

**FLD 6614 DLS FIELD STUDY CAPSTONE**  
**ASHLAND THEOLOGICAL SEMINARY**  
**Fall 2020 Aug 31 – Dec 17**  
**Online 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 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 6614 Field Study Capstone 3 DLS (1 hour)**

*Prerequisite: FLD 6612 for MACM and FLD 6613 for MDiv*

*Required for MDiv and MACM students*

Students conclude their Field Study through final evaluation and reflection upon their entire seminary experience. The Capstone experience for Field Study includes writing a Case Study, compiling a Capstone Portfolio, and arranging a Graduation Interview with a team of ministerial, personal, and academic mentors. Graduation interviews must be completed by November 15<sup>th</sup> for December graduation and by April 15<sup>th</sup> for May graduation. It is recommended that students enroll in FLD 6614 Field Study Capstone in their final semester in seminary.  
*100 hours of field ministry required*

***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

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 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:

Kinast, Robert L. *Making Faith-Sense: Theological Reflection in Everyday Life*. Collegeville, MN: The Liturgical Press, 1999. ISBN: 0-8146-2513-4

#### Recommended:

Wilson Jim L. and Earl Waggoner. *A Guide to Theological Reflection: a Fresh Approach for Practical Ministry Courses and Theological Field Education*. Grand Rapids: Zondervan, 2020. ISBN: 978-0-310-09393-0 (softcover); 978-0-310-09394-7 (e-book)

### 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](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*.

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

#### 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. 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 (in order of preference) face to face, by Zoom 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. 100 Hours of Ministry Practice (30% 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 100 hours of ministry in FLD 6614 is to navigate closure for the Field Study and transition to future ministry. More information about the Field Study is available on Blackboard and will be discussed in your 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 (10%)***: 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 (10%)***: 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 (10%)***: 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. Making Faith-Sense 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.**

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

Students will participate in weekly online written threaded forums in groups of 5-7 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. Written Case Study (20% of grade)

**Written Case Study** (9-11 pages): Students will write a comprehensive Case Study of an incident in their own ministry experience. Case Studies will reflect a high level of theological reflection based on the N.A.M.E. process of learning from experience. Papers will display engagement with course materials and videos, as well with the interaction of peers in their Reflection Group. Case Studies must be written so as to maintain strict confidentiality of all persons involved. Complete instructions and the "Case Study Grading Rubric" are available on Blackboard. **See the Course Schedule for due date.**

#### 6. Capstone Requirements (30% of grade)

- a. **Senior Portfolio** (15%): The student is to assemble a Capstone Portfolio including all of the artifacts that are listed for the Portfolio in the course materials on Blackboard. This is a formal and significant project which will bring together major components of the student's work. All the information the student needs to compile the Portfolio will be provided on Blackboard. Failure to submit the Portfolio by the due date will require the student to reschedule Graduation Interview. **Submit a hard copy to all members of the Graduate Interview committee** (including the Field Education Office) **at LEAST TWO WEEKS PRIOR to the scheduled Graduation Interview.**
- b. **Graduation Interview** (15%): The student will schedule a Graduation Interview which must include their Field Mentor, Faculty Mentor, and Spiritual Mentor (if they have one) and the Director of Field Education. During the interview the student will present their Senior Portfolio to the mentors and respond to their questions and suggestions. Allow two hours for the interview. The student is responsible for contacting all of the mentors about the interview date and time and for providing them with a copy of their Senior Portfolio at least two weeks before the interview. **All Graduation Interviews for December graduation must be scheduled to occur by November 15<sup>th</sup>; all Graduation Interviews for May graduation must be scheduled to occur by April 15<sup>th</sup>!**

#### 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	10%
Student Progress Report	6	10%
Field Mentor Evaluation	6	10%
Reflection Groups	2, 3, 4	20%
Written Case Study	4	20%
Senior Portfolio	4, 6	15%
Graduation Interview	4, 6	15%
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.

<b>Week</b>	<b>Course Schedule</b>	<b>Assignment Due Dates</b>
<b>1</b> <b>Aug 31-</b> <b>Sept 4</b>	Complete online forums as per Weekly Rhythm Review materials under "Course Resources:" Field Study Foundations, Field Study Information, Online Learning Success, Reflection Groups and Spiritual Mentors (as needed) Read <i>Introduction to FLD 6614</i> Material View "FLD 6614 Introduction" Video Re-establish or continue working on your Field Study Read <i>Making Faith-Sense</i> Intro, 1 & 2 for next week Submit new FS Application if needed ( <b>no later 9/18</b> ) Meet with the Field Education Director ( <b>by 9/18</b> ) Set up Spiritual Mentor meetings (extra credit)	<b>RG Forum Ice Breaker – Ministry High Points</b> <b>Meet with Field Education Director by 9/18</b>
<b>2</b> <b>Sept 7-11</b>	Complete online forums as per Weekly Rhythm Continue working on your Field Study Read <i>Written Case Study</i> materials View "Writing a Case Study" video Begin to consider what event you will use for your Case Study Complete <i>Written Case Study</i> is <b>due 4/3</b> Read <i>Making Faith-Sense</i> 3 for next week	<b>RG Forum on <i>Making Faith Sense</i> Intro, 1 &amp; 2</b> <b>Meet with Field Education Director by 9/18</b>
<b>3</b> <b>Sept 14-18</b>	Complete online forums as per Weekly Rhythm Continue working on your Field Study Discuss ideas for your Case Study with your mentor Read <i>Capstone Project</i> materials View "Capstone Project" Video Schedule your Graduation Interview ( <b>to occur by 4/17</b> ) Meeting with Field Ed Director is due Submit new FS Application (if needed) Read <i>Making Faith-Sense</i> 4 for next week	<b>RG Forum on <i>Making Faith-Sense</i> 3</b> <b>Field Ed Director Meeting – 9/18</b> <b>FS Application (if needed) – 9/18</b>

