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. 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 6601 Field Study Introduction – Hybrid Online 1 credit hour
*Required for MDiv, MAPCC, MAPT, and MASF students. 50 hours of field ministry required.*
This course introduces students to the Field Study program and helps them launch into their Field Study at a Field Site with a Field Mentor. Class includes one face-to-face Orientation Seminar to prepare students for online learning and the rigors of self-directed field education.
*No prerequisite.*

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. If you are currently serving in ministry, it is likely that you can do your Field Study where you are. 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:

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 *Hybrid 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 BlueQuill Course:
- All assignments may be submitted one of three ways:
  1) Via the course Dropbox on BLUEQUILL
  2) As electronic files attached to emails sent to jswope@ashland.edu or sicenhou@asland.edu
  3) As hard copies mailed or hand delivered to the Field Education office
- 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 BlueQuill. See the *Course Schedule* for due dates.

1. Orientation Seminar for Field Study (mandatory but not graded)
   There will be a mandatory Orientation Seminar scheduled at each campus. Below are the dates and times for each Orientation Seminar:
   - Ashland: Monday August 24th 6-9pm
   - Cleveland: Monday August 31st 6-9pm
   - Columbus: Wednesday August 26th 6-9pm
   - Detroit: Thursday August 27th 6-9pm
   The student may choose to attend the Field Study Orientation Seminar at any campus. You will be notified of the building and room location. If an emergency arises and you will be unable to attend, contact the Field Education Office immediately.

2. 50 Hours of Ministry Practice (60% of grade)
   Students must complete 50 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 purpose of the 50 hours of ministry in FLD 6601 is to establish the Field Site and Field Mentor, as well as ministry areas and growth areas for the student’s Field Study. More information about the Field Study will be presented at the Orientation Seminar and is available on BlueQuill.

   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): Students begin their Field Study by submitting a completed Field Study Application which includes Field Site information, Field Mentor information, and Area(s) of Ministry. You may not begin counting Field Study hours until your Application is approved, so submit your Application asap! More information is available on BlueQuill. Applications must be signed by the student’s Field Mentor. Due within the first 5 weeks 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 BlueQuill. Hours Logs must be signed by the student’s Field Mentor. Forms are available on BlueQuill 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 BlueQuill 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 BlueQuill 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 BlueQuill, on the ATS home webpage (click on Downloads and then find “Field Education”) and in the Field Education Office. All forms should be submitted either electronically or as hard copy to the Field Education Office.

3. **Greenhouse Ministry Text Readings** (graded through Reflection Group forums)
Read the required text and engage in online forums about the readings (see Online Reflection Groups, below).
See the Course Schedule for reading due dates of Ministry Greenhouse chapters.

4. **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 BlueQuill. 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 BlueQuill. 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 BlueQuill.

**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 will be presented in the Orientation Seminar and is available on BlueQuill.

5. **Student Self-Assessments (graded through Reflection Group forums)**:
Students will complete two self-assessment instruments: one regarding self-control and the other regarding financial motivation. The financial motivation assessment includes a one-hour meeting with a financial advisor which can be face to face, via computer or on the phone. Students are responsible to schedule this meeting prior to the due date. These assessments will provide students with information to share and process in the Reflection Group forums. Detailed instructions for these assessments will be provided at the Orientation Seminar and on BlueQuill.

See the Course Schedule for due dates.

6. **Spiritual Journey Reflection (20% of grade)**
Students will write an extensive self-reflection paper regarding their spiritual beginnings and exploring the Four C’s of Ashland Theological Seminary (Core Identity in Christ, Character, Calling, and Competency). Online sharing through Reflection Group forums will assist the student to shape their paper. This
document will provide a foundation for further reflection in subsequent seminary courses, and will be included in the student’s Capstone Portfolio. Specific instructions and guidelines will be provided at the Orientation Seminar and on BlueQuill.

See Course Schedule for due date.

