

**FLD 6602 DL FIELD STUDY 2**  
**ASHLAND THEOLOGICAL SEMINARY**  
**Summer 2017      May 15-Aug 12**  
**Online Blackboard Course**  
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**NOTICE:**

***This course requires a one-on-one meeting with the Director of Field Education.  
Students may meet in person, by computer or by phone.  
Please contact the professor to set up an appointment immediately.  
See Assignment in III. C. 1, below.***

**Distance Learning Statement**

*This course utilizes an online component (Blackboard) as its major teaching medium. Access to a reliable computer and the internet through a high-speed means (dial-up access does not usually work satisfactorily in this course) is required, as is familiarity with the use of Blackboard (assistance in Blackboard is provided in video format within the course). It is highly recommended that you be familiar with computer and web functions prior to starting the course since it is not advised to try to learn them while the course is in progress. On-line learning often requires more self-motivation than a regular class and is not suitable for every student.*

**I. Course Description**

**Field Education Courses**

All students in the MAPCC, MAPT, MASF and MDiv degree programs are required to take Field Study courses. Students in MAPCC, MAPT and MASF will take 4 semesters (3 credit hours total); and MDiv students will take 6 semesters (4 credit hours total). Students in the MABCS degree program may choose to complete a BCS Internship in place of Field Study. Students in the MAC (Chaplaincy) program fulfill requirements through CPE Units and do *not* take Field Study. Each semester course of Field Study will require online class work along with a designated number of hours of field work in a ministry setting. Total hours of field ministry required for MAPCC, MAPT and MASF students is 250; total hours required for MDiv students is 400. All Field Study courses are offered fall and spring semesters; Field Study 2, 3, 4, and 5 are also offered summer session.

**FLD 6602      Field Study 2 – Online ½ credit hour**

*Required for MDiv, MAPCC, MAPT, and MASF students. 75 hours of field ministry required.*

This course continues the work begun in FLD 6601 Field Study Introduction. Students will continue to broaden and deepen their experience in ministry as they work at their Field Site and meet with their Field Mentor.

*Prerequisite: FLD 6601*

**Further Description**

This course focuses on the holistic development of the student. It encourages the integration of academic learning with the practice of ministry, while under the direct supervision of a Field Mentor. **Field Study students are to have a Field Site where they can complete the required hours of practical ministry each semester, and a Field Mentor to supervise their experience.** Most students will continue at the same site and with the same mentor as they had for FLD 6601. If you need help locating a Field Study Site please contact the Field Ed office immediately. If you are thinking of doing your Field Study in a non-traditional (non-church) setting, please contact the Field Education office.

**II. Student Learning Outcomes**

**Student Learning Outcomes for Corpus of Field Study Courses**

*As a result of this course, students will be able to:*

1. Not assessed

2. Establish communal and personal disciplines that nourish Christian spiritual and moral formation within the context of the student's Field Study.
3. Display understanding and appreciation for persons of another culture.
4. Demonstrate critical theological reflection that is biblically faithful, historically grounded, contextually relevant, and integrated with life and ministry context of the student's Field Study.
5. Not assessed.
6. Exhibit effective ministry skills relevant to intended areas of service in the context of the student's Field Study.

### III. Course Requirements

#### A. Textbooks and Other Materials

##### Required (same as FLD 6601):

Hillman, George M., Jr. *Ministry Greenhouse: Cultivating Environments for Practical Learning*. Herndon, Virginia: The Alban Institute, 2008. ISBN: 978-1-56699-360-9

#### B. Attendance

According to the *Student Handbook*, attendance at all class sessions is expected, unless the professor has been notified in advance and has approved the absence. Students should be on time and should stay through the duration of all classes. Any student missing more than six class hours (2 weeks) will be required to do additional work, receive a lower grade, audit or withdraw from the class, or be penalized otherwise at the discretion of the professor. For this *Online* course, attendance includes time online, meetings with your Field Mentor, reporting ministry hours in your *Hours Log(s)*, and participating in online group forums.

#### C. Assignments/Assessment of Student Learning

Ministry requires tracking multiple responsibilities, and doing so is part of learning in this Field Study course. Additionally, as an internship-based online course, there is more work required than might be expected from a strictly academic course of the same credit value. Balancing this workload can be challenging but is a good practice for the demands of ministry. Therefore, students are responsible to complete all assignments and keep track of what they have submitted.

