



URBAN BIBLE COLLEGE

# **Practicum Handbook**

Revised 1/27/09

## **Our Mission**

Urban Bible College is a two-year Christian college that integrates academic excellence with urban ministry experience. We prepare emerging leaders for biblical service in the urban community. A key component of fulfilling our mission involves field ministry practicums and discipleship groups.

## **Philosophy of Field Ministry and Practicums**

Urban Bible College believes that education for urban ministry must be coupled with practical hands-on experience. Our students benefit from this vital learning experience, and our community benefits from their service and Christian witness.

All field ministry practicums are under the direct supervision of a practicum leader. The practicum leader is responsible for teaching, guiding and evaluating the student's progress. Our goal is to enable students to depend on the Holy Spirit and develop effective skills for urban ministry.

### **Practicum Requirements:**

1. Students signing up for a practicum must sign up for both a field ministry and a small group class during the fall and spring semesters. Small groups meet weekly except for the first and last class weeks of the semester.
2. Only one practicum may be taken during a semester, so students need to be sure and spread their practicums out if they are not taking a practicum every semester.
3. Number of practicums required for graduation
  - a. Associate of Arts degree—4
  - b. Certificate in Bible—2
  - c. One year diploma in Urban Ministry—2
  - d. Two year diploma in Urban Ministry—4
4. A student cannot take the same practicum more than twice.
5. Audit students are not allowed to participate in field ministry.
6. At the beginning of each semester, the requirements for each practicum are set by Urban Bible College. It is the student's responsibility to make sure those requirements are met to receive full credit for the practicum. A practicum requirement form is included to help guide students through this process. Please turn in the practicum requirement form to your leader with your final submission of your report.
7. Field ministries do not typically meet the first or last week of the semester.
8. Students taking a field ministry during the summer will not have a small group. The small group should then be taken in the following fall semester.
9. If you would like to adjust any of these requirements or policies, please fill out the special request form. This form must be approved and signed by your practicum leader and the

Academic Dean. You can find this form in the Form Center located in the Center for Success.

10. Students seeking credentials with the Assemblies of God must take the chapel practicum to fulfill credentialing requirements.

### **Practicum Absence & Make-up Policy**

1. It is your responsibility to make up all excused absences. If you do not make up the hours your grade will be affected.
2. If you fail to make-up your absence, or fail to complete the absence policy, your absence will be considered unexcused. You will automatically be withdrawn from your practicum, and receive a WF on your transcript, on your 3<sup>rd</sup> unexcused absence. A WF is treated like an F and will affect your GPA.
3. If you know that you are going to miss a scheduled practicum date, you must fill out a Practicum Absence Form which is available in the Form Center located in the Center for Success.
4. The Practicum Absence Form needs to be completed and signed by your practicum leader one week prior to the date you will miss.
5. Your leader will determine whether your absence is excused and may be made-up or unexcused which cannot be made up.
6. If you are absent and have not completed a Practicum Absence Form, that absence is unexcused and cannot be made up.
7. In order to make up practicum hours, you must schedule a time with your leader and list this on your Practicum Absence Form.
8. If you need to make up practicum hours, students may contact Brooke at City on a Hill, to be a part of the monthly visitation team or any other ministry in need of volunteers.
9. When you have made up your practicum hours, you need to attach the Practicum Absence Form to the practicum report along with the Practicum Cover Sheet, which is available in the Form Center.

### **Monthly Practicum Reports**

1. Students are required to hand in four field ministry report (1-2 pages, typed, double-spaced). The last field ministry report should be an overall reflection summarizing the semester's practicum experience.
2. This is a brief reflection that should include reflections on each practicum date you met in the last month. It should summarize the ministry related activities, assess strengths, areas of needed growth, and/or plans to address weaknesses, give an account of personal and ministry challenges that you faced, and provide an application of spiritual principles. Your report is a reflection rather than a detailed account of what you did.

3. Practicum Reports must be given to the practicum leader by the last Friday of each month. The fourth report, the final overall reflection, should be given to the practicum leader by the Thursday before finals week.
4. Late practicum reports will be downgraded one full letter grade.
5. Students must spread their 30 hours over the whole semester, making sure they're involved in activities each month.
6. Practicum Reports represent 25% of a student's overall practicum grade.

**Hand in all practicum reports with the Practicum Report Cover Sheet. This cover sheet can be found in the Form Center located in the Center for Success.**

### **Field Ministry Grading**

1. A practicum credit consists of 30 hours of supervised field ministry and 20 hours in a discipleship group. The transcript will reflect the practicum as two half-credit courses with separate grades for each component. Each component is worth 200 points.
2. The grading for field ministry is made up of the practicum report evaluations (100 points) and the student ministry evaluations (100 points). These grades are a part of the students' requirements for graduation, academic record, ministerial credentialing, and cumulative G.P.A.
3. Practicum leaders complete the monthly Practicum Evaluation Form, based on the student's practicum report.
4. Practicum leaders complete the monthly Student Ministry Evaluation Form.
5. If a student does not participate in a field ministry activity during a month, they will receive a zero on their ministry and report evaluation.
6. For students who do not complete the required 30 hours of field ministry, their final field ministry grade will be reduced by the following amounts:

<b># of Hours Short</b>	<b># of points deducted</b>
1-6	10
7-12	20
13-18	30
19-24	40
25-30	50

### **Independent Practicums**

Students who are interested or already involved in other areas of ministry, such as youth or prison ministry, may petition to fulfill a practicum requirement through an outside ministry, such as their local church. Those who would like to petition for an independent practicum should follow these steps:

1. You must have completed at least 2 Urban Bible College practicums.
2. You must have received a “B” or higher in each of the practicums.
3. You must fill out a Special Request Form and submit it to the Academic Dean along with a potential schedule that fulfills all UBC practicum requirements before the registration date.
4. Once your schedule is approved by the Dean, you must adhere to the schedule and follow all absence and make-up policies.
5. The leader of your practicum must meet all of the qualifications and assume all of the responsibilities listed below.

### **Practicum Leader Qualifications**

1. A pastor or ministry leader who is supportive of the vision and mission of UBC and embodies the values of City on a Hill.
2. Someone with good understanding of the principles and vision of the ministry in which the practicum occurs.
3. Someone with the ability to evangelize and minister in the community and to mentor emerging leaders for urban ministry.
4. Someone who is growing in his or her own walk with the Lord through prayer, Bible reading and membership in a local church.
5. Someone who is willing to follow the practicum procedures outlined in this handbook.

### **Practicum Leader Responsibilities**

1. Weekly commitment to lead students during the practicum (average 3 hours per week) throughout the semester (up to 13 weeks).
2. Direction and oversight of students during the practicum.
3. Completing monthly Practicum Evaluation Forms and returning them to UBC Administration by the first Friday of each month.
4. Completing monthly student ministry evaluations on each student and returning them to UBC Administration by the first Friday of each month.
5. Submission of final grades to the Academic Dean by the end of the week following finals week.