

**FLD 6611 HY FIELD STUDY INTRODUCTION
ASHLAND THEOLOGICAL SEMINARY
Fall 2020 Aug 31 – Dec 17
Online Course**

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NOTICE:

***This course requires attendance at a one-time Orientation Seminar.
Students must attend Online via Zoom through Blackboard.
The seminar will be held Wednesday, September 9th, from 6:30 to 8:30 pm.
Please 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 is required (dial-up access does not usually work satisfactorily in this course), 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. This course format consistently meets the same quality, assessment, learning outcomes and requirements of the traditional semester course format.

I. Course Description

Field Education Courses

All students in the MACM and MDiv degree programs are required to take Field Study courses. MDiv students will take all Field Study courses (4 semesters; 4 credit hours total). MACM students will take Field Study Introduction, Field Study 2, and Field Study Capstone (3 semesters; 3 credit hours total). Students in the MACM with the Black Church Studies concentration may choose to complete a BCS Internship in place of Field Study. Students in the MDiv with Chaplaincy specialization fulfill their Field Education 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, which the student is responsible to arrange. Total hours of field ministry required for MDiv students is 400; total hours required for MACM students is 300. All Field Study courses are offered fall and spring semesters; Field Study 2 and 3 are also offered summer session.

FLD 6611 Field Study Introduction DLS (1 hour)

Required for MDiv (non-Chaplaincy) and MACM students.

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 synchronous Zoom Orientation Seminar to prepare students for online learning and the rigors of self-directed field education. *100 hours of field ministry required.*

Further Description

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. 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. 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

The following course formats consistently meet the same quality, assessment, learning outcomes and requirements of the traditional semester course format.

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. Articulate the value of discussions and building relationships with persons of another cultural background.
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:

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 *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 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
- Field Mentors may attach electronic files to emails sent to 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*.

Grading Rubrics

Grading Rubrics are available on Blackboard for all assignments. Rubrics provide a clear synopsis of the criteria by which assignments will be assessed. Students are strongly encouraged to examine the criteria in each rubric carefully in order to best fulfill all requirements.

NOTICE:
**FAILURE TO COMPLETE ANY ASSIGNMENT(S) TOTTALLING 20% OR MORE
OF THE COURSE GRADE WILL RESULT IN FAILURE FOR THE COURSE.**

Brief descriptions of all assignments are below; more information is available on Blackboard. See the *Course Schedule* for due dates.

1. Orientation Seminar for Field Study (mandatory, online)

There will be one **required** *Orientation Seminar* on **Wednesday September 9th, 2020 from 6:30-8:30pm**. This Orientation Seminar **will be offered through Zoom**. **Students must have access to high-speed internet and a computer with a camera and microphone**. The Orientation Seminar will be held live, so students must log in to the Zoom meeting and participate online **during the time of the seminar**. The link for the Orientation Seminar and further instructions will be emailed to students prior to the Orientation Seminar. **Students must read all course introductory material on Blackboard and watch all introductory videos prior to the seminar**. If an emergency arises and you are unable to attend, contact the Field Education Office immediately!

2. 100 Hours of Ministry Practice (60% of grade)

Students must complete 100 hours of service in ministry by the end of the semester. Students currently serving in ministry may continue in their current position if their position fulfills the requirements for a Field Site (most do). Students must secure an appropriate Field Site with a Field Mentor in which to practice ministry. In FLD 6611 a Development Plan will be completed to improve a ministry skill of the student's choice. More information about the Field Study will be presented at the Orientation Seminar and is available on Blackboard.

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 Blackboard. *Applications* must be signed by the student's Field Mentor.
Due within the first 3 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 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.

3. Ministry Greenhouse 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 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 will be presented in the Orientation Seminar and is available on Blackboard.

5. 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.

6. Development Plan (20% of grade)

Students will choose to do one of three options for a Development Plan: focusing on 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.

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>
Field Study Hours Log	6	20%
Student Progress Report	6	20%
Field Mentor Evaluation	6	20%
Reflection Groups	2, 3, 4	20%
Development Plan	6	20%
Meetings with Spiritual Mentor	2	(5% extra credit)

NOTICE:
FAILURE TO COMPLETE ANY ASSIGNMENT(S) TOTTALLING 20% OR MORE
OF THE COURSE GRADE WILL RESULT IN FAILURE FOR THE COURSE.

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.

Week	Activities & Assignments	Assignment Due Dates
1 Aug 31- Sept 4	Complete online forums as per Weekly Rhythm Before the Field Study Orientation Seminar: Read the materials and view the videos in the following folders under <i>Course Resources</i> on Blackboard: Field Study Foundations, Field Study Information, Online Learning Success, Reflection Groups, and Spiritual Mentorship Read Introduction to FLD 6611 Material View "FLD 6611 Introduction" video View "Starting Field Study" Video Begin setting up your Field Site and Field Mentor Read <i>Ministry Greenhouse</i> thru chapter 1 for next week	Read material and watch videos in the six folders under "Course Resources" Reflection Group Forum Ice Breaker
2 Sept 7-11	Complete online forums as per Weekly Rhythm Attend Orientation Seminar online Set up Spiritual Mentor meetings (extra credit) Read <i>Ministry Greenhouse</i> chapter 2 for forum next week	RG Forum on Greenhouse 1 – Feelings about Field Study Orientation Seminar – Wednesday 9/9 6:30-8:30pm (see syllabus above)
3 Sept 14-18	Complete online forums as per Weekly Rhythm Complete your <i>Field Study Application</i> Have Field Mentor sign completed Field Study Application Read <i>Ministry Greenhouse</i> chapter 3 for forum next week	RG Forum on Greenhouse 2 – Areas of Ministry in Field Study
4 Sept 21-25	Complete online forums as per Weekly Rhythm Have Field Mentor sign completed Field Study Application Submit your <i>Field Study Application</i> (no later than 9/25) Begin working on your Field Study Read & view the instructions and video for the "General & Specific Ministry Self-Assessment" Complete <i>General Ministry</i> and <i>Specific Skill Self-Assessments</i> for forum next week	RG Forum on Greenhouse 3 – Ingredients for Field Study Field Study Application – 9/25

