

Course: IC332 O Practical Field Work
Credit: 1-3 Credit Hours
Semester: Spring 2023
80, 120, 160 hours (e.g., four weeks of 40 hrs./week, six weeks of 26 hrs. 40 min./week, eight weeks of 20 hrs./week, etc.).
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I. DESCRIPTION

A ministry carried out in a cross-cultural setting under the supervision of an approved agency. (Permission of the Intercultural Studies program director)

II. OBJECTIVES

A. General competencies to be achieved:

1. Experience work in an intercultural setting. (PLO 1, 2, 3, 4, 5) (A 1-8)
2. Apply learning to the challenges of intercultural ministry in an appropriate manner. (PLO 1, 2, 3, 4, 5) (A 1-8)
3. Foster a passion for intercultural ministries through exposure. (PLO 1, 2, 3, 4, 5) (A 1-8)

B. Specific competencies to be achieved:

1. Personal development through the interaction within a culture that is unfamiliar. (PLO 1, 2, 3, 4, 5) (A 1-8)
2. Gain practical firsthand experience in the daily routine of life in another culture. (PLO 5) (A 1-8)
3. Draw on educational and spiritual preparedness to make a noteworthy contribution to the missionary enterprise. (PLO 1, 2, 3, 4, 5) (A 1-8)
4. Analyze the ability to adapt to a new culture and ministry opportunities in a supervised setting. (PLO 1, 2, 3, 4, 5) (A 1-8)
5. Note unforeseen discordancy in physical, mental, or spiritual preparedness for intercultural ministry in order to seek advice, counsel, and training to be better equipped. (PLO 1, 2, 3, 4, 5) (A 1-8)

Our Mission: "...to prepare Christians to live and serve in the church and in the world according to the Biblical worldview."

III. REQUIREMENTS

A. Practical Field Work Requirements

1. Obtain a copy of the Practical Field Work Manual.
 - a. This Manual is designed to acquaint the student and field work supervisor with basic information about Practical Field Work and its requirements.
 - b. Exposure to intercultural opportunities to do relevant field work is considered extremely valuable in the total educational process.
 - c. The number of hours of college credit is determined by the length of the field work opportunity, which must be more than 14 days on the field to qualify for credit.
 - d. Depending on the number of hours involved, the field work experience can count for 1–3 hours of college credit. It involves a total of , 80, 120, or 160 hours which can be spread out over a longer period of time if necessary (e.g., four weeks of 40 hrs./week, six weeks of 26 hrs. 40 min./week, eight weeks of 20 hrs./week, etc.).
2. Request Participation in a Practical Field Work.
 - a. Practical Field Work can only be done in a foreign country and with a mission organization. It is to be done under the supervision of a staff member.
 - b. It is the student's responsibility to select the organization where the field work will be done, to secure official approval from the Intercultural Studies Advisor and the organization, and to register for the course IC332 Practical Field Work.
3. Raise the funds necessary to participate in the practical field work program.
4. Complete all requirements.
 - a. These requirements include time on the job, submitting all written reports and evaluations, personal interviews, and other requirements as stated in the course syllabus. The grade is withheld until all requirements are met. It is the student's responsibility to see that the student's and the immediate supervisor's evaluations and reports are submitted to the Intercultural Studies Office at Calvary Bible College.

B. Practical Field Work Responsibilities

1. The student is responsible for:
 - a. Selecting and securing the location for the field work program and a supervisor to oversee it.
 - b. Securing all required written material from the Intercultural Studies Advisor.

- c. Obtaining written approval for the field work program and completing all requirements according to this syllabus.
 - d. Making certain the Supervisor submits all required reports and evaluations.
 - e. Meeting with the Intercultural Studies Advisor for the exit interview.
2. The Immediate Supervisor for the field work program is to be:
 - a. A staff worker in the organization through which the field work is being done.
 - b. Willing to supervise the field worker and willing to complete the required reports and/or evaluations.
 3. The Intercultural Studies Advisor is responsible for:
 - a. Giving approval and advice to the student about field work opportunities.
 - b. Collecting and reviewing the student's and supervisor's documentation.
 - c. Meeting with the student after the field work has been completed to go over the data, assess the effectiveness of the learning, and assign a grade.

C. Practical Field Work Commitment

1. The field worker will:
 - a. Give himself wholly to the direction and supervision of the supervisor.
 - b. Demonstrate a high degree of diligence and faithfulness.
 - c. Be responsible to complete all work and ministry assignments within the designated time period.
 - d. Be responsible to submit all required forms and information.
2. The immediate supervisor will:
 - a. Provide the student with planned opportunities and make certain the field worker is supervised when necessary.
 - b. Communicate to the Intercultural Studies Advisor as soon as possible any concerns or dissatisfaction with the field worker.
 - c. The field work may be terminated by mutual consent or by the supervisor at any time. Should this be necessary, a meeting with the field worker and notification of the Intercultural Studies Advisor is required.