##### Submitting Assignments for an Online Blackboard Course:

- All assignments must be submitted using the Submit feature on each Blackboard assignment.
- If you are technologically unable to use the feature, you may submit an explanatory note on assignment submit feature, and send the assignment as an electronic file attached to an email sent to [jswope@ashland.edu](mailto:jswope@ashland.edu)
- Field Mentors may attach electronic files to emails sent to [jswope@ashland.edu](mailto:jswope@ashland.edu), or send hard copies mailed or hand delivered to the Field Education Office, ATS, 910 Center St. Ashland, OH 44805.
- All assignments must be submitted on or before the **due dates** according to the *Course Schedule*.

**Brief descriptions of all assignments are below; more information is available on Blackboard.**

**See the *Course Schedule* for due dates.**

##### 1. Meeting with the Field Education Director (mandatory but not graded)

Students are required to contact the Field Education Office to schedule a meeting with the Field Education Director. This meeting must occur within the first three weeks of class and may be done (in order of preference) face to face, on Blackboard Collaborate, Google Hangout or Skype, or by phone. The purpose of the meeting is to update, reconnect and look ahead. Meetings will last no longer than one half hour.

**See *Course Schedule* for due date.**

##### 2. 75 Hours of Ministry Practice (60% of grade)

Students must complete 75 hours of service in ministry by the end of the semester. Students currently serving in ministry may continue to do so if their current position fulfills the requirements for a Field Site (most do). The main focus of the 75 hours of ministry in FLD 6602 will be the completion of a Development Plan. Instructions for Field Study are available on Blackboard. Questions may be discussed in the student's meeting with the Field Education Director.

The following forms are required to document your Field Study hours:

- a. **Field Study Application** (not graded, but required to receive credit for Field Study): You do not need to submit a new *Application* if you are continuing at the same Site with the same Mentor as your previous Field Study course. **If you are changing your Field Site and/or Field Mentor**, please resubmit a **new Field Study Application**. More information is available on Blackboard. *Applications* must be signed by the student's Field Mentor.  
**Due ASAP, no later than the 3<sup>rd</sup> week of class. See Course Schedule for due date.**
- b. **Field Study Hours Log (20%)**: Students will track their hours on a *Field Study Hours Log* form and submit it at the end of each semester they are in Field Study. Follow the template and instructions provided on Blackboard. *Hours Logs* must be signed by the student's Field Mentor. Forms are available on Blackboard or at the Field Education Office.  
**Submit near the end of the semester; see Course Schedule for due date.**
- c. **Field Mentor Meetings (Assessed on Hours Log)**: Students will meet regularly (**no less than every other week**) with their Field Mentor. **These meetings must be clearly recorded on the Hours Log!**
- d. **Student Progress Report (20%)**: Students will submit a *Progress Report* at the end of each semester they are in Field Study. Forms are available on Blackboard or at the Field Education Office.  
**Submit near the end of the semester; see Course Schedule for due date.**
- e. **Field Mentor Evaluation (20%)**: Students must have their Field Mentor submit a *Field Mentor Evaluation* each semester they are in Field Study. Forms are available on Blackboard or at the Field Education Office.  
**Submit near the end of the semester; see Course Schedule for due date.**

All forms needed for Field Study are available on Blackboard, on the ATS home webpage (click on *Downloads* and then find "Field Education") and in the Field Education Office.

### 3. Online Reflection Groups (20% of grade)

Students will participate in weekly online written threaded forums in groups of 5-9 students. Forums are asynchronous (students do not have to be online at the same time) and occur through Blackboard. Forums will follow a similar pattern each week and require the student to respond to information, prompts, and questions that arise from the text, class materials, and ministry experience. All information regarding the forums, their requirements and grading, may be found on Blackboard. Participation is tracked weekly and the instructor will provide helpful feedback throughout the course. A final grade will be based on the "Reflection Group Rubric" available on Blackboard.

#### Weekly Rhythm for Posting:

- a) Prompt is activated **Monday before noon**.
- b) Students read prompt and make *first post* by **midnight Tuesday**.
- c) Students read others' first posts and *respond to at least three* by **midnight Thursday**.
- d) Students are free to exchange ideas as long as they choose.
- e) Students make a *final reflective post* by **midnight the following Monday**.

