



**SYLLABUS - Field Education, Practicum/Internship
Spring Semester 2018**

Please note significant changes in the Field Education requirements for all HST students

Combined syllabus for the following courses:

<p><u>Under new catalog starting Fall 2015:</u></p> <ul style="list-style-type: none"> • 5720 – Practicum I (required) • 5721 – Practicum II (optional, counts as an elective) <p><u>Under old catalog before Fall 2015 (these courses are no longer offered by the names below. Course numbers were maintained, but with a completely new description):</u></p> <ul style="list-style-type: none"> • 5720 Integrated Ministry Experience (3 cr hrs) • 5721 Specialized Ministry Experience (3 cr hrs) 	<p><u>Under new catalog for 2015, the consecutive one-year sequence of 5701-5703 may satisfy the practicum requirement:</u></p> <p>BMIN 5701: Apprenticeship in Ministry 1 (1 cr hr) BMIN 5702: Apprenticeship in Ministry 2 (1 cr hr) BMIN 5703: Apprenticeship in Ministry 3 (1 cr hr)</p> <p><u>Also under the new catalog, a student may opt for a second one-year sequence of 5704-5706, which will count as an elective:</u></p> <p>BMIN 5704: Extended Apprenticeship in Ministry 4 (1 cr hr) BMIN 5705: Extended Apprenticeship in Ministry 5 (1 cr hr) BMIN 5706: Extended Apprenticeship in Ministry 6 (1 cr hr)</p>
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WHAT HAS CHANGED IN THE NEW CURRICULUM FOR FALL 2015?

Field Ed Requirements:

1. Only three hours or practicum are required for the MDiv (instead of 6 hours under the old catalog). These three hours may be satisfied by either:
 - 5720 – Practicum I (with prerequisites)
 - 5701-5703 – Apprenticeship in Ministry 1-3 (with no prerequisites but required concurrent enrollment)
 - Course substitution – Only for those with significant ministry experience, by application and approval of Director of Field Education. Acceptable substitutions are BMIN 5873 (Missional Leadership Strategies), BMIN 5883 (Managing Conflict in Ministry), BMIS 5911 (Missional Strategies for 21st Century Witness) or HOML 5830 (Biblical Preaching, MACM only).

2. The three-hour requirement for the MACM remains the same, and can be fulfilled by either:
 - 5720 - Practicum I (with prerequisites) or 5701-5703
 - Apprenticeship in Ministry 1-3 (with no prerequisites but required concurrent enrollment).
 - Course substitution as described above.

3. A person may apply for an additional 3-hours of practicum in either 5721 – Practicum II (prerequisite of Practicum I) or 5704-5706 – Apprenticeship in Ministry 4-6 (prerequisite of 5701-5703), and these hours must count as electives.

Course Equivalents for Degree Progress:

- Students who entered under a catalog before Fall 2015, and have taken BMIN 5720 – Integrated Practicum or BMIN 5721 – Specialized Practicum, or BMIN 5701-5703 – Apprenticeship in Ministry (first-year sequence), have fulfilled their practicum requirement, and may take an additional ministry elective (BMIN, BMIS or HOML) in their program to complete what would have been the additional three hours of practicum. Those in the Apprenticeship who have completed the first year and wish to go on through the second year, may take the second year as that elective.
- Students who have taken both BMIN 5720 and BMIN 5721, or the complete sequence of BMIN 5701-5706, or are in the process of taking the second year of the two-year apprenticeship and finish it out, have fulfilled their practicum requirement.
- If a student faces difficulties in degree completion because of these changes, they may appeal to the Director of Field Education, who will trouble-shoot and propose a solution that goes before the Academic Affairs Committee.

