



PRACTICUM PLAYBOOK



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Letter from the Academic Director of SEU Carolina



Students and Practicum Supervisors,

Welcome Back to SEU Carolina! We are so excited for the upcoming academic year. If you are reading this, it means that you are a student at SEU Carolina who enrolled in the practicum course or you are an adult who has committed to being a practicum supervisor for a student at SEU Carolina this upcoming academic year.

As we begin this academic year, it is important to understand what practicum is and the value it brings to everyone involved. To help both student and supervisor get the most out of the experience, we have developed this practicum playbook. Please feel free to use this playbook as a guide. You will find lots of helpful information in this playbook including but not limited to expectations, assignments, and deadlines.

Please feel free to reach out to me if you have any questions. Our office is open Monday thru Thursday from 8:30a-4p

Go Fire!

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Introduction to Practicum

At Southeastern University, we are committed to developing the next generation. One way that is made possible is through the Student Ministry Practicum experience. Practicum is a 16 week/three credit hour course that involves a **hands-on learning experience in a supervised setting**. This setting can either be at a church, business, or non-profit. Within this setting, a supervisor provides the training and development while the student gains real world hands-on experience in the career field or degree program that they are studying.

Practicum Course Learning Outcomes include the following...

1. **Better understand their calling and giftedness for the career they will pursue after graduation.**
2. **Perform duties established in the student ministry contract.**
3. **Articulate a more mature understanding of the nature and purposes of Christian ministry.**
4. **Give evidence of sensitivity to the working of God's grace and leading of the Holy Spirit in his or her life.**
5. **Cultivate improved relational skills and interactions essential to effective ministry.**



Student Schedule



Student Schedule

SEU Carolina has a set schedule it follows on a weekly basis when school is in session. To gain a full understanding of the weekly student schedule, please explore below.

Classes

Classes are offered throughout the week at different times. Please be advised that a student schedule can be different every semester as the courses they need in their degree program can vary. Classes are offered in 8 week sessions, so it is important to update your weekly schedule every 8 weeks.

Class Times during the Day

- 8:00a-9:30a
- 9:30a-11:00a
- 11:00a-12:30p
- 2:00p-3:30p
- 3:30p-5:00p

Class times during the Night

- 6:00p-9:00p Mon/Tues/Thurs

Spiritual Formation

SEU Carolina is a Christ-centered university. Students are required to attend spiritual formation experiences provided on campus. Experiences occur every Tuesday mornings.

Tuesday Experiences

- 8:30a-9:30a All Staff Chapel is on first Tuesday
- 8:30a-9:30a Bible Study on second and fourth Tuesday
- 8:30a-9:30a Student led Devo on third Tuesday
- 8:30a-9:30a Prayer chapel is on Tuesday

Student Development

Every morning Mon thru Thursday 11:00a-12:30p, students have a time block for student development. This is a set time in the weekly schedule when students can focus on their academics. Attendance for student development is based on a students cumulative gpa.

Attendance based on GPA

- 3.5 or higher - Students exempt from student development
- 3.0-3.4 - Students attend one session per week
- 2.75-2.99 - Students attend two sessions per week
- 2.5-2.75 - Students attend three sessions per week
- 2.4 or lower - Students attend all student development sessions

Dining Hall

SEU Carolina has a full service commercial kitchen that provides meals during the following days and times...

- Lunch 12:30p-2:00p Monday thru Thursday

Practicum

Students with a full time course load of 12 credit hours or more are required to complete a max of 12 hours per week in their practicum studies. Students with a part time course load are required to complete 8 hours per week. It is important to remember that practicum is a course just like every other course students enroll in at SEU Carolina.



**DEVELOPING THE
NEXT GEN**



Developing the Next Gen

A large portion of the practicum course is dependent on a successful hands-on learning experience. Outlined in this section are multiple approaches that meet the required outcomes of the practicum program, provides practical experience to students, and gives supervisors the flexibility to choose the approach which best fits your needs.

