

## The MACO Field Practicum Guidelines 2006-2007

The MACO field practicums are not an add-on in the MACO program but central and foundational to what MACO is and does. That is to say, the two MACO practicums together with the MACO capstone are the heart and soul of what MACO is all about.

“God’s Word interactively and intentionally at work among people in a given slice of the world through a MACO student” is our working definition of a MACO field practicum.

This working of God’s Word happens through you by means of your:

- **Abilities** – Your natural talents that God has given you from birth.
- **Gifts** – The special ministry or ministries that God has given to you. *I have opened a door in front of you that no one can shut* (Revelations 3:8)
- **Education** – What you have learned informally, non-formally and formally.
- **Experiences** – What you have learned through the circumstances of life.

This working of God’s Word also happens interactively and intentionally to and through people who are in the world and hopefully are also able to use, reproduce and transfer what they have received through their participation in your MACO field practicum.

A MACO practicum is an interactive, person-to-person field ministry happening. It should not only simulate but be an authentic, real, and genuine ministry experience that is lived out by a responsible Christian leader (you) in daily life. The proof of the pudding at the end of your field practicum will be to hear people say, “Participating in this field practicum has changed the way that I think and act.” Or in the case of the congregation to hear, “This ministry in our midst is exactly what we have been looking for and we would love to develop and continue it.”

A MACO practicum is not primarily about grades or credentials but a chance for God to mold, develop and shape you for more productive ministry and service.

### **1. Your purpose in and through the practicum is to:**

- a. Develop interpersonal relational skills.
- b. Practice the integration of prayer, meditation, Word and work.
- c. Develop personal Christian Outreach skills and initiatives.
- d. Develop professional, scholarly, and academic abilities.
- e. Build personal skills and responsibility in the areas of choice, organization, implementation and critical evaluation.
- f. Become more and more competent in responsibly obtaining help and feedback, following through on projects, making necessary project adjustment, and getting comfortable with the idea of the “buck stops here.”
- g. Apply the outreach values, knowledge, and skills obtained from the class curriculum content of MACO into a chosen field ministry context.
- h. Learn how to function responsibly within the congregation/mission agency and toward its members and staff.
- i. Interact in a competent and professional manner with prospective members and with target processes, programs, and systems.
- j. Develop increased self-awareness and an objective view of personal strengths and areas needing attention (weaknesses), as related to outreach ministry.
- k. Utilize supervisors and other learning and growth opportunities in an effective manner.
- l. Support the four-way partnership in the field practicum between people, self, the field supervisor, and the practicum professor in order to experience an in-depth, effective, and comprehensive learning and growth experience.
- m. Complete all written assignments by the due dates.

2. **Choosing a MACO field practicum:**

- a. The MACO practicum is an interactive but also individual learning experience that succeeds or fails on the basis of your personal initiative, planning, and implementation.
- b. Chose a practicum that is a natural fit for your God given gifts, abilities, education, experience and your existing or potential areas of interest and responsibility.
- c. Consider choosing a practicum that can become an integrated part of your capstone.
- d. Keep your practicum manageable. It is not your “magnum opus” but a course worth three credits in your MACO program.
- e. Normally THY562 – Writing/Production of Evangelism/Leadership Development Materials and THY591 – Independently Developed Practicums are not the best choices for the first year MACO student. First year students only with the specific approval of the MACO director may chose these two practicums.

3. **The practicum choices:**

THY522 – Care for the Whole Person:

An individually tailored experience arranged by the student to practice skills and theories that are related to care giving in the congregation and community. Students will learn principles of diagnosis and personal care for the spiritual, emotional, physical and social needs of people especially in the times of crisis, grief, and loss. A final paper describes and evaluates the experience

THY561 – Outreach through Evangelism and Worship

An individually tailored experience arranged by the student to practice skills and theories that are related to reaching those who do not know Christ through evangelism and worship. The practicum will focus on researching, developing, and using evangelism strategies for reaching the lost. Student will describe and evaluate the experience in a final paper.