COURSE DESCRIPTIONS FOR REQUIRED FIELD EDUCATION

OPTION – BMIN 5720 PRACTICUM I: This is the standard one-semester practicum for the MACM and M.Div. degree. It assumes the completion of considerable ministry coursework, and is primarily for those with little or no experience to apply their classroom learnings and improve discernment of ministry calling and gifts. It is best taken when the student is at least halfway through the degree program. The practicum is an agreement between the ministry setting (church, urban mission, campus ministry, etc.), the student and the HST director of field education. The student will receive ongoing local and faculty supervision and will periodically engage in online peer interaction. Contact Dr. Carlus Gupton, Director of Field Education, for guidance in developing a practicum experience. Grade: S/U. (See Course Substitution Option) **3 credit hours**

Prerequisites: MFT 5730 (Counseling Skills), BMIN 5874 - Ministry Call and Context or BMIN 5875 - Ministry Roles and Relationships (BMIN 5850 – Congregational Ministry from the old catalog may suffice for either 5861 or 5875), and BMIS 5910 - Global Evangelism or BMIS 5920 - Multicultural Ministry (Urban Ministry from the old catalog may suffice for 5920). M.Div students must also take HOML 5810 - Sermon Development and Delivery or HOML 5830 - Biblical Preaching.

OPTION – BMIN 5701-5703 APPRENTICESHIP IN MINISTRY 1-3: The Apprenticeship in Ministry is a one-year intensive, on-the-job program in a ministry setting where the student works in ministry half-time and is at least a half-time student. It is an option for fulfilling the field education requirement in either the MACM or M.Div. degree program, and must be approved by the field education director. If approved, the student earns three hours of academic credit in three consecutive one-credit blocks during a calendar year: BMIN 5701, BMIN 5702 and BMIN 5703. Apprenticeships are established as an agreement between the ministry setting (church, urban mission, campus ministry, etc.), the student and the HST director of field education. The student will receive ongoing local and faculty supervision and will periodically engage in online peer interaction. Contact Dr. Carlus Gupton, Director of Field Education, for guidance in developing an apprenticeship. Grade: S/U. (See Course Substitution Option) **3 Credit Hours**

Prerequisites and Concurrent Enrollment: There are no prerequisites for the Apprenticeship in Ministry, but students are required to take two ministry courses during the one year of the apprenticeship. BMIN 5874 (Ministry Call and Context) and BMIN 5875 (Ministry Roles and Relationships). Other recommended courses are BMIN 5883 (Managing Conflict and Change in Ministry), BMIS 5901 (Spiritual Leadership), HOML 5810 (Sermon Development and Delivery), HOML 5830 Biblical Preaching), MFT 5730 (Counseling Skills) or MFT 5774 (Multicultural Counseling). Apprenticeship students who have completed these ministry courses must still maintain concurrent enrollment in other ministry classes at HST.

OPTION – COURSE SUBSTITUTION: Students with substantial ministry experience and permission of the director of field education may substitute BMIN 5873, BMIN 5877, BMIN 5883, BMIS 5911, or HOML 5830 (MACM only). Practicum substitution does not satisfy any other degree requirements or electives. Also, if you use the course substitution option, the selected course does not satisfy a ministry elective, but counts as practicum hours in your degree plan. Course substitution is by application only using the “Form for Course Substitution” at <http://www.lifeandleadership.com/hstpracticum>.

COURSE DESCRIPTIONS FOR ELECTIVE FIELD EDUCATION

ELECTIVE OPTION – BMIN 5721 PRACTICUM II: This is an optional one-semester field education experience beyond the required BMIN 5720. It is an advanced practicum that must be specially approved by the field education director. The practicum is an agreement between the ministry setting (church, urban mission, campus ministry, etc.), the student and the HST director of field education. The student will receive ongoing local and faculty supervision and will periodically engage in online peer interaction. Contact Dr. Carlus Gupton, Director of Field Education, for guidance in developing a practicum experience. Grade: S/U. **3 credit hours**

Prerequisite: BMIN 5720 with all of its prerequisites.

ELECTIVE OPTION – BMIN 5704-5706 APPRENTICESHIP IN MINISTRY 4-6: The Extended Apprenticeship in Ministry is a one-year intensive practicum where the student works in ministry half-time and is at least a half-time student. It is an option that builds on BMIN 5701-5703 by adding another sequence of three consecutive semesters in BMIN 5704-5706. It goes beyond the field education requirement in both the MACM and M.Div. degree programs, and functions as a ministry elective. Extended apprenticeships are established as an agreement between the ministry setting (church, urban mission, campus ministry, etc.), the student and the HST director of field education. The student will receive ongoing local and faculty supervision and will periodically engage in online peer interaction. Contact Dr. Carlus Gupton, Director of Field Education, for guidance in developing an extended apprenticeship. Grade: S/U. **3 Credit Hours**

Prerequisites and Concurrent Enrollment: Students must have completed the one-year sequence of BMIN 5701-5703. Students are required to take two ministry courses during the one year of the extended apprenticeship: BMIN 5861 or BMIN 5875 or equivalents and either MFT 5730 or MFT 5774. Students are also recommended to take BMIS 5901.

