

Course ID:	Course Title:	Fall 2023
FE 200	Practicum and Reflection I	Prerequisite: none
		Credits: 1.5

Class Information		Instructor Information		Important Dates	
Delivery:	In Class	Instructor:	Alice Kung, MA	First Day of Class:	September 6
Days:	Wednesday	Email:	akung@ambrose.edu	Last Day to Add/Drop:	September 17
Time:	8:15am	Phone:	403-407-9502	Last Day to Withdraw:	November 20
Room:	L2100	Office:	L2060	Last Day to Apply for Coursework Extension:	November 23
Lab/Tutorial:	N/A	Office Hours:	Tuesdays 9am-4pm	Last Day of Class:	December 11
Final Exam:	N/A				

Important Dates and Information

For a list of all important dates and information regarding participating in classes at Ambrose University, please refer to the Academic Calendar at <https://ambrose.edu/academic-calendar>.

Course Description

Practice in theological reflection: The use of classroom knowledge and skills to assess ministry and other life experiences. Students will assess calling and vocation and consider the relation of spiritual life and the professional practice of ministry.

The nature of this course demands personal reflection of heart and readiness for ministry, as the nature of the vocational Christian ministry is a work of the Good News of Jesus Christ in the believer before it is a work of Jesus through the believer. This work of heart readiness and developing skills for ministry is a lifelong calling for students who are serious about becoming servant leaders who are courageous, compassionate, and humble followers of Jesus.

Expected Learning Outcomes

By the end of the course, with hard work and a dependence upon the Holy Spirit, both on the part of the instructor and student alike, the student should be able to:

1. Cultivate a deeper understanding of self and the love of God.
2. Foster vocational clarity and readiness for Christian ministry.
3. Develop skills as a reflective practitioner in relation to biblical theology, Christian ministry and vocational effectiveness.
4. Form attitudes and skills for ministry on the practicum site based on clear, demonstratable learning goals.

Textbooks

Bevere, John. *X: multiply your God-Given Potential*, Palmer Lake CO: Messenger International, 2020.

Bible (NIV preferred).

Course Schedule

Date	Class Topics	Required Reading and Assignments
Sept 6	Introduction: Syllabus, Learning Outcomes, Course Outline & Practicum Preparation	
Sept 13	Examining Pastoral Culture	Due: Read "8 DISRUPTIVE CHURCH TRENDS THAT WILL RULE 2021 (THE RISE OF THE POST-PANDEMIC CHURCH)" By Carey Nieuwhof
Sept 20	Chapter 1: Connecting the Dot Chapter 2: Imparted Abilities	Due: 1. Practicum Placement Preparation 2. You Asked For It 3. All the require documents/ forms
Sept 27	SOM Retreat in lieu of class – NO CLASS	
Oct 4	No Class – Deeper Life Conference	
Oct 11	Chapter 3: Assess yourself honestly Chapter 4: Stewards	
Oct 18	Chapter 5: Faithful Chapter 6: Diligence and Multiplication	
Oct 25	Chapter 7: Great Multiplication Chapter 8: Strategic Ideas	
Nov 1	Let's Talk About Your Practicum Part 2	Due: 4. Practicum Learning Journal
Nov 8	No Class – Reading week Nov 6-10	
Nov 15	Chapter 9: Investing Chapter 10: The Catalyst	
Nov 22	Chapter 11: Imitate Me Chapter 12-13: Hindrances to Multiplication I & II	
Nov 29	Practicum ½ way review and Rule of Life	Due: 5. Craft A Rule of Life
Dec 6	Chapter 14: Discover and Develop Your gifts Chapter 15: Anointed	Due: 6. Practicum Partner Assessment 4. Practicum Learning Journal

Requirements:

1. **Practicum Placement Preparation.** Learning Outcome #4

(10%). Practicums are normally 5 hours per week.