THY562 – Writing/Production of Evangelism/Leadership Development Materials

Students will write/translate, produce, test and at least to some extent utilize evangelism and leadership development materials that reach the unchurched and equip the saved. These outreach materials should be related to worship, catechesis, assimilation, and outreach programs in the church and/or for the community. Students will describe and evaluate the experience in a final paper.

THY583 – Planting the Worshiping Community

An individually tailored experience arranged by the student to practice skills and theories that are related to church planting/beginning small groups. Students will be expected to plan and implement a contextually relevant church plant/small group ministry. A final paper will describe and evaluate the experience.

THY584 – Outreach in the Urban, Suburban, or Rural Center

An individually tailored experience arranged by the student to practice skills and theories that are related to working in the urban, suburban, or rural center. Students will be expected to develop a plan for reaching urban, suburban, or rural unchurched people, immerse themselves in the particular context of ministry, and describe and evaluate the experience in a final paper.

THY591 – Independently Developed Practicum

An individually tailored experience arranged by the student in consultation with the MACO program director to practice skills and theories that are related to particular outreach issues and contexts in the student’s present ministry. Students will develop the practicum, i.e., project, readings, assignments, in order to supplement the outreach task of the ministry in which the student is working. A final paper describes and evaluates the experience.

#### **4. The Practicum Professor:**

- a. Is not responsible for the choice, planning, or organizing of your practicum. This is graduate school. You are accountable to your professor but he is primarily available to provide support, recommendations, guidance, and encouragement but not to do your project for you.
- b. Is not responsible for the success or failure of your practicum.
- c. Is available to the student in person, phone, e-mail, or regular mail for ongoing consultation and advice concerning practicum selection and throughout the practicum experience.
- d. Monitors the implementation of the practicum goals, objectives, strategies, and monthly benchmarks.
- e. If a serious problem arises visits the practicum site for a consultation with the student and the field supervisor.
- f. Receives the monthly report/reflections (eight), book reports (two), supervisor's report and the final practicum paper. Gives the students appropriate feedback and assigns a score to the work completed in a timely fashion.
- g. Based on the student's activity and performance in the field practicum and on the field supervisor's evaluation, assigns the student's grade.

#### **5. The Field Supervisor:**

- a. Is not responsible for the choice, planning, or organizing of your practicum. Remember that your supervisor is only advisory.
- b. Is not responsible for the success or failure of your practicum.
- c. Is not the one who grades your practicum work and experience.
- d. Is to be aware of the student's practicum organization plan including the month-by-month timetable.
- e. Is to, where needed, assist with ongoing planning and completion of the parts of the practicum in a timely fashion.
- f. Is to evaluate the practicum progress during and at the end of the practicum's completion and forward the evaluation directly to the practicum professor. It is your responsibility to see that this final report/evaluation from the supervisor is sent to the practicum professor by the due date. If this is not done 50 practicum points will be lost.
- g. Is someone who should appreciate what the field practicum student is trying to do.
- h. Is ideally one who will happily encourage the congregation and community in which you carry out your practicum to appreciate your practicum, not expect too much of you, and at the same time encourage you and cooperate with you in getting your practicum completed in the best possible way.
- i. Is someone who is available to you for consultation and advice. It is your responsibility to interact with your supervisor in a timely manner and not to take unfair advantage of that person's time or patience.

- j. The choice of a supervisor should be done after prayerful and thoughtful considerations of the possibilities open to you. Talk to your practicum professor if you have questions about the selection of a supervisor.
- k. You need to network, relate, and cooperate with your supervisor in ways that will produce joy and thanksgiving, not tension, trouble, regret, or unhappiness.
- l. Working with your field supervisor is a very helpful opportunity to grow in interpersonal relational skills in the context of meaningful ministry.

