

Workbook for Practicum I (CNH/EDN 252) and Practicum II (CNH/EDN 253) of the Children at Risk (CAR) School



Student _____ Email _____

Mentor/Team Leader _____ Email _____

Location _____ Country _____

CAR School Leader _____ Email _____

Date Started _____ and Finished _____ Practicum ____ (I or II)

Workbook for the Practicum I (CNH/EDN 252) and/or Practicum II (CNH/EDN 253) of the CAR School

Dear student,

You are finishing the 3-month lecture phase of the Children at Risk School. (CNH/EDN 251)

After those first 3 months in the classroom, some schools offer an outreach of 3 months with cross-cultural experiences, while other schools offer one or two periods of a 3 to 6-month practicum. Both options, outreach and practicum, are offered to help you put into practice the lessons learned during the lecture phase.

The following information is for those who choose to do the 3 to 6-month practicum. (You can finish a practicum in 3 months, but you may also take a slower pace; up to 6 months to finish it.) The UofN gives 12 credits for the lecture phase and 12 credits for each 3 to 6-month practicum. The Children at Risk School has the option of doing 2 practicums of 3-6 months, so if you do the full program, you can earn 36 UofN credits.

The leader of the CAR School will receive a copy of this completed workbook, signed by the Mentor/Team Leader and student, and will calculate the final grade. Then he/she will enter this in the UofN register for the student to receive the appropriate credits.

Both Practicums I and II of the CAR School can be done at the same location, **understanding that there should be a growing level in learning and skills**. But it is also possible to choose a different location for the second practicum. Please properly communicate and negotiate locations with your CAR School Leader.

Location: A ministry location with children at risk, to be negotiated with the school leaders before you start your practicum.

Focus: children at risk, families at risk, communities at risk.

Objectives: During a period of 3 months, work in a project directly with children at risk, applying the principles and tools acquired during the lecture phase. During each practicum you need to read 3 books/write book reports and do 3 practicum research assignments.

Strategies: Practical work on the field, mentored and taught by experienced leaders.

Resource material: Reading applicable books and research on the internet. Doing field interviews with children and families in at risk situations.

Approximate Weekly Field Assignment Hours:

Hours Activity

07	Personal Devotion Times
03	Intercessory Prayer
03	Worship
03	Ministry Preparation/Evaluation
01	Instruction/Orientation/Teaching
01	Research Projects/Book Reports
24	Evangelism/Ministry/Application
01	Mentor/Student Feedback (one-on-one)
02	Assignments/Individual Study
02	Small Group/Discussion
03	Work Duties

During the practicum, the students will

- 1. Have a weekly Mentor/Team Leader evaluation (25% of total grade). See page 4.**
- 2. Write a weekly reflective journal (not to be graded). See page 6.**
- 3. Write 3 book reports (25% of total grade). See page 8.**
- 4. Write 3 research assignments (25% of total grade). See page 9.**
- 5. Fill in the monthly student self-evaluation (25% of total grade). See pages 10-18.**
- 6. At the end of the practicum, fill in the “Practicum Work Experience, Confidential Student’s Evaluation” (not to be graded). See page 19.**

1. Mentor /Team Leader’s Weekly Evaluation of the Student’s Performance

It is a mandatory requirement that students meet with their Mentor/Team Leader at least once a week to discuss the student’s performance on these objectives and to plan for the following week.

Rating Scale:

1. Exceeds Expectations
2. Meets Expectations
3. Does not yet meet expectations

The mentor checks weekly how the student has accomplished the following objectives:

Weeks →	1	2	3	4	5	6	7	8	9	10	11	12
1. Designed, implemented and evaluated developmentally appropriate and meaningful activities for the children, their families and/or communities, to reach them with God’s practical love. 1 - 2 - 3												
2. Demonstrated positive relationships and supportive interactions with children and families within the assigned ministry, as well as demonstrated ways to involve the families of the children, being sensitive to various cultures, languages and socio-economic status. 1 - 2 - 3												
3. Exhibited professional behaviors such as: punctuality, flexibility, servanthood, initiative, faithfulness, ability to follow instructions, ability to lead, authority over children and/or teenagers, ability to adapt to new situations, ability to come up with creative ideas, persistence, team work, etcetera. 1 - 2 - 3												
Total per week												