NOTE: If you are enrolled in any kind of field education experience, you will enroll for your official course for credit (see table at top of page 1), but there will be a generic site set up on Canvas allowing all Field Ed students in both 3-credit and 1-credit courses to be in one integrated Canvas setting. This integrated site will also be the place for posting Field Ed assignments, even if it is not technically the course in which you are enrolled. All faculty coordinators are listed as instructors in this integrated course, and will be able to access assignments and discussion threads (though Dr. Gupton is technically the one who will monitor the Canvas discussions).

DEGREE OUTCOMES: This course will contribute to the following objectives for students in the Master of Divinity and Master of Arts in Christian Ministry:

Master of Divinity

- Be able to integrate the scriptures and theological tradition with diverse contemporary cultural contexts
- Evidence a love for God and others and a personal commitment to spiritual formation
- Be able to communicate effectively in written, oral, and multi-media forms
- Demonstrate knowledge and competencies associated with providing ministerial leadership for churches and communities

Master of Arts in Christian Ministry

- Become a leader in their ministry specialization within the broader range of ministry and the broader social context in which they minister
- Evidence a love for God and others and a personal commitment to spiritual formation
- Gain an understanding and skills for leadership in their area of specialization

COURSE OUTCOMES: Outcomes for the Integrated and Supervised Ministry Experiences and Apprenticeships will be determined through the individual Field Education Agreement tailored to the student's ministry opportunities and giftedness.

STUDENTS WITH DISABILITIES: It is the policy of Harding University to accommodate students with disabilities, pursuant to federal and state law. Any student with a disability who needs accommodation should inform the instructor at the beginning of the course. Students with disabilities are also encouraged to contact Dr. Steve McLeod, Associate Dean, at 901-761-1353.

LIBRARY RESOURCES: If you have *not* taken Advanced Theological Research (5990) or took it more than a year ago, go to the HST Web site (www.hst.edu) for information concerning library services to students. Under the "library" tab you will find a link to and instructions for searching the HST online catalog. There are also instructions for using the following databases available through the library: OCLC FirstSearch, EBSCOhost, Infotrac, and *Religious and Theological Abstracts*. Contact the library for passwords to these databases. Also available are the research guides distributed in Advanced Theological Research (5990). These annotated bibliographies list basic tools you will find helpful in your research.

ACADEMIC INTEGRITY: Cheating in all its forms is inconsistent with Christian faith and practice and will result in penalties which could include a failing grade for the assignment, a failing grade for the course, dismissal from the course, and even dismissal from school.

COMMUNICATION WITH THE CLASS: Harding University gives each student an email address that also utilizes your user name. For example, the instructor's email address is cgupton@harding.edu. Many students use other email addresses as their preferred contact. You can set your Harding G-mail account to forward messages to an alternative email address if you want; however, **it is your responsibility to check your Harding email account regularly because this is the official Harding email address to which all Harding-related email will be sent.**

COURSE REQUIREMENTS

Field Education Agreement: An agreement must be developed BEFORE a student may register for Field Education Experience. See the blank copy sample/guide at <http://www.lifeandleadership.com/hstpracticum>. *Do not change the font, formatting, wording or order of this agreement.*

Required Readings: There are no universally required readings for this course, although your faculty coordinator may assign readings which are due at various checkpoints during the semester. Only 20 hours of readings may be counted toward a 3 credit/120-hour practicum, and only 6 hours toward a 1 credit/40-hour practicum.

Meetings with the Faculty Coordinator: Students will have a Faculty Coordinator from the HST ministry faculty, and will meet one-on-one (phone or in-person) at designated times during the semester for reflection and process of the ministry experiences. These meetings are generally monthly for both 3-credit practicums and 1-credit apprenticeships. Dr. Gupton serves as faculty coordinator for all *Practicum I* (5720) and most one-year *Apprenticeships 1-3* (5701-5703). Other faculty may serve as mentors in *Practicum II* (5721) and *Extended Apprenticeship* (5704-5706). Most scheduled meetings will last an hour or less, although other meetings may be scheduled throughout the semester.