## 6. **The Field Practicum Proposal:**

Before doing your field practicum you must have your practicum professor's approval for your field practicum proposal. Your proposal must include the name and number of your chosen practicum plus the following items::

- a. Goal of your practicum project: The goal is a clearly stated, big picture view of your field practicum and the outcome(s) that you expect to achieve.
- b. Objectives of your practicum project: The objectives are your way of unwrapping the goal in order to suggest the key parts that you understand to be necessary in making your field practicum actually happen in an organized and successful way. Normally you will have between three and seven objectives.
- c. Implementation Strategies: Your implementation strategies take the objectives a step further into just what approaches you will use in getting the practices of your practicum into crisp, clear and orderly fashion. Normally your practicum proposal will include between five and ten strategies..
- d. Action Plan: Your action plan should be a clearly thought through step-by-step procedure that systematically states the action steps that will be taken in doing your practicum from start to finish. They should be stated one after the other in the order in which you expect them to occur. The action steps should be a very detailed plan of every action that you intend to do in carrying out your practicum. Each action step should be measurable.
- e. Timeline: Your timeline will be a dated set of benchmarks that gives a time frame for completing the various parts of your practicum. If your action steps are complete and well thought through your timeline will actually be nothing more than putting specific dates to your action steps. At a minimum, your field practicum timeline should state a number of measurable benchmarks for each month of the practicum.
- f. Your field practicum proposal as outlined above, the field supervisor's name and qualifications, and the field site description (see pg. 10 for the field supervisor/ site form) must be in the hands of your practicum professor no later than August 15th of the year in which you are signed up for the field practicum. Since you must have written practicum professor approval before you start your practicum you should be prepared to hear from your practicum supervisor and to make the needed revisions to your practicum proposal by September 1st in order to receive written approval by that date. This will be necessary since October 1 is the date when you are to be turning in your first practicum report/reflection..

## 7. Reflection/Reports:

Once your practicum proposal has been approved by your practicum professor, move into the Field Practicum implementation phase at once so that you do not lose momentum and motivation. Be sure to do your monthly (beginning October 1<sup>st</sup>) reflection/report papers according to the format provided and the schedule given in your syllabus. The following format categories/questions will help you write your reflection/reports.

- a. These categories should be considered carefully and used regularly each time you do your monthly reflection/report.
- b. Some months, some of the categories may be more or less important. Items 1, 2, 5, 7, 8, 9, 11 and 12 should normally be written about each month. Feel free to highlight or downplay other categories as they are or are not relevant to the overall practicum picture in a given month.
  - (1) **Getting Started and Ongoing Progress:** What has happened in your practicum this month? What have you learned about yourself in the process? How will this experience inform experiences that you will have in the future?
  - (2) **Timeline:** How do the outcomes of this month's practicum fit or not fit with your projected goal, objectives, strategies and timeline? What new things are coming to light in terms of meaningful strategies and additional or reordered timeline items as the practicum unfolded? How should you handle these new understandings? What adjustments should you make in your practicum activities and or timeline?
  - (3) **Theory vs. Real:** How is the outreach work of your practicum different from what the books say about doing outreach work or how you expected it to be? Reflect a bit on what this means and how it affects what is to be done?
  - (4) **Environmental Analysis:** Describe the physical space at your practicum site. Does it support the purposes of the ministry? What impression does the ministry's layout give to people? What, if any, changes would you recommend? How does the working space impact the lives/work of the workers? What, if any, changes would you recommend?
  - (5) **Comparison:** Think about other outreach ministry tasks that you have developed, led or been a part of in the past. What was trouble-free or problematic for you in them? Are you experiencing the same situations again? What can you do to break the problematic cycles and to increase the trouble-free cycles?
  - (6) **Supervision:** What is going well in your relationship with your supervisor? What would you like it to be different? How are issues of power, authority, and control handled in your relationship with your field supervisor, with congregational leadership? What kind of support are you receiving? What steps might you take to consolidate, strengthen and/or improve the supervisory experience?
  - (7) **Highs and Lows:** Describe the high point and low point of you field experience this month. How is conscious knowledge of these highs and lows useful to you? What might you do with this information (e.g. seek out support from peer or supervisor, ask for changes, and plan to do more of what went well)?
  - (8) **Failure:** What have you blown in your practicum? How did you handle this? What did you learn from it? How did you respond to failure in the people you are leading? What strategies can you use to keep working with people when some of them make choices that damage what you are doing together?