Students are responsible to secure this year's ministry practicum asap for the 2022-23 school year. *Due: Sept 20, 2023*

Steps for Practicum Preparation:

1. **Practicum Placement Interview:** Make an appointment asap with the Professor Kung in the month of September. If needed she will assist in finding a practicum placement for the student. This will be a 30-minute one-on-one meeting where options for practicums are discussed. To make an appointment, please email Professor Alice Kung.
2. **Submit all FE 200 required documents/forms** to your professor
 - Field Education Waiver Form
 - Ministry Practicum: Goals & Approval Form
 - Second Year Practicum Partner Form
 - Police Check (with vulnerable sector search) that has been completed within the last 12 months.
 - All practicum forms have to be submitted to the Field Education office to receive a final course grade.
 - Note: Required documents/forms are due on September 28, 2021. If you have any questions about the documents/forms contact your professor
3. **Begin practicum** the week of September 25-October 6, 2023.

2. **You Asked For It.** Learning Outcome #3 (10%).

Submit a list of ten (10) questions and three (3) topics that you believe are critical to ministry in the church and/or parachurch ministries. These questions and topics will be discussed in class. Class attendance, discussion and interaction is a critical part of learning with this assignment. The assignment is to be single-spaced, and no longer than one-page in length, with the course name, instructor's name, date, and student name at the top-left of the page. Please submit digital assignment on moodle. The assignment has two parts—

1. List ten (10) questions that you would like to discuss and possibly answered regarding vocational discernment, effectiveness, and Christian ministry in the church and/or parachurch.
2. Identify three (3) ministry related topics that you believe need to be discussed and reflected on. *Due: September 20, 2023*

3. **Practicum Learning Journal:** Learning Outcome #1 (20%).

It is expected that the student will write a one page weekly journal entry reflecting on the practicum. The student may choose to record a weekly video as a reflection and that will be accepted as well. A reflection is not a comment about what you did in the practicum. Instead a reflection is like looking in the mirror . . . if the content of the practicum is the mirror, how do you see yourself in its reflection? Take time, digest what is happening in the practicum and tell me what you see about yourself. What are you learning about yourself so far through the practicum experience? Following are some questions you may ponder and write some reflection...

1. What one thing bothers you most about our world?
2. If you knew you couldn't fail, what one thing would you pursue for God?
3. What do you tend to pray for the most?
4. What have you secretly believed you would be really good at if you were only given the chance?
5. What do others say you are good at? That you are not good at? (Have you asked recently?)
6. What would you want people saying about you at your funeral?
 - a. State three words that reflect "who you were."
 - b. State three words that reflect "What you accomplished."
7. Who are your heroes? Why do you admire them? Who have you wanted to emulate or spend time with and not been able to?

Due: Nov 1, 2023 & Dec 6, 2023 (10% each)

4. **Craft A Rule of Life.** Learning Outcome #2 (20%).

Each student will be required to craft a *Rule of Life*. The rule of life is “a holistic description of the Spirit-empowered rhythms and relationships that create, redeem, sustain and transform the life God invites you to humbly fulfill in Jesus Christ” (Stephen Macchia). The rule will be framed around one’s growing understanding of their personal vocational calling. It will take into consideration one’s current roles, gifts, desires, vision and plans. The assignment is to be single-spaced, and no longer than two-pages in length, with the course name, instructors, name, date and student name at the top-left of the page. Please submit digital assignment as a MSWord document on moodle.

Due: November 29, 2023

5. **Practicum Partner Assessment.** Learning Outcome #4 (30%).

Practicum assessment weigh heavily towards the final grade for this course. Practicums are normally 5 hours per week. Please be certain to complete and submit *Practicum Goals and Approval Form*.

1. Supervisor Final Assessment Form. It is the student’s responsibility to ensure that completed *Supervisor Assessment* forms are submitted by the due date.
2. All forms are found on Moodle: Approval Form, Practicum Goals, and two (2) Practicum Partner Assessments.

First Semester Assessment Form *Due: December 6, 2023*

Attendance: 10%

In order to benefit from this course, each student is expected to attend and participate in **all** classes. Since this course is preparation for what ministry will be like in the field, you are only allowed to miss 20% (4) of scheduled classes. For each missed class you must have a substitute attend the class for you. A student missing more than 20% of scheduled classes will not be able to receive a passing grade for the course. In the cases of severe or prolonged illness, or other extenuating circumstances, the Academic Dean may grant exceptions. (This is like getting fired for not doing your work; there will be no union to defend you in ministry) If the particular format is required, please be explicit.