Further instruction and information regarding online Reflection Groups is available on Blackboard.

### 4. Student Self-Assessments (graded through Reflection Group forums)

Students will complete two self-assessment instruments: one regarding general ministry skills (*General Ministry Self-Assessment*) and the other regarding specific ministry experience (*Specific Skill Self-Assessment*). **The self-assessments are not to be turned in**, but will provide students with information to share and process in the Reflection Group forums, as well as help them determine their goals for their Development Plan. Detailed instructions for these assessments are available on Blackboard.

**See the Course Schedule for due dates.**

### 5. Development Plan (20% of grade)

Students will choose to do one of three options for a Development Plan: either Leadership skills, Pastoral skills or Relational skills. Development Plans will include submitting a *Development Plan Proposal* in

order to receive approval for the plan, followed by the submission of a *Development Plan Reflection* after the plan has been completed. The two self-assessments of this class, along with chapter 4 of the *Ministry Greenhouse* text (“What are the Goals of Your Internship?”) will provide guidance for constructing the student’s Development Plan. Specific instructions and guidelines are available on Blackboard.  
**See Course Schedule for due date.**

**6. Spiritual Discipline Practice (graded through Reflection Group forums)**

Students will choose at least one spiritual discipline to practice during the semester. Selection and progress will be discussed through the Reflection Group forums. Specific instructions and guidelines are available on Blackboard.

**7. Spiritual Mentor (optional, 5% Extra Credit)**

A *Spiritual Mentor* differs from a Field Mentor. Your Field Mentor fills the role required to supervise and support you through your ministry experience in Field Study. At times that role may include mentoring you spiritually, but it is not a Field Mentor’s primary responsibility. It is strongly suggested that you find a *Spiritual Mentor* to meet with *in addition* to your Field Mentor. A *Spiritual Mentor*’s purpose is to help keep your mind, body, and spirit closely connected to Jesus Christ, to help you balance the demands of family, studies, and ministry, and to walk with you as you do it. In order to receive extra credit for having a Spiritual Mentor you must meet with them at least once per month, but you may meet more often if you both agree to do so. You may meet by phone, Skype, or in person. If you would like a list of pastors who have been trained as Spiritual Mentors, and are waiting for an Ashland Theological Seminary student to contact them to be their Spiritual Mentor, contact the Field Education Office and request our list.

**To receive extra credit for meeting with your Spiritual Mentor, submit a 1-2 page reflection recording your Spiritual Mentor’s name, their contact information, the dates you met, and the benefits you received from meeting with your Spiritual Mentor this semester.** Points will be awarded based on number of meetings and quality of reflection.

**See Course Schedule for due date.**

**D. Calculation of Grade and Connection of Learning Outcomes**

<i>Graded Assignment</i>	<i>Learning Outcomes</i>	<i>Percent of Final Grade</i>
<b>Field Study Hours Log</b>	<b>6</b>	<b>20%</b>
<b>Student Progress Report</b>	<b>6</b>	<b>20%</b>
<b>Field Mentor Evaluation</b>	<b>6</b>	<b>20%</b>
<b>Reflection Groups</b>	<b>2, 3, 4</b>	<b>20%</b>
<b>Development Plan</b>	<b>6</b>	<b>20%</b>
<b>Meetings with Spiritual Mentor</b>	<b>2</b>	<b>(5% extra credit)</b>

**IV. Course Schedule**

This schedule is a tentative schedule; changes may need to be made during the semester. Students are responsible to check Blackboard regularly for updates. Every effort will be made to communicate changes to the students in a timely and responsible manner.

<b>Week</b>	<b>Activities &amp; Assignments</b>	<b>Assignment Due Dates</b>
<b>1 May 15-19</b>	Complete online forums as per Weekly Rhythm Review materials in Field Study Foundations, Reflection Groups, Field Study Assignments, and Spiritual Mentorship (as needed) Read <i>Introduction to FLD 6602</i> Material View “FLD 6602 Introduction” Video Re-establish or continue working on your Field Study Submit new FS Application if needed (no later 6/2) Meet with the Field Education Director (by 6/2) Set up Spiritual Mentor meetings (extra credit)	<b>Reflection Group forum: Ice Breaker Meet with Field Education Director by 6/2</b>

