



# River City School of Leadership

Syllabus for  
**PRM 104 Practicum 1**  
Fall 2024

Professor  
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## 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 the spring and fall semester of 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:

The **Practicum Application, Student Self-Evaluation, and Ministry Supervisor Evaluation** may be found online under the “**Resources**” section of the online class portal in the “Practicum 1 Form Links” document; they are digital forms. All forms should be submitted under the “**Assessment**” section (except the Ministry Supervisory Evaluation – instructions below).

#### A. Practicum Application Form (10%), Sunday, September 8<sup>th</sup>

The link for this form is located on the “Practicum 1 Form Links” document in Resources and 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.

#### B. Synthesis Paper (15%), Sunday, December 8<sup>th</sup>

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%), Sunday, September 15<sup>th</sup> and Sunday, December 8<sup>th</sup>

Sample Ministry Log (0%), Sunday, September 15<sup>th</sup>

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%), Sunday, December 8<sup>th</sup>

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

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

D. Self-Evaluation Form (10%), Sunday, December 8<sup>th</sup>

The link for this form is located on the “Practicum 1 Form Links” document in Resources and allows for the student to provide feedback on their ministry experience and give a self-evaluation.

E. Ministry Supervisor Evaluation (30%), Sunday, December 8<sup>th</sup>

The link for this form is located on the “Practicum 1 Form Links” document in Resources and 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.

#### 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%), Sunday, September 8<sup>th</sup>
- b. Synthesis Paper (15%), Sunday, December 8<sup>th</sup>
- c. Ministry Logs (35%)
  - 1) Sample Ministry Log (0%), Sunday, September 15<sup>th</sup>
  - 2) Final Ministry Log (35%) Sunday, December 8<sup>th</sup>
- d. Self-Evaluation Form (10%), Sunday, December 8<sup>th</sup>
- e. Ministry Supervisor Evaluation (30%), Sunday, December 8<sup>th</sup>

## B. Correspondence

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

Pastor Steve Stells  
[drsteve.stells@rivercityschool.com](mailto:drsteve.stells@rivercityschool.com)

## 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

## V. CHANGES

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