Grade Summary:

The available letters for course grades are as follows:

Grade	Interpretation	Grade Points
A+	Excellent	4.00
A		4.00
A-		3.70
B+	Good	3.30
B		3.00
B-		2.70
C+	Satisfactory	2.30
C		2.00
C-		1.70
D+	Poor	1.30
D	Minimal Pass	1.0
F	Failure	0.00
P	Pass	No Grade Points

Because of the nature of the Alpha 4.00 system, there can be no uniform University-wide conversion scale. The relationship between raw scores (e.g. percentages) and the resultant letter grade will depend on the nature of the course and the instructor’s assessment of the level of each class, compared to similar classes taught previously.

Please note that final grades will be available on student registration system. Printed grade sheets are not mailed out.

Ambrose University Important Information:

Ambrose University Important Policies & Procedures:

Registration

Registration is the process of selecting and enrolling in classes for upcoming semesters. Only students who are registered will be permitted to attend class and receive a grade for the course. You are responsible for ensuring that the courses you take are appropriate for your program, that they do not have any scheduling conflicts, that they have the necessary prerequisites and that they meet all degree requirements.

Withdrawal From A Course

Prior to the Add/Drop deadline: through the student registration system whereby course(s) will be removed with no academic or financial penalty. After the Add/Drop deadline and until the Withdrawal deadline: through submission of the 'Withdrawal from Course' form whereby course(s) will remain on the permanent academic record/transcript with the symbol 'W'. (See ambrose.edu/registrar/request-forms.) Students who withdraw from more than 30 credits attempted at Ambrose University will be required to withdraw from their program. Students considering withdrawing from courses are encouraged to discuss with their Faculty Advisor and/or the Office of the Registrar questions relating to their withdrawal decision specifically relating to financial assistance, study permit requirements, prerequisites for subsequent courses, readmission, and/or graduation timeline. Students who do not formally withdraw from a course are still considered registered in the course, even if they are no longer attending classes. In this case, students will be assigned a grade based on coursework completed as per the course syllabus and are responsible to pay the tuition and fees assessed for the course. Under extenuating circumstances, students may request from the Office of the Registrar a course(s) withdrawal after the Withdrawal deadline and until the last day of classes. Extenuating circumstances typically consider situations such as medical emergencies, compassionate grounds, or unforeseen conditions/situations beyond the students' control that arise after the start of the semester and are considered on a case-by-case basis. Supporting documentation from a physician or Registered Health Professional must accompany this request.

Coursework Extensions

Should a request for a time extension on coursework exceed the end of the term, a *Coursework Extension Application* must be completed and submitted to the Office of the Registrar. The extension (if granted) will be recorded on the student record. Extensions are granted at the discretion of the instructor and registrar. If granted, time extensions do not excuse you from a final examination where one has been scheduled for the course. More conditions apply.

Exam Scheduling

Students who find a conflict in their exam schedule must submit a *Revised Final Exam Time Application* to the Office of the Registrar by the deadline noted in the Academic Calendar. Requests will be considered for the following reasons only: 1) the scheduled final

examination slot conflicts with another exam; or 2) the scheduled final examination slot results in three consecutive examination periods. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

Communication

Your Ambrose email account is the University's primary and official mode of communication with you. Information delivered to your Ambrose email is considered official notification. Ambrose University is not responsible for your failure to receive important information delivered to your Ambrose email.

Lecture Recording

The recording of lectures or any other classroom academic activity, other than an audio recording as an accommodation, is prohibited except at the discretion of the instructor. Any use other than that agreed upon with the instructor constitutes academic misconduct and may result in suspension or expulsion. Permission to allow a lecture recording is not a transfer of any copyrights, so such recordings may be used only for individual or group study with other students enrolled in the same class and may not be reproduced, transferred, distributed or displayed in any public or commercial manner. Student must destroy recordings in any, and all formats at the end of the semester in which they are enrolled in the class. All students recording lectures, must sign the Permission Form to audio record lectures which is available through the Office of the Registrar.

