FLD 6604 DL FIELD STUDY 4
ASHLAND THEOLOGICAL SEMINARY
Fall 2015
Online BlueQuill Course

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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 6604 Field Study 4 – Online ½ credit hour
Required for MDiv students. 75 hours of field ministry required.
This course allows MDiv students to delve deeper into ministry practice. Students will continue in their Field Study with their Field Mentor as they maximize their strengths and develop their growth areas. A portion of the field hours in this class will be used to target a critical growth area and complete a Critical Growth Plan in the context of the student’s daily life and work.
Prerequisite: FLD 6603

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 have had for previous Field Study courses. 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:
   Additionally, each student must read the equivalent of at least 100 pages (a book, periodical articles, or online articles) regarding their chosen area of critical growth for their *Critical Growth Plan*.

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. 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 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 6604 will be the completion of a Critical Growth Plan. Instructions for Field Study are available on BlueQuill. 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 BlueQuill. Applications must be signed by the student’s Field Mentor. Due ASAP, no later than the 3rd 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 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. **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 is available on BlueQuill.

4. **Student Self-Assessment (graded through Reflection Group forums)**
Students will complete select and complete a self-assessment which pertains to the Critical Growth area of their choice. These assessments will provide students with information to share and process in the Reflection Group forums, as well as help them determine their goals for their Critical Growth Plan. Detailed instructions for how to select and complete these assessments are available on BlueQuill. **See the Course Schedule for due dates.**

5. **Critical Growth Plan (20% of grade)**
Students will choose an area of personal struggle in which to complete a Critical Growth Plan. The area of struggle chosen should be one which currently inhibits effective ministry or may do so in the future. Possible target areas for the Critical Growth Plan may be: anger management, eating disorders, addictions, or any other area of personal struggle. Guidance will be provided for selecting a Critical Growth target area. Critical Growth Plans will include submitting a *Critical Growth Plan Proposal* in order to receive approval for the plan, followed by the submission of a *Critical Growth Plan Reflection* after the plan has been completed. The student will be responsible for identifying their goal(s) for the plan as well as determining the steps of their strategy and measures for growth. All information regarding the Critical Growth Plan will be kept strictly confidential, and students will not be required to share any information which they do not choose to do so. **Specific instructions and guidelines are available on BlueQuill. See Course Schedule for due date.**
6. **Solitary Prayer Retreat (graded through Reflection Group forums)**

Student must schedule at least a half day (3-4 hours) to spend in solitude and silence to pray and meditate. The focus of the retreat will be to meet with God regarding the student’s chosen area of Critical Growth. Students are allowed to do two Solitary Prayer Retreats if they choose: one near the beginning and one near the end of the semester. Students’ experiences on their Solitary Prayer Retreat will be shared in the Reflection Group forums. Specific instructions and guidelines are available on BlueQuill.