STUDENT DEVELOPMENT APPROACH

The student development approach challenges students to search within and allows students to work on creating healthy habits, self-awareness, and initiative that they will need in future.

Here is an example of how you could do this to help students build better habits:

Have your student read the book Atomic Habits by James Clear. After completing this book, students will submit 2-3 habits that they will be building and developing throughout the semester. Students would then submit weekly/bi-weekly/monthly updates and wins. As the practicum supervisor, you could also submit required habits: Daily journaling, Bible reading plan completions (YouVersion), workout schedules, etc. Feel free to use other books like Habitudes (Elmore), How to Win Friends and Influence People (Carnegie), and 7 Habits of Highly Effective People (Covey).

MINISTRY PROJECT APPROACH

This approach is built with an emphasis of a student working to practically develop knowledge in the area assigned by working on a project. The ministry project approach allows students to create content, resources, and strategies for a specific area of ministry.

Here is an example of how this would look if your student was studying youth ministry at your church:

Have each ministry identify what each student must create throughout the semester (for example: A 3-week message series with a series graphic, small group questions for all four weeks, a video promo, order of experience -with song choices, instagram post ideas, an email to parents about the series, etc...), or have students submit what they will create during the semester. We also have the opportunity to utilize students to update some frequently used resources and processes (i.e, new guest follow up, salvation and baptism follow up, new leader onboarding, etc...). and to plan future events/conferences.

SHADOWING APPROACH

This approach is built with an emphasis of a student learning what you do in your industry or career field by observation and reflection. Each day, practicum supervisors do amazing things that are incredible learning opportunities. Business owners manage finances while balancing work and home life. Counselors field calls, conduct consultations, and counseling sessions. Whatever career field you are in, there are incredible things to learn by the student being present and observing.

Here is an example of how this could work if the student was studying to be a pastor:

Each week, allow students to sit in staff meetings, sermon writing sessions, and review/preview meetings where team members recap a Sunday morning service. At the end of the week or after each event, ask the student what they observed. Find out what they learned. And challenge them to ask questions about what they experienced.

MODELING APPROACH

Some students learn better by doing. So this approach is built with an emphasis of a the student executing tasks or assignments while you observe, supervise, or watch. As the student executes tasks and and the supervisor provides feedback, they will be modeled into a successful student who is prepared to enter the desired career. This can be a challenging approach but it is very rewarding for the student.

Here is an example of how this could work if the student was studying to be an office administrator:

Each week, office administrators are responsible for several tasks. This includes but is not limited to fielding phone calls, scheduling meetings, ordering supplies, greeting guests and more. As the student executes tasks, you would need to observe or shadow them to see how well tasks are completed. After the tasks are completed (either at the end of the task, the end of the day, or the end of the week) feed back is

given. By doing so, the student is able to learn what they did right, and what they could do better.

STUDY BASED APPROACH

This approach is built with an emphasis of a student learning about their desired career field by studying a specific topic or area of your industry. The study based approach encourages students to collect data, identify problems, and develop workable solutions to solve the problems identified in your business, church, or community. During the study, students will be challenged to ask questions like how things are established, and how they play out in values and outcomes of your particular community or business.

Here is an example of how this could work if the student was studying business:

If your business was looking at expanding into a new emerging market, the student could be assigned the responsibility of conducting a study of the market your business intends to capture. This study could include creating a profile of this market, answering questions like where they work/live/play. Other things that may need to be evaluated are the needs of this market and how your competitors meet those needs or fall short of meeting those needs. The study may be concluded with a presentation on the data that is collected as well as the findings from the research.

Each of these approaches tackle the student learning experience in different ways and create a healthy hands-on learning environment. Please keep in mind that every student learns differently so use the method that is best suited to their learning style. You may even find that learning is best achieved by developing a mixture of several of the approaches above throughout the semester.

Note: One of the intended outcomes of the practicum course is to provide students with real world on the job training in the career field the student is interested in pursuing after graduation. With that in mind, you may want to consider spending time with the student one on one to gain a full understanding of what they aspire to do after graduation. This information could be insightful when creating a development pathway for the student.