The total weekly grade can be a minimum of 3 to a maximum of 9 points

Week 1 Date: _____ Grade ___ Student's Signature _____ Mentor/Team Leader Signature _____

Week 2 Date: _____ Grade ___ Student's Signature _____ Mentor/Team Leader Signature _____

Week 3 Date: _____ Grade ___ Student's Signature _____ Mentor/Team Leader Signature _____

Week 4 Date: _____ Grade ___ Student's Signature _____ Mentor/Team Leader Signature _____

Week 5 Date: _____ Grade ___ Student's Signature _____ Mentor/Team Leader Signature _____

Week 6 Date: _____ Grade ___ Student's Signature _____ Mentor/Team Leader Signature _____

Week 7 Date: _____ Grade ___ Student's Signature _____ Mentor/Team Leader Signature _____

Week 8 Date: _____ Grade ___ Student's Signature _____ Mentor/Team Leader Signature _____

Week 9 Date: _____ Grade ___ Student's Signature _____ Mentor/Team Leader Signature _____

Week 10 Date: _____ Grade ___ Student's Signature _____ Mentor/Team Leader Signature _____

Week 11 Date: _____ Grade ___ Student's Signature _____ Mentor/Team Leader Signature _____

Week 12 Date: _____ Grade ___ Student's Signature _____ Mentor/Team Leader Signature _____

Total Mentor/Team Leader evaluation grade for **the 3 months:** _____

This 3-month grade for the Mentor/Team Leader evaluation will be 25% of the total grade. This will be evaluated and finally calculated by the CAR School Leader.

2. Weekly Reflective Journal

Write a weekly reflective journal. Here are a few ideas of what to write in your journal; pick some (or all) each week to help you see your progress in reaching your short and long-term goals:

- **Goals**

Name some of your goals and write about how your activities this week reflected them.

- **Bible Verse**

Write about a Bible verse you've been meditating on and its deeper meaning in your life.

- **Events**

Write about something that happened to you or happened in the ministry this week.

- **Describe Challenges**

We all face challenges in our lives. If you encountered a struggle this week, your journal is the perfect place to write it down. Describe the struggle you had to face in detail. What happened? How did you feel? Were you able to meet and overcome the challenge that crossed your path?

- **Define Solutions to Challenges**

Not all challenges are easy to overcome, so if you find yourself in a situation that you do not know how to overcome, write about possible solutions in your journal. Think about the specific actions you can take to find the solution. Contemplate the situation to find more than one option. You can also write about ways the situation might have been prevented.

- **Write Out Prayers**

These prayers can focus on any aspect of your spiritual life, from gratitude to praise and worship.

- **Express Gratitude**

Sometimes we forget to show our gratitude for the good things in our lives. Each week take the time to write about a few things that occurred that you are grateful for. If you start writing down your gratitude, you will most likely begin showing how grateful you are, which can be an inspirational form of personal development.

- **Record Your Small Wins**

If you're working toward any type of ultimate goal, take out your journal whenever you have a small win or meet a process goal that brings you one step closer to your final goal. Doing this will help you see your progress and encourage you to stay on track.

- **Write Down Your Brilliant Ideas**

As soon as a great idea pops into your head, write it down in your journal. If you don't do this, it is easy to forget your ideas. That can lead to missed opportunities to create great things.

- **Take Notes on Things You Learn**

Write down any key points that you find to be interesting or enlightening. Anything you hear throughout the day that resonates with you is worth writing down. You can come back to this idea later and research it further.

- **Write About People Who Inspire You**

You probably come across new people every day, in your ministry or just in public. Write about anyone you admire and reflect on the ways in which they inspire you.

This journal will not be graded. They are your personal reflections. It is to help you process, grow and learn. Please sign here for the journals you wrote every week.

