



River City School of Leadership

Syllabus for **PRM 104 Practicum 1**

I. COURSE DESCRIPTION

Effective leadership training must contain both classroom instruction and practical ministry training. When principles are learned in class and can be applied immediately, they are more quickly integrated into the student's understanding and practice. Working alongside the ministry leaders of your church will also provide a rich experience for the student and the church. In keeping with this, each year students must participate in a minimum of 12 hrs. of service in some form of practical ministry assigned and supervised by their local church leadership. This can be done in any semester each year and must be completed before the Certificate of Leadership is issued. The same will be true for the Advanced Certificate of Leadership

II. COURSE GOALS AND OUTCOMES:

- A. To develop a better understanding of the local church and ministry both inside and outside of the church.
- B. To develop a clearer understanding of the student's call and to make any necessary adjustments.
- C. To integrate the theological, spiritual, practical, and relational components of leadership learned in the classroom into a practical experience of ministry.
- D. To hone ministry skills and develop greater confidence in the student's ability to minister.
- E. To identify areas where improvements can be made in one's leadership style and practices.
- F. To develop deeper relational connections with church leaders.
- G. To gain a reputation within the local church that will build confidence in the people of the church towards the student and their ministry call.

III. ASSIGNMENTS AND DUE DATES:

All forms may be found online under the “**Resources**” section of the online class portal. All forms should be submitted under the “**Assessment**” section (except the Ministry Supervisory Evaluation – instructions below).

A. Practicum Application Form (10%)

This form (located in Resources on the online learning portal) provides information about the student’s intended volunteer work this semester. It includes details about the church, ministry activity, and contact information of the person who will supervise you.

Complete the editable PDF or print and scan as a PDF and submit under the “Assessment” portion of the online class portal.

B. Synthesis Paper (15%)

1. A paper of at least 750 words describing the student’s experience. Utilize MLA formatting and submit as either a Word or PDF document under the “Assessment” portion of the online class portal.
2. This paper should contain the following elements:
 - a. A description of the ministry experience (location and type(s) of ministry).
 - b. The student’s overall sense of the experience, both positive and negative.
 - c. The most important lessons learned in the practicum.
 - d. How this practicum influenced the view and or direction of the student’s ministry life.

C. Ministry Logs (35%)

Sample Ministry Log (0%)

Complete and submit a sample ministry log. Feedback will be provided to ensure that the student is completing the log as expected.

Final Ministry Log (35%)

Submit a complete ministry log of all volunteer work to the online portal and provide a copy to your ministry supervisor.

D. Self-Evaluation Form (10%)

The student provides feedback on the ministry experience and provides a self-evaluation.

E. Ministry Supervisor Evaluation (30%)

It is the responsibility of the student to provide the “Ministry Leader Evaluation Link” to their Practicum Supervisor. This report is a big part of the student’s final grade. Students must send a request to their leader, giving them ample time to complete the online Evaluation. When they submit the online form; the evaluation will come directly to the River City professor and not the student.

The following link is what can be sent to your ministry supervisor:
<https://online.rivercityschool.com/form/view/SupervisorEvaluation>

IV. POLICIES AND PROCEDURES

A. Grades and Assessments

1. Grading Scale

- A 90 - 100%
- B 80 - 89%
- C 70 - 79%
- D 60 - 69%
- F 59% and below

2. Percentage of Final Grade per Assessment & Due Date

- a. Practicum Application Form (10%)
- b. Synthesis Paper (15%)
- c. Ministry Logs (35%)
 - 1) Sample Ministry Log (0%)
 - 2) Final Ministry Log (35%)
- d. Self-Evaluation Form (10%)
- e. Ministry Supervisor Evaluation (30%)

B. Correspondence

All correspondence with professors should be done through the email address provided in this syllabus.

C. Academic Honesty

1. Plagiarism is copying someone else's ideas, words, or sentence structures and submitting them as one's own. which is claiming the work of others as your own without specific acknowledgment. It is always required that a student cite resources used in any paper that is written. Both students and faculty at River City School of Leadership are expected to deal ethically with other's materials, whether it is in the form of print, electronic, video, multimedia, or computer software.
2. Collaboration (e.g. writing a paper with someone else so that the resulting paper is not the product of the person turning it in) is not permitted unless specifically allowed by the instructor. Unless noted on the course syllabus a student should assume that the required work is meant to represent their own efforts. It is permissible to have a proofreader review one's paper and comment on the grammar and general paper structure; however, the thought and content of the paper must be the student's.

D. Late Assignment Policy

For each week that an assignment is late, it will receive a 10% grade deduction. An assignment will be considered late unless the student has prior permission from the instructor for a later due date. No homework will be accepted after the end of the term. Additional points can be docked by the teacher for not meeting assignment requirements or standards.

Example:

- 1-7 Days Late – Maximum Grade 90
- 8-14 Days Late – Maximum Grade 80
- 15-21 Days Late – Maximum Grade 70
- 22-28 Days Late – Maximum Grade 60
- 29+ Days Late – Maximum Grade 59

E. Absenteeism

An absentee is defined as not being present in-person or online when a class is being taught. Students are allowed two absences in a given semester. If a student is absent more than twice, they will be given an I (Incomplete) for the semester. **An absentee can be erased if a student watches the full video content** of a class that they missed, writes a 250-word response to the class video that was watched, and **send the notification and the response to River City by email** (info@rivercityschool.com) that they have made up the absence, noting the date of the absence. The latest a student can submit an email to this effect is the day following the last class of that semester.

F. Tardiness

When attending an online class via Zoom, if a student joins 10 minutes or later after the start of the class, a Tardy will be noted for that week's attendance.

G. Zoom Protocol

When attending a River City class that is held via Zoom, students are expected to adhere to the following protocol. The camera must be on the whole class and audio muted unless a question is being asked or answered. It is expected that students will be interactive in the class, answering or following the instructions given by the professor.

V. CHANGES

This syllabus is subject to change. It is the responsibility of the student to note any revisions when released.