D. Practical Field Work Procedures (Assignments)

1. **Seek field work approval:** Seek field work approval from the Intercultural Studies Advisor AND the Supervisor.
2. **Construct a Field Experience Contract:** Upon arrival at the field experience location, and in consultation with the field experience supervisor, the field worker will construct a proposed Field Experience Contract by checking off the tasks in

the "Plan to Do" section. The field worker is thereby committing him/herself to fulfill these activities.

3. **Weekly Reports:** Weekly reports are to be completed for the duration of the field experience using the forms supplied in the Field Experience Manual.
4. **Daily Journal:** A daily journal is to be kept and handed in for the exit interview with the Intercultural Studies Advisor.
5. **Field Experience Evaluations:** Self-evaluations: following the field experience, the field worker must complete the following two parts according to the guidelines in the Practical Field Work Manual.
 - a. Complete the field worker's self-evaluation form in detail.
 - b. Write a 10–12 page (typed) paper evaluating the experience.
6. **Submit all written assignments, reports, and evaluation forms** to the Intercultural Studies Advisor.
7. **Have the Supervisor submit the Supervisor's Evaluation** to the Intercultural Studies Advisor.
8. **Make an appointment** with the Intercultural Studies Advisor for an exit interview.

E. Remember:

1. The field work is not official until the Supervisor submits a tentative plan for the program.
2. All requirements listed in the course syllabus are met no later than the required dates.
3. Schedule a personal interview and evaluation with the Intercultural Studies Advisor as soon as you return to campus or as soon as you complete the requirement if the field work was during the school year.
4. Note: The student should keep one copy of all reports, evaluations, and materials submitted to the Intercultural Studies Advisor.

IV. METHODS

- A.** There are no classroom expectations for this course, because Practical Field Work involves the student's ability to apply learning to real ministry obligations.

The student will seek personal experience in valid field work, raise the funds to be involved, fulfill ministry expectations, conduct a self-evaluation, be observed and evaluated by a supervisor, and debrief with the Intercultural Studies Advisor.

- B.** The Bible is a required textbook in every course at Calvary University. To facilitate academic level study, students are required to use for assignments and research an English translation or version of the Bible based on formal equivalence (*meaning that the translation is generally word-for-word from the original languages*), including any of the following: New American Standard (NASB, English Standard Version (ESV), New King James (NKJV), or King James (KJV). Other translations and versions based on dynamic equivalence (*paraphrases, and thought-for-thought translations like NLT and NIV*) may be used as supplemental sources. Please ask the professor if you have questions about a particular translation or version.
- C.** All class papers must follow the Turabian style according to *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th edition. Unless otherwise indicated book reports and study questions may be in non-research format, interviews and other research papers should be in research paper format. A copy of the Turabian Style Guide is available on the Clark Academic Center page of Calvary's website.
- C. Late Assignments:** Assignments will be lowered **15%** if not turned in on the due date.
- D. Plagiarism:** *Plagiarism is defined as copying any part of a book or paper without identifying the author. This also includes taking another person's ideas and presenting them as your own.* Any assignment that includes plagiarism will receive a zero (0) grade. Students should note that papers will be submitted in Canvas via "Turn-It-In". This program automatically gives the students work a plagiarism score, students should strive for a score less than 20.
- E. Disabilities:** Students with disabilities have the responsibility of informing the Accommodations Support Coordinator (aso@calvary.edu) of any disabling condition that may require support
- F.** The Clark Academic Center (learning@calvary.edu), located in the library building, is dedicated to providing free academic assistance for all CU students. Student tutors aid with all facets of the writing process, tutor in various subject areas, prepare students for exams and facilitate tests. Please take advantage of this service.

V. MATERIALS

- A. The Bible (Instructor will use ESV)
- B. Practical Field Work Manual (available from the Intercultural Studies Program Director)
- C. Other materials as deemed necessary by the field work supervisor

VI. TENTATIVE SCHEDULE

<u>Form</u>	<u>Due Date</u>
1. Student request to participate in Practical Field Work	October 1
2. Supervisor's approval for Practical Field Work	December 1
Actual Field Work Dates _____	
3. Field Worker's Daily Journal	Two weeks after
4. Field Worker's Weekly Reports	Two weeks after
5. Field Worker's Contract Items (Units I–IV)	Two weeks after
6. Field Worker's Self-Evaluation Form	Two weeks after
7. Field Worker's 10–12 page Evaluation	Two weeks after
7. Supervisor's Evaluation Form	Two weeks after
8. Personal interview with IC Program Director	To be scheduled after all written materials have been received by the Intercultural Studies Advisor.