

GUIDELINES FOR DOCTOR OF EDUCATIONAL MINISTRY PRACTICUM

Credit: 6 semester hours

- I. **FORMS.** All forms for the D.Ed.Min. Practicum can be accessed through Columbia's website by choosing "Degree Programs," "Supervised Ministry," "Doctor of Educational Ministry Degree."

- II. **PREREQUISITES FOR THE PRACTICUM**
 - A. The student must satisfactorily complete the Introductory Seminar and at least two other required courses before beginning the practicum. (The practicum should normally be done before the completion of all four required courses.)
 - B. The student must make preliminary arrangements for the practicum with the Professor of Supervised Ministry, the Rev. Lee Carroll.

- III. **ARRANGING FOR THE DOCTOR OF EDUCATIONAL MINISTRY PRACTICUM.** Once the above prerequisites are satisfied, the student should formulate a detailed plan for the practicum. The following is a summary of the process:
 - First.** Develop a preliminary proposal for the practicum, following the outline found on proposal form. The Professor of Supervised Ministry is available to consult with you about your proposal.
 - Second.** Enlist your supervisor and peer group, following the guidelines in Section 5 below.
 - Third.** Review the proposal with and receive the approval of the governing body or individual to whom you are accountable.
 - Fourth.** Finalize "Proposal for Doctor of Educational Ministry Practicum," and review it with your CTS Faculty Advisor.
 - Fifth.** Submit the proposal to the Professor of Supervised Ministry who will act on your proposal, either approving it or indicating needed revisions, and notify the student of this action in writing.
 - Sixth.** Once approved, the Office of Supervised Ministry registers the student for the course with the Seminary's Registrar. The Business Office bills the student for tuition. This fee must be paid to complete the course registration.

IV. GENERAL

A. **Choosing the Practicum Site.** The practicum may be done within or outside the student's ordinary work situation, but must be ministry accountable to a community of faith - not done privately outside the authority of a congregation or agency. The setting of the practicum should challenge the student to grow professionally in relationship to his or her call to educational ministry.

B. **Time Requirements:**

- *Minimum Length.* The minimum time required to complete the D.Ed. Min. practicum is 400 hours, including preparation time and supervision. Normally these 400 hours are spread over a period of 8-9 months, although one may complete it in as little as ten weeks of full-time supervised ministry.
- *Maximum Length.* The *maximum* time allowed for completing the practicum is 12 months.
- *Extensions.* If not completed within one year of the beginning date, the student must formally request an extension through the Seminary Registrar, Ms. Linda Sabo, in the Office of Academic Affairs.

V. REQUIRED COMPONENTS OF THE PRACTICUM

A. **Supervision.** Supervision in the practicum is provided by both a supervisor and a group of peers.

1. **The Supervisor.**

a. **Qualifications.** The person nominated by the D.Ed.Min. student to serve as a practicum supervisor must possess the educational, theological, and experiential credentials that equip him or her with competencies to supervise this practicum. Normally, this means that the supervisor-candidate must:

- Hold at least a Master's degree in educational ministry, preferably the Master of Christian Education degree or its equivalent. (In cases where the degree is in a non-theological field, the person should demonstrate a capacity to relate theological understandings to the practice of ministry.)
- Have been actively engaged in educational ministry for a minimum of five years.

- Be committed to learning through an action-reflection educational process.
- Be in good standing with his or her own faith community.
- Have a basic knowledge of the practicum context.
- Be accessible to the student for supervisory responsibilities.

Ordinarily the supervisor will *not* be a member of the Columbia Seminary faculty.