Week 1 Date: _____ Student's Signature _____

Week 2 Date: _____ Student's Signature _____

Week 3 Date: _____ Student's Signature _____

Week 4 Date: _____ Student's Signature _____

Week 5 Date: _____ Student's Signature _____

Week 6 Date: _____ Student's Signature _____

Week 7 Date: _____ Student's Signature _____

Week 8 Date: _____ Student's Signature _____

Week 9 Date: _____ Student's Signature _____

Week 10 Date: _____ Student's Signature _____

Week 11 Date: _____ Student's Signature _____

Week 12 Date: _____ Student's Signature _____

3. Monthly Book Report

Books, chosen by the student, need to be related to the ministry focus: children at risk, families at risk, communities at risk. You can find a recommended book list for Practicum I and II at <https://www.childrenatriskschools.com/books-to-read>.

Book Report Task:

1. Identify 3 Biblical principles in each book.
2. Explain (not copy) what the author says about each.
3. Find 3 Biblical passages to support each principle.
4. Minimum of one page for each principle + verses.
5. Choose one of the 3 principles and make a personal application to your life or ministry (minimum of one-half page).

Your book reports are to be handed in to your Mentor/Team Leader on previously agreed upon dates.

Your Mentor/Team Leader will grade your book reports as follows:

	Book 1	Book 2	Book 3
Biblical principle 1 (20 points)			
3 scriptures (5 points)			
Biblical principle 2 (20 points)			
3 scriptures (5 points)			
Biblical principle 3 (20 points)			
3 scriptures (5 points)			
Personal application (25 points)			
Total			
Signature of Mentor/Team Leader			

The total of the 3 book reports will be 25% of the total grade. This will be evaluated and finally calculated by the CAR School Leader.

4. Monthly Research Assignments

The research assignments are:

- The first assignment on a child or a child and its siblings
- The second assignment on the family of this child/children
- The third assignment on the community where the child lives.

For each assignment, write on the following topics:

1. The needs observed. Minimum one-half page.
2. One or more solutions to the needs, that you or the ministry you are working with can possibly provide. Minimum one page.
3. Valid alternative options. Minimum one-half page.
4. The Biblical principles. Minimum one-half page.

Your monthly research assignments are to be handed in to your Mentor/Team Leader on previously agreed upon dates.

Your Mentor/Team Leader will grade as follows:

Topics	Research assignment 1	Research assignment 2	Research assignment 3
1. Needs observed (25 points)			
2. Solution to the need (25 points)			
3. Valid alternative options (25 points)			
4. Biblical principles (25 points)			
Total			
Mentor/Team Leader signature			

The total of the 3 research assignments will be 25% of the total grade. This will be evaluated and finally calculated by the CAR School Leader.

5. Student Self Evaluation

Evaluate yourself in the following attributes:

1. HEARING THE VOICE OF GOD: Consider the degree to which you have made it a custom to pray and wait for God's answer in different situations in the ministry.	Choose the answer that describes you best	Choose the answer that describes you best	Choose the answer that describes you best
	Month 1	Month 2	Month 3
Forget to pray and wait for God. (20)			
Normally need to be reminded to pray and wait for God. (60)			
Usually pray and wait for God. (80)			
Consistently pray and wait for God. (100)			

2. OBEYING WHAT GOD TELLS YOU TO DO: Consider your promptness in obeying what God tells you to do.	Choose the answer that describes you best	Choose the answer that describes you best	Choose the answer that describes you best
	Month 1	Month 2	Month 3
Forget what God tells me to do. (20)			
Sometimes obey promptly what God tells me to do. (60)			
Usually obey promptly what God tells me to do. (80)			
Consistently obey promptly what God tells me to do. (100)			