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, Field Study</td>
<td>2, 3, 4</td>
<td>20%</td>
</tr>
<tr>
<td>Assignments, and Spiritual Mentorship as needed)</td>
<td>2</td>
<td>20%</td>
</tr>
<tr>
<td>Critical Growth Plan</td>
<td>2</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>
</table>
| Aug 24-28 | Complete online forums as per Weekly Rhythm  
Review materials in Field Study Foundations, Reflection Groups, Field Study Assignments, and Spiritual Mentorship (as needed)  
Read *Introduction to FLD 6604* Material  
View "FLD 6604 Introduction" Video  
Re-establish or continue working on your Field Study  
Submit new FS Application if needed (no later 9/11)  
Meet with the Field Education Director (by 9/11)  
Set up Spiritual Mentor meetings (extra credit) | RG Forum Ice Breaker  
Meet with Field Education Director by 9/11 |
<table>
<thead>
<tr>
<th>Date Range</th>
<th>Assignment</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Aug 31 - Sept 4 | Complete online forums as per Weekly Rhythm  
Continue working on your Field Study  
Read Critical Growth *Self-Assessment* Materials  
View "Critical Growth Self-Assessment" Video  
Select and complete the *Self-Assessment* which corresponds to your anticipated target area for Critical Growth (by 9/8) | RG Forum on *Discipline of Grace*, chapter 1, 2 & 3  
Meet with Field Education Director by 9/11 |
| Sept 8 - 11 (Labor Day) | Complete online forums as per Weekly Rhythm  
Continue working on your Field Study  
Meeting with Field Ed Director is due  
Submit new FS Application (if needed)  
Contact the Field Ed office if you will have a Spiritual Mentor | RG Forum on *Critical Growth Self-Assessment*  
Meeting with Field Ed Dir– 9/11  
New FS App (if needed) – 9/11 |
| Sept 14-18 | Complete online forums as per Weekly Rhythm  
Continue working on your Field Study  
Read *Critical Growth Plan* Materials  
View "Critical Growth Plan" Video  
Discuss ideas for Critical Growth Plan with Field Mentor | RG Forum on *Discipline of Grace*, chapters 4 & 5 |
| Sept 21-25 | Complete online forums as per Weekly Rhythm  
Continue working on your Field Study  
Discuss CGPlan Strategies & Measurements with Field Mentor  
Complete and submit *Critical Growth Plan Proposal* | RG Forum on *Critical Growth Plan Proposal*  
*Critical Growth Plan Proposal* – 9/25 |
| Sept 28-Oct 2 | Complete online forums as per Weekly Rhythm  
Continue working on your Field Study  
Read *Solitary Prayer Retreat* Materials  
View "Solitary Prayer Retreat" Video  
Schedule your Solitary Prayer Retreat (by 11/16) | RG Forum on *Discipline of Grace*, chapters 6 & 7 |
| Oct 5-9 | Complete online forums as per Weekly Rhythm  
Continue working on your Field Study  
Work on your Critical Growth Plan | RG Forum on *Discipline of Grace*, chapters 8 & 9 |
| Oct 12-16 | Complete online forums as per Weekly Rhythm  
Continue working on your Field Study  
Continue working on your Critical Growth Plan | RG Forum on *Discipline of Grace*, chapters 10 & 11 |
| Oct 19-23 | Complete online forums as per Weekly Rhythm  
Continue working on your Field Study  
Continue working on your Critical Growth Plan  
Complete your Solitary Prayer Retreat by 11/16 | RG Forum on *Discipline of Grace*, chapters 12 & 13 |
| Oct 26-30 | Complete online forums as per Weekly Rhythm  
Continue working on your Field Study  
Continue working on your Critical Growth Plan  
Complete your Solitary Prayer Retreat by 11/16 | RG Forum on Pitfalls in Personal Growth |
| Nov 2-6 | Complete online forums as per Weekly Rhythm  
Continue working on your Field Study  
Continue working on your Critical Growth Plan  
Complete your Solitary Prayer Retreat by 11/16 | RG Forum on Progress in Personal Growth |
| Nov 9-13 | Complete online forums as per Weekly Rhythm  
Continue working on your Field Study  
Finish working on your Critical Growth Plan  
Complete your Solitary Prayer Retreat by 11/16  
Send your Field Mentor the Evaluation to complete (due 12/7) | RG Forum on Perseverance in Personal Growth |
| Nov 16-20 | Complete online forums as per Weekly Rhythm  
Continue working on your Field Study  
Submit completed *Critical Growth Plan Reflection* | RG Forum on *Solitary Prayer Retreat*  
*CGP Reflection* – 11/20 |
| 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 | RG Forum on your *Critical Growth Plan* |
| Dec 7-11 | 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><strong>Discipline of Grace</strong>, chapters 1, 2 &amp; 3</td>
<td>Reflection Group Monday 8/31</td>
</tr>
<tr>
<td><strong>Critical Growth Self-Assessment</strong></td>
<td>Reflection Group Tuesday 9/8</td>
</tr>
<tr>
<td>Meeting with Field Education Director</td>
<td>ASAP; no later than 9/11</td>
</tr>
<tr>
<td><strong>Discipline of Grace</strong>, chapters 4 &amp; 5</td>
<td>Reflection Group Monday 9/14</td>
</tr>
<tr>
<td><strong>Critical Growth Plan Proposal</strong></td>
<td>Friday 9/25</td>
</tr>
<tr>
<td><strong>Discipline of Grace</strong>, chapters 6 &amp; 7</td>
<td>Reflection Group Monday 9/28</td>
</tr>
<tr>
<td><strong>Discipline of Grace</strong>, chapters 8 &amp; 9</td>
<td>Reflection Group Monday 10/5</td>
</tr>
<tr>
<td><strong>Discipline of Grace</strong>, chapters 10 &amp; 11</td>
<td>Reflection Group Monday 10/12</td>
</tr>
<tr>
<td><strong>Discipline of Grace</strong>, chapters 12 &amp; 13</td>
<td>Reflection Group Monday 10/19</td>
</tr>
<tr>
<td>Solitary Prayer Retreat</td>
<td>Reflection Group Monday 11/16</td>
</tr>
<tr>
<td><strong>Critical Growth Plan Reflection</strong></td>
<td>Friday 11/20</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>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