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

<table>
<thead>
<tr>
<th>Graded Assignment</th>
<th>Learning Outcomes</th>
<th>Percent of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Study Hours Log</td>
<td>6</td>
<td>20%</td>
</tr>
<tr>
<td>Student Progress Report</td>
<td>6</td>
<td>20%</td>
</tr>
<tr>
<td>Field Mentor Evaluation</td>
<td>6</td>
<td>20%</td>
</tr>
<tr>
<td>Reflection Groups</td>
<td>2, 3, 4</td>
<td>20%</td>
</tr>
<tr>
<td>Spiritual Journey Reflection</td>
<td>4</td>
<td>20%</td>
</tr>
<tr>
<td>Meetings with Spiritual Mentor</td>
<td>2</td>
<td>(5% extra credit)</td>
</tr>
</tbody>
</table>

IV. Course Schedule

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

<table>
<thead>
<tr>
<th>Week</th>
<th>Activities &amp; Assignments</th>
<th>Assignment Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Aug 24-28</td>
<td>Complete online forums as per Weekly Rhythm Attend Orientation Seminar at your campus Read materials in Field Study Foundations, Reflection Groups, Field Study Assignments, and Spiritual Mentorship After the Field Study Orientation, review the following videos as needed: “Introduction to Field Education,” “Exploring Online Learning,” “The Clown and Dog,” “Reflection Groups” and “Spiritual Mentors” Read Introduction to FLD 6601 Material View “FLD 6601 Introduction” and “Starting Field Study” Videos Read Greenhouse Ministry thru chapter 1</td>
<td>Reflection Group Forum Ice Breaker Orientations Seminar – See syllabus for time and date at each campus</td>
</tr>
<tr>
<td>Date</td>
<td>Assignment Details</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>-------------------</td>
<td></td>
</tr>
</tbody>
</table>
| Aug 31 - Sept 4 | Complete online forums as per Weekly Rhythm  
Begin setting up your Field Site and Field Mentor  
Read *Greenhouse Ministry* chapter 2  
View “Greenhouse & Self Assessments” Video  
Set up Spiritual Mentor meetings (extra credit)  
**RG Forum on Greenhouse 1 – Feelings about Field Study** |
| Sept 8-11 (Labor Day) | Complete online forums as per Weekly Rhythm  
Work toward setting up your Field Site and Field Mentor  
Read *Greenhouse Ministry* chapter 3  
Complete the Money Motivation Quiz and set up your Financial Advisor Meeting (due 11/16)  
**RG Forum on Greenhouse 2 – Areas of Ministry for Field Study** |
| Sept 14-18 | Complete online forums as per Weekly Rhythm  
Read *Greenhouse Ministry* chapter 4  
Work toward setting up your Field Site and Field Mentor  
**RG Forum on Greenhouse 3 – Ingredients for Field Study** |
| Sept 21-25 | Complete online forums as per Weekly Rhythm  
Read *Greenhouse Ministry* chapter 5  
Last day to submit your Field Study Application  
**RG Forum on Greenhouse 4 – Goals for Field Study**  
Field Study Application – 9/25 |
| Sept 28-Oct 2 | Complete online forums as per Weekly Rhythm  
Begin working on your Field Study  
Complete the Self-Control Assessment (by 10/5)  
**RG Forum on Greenhouse 5 – Learning from Field Study** |
| Oct 5-9 | Complete online forums as per Weekly Rhythm  
Continue working on your Field Study  
Read *Spiritual Journey Reflection Paper* Materials  
View “Spiritual Journey Reflection Paper” Video  
Reflect on your Spiritual Beginnings as per SJRP Instructions  
**RG Forum on Self-Control Assessment** |
| Oct 12-16 | Complete online forums as per Weekly Rhythm  
Continue working on your Field Study  
Reply to the email from Everence to schedule your meeting  
Reflect on your Core Identity as per SJRP Instructions  
**RG Forum on Spiritual Beginnings** |
| Oct 19-23 | Complete online forums as per Weekly Rhythm  
Continue working on your Field Study  
Reflect on your Character as per SJRP Instructions  
**RG Forum on Core Identity** |
| Oct 26-30 | Complete online forums as per Weekly Rhythm  
Continue working on your Field Study  
Reflect on your Calling as per SJRP Instructions  
**RG Forum on Character** |
| Nov 2-6 | Complete online forums as per Weekly Rhythm  
Continue working on your Field Study  
Reflect on your Competence as per SJRP Instructions  
**RG Forum on Calling** |
| Nov 9-13 | Complete online forums as per Weekly Rhythm  
Continue working on your Field Study  
Be sure to have completed the Money Motivation Quiz & Financial Advisor Mtg by 11/16  
**RG Forum on Competence** |
| Nov 16-20 | Complete online forums as per Weekly Rhythm  
Continue working on your Field Study  
Continue to write *Spiritual Journey Reflection Paper*  
**RG Forum on Money Motivation Quiz & Financial Advisor Mtg**  
**Spiritual Journey Reflection Paper** – 11/30 |
| Nov 23-27 | **Thanksgiving Break**  
Nothing due this week |
| Nov 30-Dec 4 | Complete online forums as per Weekly Rhythm  
Continue working on your Field Study  
Gather and complete all Field Study documents  
Submit your complete *Spiritual Journey Reflection Paper*  
**RG Forum on SJR Paper**  
**Spiritual Journey Reflection Paper** – 11/30 |
| Dec 7-11 | Complete online forums as per Weekly Rhythm  
Continue working on your Field Study  
Submit all documentation for Field Study: *Hours Log, Student Progress Report & Field Mentor Evaluation, Spiritual Mentor Reflection* (extra credit)  
**RG Forum on Recapping the Semester**  
All Documents – 12/7 |
The following is a list of Assignments in the order of Due Date:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reflection Group Online Forums</td>
<td>See Weekly Rhythm on BlueQuill</td>
</tr>
<tr>
<td>Orientation Seminar</td>
<td>See syllabus for times &amp; dates</td>
</tr>
<tr>
<td><strong>Greenhouse Chapter 1</strong></td>
<td>Monday 8/31</td>
</tr>
<tr>
<td><strong>Greenhouse Chapter 2</strong></td>
<td>Tuesday 9/8</td>
</tr>
<tr>
<td><strong>Greenhouse Chapter 3</strong></td>
<td>Monday 9/14</td>
</tr>
<tr>
<td><strong>Greenhouse Chapter 4</strong></td>
<td>Monday 9/21</td>
</tr>
<tr>
<td>Field Study Application</td>
<td>ASAP; no later than Friday 9/25</td>
</tr>
<tr>
<td><strong>Greenhouse Chapter 5</strong></td>
<td>Monday 9/28</td>
</tr>
<tr>
<td>Self-Control Assessment</td>
<td>Monday 10/5</td>
</tr>
<tr>
<td><strong>Money Motivation Quiz &amp; Financial Mtg</strong></td>
<td>Monday 11/16</td>
</tr>
<tr>
<td>Spiritual Journey Reflection Paper</td>
<td>Monday 11/30</td>
</tr>
<tr>
<td>Field Study Hours Log</td>
<td>Monday 12/7</td>
</tr>
<tr>
<td>Student Progress Report</td>
<td>Monday 12/7</td>
</tr>
<tr>
<td>Field Mentor Evaluation</td>
<td>Monday 12/7</td>
</tr>
<tr>
<td>Spiritual Mentor Reflection (extra credit)</td>
<td>Monday 12/7</td>
</tr>
</tbody>
</table>