- (9) **Success:** What have you done that went well? How did you handle this? What did you learn from it? How did you respond to success/strength in the people you are leading? What strategies can you use to bring out the best in the people who are part of your practicum?
- (10) **Policy:** Describe a congregational/ mission policy that you would like to strengthen or change? What are the goals of that policy? What are the actual consequences of the policy? How would you like to see the policy strengthened or changed? What steps can you take to strengthen or change the policy?
- (11) **Use of Self:** What relevant life experiences did you bring to your practicum this month? In what way are these experiences helpful, in what way unhelpful? How do you keep the relationship with the people you lead helpful without being fake or artificial?
- (12) **Closing:** As you reflect on this month's report, what is the most important thing that you have experienced? What is the most important thing that you have learned? What is the most important thing that you have done? How will these things make a difference in your outreach ministry in the future?

#### 8. **Book Reports:**

Choose your books carefully in such a way as to inform and enlarge your understanding of the theory and application of the subject area in which you are working. If you are uncertain about what to read, ask your field supervisor, your practicum professor, or another available resource person for a meaningful recommendation. The due dates (November 15<sup>th</sup> and February 15<sup>th</sup>) for your book reports have been strategically chosen. The idea is to give you helpful input, together with mental reflection and practice in assimilating what you have learned to your daily practicum activity early in your practicum and along the way. Be sure to complete your book reports according to the format provided by the due date given.

1. Title and publication information.
2. Pages read.
3. Your name.
4. Professor's name.
5. Date.
6. A statement of the major thesis/goal substantiated by a from the book with the page number included.
7. An annotation of the major topics covered in the book (**the major parts of the report**).
8. A list of the concerns that you may have about the book.
9. A list of the strengths that you have found in the book.
10. What did you find to be of relevance for Christian outreach today?
11. Include three or four personally meaningful quotations from the book with the page numbers. Also, state why these quotations are meaningful for you.

## 9. Assignments and Due Dates:

Assignment	Due Date	Date Completed
1. Approved Field Practicum Proposal	August 15 - Sept. 1	
2. Approval of Practicum Site	August 15 - Sept. 1	
3. Approval of Field Supervisor	August 15 - Sept .1	
4. Reflection/Report #1	October 1	
5. Reflection/Report #2	November 1	
6. Book Report #1	November 15	
7. Reflection/Report #3	December 1	
8. Reflection/Report #4	January 1	
9. Reflection/Report #5	February 1	
10. Book Report #2	February 15	
11. Reflection/Report #6	March 1	
12. Reflection/Report #7	April 1	
13. Reflection/Report #8	May 1	
14. Field Supervisor's Report	April 15 - May 10	
15. Final Paper	May 1 - 10	

**Turning your final paper in late will entail a loss of points.**

## 10. The Field Supervisor's Report:

This report is due toward the end of the practicum and should be received by the practicum professor directly from the field supervisor between April 15 and May 10. It is to be a 1-2 page letter that states that the practicum was completed and includes the field supervisor's impressions, thoughts, and evaluation about the students success in the practicum. There is no prescribed format for the supervisor's report. It is the students responsibility to see that the Field Supervisor's report gets to the practicum professor on time If it does not get in on time the students grade will normally be negative affected.

## 11. The Final Practicum Project Paper:

- a. The final project paper is an ideal way of pulling it all together. Start your final project report early by keeping a diary and filing important pieces that you may want to include in your final project paper in a manila folder. This paper is to anticipate your capstone in that it should be done according to the scholarly and academic standards set by the APA (American Psychological Association). Be sure your practicum professor receives your final paper between May 1 - 10.
- b. Your final 20 to 30 page paper will be descriptive but it must also evaluate what has been accomplished in terms of what you proposed to do in your practicum proposal. It should critique the outcomes suggested in the organizational plan of your practicum proposal, both positively and negatively. It should reflect upon what these outcomes mean for the ministry achieved and still continuing and also for your own personal future ministry. Finally it should include a comprehensive assessment of the project, together with ideas for appropriate follow through, continuation or discontinuation, and suggestions for other initiatives in ministry that might naturally proceed from what has been done.
- c. Your final paper should include a title page, abstract, table of contents (including a clear outline of the topics to be covered), scholarly text, in-context notes, footnotes or end notes, and a references cited section with any helpful appendices. Charts, graphs, pictorial illustrations, etc., may be included where helpful but are not a substitute for substantive scholarly text material. The scholarly text portion of your paper should not be less than 15 pages or more than 20 pages.