<p>3. NEVER GIVING UP:</p> <p>Consider your ability to hang in there, not giving up even when the going gets tough.</p>	<p>Choose the answer that describes you best</p>	<p>Choose the answer that describes you best</p>	<p>Choose the answer that describes you best</p>
	<p>Month 1</p>	<p>Month 2</p>	<p>Month 3</p>
<p>Easily give up when difficulties arise. (20)</p>			
<p>Sometimes hang in there and do not give up when difficulties arise. (60)</p>			
<p>Usually hang in there and do not give up when difficulties arise. (80)</p>			
<p>Consistently hang in there and do not give up when difficulties arise. (100)</p>			

<p>4. ADAPTABILITY:</p> <p>Consider your ability to adjust behavior due to organizational changes such as scheduling, reassessing priorities to accommodate changes in workload and making the transition from task to task or from one work area to another.</p>	<p>Choose the answer that describes you best</p>	<p>Choose the answer that describes you best</p>	<p>Choose the answer that describes you best</p>
	<p>Month 1</p>	<p>Month 2</p>	<p>Month 3</p>
<p>Rebel against change; cannot complete assignment under changed conditions. (20)</p>			
<p>Unable to adjust to change without becoming anxious, need considerable assistance to complete assignment. (60)</p>			
<p>Usually adjust to changes with minimal disruption; usually able to complete work under changed conditions. (80)</p>			
<p>Adjust readily to changes; accept new situation without complaint and complete assignments under changed conditions. (100)</p>			

<p>5. RELATIONSHIP TO OTHERS</p> <p>Consider your ability to get along with other students, instructors, facility personnel and children/families of varied backgrounds (socioeconomic, racial, and ethnic) in a polite, cooperative manner.</p>	<p>Choose the answer that describes you best</p>	<p>Choose the answer that describes you best</p>	<p>Choose the answer that describes you best</p>
	<p>Month 1</p>	<p>Month 2</p>	<p>Month 3</p>
<p>Make minimal effort to cooperate; sometimes appear indifferent toward others. (20)</p>			
<p>Generally make an effort to be cooperative but have difficulty relating to some people. (60)</p>			
<p>Usually pleasant, polite, courteous and cooperate well with most everyone. (80)</p>			
<p>Consistently maintain good relationships; easily adjust to different personalities; consistently cooperative, pleasant, and polite. (100)</p>			

<p>6. COMMUNICATION SKILLS</p> <p>Consider your ability to communicate effectively with other students, instructors, facility personnel and children/families of varied backgrounds (socioeconomic, racial, and ethnic). This would include listening, relating positively toward others through words, proper usage of words, eye contact, and body language.</p>	<p>Choose the answer that describes you best</p>	<p>Choose the answer that describes you best</p>	<p>Choose the answer that describes you best</p>
	<p>Month 1</p>	<p>Month 2</p>	<p>Month 3</p>
<p>Make minimal effort to communicate; sometimes communicate negatively to others. (20)</p>			
<p>Generally make an effort to communicate but have difficulty relating to some people. (60)</p>			
<p>Usually pleasant, courteous and positive, communicate well with most everyone. (80)</p>			
<p>Consistently communicate well through correct usage of words and body language, listen well, have good eye contact, and relate to others in a positive manner. (100)</p>			

7. PRODUCTIVITY Consider speed, organization and content of ministry.	Choose the answer that describes you best	Choose the answer that describes you best	Choose the answer that describes you best
	Month 1	Month 2	Month 3
Instructions must always be repeated; seldom complete tasks in acceptable length of time. (20)			
Can only do one thing at a time; very slow but usually complete required work. (60)			
Can usually organize material to complete assignments in a reasonable period of time. (80)			
Very well organized and efficient in carrying out workload in a minimal amount of time. (100)			

8. SELF-CONFIDENCE: Consider the amount of reassurance needed in order for you to complete tasks.	Choose the answer that describes you best	Choose the answer that describes you best	Choose the answer that describes you best
	Month 1	Month 2	Month 3
Unable to perform previously learned tasks without assurance of abilities. (20)			
Occasionally perform previously learned tasks without reassurance of abilities. (60)			
Usually perform previously learned tasks without reassurance of abilities. (80)			
Perform most all previously learned tasks without reassurance of abilities. (100)			