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. Academic Support Services

If you need assistance with writing projects for your coursework, contact the ATS Academic Support Center. The center provides free sessions with a peer consultant who can help you with all of your concerns about academic support including writing, critical thinking, documentation, reading skills, study skills, test taking skills, time management. Contact the center if you have a question about how to complete your assignment, if you have documentation questions, or if you would like to have your paper evaluated for areas needing improvement. The ATS Academic Support Center can be reached at 419-289-5162 or by e-mail at atswc@ashland.edu.

C. Students with Disabilities

Ashland University makes every effort to comply with the Americans with Disabilities Act. Students who have a specific physical, psychiatric or learning disability and require accommodations are encouraged to inform their instructors of their needs early in the semester so that learning needs can be appropriately met. It is the student’s responsibility to document the disability with Disability Services in The Center for Academic Support on the 7th floor of the Ashland University Library, 419-289-5904.
### D. ATS Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>97-100</td>
<td>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.</td>
</tr>
<tr>
<td>A-</td>
<td>92-96</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>89-91</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>86-88</td>
<td>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.</td>
</tr>
<tr>
<td>B-</td>
<td>83-85</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>80-82</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>77-79</td>
<td>Acceptable work completed, satisfactory achievement of course objectives, demonstrating at least some ability to utilize course knowledge, satisfactory class contribution.</td>
</tr>
<tr>
<td>C-</td>
<td>74-76</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>71-73</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>68-70</td>
<td>Passing but minimal work, marginal achievement of course objectives, poor performance in comprehension of work submitted, inadequate class contributions.</td>
</tr>
<tr>
<td>D-</td>
<td>65-67</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Below 65</td>
<td>Unacceptable work resulting in failure to receive class credit, inadequacy of work submitted or of performance and attendance in class.</td>
</tr>
</tbody>
</table>

### VII. Selected Bibliography or References