

Associated Canadian Theological Schools CHP 700: Chaplaincy Practicum

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Practicum Advisor

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Spring 2012
3 credit hours
Prerequisites: CHP 630 / CHP 631

Class Dates/Times as specified in syllabus

I. Course Description

- This practicum experience will provide opportunity for graduate students to integrate and apply the skills and knowledge gained through course work with the ministry of chaplaincy.
- This ministry practicum is designed to provide the student preparing for vocational Christian Chaplaincy the opportunity to engage in the practice of ministry under competent, caring supervision. The practicum will engage students in the practice of integrating theological, philosophical and discipline specific learning. Students will receive formative counsel in reflection on the ministry experience to enhance the student's personal growth and ministry preparedness.

II. Objectives

The student who completes the prescribed hours in ministry placement and integrative seminars will;

- Have an increased understanding of their calling, giftedness and equipping for ministry
- Be able to perform the duties of a Christian Chaplain with a basic degree of proficiency
- Articulate a mature understanding and application of skills for ministry in both private and public sectors
- Have developed a capacity to work with agency staff, establishing and maintaining their role on the ministry or interdisciplinary team
- Develop a personal identification with the professional ministry of chaplaincy in the context in which it is practiced and with the contemporary issues relevant to the practice of chaplaincy
- Have developed a practice informed awareness of theological rootedness, philosophy and activities of spiritual care that is congruent with their faith life and tradition.

III. Course Textbooks

Hillman, George M Jr. *Ministry Greenhouse: Cultivating Environments for Practical Learning*. 2008, Henderson VA; Alban Publishing

(ISBN # 978-1-56699-360-9)

IV. Course Assignments

- Attend Practicum Orientation Class
Monday, January 9, 2012 7%
- Read Text
Monday, January 30, 2012 2%
- Prepare Learning Covenant
Monday, January 24, 2012 4%
- Establish and Complete 200 Hours of
ministry experience, with completion
of appropriate paper work by Thursday
April 5, 2012 50%
- Participate in three Integrative Practice
Seminars (each seminar is worth 4%) 12%
 1. Monday, January 23
 2. Monday, February 20
 3. Monday, March 19
- Complete and submit required evaluations
Each evaluation is worth 5% 10%
Mid-term – Tuesday, February 28
End-term – Tuesday, April 3
- Complete Reflection Paper 15%
Due: Thursday, April 5, 2012

*Note all details regarding assignments will be supplied at the Practicum Orientation Session, Monday January 9, 2012

Grading Scale

Letter Grade	Percentage		Grade Point
A+	97-100	Superior	4.30
A	93-96	Excellent	4.00
A-	90-92	Very Good	3.70
B+	87-89	Proficient	3.30
B	83-86	Good	3.00
B-	80-82	Average	2.70
C+	77-79	Adequate	2.30
C	73-76	Acceptable	2.00
C-	70-72	Needs Work	1.70
F	Below 70	Below Standard	0.00

V. Miscellaneous Notes/Policies

- Students will be responsible for securing their own field placement. Guidelines for practicum site selection will be available from the Chaplaincy Practicum Advisor. A resource list of “possible” practicum sites will also be available.

VI. Course Outline

On Campus participation is required on the following dates and times.

- Monday, January 9, 2012 – 6:00p.m.
- Monday, January 23, 2012 – 6:00p.m.
- Monday, February 20, 2012 – 6:00p.m.
- Monday, March 19, 2012 – 6:00p.m.

All practical field placement experience must be completed by April 5, 2012.

VII.Other

Students wishing to extend the practicum experience and complete the required hours and requirements over two semesters must have permission of the Chaplaincy Practicum Advisor.

The ACTS Chaplaincy Practicum Advisor will be available during office hours to discuss practicum matters with individual students.

Supplement: Important Academic Notes from ACTS

Web Support – Student Portal <https://students.twu.ca>

All students at TWU have a TWUPass username and password. This is determined at the time of an online application or can be managed through the computing services help desk or the link on the student portal. Your student email account is also available through this student portal and is vital for communication about grades, account statements, lost passwords, sign-up instructions, etc. If you do not know your account or password, there is a link at the login area called “I forgot my password.” When you click on that link, you will be walked through the process of retrieving your account information.