Standards of Behaviour in the Classroom Setting

Learning is an active and interactive process, a joint venture between student and instructor and between student and student. Some topics covered within a class may lead to strong reactions and opinions. It is important that Students understand that they are entitled to hold contradictory beliefs and that they should be encouraged to engage with these topics in a critical manner. Committing to this type of "active learning" significantly increases the learning experience for both teacher and student, and reflects the Christian imperative to pursue truth, which lies at the heart of the Ambrose educational experience. However, active discussion of controversial topics will be undertaken with respect and empathy, which are the foundations of civil discourse in the Classroom Setting. Primary responsibility for managing the classroom rests with the instructor. The instructor may direct a student to leave the class if the student engages in any behaviour that disrupts the classroom setting. If necessary, Ambrose security will be contacted to escort the student from class.

Academic Integrity

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Academic dishonesty is taken seriously at Ambrose University as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for

academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to acknowledge to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university. Students are expected to be familiar with the policies in the current Academic Calendar that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean and become part of the student's permanent record.

Academic Policies

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Academic Calendar. The academic calendar can be found at <https://ambrose.edu/academics/academic-calendar>

Privacy

Personal information (information about an individual that may be used to identify that individual) may be required as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at privacy@ambrose.edu.

Academic Success and Supports

Accessibility Services

Academic accommodation is provided to Ambrose students with disabilities in accordance with the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms. Provision of academic accommodation does not lower the academic standards of the university nor remove the need for evaluation and the need to meet essential learning outcomes. Reasonable accommodations are tailored to the individual student, are flexible, and are determined by considering the barriers within the unique environment of a postsecondary institution. It can take time to organize academic accommodations and funding for disability-related services. Students with a disability who wish to have an academic accommodation are encouraged to contact Accessibility Services as early as possible to ensure appropriate planning for any needs that may include accommodations. Staff can then meet with students to determine areas to facilitate success, and if accommodations are required, ensure those accommodations are put in place by working with faculty.

Ambrose Writing Services

Ambrose Writing services provides academic support in the four foundational literacy skills—listening, speaking, reading, and writing. It also assists students with critical thinking and the research process. Throughout the academic year, students can meet with a writing tutor for personalized support, or they can attend a variety of workshops offered by Academic Success. These services are free to students enrolled at Ambrose University. Academic Success serves all students in all disciplines and at all levels, from history to

biology and from theatre to theology. To learn more, please visit <https://ambrose.edu/sas/writing-services>

Ambrose Tutoring Services

Ambrose Tutoring Services provides support in specific disciplinary knowledge, especially in high-demand areas such as chemistry, philosophy, math and statistics, and religious studies. These tutors also coach students in general study skills, including listening and note-taking. During the academic year, Ambrose Tutoring Services offers drop-in tutoring for courses with high demand; for other courses, students can book a one-to-one appointment with a tutor in their discipline. These services are free to students enrolled at Ambrose University. To learn more, please visit <https://ambrose.edu/tutoring>.

Mental Health Support

All of us need a support system. We encourage students to build mental health supports and to reach out when help is needed.

On Campus:

- Counselling Services: ambrose.edu/counselling
- For immediate crisis support, there are staff on campus who are trained in Suicide Intervention Skills and can help you access mental health support. See <https://ambrose.edu/student-life/crisissupport> for a list of staff members.
- For additional wellness resources go to the Ambrose wellness page: <https://ambrose.edu/wellness>

Off Campus:

- Distress Centre - 403-266-4357
- Alberta Mental Health Helpline - 1-877-303-2642 (Toll free)
- Sheldon Chumir Health Care Centre - 403-955-6200
- Emergency - 911

Sexual Violence Support

We are committed to supporting students who have experienced gender based sexual violence in the past or while at Ambrose. Many of the staff, faculty, and student leaders have received Sexual Violence Response to Disclosure training. We will support you and help you find the resources you need and you can access information about reporting. Information about the Sexual Violence policy and on and off campus supports can be found on our website— ambrose.edu/sexual-violence-response-and-awareness.

Off Campus:

- Alberta's Oneline for Sexual Violence - 1-866-403-8000 call or text
- Clinic: Sheldon Chumir Health Centre - 403-955-6200
- Calgary Communities Against Sexual Abuse - 403-237-5888
- Chat: www.calgarycasa.com

Note: Students are strongly advised to retain this syllabus for their records.