EXPECTATIONS FOR SUPERVISORS



Expectations for Practicum Supervisors

Being a practicum supervisor is fun. There is nothing more rewarding than partaking in the development in the next generation. It is also hard work and comes with responsibility. So just what are your expectations as a practicum supervisor over the 16 week semester?

We have provided a list below to help you.

Expectations for Practicum Supervisors

1. Within the first week, you need to **meet face-to-face with the student** that you are going to be supervising. This is a time to connect, get to know one another, and discuss expectations and desired learning outcomes. This is also a great time to learn the schedule of your student regarding work schedule and classes.
2. Make sure you put expectations down on paper. Southeastern has provided a document for you to do just that. It is called the Ministry Contract Form. The student will be able to make it available to you. After discussing expectations, both you and the student will need to **sign the ministry contract form**.
3. **Assign the student a project** that they can focus on throughout the semester that has a definitive start and finish. There may be several small tasks or assignments that the student completes in a day or a week. However, a project is designed to be something that challenges the student throughout the semester and is bigger than day-to-day tasks. At the end of the semester, you will evaluate their completion of the assignment.
4. **Connect with the student at least once each week** face-to-face (or virtually) to provide accountability, feedback, and growth.
5. **Complete an assessment of the students performance** at the half-way point (week 8) of the semester.
6. **Complete the final supervisor evaluation form**. Before the end of the semester, you will need to conduct a final evaluation of the student. The student will make this available to you. This should be done in person.



EXPECTATIONS FOR STUDENTS



Expectations for Students

As a student, you are receiving 3 credit hours during the course of the semester for your hands-on learning practicum experience. Some of you are also receiving a scholarship to cover the cost of your practicum course. Practicum is fun but it also requires discipline and hard work. Below is a list of requirements that will help you excel in this course. Full time students are required to fulfill 12 hours each week in their assigned practicum area. Part time students will be required to do 8 hours each week. Hours do not roll over from week to week.

Expectations for Practicum Students

1. Within the first week, you need to complete your **student acknowledgment** and submit your **practicum request form for approval**. You can access your practicum registration form here <https://seucarolina.org/practicum-registration>
2. Once your request is approved, you need to **meet face-to-face with your practicum supervisor** that you are going to be assigned. This is a time to connect, get to know one another, and discuss expectations and desired learning outcomes.
3. Make sure you put expectations down on paper. Southeastern has provided a document for you to do just that. It is called the Ministry Contract Form. This is accessible through MyFire. After discussing expectations, both you and the practicum supervisor will need to **sign the ministry contract form** and you will need to turn it in to MyFire for a grade. Typed signatures will not be accepted.
4. **Get your assigned project approved for the semester.** There may be several small tasks or assignments that you will be assigned and complete in a day or a week. However, a project is designed to be something that challenges you throughout the semester and is bigger than day-to-day tasks. This project will need to be assigned and approved by your practicum supervisor.
5. Once your project has been assigned and approved by your practicum supervisor, you will need to **submit your project proposal to MyFire** for a grade. This submission needs to be a 100 word proposal detailing what major experience you plan on contributing to your overall portfolio this semester.
6. **Connect with your practicum supervisor at least once each week** face-to-face (or virtually) to provide accountability, feedback, and growth.
7. At the half-way point (week 8) of the semester, you will need to **complete a progress report regarding your assigned project** for the semester. This progress report needs to involve feedback from your practicum supervisor.
8. Before the end of the semester (weeks 12-14), the practicum supervisor will need to complete a **supervisor evaluation form on you and your overall performance**. You will need to provide this to your practicum supervisor. It can be found in MyFire.
9. **Conduct a self-evaluation on yourself** regarding your overall practicum experience and practicum supervisor. This needs to be completed around week 15 of the semester.
10. **Submit your completed project for grading.** Your submission along with submission requirements can be found on your MyFire. Your submission should include a cover sheet, essay, and any exhibits of your project.
11. **Absences.** An absence occurs whenever a student does not show up or is unable to fulfill the terms for set days/hours outlined in the ministry contract agreement. Students are allowed 4 total absences within the semester for the practicum course. Students will drop a letter grade for each absence after 4 absences has been reached. Exceptions for sickness will be granted but a doctors note will be required.
12. **Multiply Church Policies & Procedures.** Since SEU Carolina is hosted on the campus of Multiply Church and housing is provided by Multiply Church, Traditional on campus students (including commuters & res life) are expected to adhere to the guidelines, policies, procedures and rules of Multiply Church.