Meetings with the Local Mentor: Students will select a local mentor as part of the Field Education Agreement, and will meet with that person in their ministry setting for a minimum of six (6) hours over the course of the semester for direction, processing of experiences, advice, and conversation regarding the activities of the field experience. *The course calendar includes a helpful reminder/schedule.*

Online Discussions: Periodic online interactions with Dr. Gupton are required by students over the course of the semester, even for those who have another faculty coordinator. These will be conducted on Canvas (<https://harding.instructure.com/login>). If you are enrolled in any kind of field experience, you will enroll for your official course for credit (see table at top of page 1), but there will be a generic site set up on Canvas allowing all Field Ed students in both 3-credit and 1-credit courses to be in one integrated Canvas setting. This integrated site

will also be the place for posting assignments. All faculty coordinators are listed as instructors in this integrated course, and will be able to access assignments and discussion threads.

- You must post a unique contribution to each scheduled discussion, as well as respond to other students. You are required to submit one (1) post by 5:00 p.m. CST each designated Monday. You are also required to respond to fellow students by 5:00 p.m. CST the following Tuesday. See the Course Calendar for more details.
- Dr. Gupton will monitor the discussion during the week. In order to receive credit, each post must be (a) on time, (b) on topic, (c) at least 200 words, and (d) of sufficient quality.
- Late submissions to the threaded discussions are the same as “skipping” class, since it does not allow other students to engage your posts in a meaningful timeframe. If the initial post is late, you will be counted absent for that interaction. See the Course Calendar below for specific dates.

Learning Instruments: The **Readiness for Ministry Profile**, **Spiritual Gifts Inventory** and **DiSC Profile** must be completed, as each of them factors into how you construct the Field Education Agreement.

1. **Readiness for Ministry Profile:** Students will complete a profile and will have two other people complete each on behalf of the student. The two people must know the student well and be willing to provide honest input, e.g. spouse, good friends, etc. Copies of the profile (pdf) may be found at <http://www.lifeandleadership.com/hstpracticum>. The results of this inventory will be used to complete your Field Education Agreement. If you have already submitted this profile in a previous semester, reflect on this instrument again, and include your findings in this semester’s Field Experience Agreement, as potential changes in your responses could be a part of your development.
2. **Spiritual Gifts Inventory:** Students will complete the Spiritual Gift Inventory online at <http://www.churchgrowth.org/cgi-cg/gifts.cgi?intro=1>. Save a .pdf copy. The results of this inventory will be used to complete your Field Education Agreement. If you have already taken this profile in a previous semester, it is not necessary to retake it, but be prepared to submit a .pdf of your results on Canvas at the beginning of the semester (*HST does not keep these on file*).
3. **DISC Profile, Concise Version:** Go to <http://www.personalityservice.com/portal/RNBM/store>. The cost is \$12.95. **Save a .pdf copy.** You are only required to take the Concise Version. *If you have already taken the DISC Profile, it is **not** necessary to retake it,* but be prepared to submit a .pdf of your results on Canvas at the beginning of the semester (*HST does not keep these on file*). Disclosure: The link for DISC is to Dr. Gupton’s site, and he will receive a small commission to defray site expenses. If you prefer, you may access the same at another site: <http://new.personality-insights.com/?product=adult-disc-personality-profile-concise-mini-version-6-pages-english-discovery-report>.

Note: To help you interpret your DISC results, go to <http://www.lifeandleadership.com/hstpracticum>, click “Syllabus, Documents and Forms,” then click “Field Education, DISC Interpretive Slides.” You will also find informative articles at <http://www.discpersonalitysource.com>. You may need these as you complete the Field Education Agreement.