**12. The Grading Policy:** The assigning of the final grade for the practicum will be the responsibility of the practicum professor. It will be based on the following criteria:

- |  |         |
|--|---------|
| a. The practicum proposal                            | 75 pts  |
| b. Eight monthly reflection\reports at 25 pts/report | 200 pts |
| c. Two book report at 25 pts/report                  | 50 pts  |
| d. The field supervisor's evaluation                 | 50 pts  |
| e. The final project paper                           | 125 pts |

**TOTAL POINTS** **500 pts**

The following scale is used to assign grades:

**A** = 90 -100, **B** = 80 - 89, **C** = 70 - 79, **D** = 60 - 69, **F** = below 60

### 13 An example of a Field Practicum Proposal

What follows next is an example of a field practicum proposal. It is not suggested that you chose this field practicum or that you slavishly fool this field practicum proposal example. This example is simply provided to give you an idea of what should be included in a field practicum proposal and how it might look.

#### **THY583 – Planting the Worshiping Community**

The GOAL is to

Gossip the Good News for meaningful understanding and Spirit of God driven response (reception and onward transmission) in the Midtown community of St. Paul by means of relevant small group process procedures.

The OBJECTIVES are to:

1. Identify those interested (in participating in a small-group process).
2. Center the process on the Word of God.
3. Build relationships along natural lines for Christ.
4. Integrate prayer, praise, nurture, and outreach into the process.
5. Use reproducible and transferable approaches and methods.
6. Develop, encourage, and facilitate indigenous small-group hosts and leaders.
7. Understand this small-group process as an organic body of Christ movement and not as an organization or institution.

The STRATEGIES are to:

1. Prayerfully identify people who are interested in being involved in this practicum.
2. Build these people into Christian community.
3. Build natural small Christian Outreach groups in the gathering Christian community.
4. Intentionally identify potential Christian witnesses, hosts and leaders for both the small groups and the larger Christian community gatherings.
5. Winsomely delegate opportunities to participate and integrate from the first moment of the practicum in thoughtful and up-building ways.
6. Build indigeneity into the Christian community right from the start by using reproducible and transferable way of doing everything right from the start.
7. Encourage openness to “not-yet-Christian” friends and relatives from day one.
8. Foster an atmosphere of accepting and friendly Bible-study, praise, prayer, nurture, and outreach basic to all small-group and larger community meetings.

9. Get up each morning thinking about how your practicum can be improved, especially in relationship to building Christian Outreach people.
10. Systematically from day one of the practicum build leadership in others and turn over responsibility in an organized way so that by at least the middle of the practicum timeline the Christian Outreach Activity and the small and large group Christian community would continue to function if for one reason or another you would no longer be available to the give direction and leadership.

The ACTION PLAN:

1. Organize a phonathon to identify the interested.
2. Gather the interested through an introductory potluck.
3. Prayerfully, graciously and cooperatively delegate, delegate, delegate,
4. Host fellowship and worship experiences to build the Christian community.
5. Form small Christian Outreach groups along natural relational, geographic, and interest lines.
6. Promote and mentor openness to “not-yet-Christian” friends and relatives from day one by exemplifying Christian witness and explicit Christian Outreach teaching.
7. Use mentoring methods as a way of developing Christian witnesses, small group host and leaders.
8. Make an atmosphere of accepting and friendly Bible-study, praise, prayer, nurture, and outreach basic to all small-group meetings.
9. Plan for small-group meetings either weekly or bi-weekly.
10. Make the Word of God available to all small-group members and potential small-group members in this first language (Mother tongue).
11. Weekly take a mental inventory and monthly do a written inventory of how the practicum is doing, what should be adjusted and how can things be improved.
12. Organize each concept, activity and event in such a way that if you can not, for one reason or another, show up the show will still go on.