IMPORTANT DATES TO KNOW



Important Dates to Know

Below is a list of important dates you need to know regarding practicum. For dates related to assignments and coursework that you are graded for, see your syllabus in MyFire for the practicum course.

Dates to Know for the Upcoming Academic Year

Event Calendar

- Students have activities throughout the academic year. Some of these events are required for traditional on campus students.
- To stay in touch with on campus events and activities, simply visit <https://seucarolina.org/calendar-events>

Academic Calendar

- SEU Carolina is closed for certain holidays including but not limited to fall break, Christmas and during SEU Conference in the spring. When SEU Carolina is closed, this includes all regularly scheduled activities including classes and practicum.
- To stay in touch with when SEU Carolina is closed, simply follow the academic calendar <https://seucarolina.org/calendar-academic>

Practicum Assignment Dates to Know

Assignments

- Week 1:
 - Student Acknowledgment Due
 - Practicum Registration Request
 - Face 2 Face Meeting between student and supervisor
- Week 2:
 - Signed Ministry Contract Due
- Week 8:
 - Ministry Project Progress Report Due
- Week 15:
 - Supervisor Evaluation Due
- Week 16:
 - Self-Evaluation Due
 - Ministry Project Learning Essay Due

Note: Please be advised. It is the students responsibility to turn assignments in on time. However, there are a few elements that require the practicum supervisor involvement for timely completion. These include the signed ministry contract form and supervisor evaluation. Please be on time when turning these assignments in.



Standards for Students



Rules

SEU Carolina is a private university committed to higher learning. That means our values are Christ-centered. Therefore, students who attend SEU Carolina are held to a higher standard when it comes to matters of day-to-day student life. Below is a look at some of the standards that our students are required to measure up to on a weekly basis when on and off campus. Both practicum supervisor and student are responsible in adhering to these standards. These standards are critical to the overall formation and development of the student. **Failure to comply shall be reported to the Academic Director immediately.**

Community Standards for Students

1. The use, possession, or distribution of all alcohol, tobacco, marijuana, illegal drugs, and other intoxicants is strictly prohibited on and off campus. This prohibition includes, but not is limited to: alcoholic beverages, powdered alcohol, or alcoholic beverage vaporizers; cigarettes, cigars, snuff, smokeless tobacco, chew, hemp, hookah, e-cigarettes, and/or vaporizers; narcotics, controlled substances, opioids, cocaine, stimulants, depressants, anabolic steroids, hallucinogens, psychedelics, designer or synthetic drugs, marijuana / cannabis, K2 and other synthetic cannabinoids, inhalants, bath salts, or products used in a similar manner; over-the-counter or prescription drugs used in an unintended or non-prescribed manner; and drug paraphernalia. Further, students are not permitted to provide alcohol to minors. Anyone aged 21 years or older supplying alcohol to those under the age of 21 years will be sanctioned more severely than for mere possession of alcohol.
2. Inappropriate sexual behavior is prohibited. This includes, but may not be limited to any conduct or activity deemed contrary to the SEU Human Sexuality Statement (available on the SEU website), as determined by the Office of Student Conduct.
3. Deliberate refusal to comply with clearly stated policies or directives issued by any University official, including Resident Directors, Resident Assistants, Student Leaders, and security personnel acting in the performance of his/her duties. This includes, but is not limited to, failure to evacuate a building during a fire alarm or refusal to present proper ID upon request.
4. Possession, distribution, propagation, storage, exposure, and/or viewing or forwarding of illicit, explicit, and/or inappropriate material regardless of intent, that includes, but is not limited to: obscene or distasteful material as determined by the values and principles of Southeastern University; sexually provocative, explicit or pornographic videos, movies, books, magazines, Internet or web cam use, Internet usage/sites, and social media forums and apps; inappropriate text messages, phone calls, emails, pictures, social media posts or messages, messaging apps, or other correspondence that is offensive, lewd, or distasteful in nature; or intentional exposure of body parts in any type of live or communicated fashion.
5. Aiding, abetting, or conspiring with another person to become involved in inappropriate behavior. Being present when another student violates University policy and behaving in such a way that constitutes permitting or condoning the violation.
6. Fighting, physical abuse, verbal abuse, threats, intimidation, harassment, coercion, pranks, and/or other conduct which threatens, endangers, harasses, disturbs, discomforts, or bully the health or safety of any person.

7. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty;
 - b. Furnishing false or inaccurate information or lying to any University official, faculty member, or office;
 - c. Forgery, alteration, misuse of any University document, record, or instrument of identification; or
 - d. Tampering with the election of any University-recognized student organization.

8. Unauthorized taking or keeping of items of University property, items rented, leased, or placed on the campus, property leased by the University, items belonging to students, faculty, staff, or guests of the University, using another student's ID number/card, or possession of suspected stolen property.

9. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation or admission into, affiliation with, or as a condition for continued membership in a group or organization.

10. Unauthorized possession, duplication, or use of keys to any university premises or unauthorized entry to or use of university premises; unauthorized or improper use of Fire Card.

11. Violation of federal, state, or local law.

12. Possession of firearms, explosives, Tasers, expandable batons, other weapons, or dangerous chemicals. Firearms, explosives, Tasers, expandable batons, other weapons, and dangerous chemicals are not permitted on University premises.

13. Participation in a campus demonstration which disrupts the normal operations of the University and infringes upon the rights of other members of the University community, or the breach of peace, aiding, abetting, or causing another person to breach the peace on University premises or at functions sponsored by or participated in by the University.

14. Conduct that is disorderly, lewd, or indecent as determined by the University in its sole discretion.

15. Use of coarse, profane, vulgar, or other inappropriate language that may be offensive to others.

16. Deliberate acts that are deemed unscriptural by the Assemblies of God fellowship and/or the administration of the University for disruptive and potentially destructive purposes are prohibited. This prohibition includes propagation of spiritually unhealthy and unsound practices, including, but not limited to:
 - a. Occult practices, witchcraft, anti-Christian practice, intended worship of a non-Christian deity, doctrinal practices/teachings, etc. that endanger the University community; or
 - b. Unsound doctrine and practices with the intent of deliberate contradiction of University-held beliefs for the purpose of disruption of the University community.

17. Any type of gambling activity on or off campus. Gambling is defined as any gaming activity that includes the wagering or exchanging of money or material wealth. Gambling on University premises, including online gambling, and at Southeastern Sponsored events is strictly prohibited.

18. Attending places of questionable amusement, including but not limited to bars, dance clubs or similar venues, casinos, adult entertainment clubs, and/or X-rated establishments. This includes patronizing or being present on or at premises or events constituting a "stand-alone bar," which is defined as devoted during any time of operation predominantly or totally to serving alcoholic beverages, intoxicating beverages, or intoxicating liquors, or any combination thereof, for consumption on the licensed premises and in which the serving of food, if any, is merely incidental to the consumption of any such beverage.

19. Improper entrance or exit of the University campus. This includes returning to the campus more than thirty minutes past curfew. Please see Curfew Policy for additional information.