- b. **Approval of Supervisor.** The supervisor must be approved by the Professor of Supervised Ministry prior to the beginning of the practicum. Information about the proposed supervisor must be included on the practicum proposal and submitted by the student to the Professor of Supervised Ministry.
 - c. **Preparation for the Supervisor.** Supervisors must review and agree to the purposes and expectations for supervised ministry as outlined in these "Guidelines." The Professor of Supervised Ministry is available to review these materials with the supervisor.
2. **The Peer Group.** The Practicum shall ordinarily involve a peer group of two or more other persons who share concerns for the kind of educational ministry in which the student is engaged in the practicum. Peers are not required to be enrolled in the D.Ed.Min. program. However, they must be available and competent to engage in a disciplined process of theological reflection about the educational ministry of this practicum.
3. **Time Requirements for Supervision.**
 - a. Supervision is done through a combination of both individual supervision (the student meeting privately with the supervisor), and group supervision (the student meeting with the supervisor and peer group).
 - b. Supervision shall ordinarily involve a minimum of 3 hours of supervisory time for every 40 hours of ministry experience, or a total of 30 hours over the course of the practicum (including both individual supervision and group supervision).
 - c. The division of time between individual and group supervision is determined by the student in consultation

with the supervisor, based upon the goals for supervision and the circumstances of the practicum. However, group supervision must take place a minimum of three times during the practicum unless the requirement is waived by the Professor Supervised Ministry.

B. **The Learning Covenant.** In an effort to help focus the practicum, the student and supervisor shall work together during the initial weeks of the practicum to create a learning covenant that articulates the following:

- Learning goals of student for this practicum;
- Planned ministry experiences designed to achieve stated goals; and
- A plan for supervision, including schedule for meetings and how work will be supervised.

The student should distribute copies of the covenant to the supervisor, peer group, and Professor of Supervised Ministry.

C. **Concluding Written Materials.**

1. **By the Supervisor.** At the conclusion of the practicum, the *supervisor* shall submit a written assessment of the student's work in this practicum. While no specific format is required, the assessment should address the following:

- a. A brief description of the work done by student;
- b. The supervisory process followed in the practicum;
- c. Progress of student toward goals stated in the learning covenant;
- d. Other key learnings not previously noted in the learning covenant;
- e. Strengths and limitations of the student in this practicum;
- f. A description of the student's operative understanding of educational ministry as evidenced in this practicum;
- g. Recommendations for continuing growth.

Prior to submitting the reports, the student and supervisor shall review the content of these reports with each other.

2. **By the Student.** At the conclusion of the practicum, the *student* shall submit an 8-10 page written paper that includes *all* of the following:

- a. Overview of Practicum:
 1. Name, address, and telephone of student.

2. Name, address, telephone of supervisor.
 3. Supervisor's Social Security number (treated confidentially, but required for payment of stipend).
 4. Beginning and ending dates of the practicum.
 5. Briefly describe the practicum, noting any significant changes from what was envisioned in the practicum proposal.
 6. Summarize how your time was spent in the practicum— i.e., provide an itemized list of major activities and how much time was spent in each (including individual and group supervision), adding up to a minimum of 400 hours.
- b. Self-Assessment:
7. Describe the supervisory process followed in the practicum, plus your evaluation of how supervision did or did not contribute to your learnings.
 8. Summarize your progress toward the goals stated in your learning covenant.
 9. Identify other key learnings not previously noted in your learning covenant.
 10. Describe your strengths and limitations emerging in this practicum.
- c. Understanding of Educational Ministry:
11. Describe the basic model or understanding of educational ministry that has informed your work in this practicum.
 12. State how other D.Ed.Min courses taken to date support or challenge this understanding of ministry.
 13. State how this practicum supports or challenges this understanding of ministry.
 14. What are the implications of your practicum for the remaining D.Ed.Min courses (including your final project) and your future professional growth?

VI. **GRADE FOR THE COURSE.**

The final grade awarded for the practicum is either “satisfactory” or “unsatisfactory.” In order for the student to earn a “satisfactory” evaluation, all of the materials outlined in Section C above must receive a “satisfactory” evaluation. The Professor of Supervised Ministry and the student’s faculty adviser will evaluate the materials submitted and assign a grade for the course.

VII. **FINANCIAL MATTERS.**

- A. Tuition for the course, to be paid by the student, is stated in the current seminary catalogue.
- B. The Seminary will pay the supervisor a stipend of \$500 for supervisory services.