<p>9. RESPONSIBILITY AND DEPENDABILITY</p> <p>Consider the degree to which you are able to follow through and assume responsibility for actions.</p>	<p>Choose the answer that describes you best</p>	<p>Choose the answer that describes you best</p>	<p>Choose the answer that describes you best</p>
	<p>Month 1</p>	<p>Month 2</p>	<p>Month 3</p>
<p>Do not follow through, unable to assume responsibility for tasks or actions. (20)</p>			
<p>Occasionally follow through, reluctant to assume responsibility for tasks or actions. (60)</p>			
<p>Usually follow through, generally able to assume responsibility for tasks or actions. (80)</p>			
<p>Always follow through, assume responsibility for tasks and actions. (100)</p>			

<p>10. PUNCTUALITY AND ATTENDANCE:</p> <p>Consider your promptness, attendance record, and notification to Mentor/Team Leader when absent or tardy.</p>	<p>Choose the answer that describes you best</p>	<p>Choose the answer that describes you best</p>	<p>Choose the answer that describes you best</p>
	<p>Month 1</p>	<p>Month 2</p>	<p>Month 3</p>
<p>Consistently tardy, often absent; neglect to notify Mentor/Team Leader. (20)</p>			
<p>Often tardy or absent; and/or neglect to notify Mentor/Team Leader. (60)</p>			
<p>Seldom tardy or absent, give proper notification to Mentor/Team Leader. (80)</p>			
<p>Tardy or absent only under extenuating circumstances and with proper notification to Mentor/Team Leader. (100)</p>			

11. INITIATIVE Consider your resourcefulness in applying yourself to assigned tasks and daily work, as well as seeking additional responsibilities.	Choose the answer that describes you best	Choose the answer that describes you best	Choose the answer that describes you best
	Month 1	Month 2	Month 3
Put forth minimal or no effort in accomplishing assigned work and avoid additional responsibility. (20)			
Do only assigned work and rarely seek additional responsibility. (60)			
Do assigned work well; occasionally seek additional responsibilities. (80)			
Do assigned work well and frequently seek additional responsibilities. (100)			

12. DISCRETION Consider your ability to be cautious and appropriate in communications concerning children/family information.	Choose the answer that describes you best	Choose the answer that describes you best	Choose the answer that describes you best
	Month 1	Month 2	Month 3
Show no apparent concern toward children's/family's rights or needs; generally fail to respect professional confidentiality (gossips freely about children/family experiences). (20)			
Often ignore or am inattentive to children's/family's rights and needs; occasionally violate professional confidentiality. (60)			
Generally sensitive to children's/family's rights and needs; seldom violate professional confidentiality. (80)			
Fully realize the importance of my role in children/family rights and needs; respect children's/family's confidentiality. (100)			

13. REACTION UNDER STRESS: Consider your ability to perform required duties with accuracy and maintain organization under stressful circumstances.	Choose the answer that describes you best	Choose the answer that describes you best	Choose the answer that describes you best
	Month 1	Month 2	Month 3
Unable to perform duties required under stress. (20)			
Sometimes lack self-control needed to perform duties under stress. (60)			
Occasionally excitable, but capable of performing required duties adequately under pressure. (80)			
Consistently demonstrate poise and control under pressure. Handle stressful situations well. (100)			

14. ACCEPTS CRITICISM Consider the degree to which you are able to hear, listen to, and evaluate feedback about self and activities in a positive way without defense or excess embarrassment.	Choose the answer that describes you best	Choose the answer that describes you best	Choose the answer that describes you best
	Month 1	Month 2	Month 3
Display negative attitude when given criticism. Try to put the blame on others. (20)			
Occasionally able to hear, listen to and evaluate feedback about myself and activities without defensiveness. (60)			
Able to hear, listen to and evaluate feedback about myself and activities without defensiveness. (80)			
Accept criticism in a positive manner. Use criticism as a learning tool to improve skills. Seek suggestions for improvement. (100)			