<p><b>2</b> <b>May 22-26</b></p>	<p>Complete online forums as per Weekly Rhythm Continue working on your Field Study Read <i>Self-Assessment</i> Materials View "General Ministry Self-Assessment" Video Complete <i>General Ministry Self-Assessment</i> (by 5/29)</p>	<p><b>Reflection Group forum on Intentional Improvement</b> <b>Meet with Field Education Director by 6/2</b></p>
<p><b>3</b> <b>May 29- June 2 (Mem Day)</b></p>	<p>Complete online forums as per Weekly Rhythm Continue working on your Field Study View "Specific Skills Self-Assessment" Video Complete <i>Specific Skill Self-Assessment</i> (by 6/5) Meeting with Field Ed Director is due Submit new FS Application (if needed) Notify the Field Ed office if you will have a Spiritual Mentor</p>	<p><b>Reflection Group on General Ministry Self-Assessment</b> <b>Meeting with Field Ed Dir– 6/2</b> <b>New FS App (if needed) – 6/2</b></p>
<p><b>4</b> <b>June 5-9</b></p>	<p>Complete online forums as per Weekly Rhythm Continue working on your Field Study Read <i>Development Plan</i> Materials View "Development Plan" Video Discuss ideas for <i>Development Plan</i> with Field Mentor</p>	<p><b>Reflection Group forum on Specific Skill Self-Assessment</b></p>
<p><b>5</b> <b>June 12-16</b></p>	<p>Complete online forums as per Weekly Rhythm Continue working on your Field Study Discuss <i>DP</i> Strategies &amp; Measurements with Field Mentor Complete and submit <i>Development Plan Proposal</i></p>	<p><b>Reflection Group forum on Development Plan Proposal</b> <b>Development Plan Proposal – 6/16</b></p>
<p><b>6</b> <b>June 19-23</b></p>	<p>Complete online forums as per Weekly Rhythm Continue working on your Field Study Read <i>Spiritual Discipline Practice</i> Materials View "Spiritual Discipline Practice" Video</p>	<p><b>Reflection Group forum on Spiritual Disciplines</b></p>
<p><b>7</b> <b>June 26-30</b></p>	<p>Complete online forums as per Weekly Rhythm Continue working on your Field Study Work on your Development Plan Select a Spiritual Discipline to practice (due 7/24)</p>	<p><b>Reflection Group forum on Selecting a Spiritual Discipline</b></p>
<p><b>8</b> <b>July 3-7 (Ind Day)</b></p>	<p>Complete online forums as per Weekly Rhythm Continue working on your Field Study Continue working on your Development Plan Practice your Spiritual Discipline</p>	<p><b>Reflection Group forum on Sharing your DP Goals</b></p>
<p><b>9</b> <b>July 10-14</b></p>	<p>Complete online forums as per Weekly Rhythm Continue working on your Field Study Continue working on your Development Plan Practice your Spiritual Discipline</p>	<p><b>Reflection Group forum on Sharing your DP Strategies</b></p>
<p><b>10</b> <b>July 17-21</b></p>	<p>Complete online forums as per Weekly Rhythm Continue working on your Field Study Continue working on your Development Plan Practice your Spiritual Discipline Send Evaluation to your Field Mentor to complete (due 8/9)</p>	<p><b>Reflection Group forum on The Marathon of Ministry</b></p>
<p><b>11</b> <b>July 24-28</b></p>	<p>Complete online forums as per Weekly Rhythm Continue working on your Field Study Submit completed <i>Development Plan Reflection</i></p>	<p><b>Reflection Group forum on your Spiritual Discipline Practice</b> <b>Development Plan Reflection – 7/28</b></p>
<p><b>12</b> <b>July 31- Aug 4</b></p>	<p>Complete online forums as per Weekly Rhythm Continue working on your Field Study Complete <i>Student Progress Report</i> (due 8/9) Gather and complete all Field Study documents</p>	<p><b>Reflection Group on Lessons from Your DP</b></p>
<p><b>13</b> <b>Aug 7-11</b></p>	<p>Complete online forums as per Weekly Rhythm Submit all documentation for Field Study: <b>Hours Log, Student Progress Report &amp; Field Mentor Evaluation. Spiritual Mentor Reflection (extra credit) Complete Course Evaluation</b></p>	<p><b>Reflection Group forum on Recapping the Semester</b> <b>All Documents – 8/9</b></p>