20. Any activity that violates the policies stated in the Information Technology section of this Student Handbook.

21. Abuse of the disciplinary system, including but not limited to:

- a. Failure to obey the summons of a University official.
- b. Falsification, distortion, or misrepresentation of information before the Student Conduct Covenant Council or during a student conduct proceeding.
- c. Disruption or interference with the orderly conduct of a student conduct proceeding.
- d. Attempting to discourage an individual's proper participation in, or use of, the University's student conduct system
- e. Attempting to influence the impartiality of a member of a University adjudication body prior to and/or during the course of the proceeding.
- f. Harassment (verbal or physical) and/or intimidation of a member of a University adjudication body prior to, during, and/or after a proceeding.
- g. Failure to comply with the sanction(s) imposed by the Covenant Council or any other University official.
- h. Violating any Community Standard or other SEU rule, policy, or directive while already serving a disciplinary probation period.

22. Any conduct that is not in keeping with the values of the SEU community. It should be understood that any attempt to circumvent the principle of any University regulation without actually violating the letter of the rule is considered a violation.

23. Any violation of the opposite sex visitation policy.

24. Being out overnight with members of the opposite sex without prior approval from a Resident Director.

25. Any violation of Multiply Church Global policies, procedures, rules, or guidelines.

26. Any violation of the Housing Policies and Procedures.

27. Violation of any other policy contained within this Student Handbook, the Catalog, or other University policies, rules, or guidelines not specifically mentioned elsewhere in this list.



Student Privacy & Title IX



Student Privacy & Title IX

Southeastern University standards apply to all students enrolled, whether they are on campus or off campus. As students of the university, it is important that any matters related to students be kept confidential. Students of the university have a right to privacy and we expect their privacy and confidentiality to be honored and respected.

TITLE IX

Southeastern has a responsibility to respond quickly and effectively to address sexual misconduct and any other conduct that is motivated by sex or gender that creates a hostile environment for Southeastern students. Southeastern is committed to prevention of all forms of sexual misconduct as well as the protection and rehabilitation of victims of such acts. Gender-based misconduct includes but is not limited to the following:

- Sexual Harassment
- Sexual Assault
- Dating Violence
- Domestic Violence
- Stalking
- Any misconduct where someone is targeted because of sex or gender

What Is Title IX?

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination on the basis of sex of students and employees of educational institutions that receive federal financial assistance. Title IX reads as the following: “No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance...” Title IX of the Education Amendments of 1972 and its implementing regulation at 34 C.F.R. Part 106 (Title IX) For more information, please see SEU’s official gender-based misconduct policy.

Duty to Report

All faculty and staff play a crucial role in helping create a campus culture at SEU where gender-based violence of any kind is not tolerated. As a campus community, we are committed to education, training and services that encourage healthy, safe and respectful relationships. At SEU, we desire to go beyond compliance with federal laws concerning gender-based violence, and we aspire to provide a survivor-friendly environment.

As part of this commitment, all faculty and staff who become aware of incidences of sexual harassment, sexual assault, dating violence, domestic violence, or stalking are required to notify the university.

Faculty and staff are responsible for informing students of their duty to notify the university.

To view the Faculty & Staff Mandatory Reporter Policy, [click here](#).

What Is Covered?

This policy applies to all members of the SEU community. The SEU community includes current undergraduate and graduate students, staff and faculty, administration and any third parties interacting with students, staff, faculty or administration of SEU. The policy covers members of the SEU community regardless of age, race or gender.

This policy covers all activities that occur on SEU's campus or at its facilities and regional campuses or extension sites, as well as activities off campus where members of the SEU community are involved. It covers all relationships, including but not limited to student with student, student with staff and faculty, student with administration, student with third parties, staff and faculty with staff and faculty, staff and faculty with administration, staff and faculty with third parties, administration with administration and administration with third parties. It covers all SEU-related programs and events, both on and off campus, including international programs.

For more information, please see SEU's official gender-based misconduct policy.

Options for Reporting

- Title IX Coordinator
- Title IX Deputy Coordinator
- Faculty or staff member
- Online reporting form