours of practicum in addition to their 4 credit hours of internship for degree completion. These 4 credit hours in the practicum program will be extended over 2 semesters with each semester earning 2 credit hours of practicum. Students should log at least 40 actual hours of time spent on the practicum each semester under the supervision of the mentor. At least one hour per week will be spent with the mentor. In addition, the mentor will require other non-academic practical experience that fulfills the goals of the particular practicum. Practical experiences may include such activities as prayer, Bible reading, lesson preparation, working with age-specific groups, hospital visitation, or any other activities that would prepare a student for ministry. Students should begin these practicum credit hours in their junior year.

Practicum Grade Report

Only Pass/Fail grades will be used in the Practicum Program.

Procedures in the Practicum Program

As students register for each new practicum course, they will be required to complete the Practicum Registration Form. This form requests general student information as well as information on the proposed practicum. The Practicum Program Coordinator will use this Registration Form in a personal interview with the student to determine the acceptability of the proposal and/or provide assistance in developing a new practicum proposal. During this interview, the Coordinator will review this manual with the student. Once the Practicum Program Coordinator has concurred with the proposal, the student in conjunction with the supervising mentor will complete and submit the Practicum Agreement. This form outlines the details of the proposed practicum and the expectations of both the supervising mentor and the student.

At the midterm of the semester, the mentor will complete the Midterm Student Review Form and discuss the form with the student. At the end of the semester, the mentor will complete the End-of-Semester Student Review Form and discuss the form with the student.

One week after the semester ends, the student will submit the Student Report Form to the Registrar. The form allows the student to reflect upon the practicum experience and provide feedback on the lessons learned during this practicum.

The mentor will submit the Midterm and End-of-Semester Student Review Forms and the final grade to the Registrar's office within one week after the completion of the semester.

SUMMARY STEPS IN THE PRACTICUM PROGRAM

STEP 1

Students register for Practicum and complete the Practicum Registration Form.

STEP 2

Students meet with the Practicum Program Coordinator. Mentor is assigned.

STEP 3

Student and Mentor complete Practicum Agreement Form.

STEP 4

Mentor completes Midterm Student Review Form at midterm.

STEP 5

Mentor completes End-of-Semester Student Review Form at the end of the semester.

STEP 6

Student completes Student Review Form at the end of the semester.

STEP 7

All forms must be turned into the Registrar's Office no later than one week after the semester ends.

PRACTICUM REGISTRATION FORM

STUDENT'S NAME: _____ **ID NUMBER:** _____
CURRENT CHURCH AFFILIATION: _____
SENIOR PASTOR'S NAME & PHONE #: _____

MINISTRY EXPERIENCE:

EMPLOYMENT (Experience that would be applicable to the proposed practicum):

Type of Job: _____
Describe duties: _____

Type of Job: _____
Describe duties: _____

Where do you think God will place you after you graduate from Bethel College?

What is your ministry goal? _____

Explain the type of ministry activities in which you would like to participate. _____

What do you hope to gain from this practicum? _____

Student's signature

Date

PRACTICUM AGREEMENT FORM

STUDENT'S NAME: _____ **ID NUMBER:** _____
SUPERVISING MENTOR'S NAME: _____
DATE OF PRACTICUM: _____

This agreement is completed for the purposes of understanding and clarity, as well as a statement of good faith intentions.

Define the practicum. What is the intended product or outcome? _____

Detail the tasks to be completed in order to reach the goal. _____

Discuss how the student's progress will be measured using the Student Review Form. Do both parties agree to these measures and expectations? Are there any additional expectations that need to be discussed? _____

Identify specific dates and times when the student and supervising mentor will meet: _____

Identify any dress standard requirements: _____

Student's Signature

Date

Supervising Mentor's Signature

Date

NOTE: Use a separate sheet of paper if necessary.

MIDTERM STUDENT REVIEW FORM

STUDENT'S NAME: _____ ID NUMBER: _____
SUPERVISING MENTOR'S NAME: _____
DATE OF PRACTICUM: _____ DATE OF REVIEW _____

PLEASE RATE THE STUDENT COMPETENCIES USING THE FOLLOWING KEY:

1=UNSATISFACTORY 2=MARGINAL 3= GOOD 4=EXCELLENT

FUNCTIONAL ASSETS

Quality of preparation _____
Dependability _____
Skills for the ministry _____
Heart for the work _____
Perseverance _____

Notes: _____

RELATIONAL SKILLS

Ability to communicate _____
Relationship with mentor _____
Responsiveness to authority _____
Teachable disposition _____
Ability to work with others _____

Notes: _____

CHARACTER ASSETS

Attitude about ministry _____
Initiative _____
Judgment/ Maturity _____
Concern for others _____
Overall testimony _____

MIDTERM REVIEW FORM (PAGE 2)

Notes: _____

What are the student's strengths? _____

What areas need development? _____

Supervising Mentor's Signature

Date

Student's Signature

Date

END-OF-SEMESTER STUDENT REVIEW FORM

STUDENT'S NAME: _____ **ID NUMBER:** _____
SUPERVISING MENTOR'S NAME: _____
DATE OF PRACTICUM: _____ **DATE OF REVIEW:** _____

PLEASE RATE THE STUDENT COMPETENCIES USING THE FOLLOWING KEY:

1=UNSATISFACTORY 2=MARGINAL 3=GOOD 4= EXCELLENT

FUNCTIONAL ASSETS

Quality of preparation _____
Dependability _____
Skills for the ministry _____
Heart for the work _____
Perseverance _____

Notes: _____

RELATIONAL SKILLS

Ability to communicate _____
Relationship with mentor _____
Responsiveness to authority _____
Teachable disposition _____
Ability to work with others _____

Notes: _____

CHARACTER ASSETS

Attitude about ministry _____
Initiative _____
Judgment/ Maturity _____
Concern for others _____
Overall testimony _____

END-OF-SEMESTER REVIEW FORM (PAGE 2)

Notes: _____

What are the student's strengths? _____

What areas need development? _____

Supervising Mentor's Signature

Date

Student's Signature

Date

STUDENT REPORT FORM

STUDENT'S NAME: _____ **ID NUMBER:** _____

SUPERVISING MENTOR'S NAME: _____

DATE OF PRACTICUM: _____

What was the practicum's intended goal/product? _____

What was actually produced/learned? _____

What three skills/traits were enhanced by this practicum? _____

Is there anything you would have done differently in order to enhance your learning? _____

What is your overall assessment of this practicum? _____

Signature

Date

NOTE: Use a separate sheet of paper if necessary.