<b>4</b> <b>Sept 21-25</b>	Complete online forums as per Weekly Rhythm Continue working on your Field Study Review "Narration" and "Issue" in Case Study materials Select Case Study event & write draft of your Narration and determine a focus Issue for next week's forum Begin your <i>Senior Portfolio</i> ( <b>due 2 weeks prior to Interview</b> )	<b>RG Forum on</b> <b><i>Making Faith-Sense 4</i></b>
<b>5</b> <b>Sept 28- Oct 2</b>	Complete online forums as per Weekly Rhythm Continue working on your Field Study Continue working on your Senior Portfolio Revise draft of your Narration and Issue after forum Submit Narration Draft and Issue <b>by 10/2</b>	<b>RG Forum on</b> <b>Narrations &amp; Determining the</b> <b>Issue</b> <b>Narrative Draft &amp; Issue due 10/2</b>
<b>6</b> <b>Oct 5-9</b>	Complete online forums as per Weekly Rhythm Continue working on your Field Study Continue to work on your Portfolio & prepare for Interview Review "Analysis" in Case Study materials Begin to think theologically about your Narration & Issue	<b>RG Forum on</b> <b>Analysis: the Process</b>
<b>7</b> <b>Oct 12-16</b>	Complete online forums as per Weekly Rhythm Continue working on your Field Study Continue to work on your Portfolio & prepare for Interview Review "Analysis: Identifying" in Case Study materials Write draft <i>Analysis: Identifying</i> after forum	<b>RG Forum on</b> <b>Analysis: Identifying</b>
<b>8</b> <b>Oct 19-23</b>	Complete online forums as per Weekly Rhythm Continue working on your Field Study Review "Analysis: Aligning" in Case Study materials Write a draft of <i>Analysis: Aligning</i> after forum Continue to work on your Portfolio & prepare for Interview	<b>RG Forum on</b> <b>Analysis: Aligning</b>
<b>9</b> <b>Oct 26-30</b>	Complete online forums as per Weekly Rhythm Continue working on your Field Study Review "Meaning and Enactment" in Case Study materials Write Meaning and Enactment after forum Complete your Portfolio & send to mentors	<b>RG Forum on</b> <b>Meaning and Enactment</b>
<b>10</b> <b>Nov 2-6</b>	Complete online forums as per Weekly Rhythm Continue working on your Field Study Prepare for Graduation Interview Finish revising your Case Study, include in your Portfolio Submit Complete Written Case Study <b>by 11/6</b>	<b>RG Forum on</b> <b>Best Ministry Practices, pt 1</b> <b>Written Case Study by</b> <b>Friday 11/6</b>
<b>11</b> <b>Nov 9-13</b>	Complete online forums as per Weekly Rhythm Continue working on your Field Study Complete Graduation Interview as scheduled	<b>RG Forum on</b> <b>Best Ministry Practices, pt 2</b>
<b>12</b> <b>Nov 16-20</b>	Complete online forums as per Weekly Rhythm Continue working on your Field Study Graduation Interview must occur <b>by 11/18</b> Send your Field Mentor the Evaluation to complete ( <b>due 12/9</b> )	<b>RG Forum on</b> <b>Looking Back on Field Study</b> <b>Final Day for Graduation</b> <b>Interviews – 11/18</b>
<b>Nov 23-27</b>	<b>THANKSGIVING BREAK</b>	<b>NO ASSIGNMENTS</b>
<b>13</b> <b>Nov 30- Dec 4</b>	Complete online forums as per Weekly Rhythm Continue working your Field Study Gather and complete all Field Study documents	<b>RG Forum on</b> <b>Graduation Interview Takeaways</b>
<b>14</b> <b>Dec 7-11</b>	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)</b>	<b>RG Forum on</b> <b>Forging into the Future</b> <b>Submit All Documents – 12/9</b>
<b>15</b> <b>Dec 14-17</b>	Complete online forums as per Weekly Rhythm (no Final Reflection required)	<b>RG Forum on</b> <b>Recapping Seminary</b>

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
Read <i>Making Faith-Sense</i> Intro, 1 & 2	Reflection Group Monday 9/7
Read <i>Making Faith-Sense</i> 3	Reflection Group Monday 9/14
Meeting with Field Education Director	ASAP; no later than 9/18
Read <i>Making Faith-Sense</i> 4	Reflection Group Monday 9/21
Submit Draft of Narration & Issue	Friday 10/2
<i>Senior Portfolio</i>	Two weeks prior to Graduation Interview
Written Case Study	Friday 11/6
Graduation Interview	Before Friday 11/18
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](mailto: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.

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