Campus Closure

In the event of deteriorating weather conditions or other emergency situations, every effort will be made to communicate information regarding the cancellation of classes to the following radio stations CKNW (980 AM), CKWX (1130 AM), STAR FM (107.1 FM), PRAISE (106.5 FM) and KARI (550 AM). As well, an announcement will be placed on the University’s campus closure notification message box (604.513.2147) and on the front page of the University’s website (<http://www.twu.ca> – also see <http://www.twu.ca/conditions> for more details).

An initial announcement regarding the status of the campus and cancellation of classes is made at 6:00 AM and covers all classes beginning before 1:00PM. A second announcement is made at 11:00AM that covers all classes which begin between 1:00PM and 5:00PM. A third announcement is made at 3:00PM and covers those classes which begin after 5:00PM.

Paper Formatting

Students need to adhere to Turabian Notes (Bibliography) format except for in counselling courses, for which APA format is used and for CanIL courses.

Students are strongly encouraged to use RefWorks (available through the library home page www.twu.ca/library) as their bibliographical manager and as a tool for formatting bibliographies. They will need to be aware of the need to “clean up” most bibliographies generated by this program. Students are encouraged to view the documents on the following websites for format samples:

http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html or www.dianahacker.com/resdoc/. Note that in RefWorks the available formatting styles are those of Turabian (Notes), 7th edition, and APA – American Psychological Association, 6th edition. For Turabian, note that there are two formats – Notes (or Bibliography Style) and Reference List (a short format citation style). ACTS uses the Notes (Bibliography) format, not Reference List.

Counselling students are expected to purchase the APA Publications Manual. More information found at the following website. <http://www.apastyle.org/pubmanual.html>.

For free online programs that will enable you to create properly formatted bibliography citations, go to <http://www.calvin.edu/library/knightcite/> ("Chicago stands for "Turabian") or <http://www.sourceaid.com/citationbuilder/>

CANIL students can locate this on the CANIL intranet, under the “student” side. A hard copy is given to incoming students in the fall.

Please check with your professor to see which one he/she recommends you use!!

Course Evaluations

Course evaluations are an important aspect of improving teaching outcomes and for students and faculty professional development. Therefore, completion of course evaluations are considered a course expectation. Professors will schedule time to fill out the online course evaluation (20-30 minutes) during their last scheduled class of the semester, for students to complete on their personal laptop or a collegium computer. Students who are absent or otherwise unable to complete the online course evaluation in the last class, will be expected to make every effort to do so by the last day of exams. Information about how to access online evaluation forms will be provided to the faculty and students prior to the last week of classes by the ACTS Administration.

Research Ethics

Please note that all research projects involving human participants undertaken by members of the TWU university community (including projects done by ACTS students to satisfy course or degree requirements) **MUST** be approved by the Trinity Western University Research Ethics Board. Information and forms may be found at <http://www.twu.ca/academics/research/ethics/> Those needing additional clarification may contact the ACTS Academic Dean's office. Please allow at least three (3) weeks from the date of submission for a review of the application.

Academic Integrity and Avoiding Plagiarism at TWU

As Christian scholars pursuing higher education, academic integrity is a core value of the entire TWU community. Students are invited into this scholarly culture and required to abide by the principles of sound academic scholarship at TWU. This includes, but is not limited to, avoiding all forms of plagiarism and cheating in scholarly work. TWU has a strict policy on plagiarism (see academic calendar 2008-09, pp. 37-38). Further details on this subject are contained in the ACTS Student Handbook in section 4.12. The handbook is available online on the ACTS webpage (www.acts.twu.ca) at the following link: www.acts.twu.ca/Handbook.html.

Learning what constitutes plagiarism and avoiding it is the student's responsibility. An excellent resource describing plagiarism and how to avoid it has been prepared by TWU Librarian William Badke and is freely available for download (PPT file) or used as flash (self-running) tutorials of varying lengths from:

<http://acts.twu.ca/library/plagiarism.ppt>

<http://acts.twu.ca/library/Plagiarism.swf> (14 minute flash tutorial)

http://acts.twu.ca/library/Plagiarism_Short.swf (8 minute flash tutorial)

Equity of Access

It is the responsibility of a student with a learning disability to inform the ACTS Director of Student Life of that fact before the beginning of a course so that necessary arrangements may be made to facilitate the student's learning experience. We are unable to accommodate any student who informs the Director of Student Life of a disability after the beginning of class.