The TIMELINE is to:

- |   |                      |
|---|----------------------|
| 1. Choose a field practicum (THY .....)   | Aug./Sept. '06       |
| 2. Prepare my field practicum proposal.   | Aug./Sept. '06       |
| 3. Choose a field supervisor and site   | Aug./Sept. '06       |
| 4. Get approval of your field practicum proposal, supervisor and site by September 15 <sup>th</sup> of the year in which your are doing the practicum | Sept. '06            |
| 5. Organize and do Christian witness and a phonathon  | Sept. '06            |
| 6. Get my first report/reflection in by October 1   | Sept. '06            |
| 7. Plan and carry out an introductory potluck.  |                      |
| 8. Think through who will be part of the first Christian Outreach small group and how will it be organized  | Oct. '06<br>Oct. '06 |
| 9. Get my second report/reflection in by November 1   | Oct.. '06            |
| 10. Have the initial Christian Outreach small-group meeting(s).   | Oct/Nov. '06         |
| 11. Get my first Book Report in by November 15  | Nov. '04             |
| 12. Get my third report/reflection in by December 1   | Nov. '04             |
| 13. Organize an appropriate community worship experience  | Dec. '06             |
| 14. Foster a relaxed and inclusive atmosphere of trust, love, mutual consolation, sharing, and caring.  | Oct. '06/Jan.'07     |

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|-----|---|---------------|
| 15. | Get my fourth report/reflection in by January 1   | Dec.'07       |
| 16. | Continue with CO small group meetings and worship.  | Jan. '07      |
| 17. | Organize/spin off another Christian Outreach small group.   | Jan. '07      |
| 18. | Plan and facilitate special cross group meetings.<br>for Christian Outreach, host and leadership mentoring,<br>teaching and development.  | Jan. '07      |
| 19. | Get my fifth report/reflection in by February 1   | Jan. '07      |
| 20. | Continue with CO small group meetings and worship.  | Feb. '07      |
| 21. | Get my second Book Report in by February 15   | Feb. ;07      |
| 22. | Focus on continually and intentionally inviting, including,<br>and incorporating "not-yet-Christian" family<br>members and friends into each small-group.   | Feb. '07      |
| 24. | Get my sixth report/reflection in by March 1  | Feb. '07      |
| 25. | Continue with CO small group meetings and worship   | Mar. '07      |
| 26. | Organize/spin off another Christian Outreach small group.   | Mar. '07      |
| 27. | Continue to focus on a relaxed and inclusive<br>atmosphere of comfortable trust, love, mutual<br>consolation, sharing, and caring in all groups.  | Mar. '07      |
| 28. | Get my seventh report/reflection in by April 1  | Mar. '07      |
| 29. | Continue with CO small group meetings and worship.  | April '07     |
| 30. | Multiply the Christian Outreach groups in necessary<br>and expected ways through continuing outreach and<br>intentional new host and leadership selection and<br>mentoring development along natural relational,<br>geographic, and interest lines. | April '07     |
| 31. | Continue with CO small group meetings and worship .   | April '07     |
| 32. | Conclude the first Christian Outreach small-group cycle<br>with a celebration of indigenous leadership and God<br>given strength and security for the small-group<br>movement that is now set to organically continue.                              | April '07     |
| 33. | Get my eighth report/reflection in by May 1   | April '07     |
| 34. | Be certain that my supervisor's report is in between<br>April 15 and May 10   | April/May '07 |
| 35. | Be certain that my final major paper is in before May 10  | May '07       |

**Field Supervisor and Ministry Site**  
Practicum Course – MACO

Name of Student: \_\_\_\_\_ Cohort #: \_\_\_\_\_

Practicum Choice Course Title: \_\_\_\_\_ Course Code: \_\_\_\_\_

**Congregation/Agency**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Attach the following: A description of the congregation/agency (1 page)

**Field Supervisor**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

SS#: \_\_\_\_\_

Qualifications: \_\_\_\_\_

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Experience: \_\_\_\_\_

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The above-mentioned student has my permission to complete their practicum work under my supervision. \_\_\_\_\_ (Field Supervisor's Signature)

**\* Please return this form by September 1, 2006 to:**  
Your MACO Practicum Professor – OHSCO, 275 North Syndicate Street, St. Paul, MN 55104