Evals/Time Logs/Journal: The student and local mentor will collaborate on mid-term and final evaluations of the field experience, and submit them to the faculty coordinator on Canvas. As part of this evaluation, each practicum requires accounting for a minimum number of hours – 120 for a 3-hr course (5720 Practicum I or 5721 – Practicum II) or 40 for a 1-hr course (Apprenticeships 5701-5703 or Extended Apprenticeships 5704-5706). You are allowed 12 hours toward this for participation in standard course requirements such as Canvas Online Discussion, GoToMeeting sessions and meetings with faculty coordinator(s), but all other hours must be spent in activity directly related to your practicum goals. In the initial Field Education Agreement, you must make an educated guess as to how you will fulfill these hours, and then journal your progress in the Mid-term and Final Evals designated in the Course Calendar below. See the sample Field Ed Agreement at <http://lifeandleadership.com/hstpracticum>.

Artifacts: Artifacts are items produced over the course of the ministry experience that represent your work. Examples are lessons written/taught, sermons preached, reports generated, etc. The student will submit these artifacts on Canvas as part of the Mid-Term and Final Evaluations (please do not submit Artifacts at other times).

Grade Determination:

Activity	Points /100
Canvas posting on schedule your finalized/faculty-approved copies of the Field Education Agreement, along with .pdfs of DISC Profile and Spiritual Gifts Analysis	10 points
Meetings with Faculty Coordinator(s) according to schedule	15 points
Participating in the five Canvas Online Discussions	20 points (4 per session)
Posting on Canvas the Mid-Term Eval/Time Log/Journal, submitting any related artifacts, and receiving favorable evaluation from Local Mentor (including progress toward meeting with the Local Mentor at least 6 hours during the semester), all according to schedule. Your grade here includes Faculty Coordinator judgment that you are making satisfactory progress toward all goals as outlined in your Field Education Agreement.	25 points
Posting on Canvas the Final Eval/Time Log/Journal, submitting any related artifacts, and receiving favorable final evaluation from Local Mentor (including having met with the Local Mentor at least 6 hours during the semester), all according to schedule. Your grade here includes Faculty Coordinator judgment that you have met all goals as outlined in your Field Education Agreement	30 points
Total points (Satisfactory Grade on S/U scale must be 80/100)	100

STEPS TO ENROLLING IN FIELD EDUCATION – SPRING 2018STAGE 1 - By Friday, December 15, 2017:

Step 1 – Read the syllabus. A copy may be found at <http://www.lifeandleadership.com/hstpracticum>.

Step 2 – Consult (via phone or office) with Dr. Carlus Gupton, Director of Field Education (cgupton@harding.edu) and your potential faculty coordinator (if not Dr. Gupton) to clarify your practicum goals. In most cases, the faculty coordinator for all practicums is Dr. Gupton, unless the experience focuses on preaching (Dr. Bland) or missions and multi-cultural ministry (Dr. Huffard). *You must have this consultation even if you are currently enrolled in an Apprenticeship and wish to continue.*

Step 3 – Arrange to have a Local Mentor at your ministry context who will oversee your work and meet with you no less than 6 hours during the semester. To help you and this person understand the responsibilities of the Local Mentor, see the Field Education Local Mentor Agreement at <http://www.lifeandleadership.com/hstpracticum>

If your general idea is approved in Stage 1 and you have met prerequisites, you may proceed to Stage 2

STAGE 2 – By Friday, January 5, 2018:

Step 4 – In anticipation of your practicum, complete the following profiles.

- *Readiness for Ministry Inventory*, You must complete it yourself and have two others complete it with you in mind. Collect the results and be ready to include this in your Field Education Agreement. A copy of the profile may be found at <http://www.lifeandleadership.com/hstpracticum>. Please complete this inventory even if you have already done so in previous semesters, as you may have different results to include in this semester's field experience.
- *Spiritual Gifts Analysis*, <http://www.churchgrowth.org/cgi-cg/gifts.cgi?intro=1> – **Save a .pdf copy**. You will need this to complete the Field Education Agreement. If you have already taken this profile, you must provide a .pdf copy for this semester (HST does not keep these on file).
- *DISC Profile, Concise Version*, <http://www.personalityservice.com/portal/RNBM/store> – **Save a .pdf copy**. The cost is \$12.95. You may take any of the more extensive versions that are compared here: <http://www.discpersonalitysource.com/buy-disc-profile/disc-profile-comparison-chart.html>, but you are only required to take the Concise Version for this course. If you have already taken this profile, you must provide a .pdf copy for this semester (*HST does not keep these on file*).

