



PRACTICUM REPORTING



What is Practicum?

- The Practicum program at MAS is designed to enable the student to experience life in the ministry they feel called to by God. In the Head (to know), Heart (to be), and Hand (to do) approach to education, Practicum is the Hand.
- Working the hours required in your practicum involves learning ministry ingredients not covered in the formal teaching part of the curriculum.
- Like other classes, Practicum courses are graded and are a requirement for graduation.
- Practicum includes two parts: Credits earned, and Hours reported. Credits are earned by enrolling in Practicum courses. Hours spent in service, leading, learning, etc. are reported within the practicum course.

Choosing the Correct Practicum Worksheet

- Practicum worksheets can be found under “Forms” on the website: metroatlantaseminary.org
- BTh & MDiv students will use Practicum- Master of Divinity 300 Hours
- MATS & MABS students will use Practicum- Master of Arts
- Those MDiv students who began pre-2023-2024 will choose the Pastoral, Ministry or Marketplace worksheet Pre-2023-2024
- DBC students, your practicum is counseling specific during your last term. Instructions will come from your professor.

Choosing the Correct Practicum Course at Registration

- Each term as you register for a practicum course, remember to choose the class numbers in ascending order. (smallest number to largest number)
- BTh students will choose PRAC 110-340
- MATS & MABS students will choose MAPRA 520-650
- MDiv students will choose PRAC 510-740
- DBC students, will choose PRAC480 in their last term

Reporting Practicum Hours in the Worksheets

- As required hours are completed, they need to be reported in the correct columns in the worksheet and totaled.
- Keeping up with earned hours and totals is the student's responsibility.
- Pay attention to the minimum and maximum hours that can be reported in each category. Hours that go over the maximum cannot be reported.
- Worksheets should be uploaded in Populi, in the practicum course under assignments.
- Worksheets are due at the end of each term. **Worksheets will not be accepted 2 weeks after a term ends without prior approval.**
- Practicum grades are determined by how many hours are reported: No hours but excel sheet turned in=C, 1-24 hours reported=B, 25 or more hours=A.

Reporting Practicum Hours in Activity Summaries

- A detailed activity summary should be submitted for each activity reported.
- The activity summary link is also under “Forms” on the website-look for “Practicum Activity Summary Sheet Link”. Be sure to include a detailed description of the activity, who was involved, the results, and what you learned or experienced in your summary.
- In some cases, a one-page summary, or an email from a supervisor will be requested (see your worksheet category instructions). These summaries should be uploaded under Practicum Assignments in Populi. Emails can be sent to admin@metroatlantaseminary.org.
- Summaries are due at the end of each term. Activity summaries **will not be accepted 2 weeks after the term ends without prior approval.**
- Contact Melanie McNaughton with any questions about Practicum: melaniem@metroatlantaseminary.org

Practicum Best Practices

- Plan activities at the beginning of each term. Consult the worksheet to see where hours are needed and consider suitable activities to attain hours. (This is much more effective than trying to look back at the end of the term to see what activities may work.)
- Keep up with hours. Remember to roll hours over to a new worksheet from the previous year, and check that hours are totaling in each column. This can help identify areas where hours are needed, as well as keep up with the total hours earned.
- Be ok with earning a “B” in Practicum. 25+ hours is not always achievable each term. Grades are based solely on the number of hours reported, and during some terms that many hours may not be realistic.
- Contact Melanie McNaughton with any questions or concerns about Practicum-she LOVES to help! (melaniem@metroatlantaseminary.org)