The following is a list of Assignments in the order of Due Date:

Assignment	Due Date
Reflection Group Online Forums	See <i>Weekly Rhythm</i> on Blackboard
General Ministry Self-Assessment	Reflection Group Tuesday 5/30
Meeting with Field Education Director	ASAP; no later than 6/2
Specific Skill Self-Assessment	Reflection Group Monday 6/5
Development Plan Proposal	Friday 6/16
Spiritual Discipline Practice	Reflection Group Monday 7/24
Development Plan Reflection	Friday 7/28
Field Study Hours Log	Wednesday 8/9
Student Progress Report	Wednesday 8/9
Field Mentor Evaluation	Wednesday 8/9
Spiritual Mentor Reflection (extra credit)	Wednesday 8/9
Course Evaluation	Wednesday 8/9

## V. Recommendations for Lifelong Learning

Like a tree, to stop growing is to begin dying. Students can look forward to lives spent strengthening their Core Identity in Christ, building their Christ-like Character, focusing their Calling, and honing their Competencies. And nowhere does this happen more fully, more truly, than in the trenches and crossfire of real-life ministry. It is the goal of this course to help the student begin to form patterns of experiencing, reflecting, and sharing their life and service which will help them continue to learn and grow as followers of Christ and leaders of His people.

## VI. Seminary Guidelines

### A. ATS Academic Integrity Policy

Ashland Theological Seminary expects each student to uphold the Seminary's core value of academic excellence by contributing to an environment that is both challenging and supportive. In such an environment a student will neither seek nor offer improper assistance. All students have an obligation to be forthright in their academic endeavors and to respect ethical standards. The work that one submits for academic evaluation must be one's own, unless an instructor expressly permits certain types of collaboration. Academic integrity requires that each student will use one's own capabilities to achieve one's fullest potential and will neither offer nor accept aid that is not in keeping with regularly accepted standards of academic integrity. Failure to conform to this conduct shall constitute academic dishonesty. The full Academic Integrity Policy statement may be found in the *Student Handbook*.

### B. Seminary Writing Consultation Service

The Seminary Writing Consultation Service can help you brainstorm, draft, and revise your writing assignments in your graduate Seminary classes. Masters-qualified Consultants can advise you online or in person. E-mail your request for assistance to [swc\\_group@ashland.edu](mailto:swc_group@ashland.edu). Include the following information: Your name, the course # & professor's name, a brief description of the assignment, and your timeline.

For more information, visit: <http://seminary.ashland.edu/services/student-services/seminary-writing-consultation-services>

### C. Students with Disabilities

It is Ashland University's goal that learning experiences be as accessible as possible. If you anticipate or experience physical or academic barriers based on a disability, please contact Disability Services at 419-289-5904, or send an email to [dservices@ashland.edu](mailto:dservices@ashland.edu). The Disability Services office and the course instructor will work together in order to establish accommodations and to meet your learning needs.

### D. ATS Grading Scale

Grade	Percent	Description
A	97-100	Superior achievement of course objectives, diligence and originality, high degree of freedom from error, outstanding evidence of ability to utilize

		course knowledge, initiative expressed in preparing and completing assignments, positive contributions verbalized in class.
A-	92-96	
B+	89-91	
B	86-88	Good work submitted, commendable achievement of course objectives, some aspects of the course met with excellence, substantial evidence of ability to utilize course material, positive contributions verbalized in class, consistency and thoroughness of work completed.
B-	83-85	
C+	80-82	
C	77-79	Acceptable work completed, satisfactory achievement of course objectives, demonstrating at least some ability to utilize course knowledge, satisfactory class contribution.
C-	74-76	
D+	71-73	
D	68-70	Passing but minimal work, marginal achievement of course objectives, poor performance in comprehension of work submitted, inadequate class contributions.
D-	65-67	
F	Below 65	Unacceptable work resulting in failure to receive class credit, inadequacy of work submitted or of performance and attendance in class.

## VII. Selected Bibliography or References

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Martin, Glen and Toler, Stan. *Survival skills: leading your church in a changing world*. Beacon Hill Press, 2002.

Stanley, Paul D. and Clinton, J. Robert. *Connecting: the mentoring relationships you need to succeed in life*. Navpress, 1992.

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