Step 5 – Use your findings from these inventories along with your own thoughts about the practicum to complete the Field Education Agreement. A Sample-Guide as well as a blank copy may be found at <http://www.lifeandleadership.com/hstpracticum>

Step 6 – Send a completed draft of your HST Field Education Agreement to Dr. Gupton (cgupton@harding.edu), your faculty coordinator (if not Dr. Gupton) and your Local Mentor. **Please do not send an incomplete draft.** Send only drafts that so far as you know are adequate for final approval. A sample is provided at <http://www.lifeandleadership.com/hstpracticum> to help you refine your agreement. Await final approval from your faculty coordinator.

Step 7 – Have your Local Mentor complete the HST Field Education Local Mentor Agreement. A blank copy of this form may be found at <http://www.lifeandleadership.com/hstpracticum>. Receive that copy from your mentor and keep it on file. You will submit it during the first week of actual enrollment.

Step 8 - If everything meets qualifications, Dr. Gupton will inform you of acceptance in Field Education for the semester. You will receive an email from him to set up the times of your commencement conversation.

Step 9 – Once you have received confirmation from Dr. Gupton (Step 8), please forward that email to Dr. Steve McLeod, smcleod@harding.edu, and in the text of that email, make an official request to be registered for Field Education, listing the specific course number. Copy Dr. Gupton on this email: cgupton@harding.edu.

COURSE CALENDAR – Spring 2018

Duration of practicum period: Your practicum hours begin on Tuesday, January 16 and must be completed by Monday, April 30 (Final Evaluations/Time-logs/Journals must be posted on Canvas this day). This is 120 hours for 3-credit students, and 40 hours for 1-credit students, as outlined in your Field Experience Agreement.

Note: If Dr. Gupton is your faculty coordinator, your conversations/checkpoints will be on Tuesday, January 16, and Tuesday, March 27, and Tuesday, May 8. If you have another faculty coordinator, you must still meet with Dr. Gupton on January 16, and arrange the other meeting times with your faculty coordinator, which may be more or less frequent. All times listed are central standard (CST).

Week 01

- By Monday, January 15, 5:00 p.m. – Post the following documents in the appropriate folder on Canvas (each folder is found in the “Assignments” category):
 - Finalized draft of your Field Education Agreement
 - Finalized copy of the HST Field Education Local Mentor Agreement
 - A .pdf of the results of your DISC Profile
 - A .pdf of the results of your Spiritual Gifts Analysis
- Tuesday, January 16 – Commencement conversation with Dr. Gupton according to the schedule agreed up on in Step 8 above. You must have this conversation with Dr. Gupton even if he is not your faculty coordinator.
- Throughout the week, continue with your practicum activities as outlined in your Field Education Agreement.
- Remember to be meeting with your Local Mentor throughout the semester, to include at least 6 hours of interaction focused on your field education experience.

Week 02

- Continue with your practicum activities as outlined in your Field Education Agreement.
- Remember to be meeting with your Local Mentor throughout the semester, to include at least 6 hours of interaction focused on your field education experience.

Week 03

- Canvas Online Discussion 01 must be posted by Monday, January 29, 5:00 p.m. CST (would normally be Monday, but we accommodate for Labor Day), with responses to the posts of your fellow students entered by Tuesday, January 30, 5:00 p.m. CST. All students must participate, both 3-credit and 1-credit.
- Continue with your practicum activities as outlined in your Field Education Agreement.

- Remember to be meeting with your Local Mentor throughout the semester, to include at least 6 hours of interaction focused on your field education experience.
- Please consult the Canvas Online Discussion 02, as it lays out exercises that must be engaged during the entire period before the next post.

Week 04

- Continue with your practicum activities as outlined in your Field Education Agreement.
- Remember to be meeting with your Local Mentor throughout the semester, to include at least 6 hours of interaction focused on your field education experience.

Week 05

- Continue with your practicum activities as outlined in your Field Education Agreement.
- Remember to be meeting with your Local Mentor throughout the semester, to include at least 6 hours of interaction focused on your field education experience.

Week 06

- Canvas Online Discussion 02 must be posted by Monday, February 19, 5:00 p.m. CST, with responses to the posts of your fellow students entered by Tuesday, February 20, 5:00 p.m. CST. All students must participate, both 3-credit and 1-credit.
- Continue with your practicum activities as outlined in your Field Education Agreement.
- Remember to be meeting with your Local Mentor throughout the semester, to include at least 6 hours of interaction focused on your field education experience.
- Please consult the Canvas Online Discussion 03, as it lays out exercises that must be engaged during the entire period before the next post.