5 Sept 28- Oct 2	Complete online forums as per Weekly Rhythm Track hours on Hours Log; Record Field Mentor meetings Read <i>Development Plan</i> Materials View "Development Plan" Video Read <i>Ministry Greenhouse</i> chapter 4 for forum next week	RG Forum on <i>General Ministry and Specific Skills Self-Assessments</i>
6 Oct 5-9	Complete online forums as per Weekly Rhythm Continue working on your Field Study Discuss ideas for <i>Development Plan</i> with Field Mentor	RG Forum on <i>Greenhouse 4 – Goals for Field Study</i>
7 Oct 12-16	Complete online forums as per Weekly Rhythm Continue working on your Field Study Submit Development Plan Proposal (by 10/16) Read <i>Spiritual Discipline Practice</i> Materials View "Spiritual Discipline Practice" Video for forum next week	RG Forum on Development Plan Proposal DP Proposal – 10/16
8 Oct 19-23	Complete online forums as per Weekly Rhythm Continue working on your Field Study Read instructions & watch video on selecting and practicing a spiritual discipline Select and begin practicing your chosen Spiritual Discipline Read <i>Ministry Greenhouse</i> chapter 5 for forum next week	RG Forum on Spiritual Disciplines
9 Oct 26-30	Complete online forums as per Weekly Rhythm Continue working on your Field Study Read "Ministerial Reflection" by Emily Click Continue practicing your Spiritual Discipline	RG Forum on <i>Greenhouse 5 – Learning from Field Study</i>
10 Nov 2-6	Complete online forums as per Weekly Rhythm Continue working on your Field Study Continue practicing your Spiritual Discipline	RG Forum on Ministry Dreams
11 Nov 9-13	Complete online forums as per Weekly Rhythm Continue working on your Field Study Continue practicing your Spiritual Discipline	RG Forum on Sharing your DP Progress
12 Nov 16-20	Complete online forums as per Weekly Rhythm Continue working on your Field Study Continue practicing your Spiritual Discipline Send your Field Mentor the Evaluation to complete (due 12/9)	RG Forum on <i>The Marathon of Ministry</i>
Nov 23-27	THANKSGIVING BREAK	NO ASSIGNMENTS
13 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 Development Plan Reflection (by 12/4)	RG Forum on Your Spiritual Discipline Practice DP Reflection – 12/4
14 Dec 7-11	Complete online forums as per Weekly Rhythm Submit all documentation for Field Study: Hours Log, Student Progress Report & Field Mentor Evaluation Submit Spiritual Mentor Reflection (extra credit)	RG Forum on Development Plan Submit All FS Documents – 12/9
15 Dec 14-17	Complete online forums as per Weekly Rhythm (no Final Reflection required)	RG Forum on Recapping the Semester

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
Submit <i>Student Information Sheet</i>	Friday 9/4
Orientation Seminar (online)	Wednesday 9/9 6:30-8:30pm
<i>Greenhouse</i> Chapter 1	Reflection Group Monday 9/7
<i>Greenhouse</i> Chapter 2	Reflection Group Monday 9/14
<i>Greenhouse</i> Chapter 3	Reflection Group Monday 9/21
Field Study Application	ASAP; no later than Friday 9/25
<i>General Ministry Self-Assessment</i>	Reflection Group Monday 9/28
<i>Specific Skills Self-Assessment</i>	Reflection Group Monday 9/28
<i>Greenhouse</i> Chapter 4	Reflection Group Monday 10/5
<i>Development Plan Proposal</i>	No later than Friday 10/16

Greenhouse Chapter 5	Reflection Group Monday 10/26
Development Plan Reflection	Friday 12/4
Field Study Hours Log	Wednesday 12/9
Student Progress Report	Wednesday 12/9
Field Mentor Evaluation	Wednesday 12/9
Spiritual Mentor Reflection (extra credit)	Wednesday 12/9

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. Ashland Multiliteracy Center for Writing, Speaking, And Digital Communication

The Ashland Multiliteracy Center Service can help you brainstorm, draft, and revise your writing assignments in your graduate Seminary classes. Masters and doctoral qualified Consultants can advise you online or in person.

To schedule an appointment, visit [Ashland Multiliteracy Center](#) and select "Online and Graduate" from the schedule menu.

C. Accessibility Resources and Accommodations

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 the Student Accessibility Center at 419-289-5904, or send an email to dservices@ashland.edu. The Student Accessibility Center office and the course instructor will work together in order to establish accommodations and to meet your learning needs.

D. ATS Grading Scale

Grade	Quality	Percent	Description
A	4.0	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-	3.7	92-96	
B+	3.3	89-91	
B	3.0	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-	2.7	83-85	
C+	2.3	80-82	
C	2.0	77-79	Acceptable work completed, satisfactory achievement of course objectives, demonstrating at least some ability to utilize course knowledge, satisfactory class contribution.
C-	1.7	74-76	
D+	1.3	71-73	
D	1.0	68-70	Passing but minimal work, marginal achievement of course objectives, poor performance in comprehension of work submitted, inadequate class contributions.
D-	0.7	65-67	
F	0.0	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

Banks, Robert J. *Reenvisioning theological education: exploring a missional alternative to current models*. W.B. Eerdmans Pub. 1999.

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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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