<p>15. PROBLEM SOLVING/CONFLICT MANAGEMENT</p> <p>Consider the degree to which you are able to hear, listen to, and evaluate situations about self, others, and activities in a positive way by seeking solutions to problems and conflicts.</p>	Choose the answer that describes you best	Choose the answer that describes you best	Choose the answer that describes you best
	Month 1	Month 2	Month 3
Display negative attitude when difficult situations arise. Do not seek to find positive, workable solutions. Do not consider others' views or feelings. (20)			
Occasionally able to hear, listen to and evaluate situations about myself and activities in a positive manner. Occasionally offer ideas to help solve problems. (60)			
Able to hear, listen to and evaluate situations about myself, others, and activities. Usually offer possible solutions to problems that arise with a positive, helpful attitude. Usually demonstrate positive conflict management skills. (80)			
Able to hear, listen to and evaluate situations about myself, others, and activities. Consistently offer possible solutions to problems with a positive, helpful attitude. Demonstrate positive conflict resolution. Approach problems and conflicts as learning opportunities. Seek suggestions from others. (100)			

<p>16. ABILITY TO WORK EFFECTIVELY WITH CHILDREN</p> <p>Consider your ability to perform required duties with accuracy, care, developmental effectiveness, and true enjoyment.</p>	Choose the answer that describes you best	Choose the answer that describes you best	Choose the answer that describes you best
	Month 1	Month 2	Month 3
Unable to perform duties required to work effectively with children. Do not provide developmentally effective activities, environments, or plans. Do not enjoy children. (20)			
Sometimes lack the accuracy, care, developmental effectiveness,			

and/or enjoyment in working effectively with children. (60)			
Occasionally do not work effectively, but capable of performing required duties adequately and with enthusiasm. (80)			
Consistently demonstrate accuracy, care, developmental effectiveness and true enjoyment and enthusiasm when working with children. (100)			

	Month 1	Month 2	Month 3
Total score of the 16 evaluated items			

The total of the scores for the 3 months will be 25% of the total grade. This will be evaluated and finally calculated by the CAR School Leader.

6. Practicum Work Experience, Confidential Student's Evaluation

This is confidential information written by the student. Please, student, copy this and send separately to your CAR School Leader.

Student Name: _____ Date _____

Mentor/Team Leader Name: _____

Please evaluate your progress during your practicum work assignment. This information will be used to evaluate the ministry location. It is for CAR School Leaders and EDU faculty use only. Use additional lines at end of the form, if needed for any question.

Practicum 1 and / or 2 _____

1. Describe your duties as a practicum student with this ministry.

2. Explain how well the work at this ministry location helped develop your skills. Be specific.

3. Identify areas of significant ministry-related learning

4. Describe any significant positive or negative experiences that helped you learn during your practicum work assignment.

5. Describe ways that your Mentor/Team Leader contributed to your professional growth.

6. Describe the training that was available for you.

7. Describe any feedback from your Mentor/Team Leader concerning your performance in the ministry.

8. Would you like to continue to be staff in this ministry after your practicum?

Very Likely Likely Uncertain Not Likely Please explain:

9. Would you recommend this ministry for other practicum students? Yes No, Please explain: _____

10. Additional space for comments:

Student Signature _____ Date _____

The student needs to send a copy of this totally completed workbook, a week before finishing his/her practicum, to the CAR School Leader. It should include the following items:

- 1. Mentor/Team Leader evaluation, signed by the Mentor/Team Leader.**
- 2. Signed list of weekly journals.**
- 3. Grades of the 3 book reports, signed by the Mentor/Team Leader.**
- 4. Grades of the 3 written research assignments, signed by the Mentor/Team Leader.**
- 5. Student self evaluation.**
- 6. Practicum work experience, confidential student's evaluation.**

The leader of the CAR School will receive a copy of this completed workbook, signed by the Mentor/Team Leader and student, and will calculate the final grade. Then he/she will enter this into the UofN register for the student to receive the appropriate credits.