Week 07

- Continue with your practicum activities as outlined in your Field Education Agreement.
- Remember to be meeting with your Local Mentor throughout the semester, to include at least 6 hours of interaction focused on your field education experience.

Week 08 - HST Intensive/Study Week – March 5-9

Week 09 - HST Spring Break – March 12-16

Week 10

- Mid-term evaluation, Time-log/Journal and any Artifacts associated with your field experience to this point must be posted on the appropriate folders on Canvas by Monday, March 19, 5:00 p.m. CST. The folders may be found under “Assignments.” This is a collaboration between the student and the local mentor. Blank forms may be found at <http://www.lifeandleadership.com/hstpracticum>.
- Canvas Online Discussion 03 must be posted by Monday, March 19, 5:00 p.m. CST, with responses to the posts of your fellow students entered by Tuesday, March 20, 5:00 p.m. CST. All students must participate, both 3-credit and 1-credit.
- Continue with your practicum activities as outlined in your Field Education Agreement.
- Remember to be meeting with your Local Mentor throughout the semester, to include at least 6 hours of interaction focused on your field education experience.

Week 11

- Phone discussion with Faculty Coordinator sometime this week to follow up on your Mid-term evaluation and Time log/journal submitted last week. If Dr. Gupton is your faculty coordinator, this will be on Tuesday, March 27, at the time agreed upon in Step 8 above. If you have another faculty coordinator, please confer with him to arrange a time this week for a report/update on your progress.
- Continue with your practicum activities as outlined in your Field Education Agreement.
- Remember to be meeting with your Local Mentor throughout the semester, to include at least 6 hours of interaction focused on your field education experience.

- Please consult the Canvas Online Discussion 04, as it lays out exercises that must be engaged during the entire period before the next post.

Week 12

- Continue with your practicum activities as outlined in your Field Education Agreement.
- Remember to be meeting with your Local Mentor throughout the semester, to include at least 6 hours of interaction focused on your field education experience.

Week 13

- Canvas Online Discussion 04 must be posted by Monday, April 9, 5:00 p.m. CST, with responses to the posts of your fellow students entered by Tuesday, April 10, 5:00 p.m. CST. All students must participate, both 3-credit and 1-credit.
- Continue with your practicum activities as outlined in your Field Education Agreement.
- Remember to be meeting with your Local Mentor throughout the semester, to include at least 6 hours of interaction focused on your field education experience.

Week 14

- Continue with your practicum activities as outlined in your Field Education Agreement.
- Remember to be meeting with your Local Mentor throughout the semester, to include at least 6 hours of interaction focused on your field education experience.
- Please consult the Canvas Online Discussion 05, as it lays out exercises that must be engaged during the entire period before the next post.

Week 15

- Canvas Online Discussion 05 must be posted by Monday, April 23, 5:00 p.m. CST, with responses to the posts of your fellow students entered by Tuesday, April 24, 5:00 p.m. CST. All students must participate, both 3-credit and 1-credit.
- Continue with your practicum activities as outlined in your Field Education Agreement.
- Remember to be meeting with your Local Mentor throughout the semester, to include at least 6 hours of interaction focused on your field education experience.

Week 16

- Final evaluation, final Time-log/Journal and all remaining artifacts associated with your field experience to this point must be posted in the appropriate folders on Canvas by Monday, April 30, 5:00 p.m. CST. The folders may be found under "Assignments." This is a collaboration between the student and the local mentor. Blank forms may be found at <http://www.lifeandleadership.com/hstpracticum>.
- Continue with your practicum activities as outlined in your Field Education Agreement.
- Remember to be meeting with your Local Mentor throughout the semester, to include at least 6 hours of interaction focused on your field education experience.

Week 17

- Conversation/Exit Interview with your faculty coordinator sometime during this week. If Dr. Gupton is your faculty coordinator, it will be on Tuesday, May 8 at the time agreed upon in Step 8 above.
- Your grade of S/U will be assigned by the end of this week, and will be posted after faculty evaluations.