

Park Christian School Bible Practicum Requirements

Park Christian School is a Christ-centered academic community, equipping students to Think Biblically, Live Wisely, and Serve Faithfully.

- **80 hours of volunteer service in the community**

- 3 organizations required (minimum)
 - Organization must be Not-for-profit
- Maximum of 40 hours in your home church allowed
- The .5 credit received for Bible Practicum does not count towards full-time status.
- School service days/projects (where the whole school volunteers) do NOT count
 - Feed my Starving Children
 - School-wide service days etc.

- **Forms**

- You should fill out [this online form](#) and get approval from the Bible Practicum advisor via email before serving.
 - This is to make sure you don't expect hours from non-acceptable sources
- Completion of Service/Evaluation form signed by volunteer supervisor for each service opportunity
 - Any time you serve under a different supervisor, they must fill out an evaluation.

- **Work log required for each day of volunteer service (must be typed)**

- Information should include location, date, time, number of hours, and a basic list of responsibilities and tasks (bullet point list)
- Suggestion: create a BP note in your phone and keep track every time you serve

Work Log Example:

Prairie Heights Church	12-24-22	6:00pm-8:00pm	2 hours
<ul style="list-style-type: none">• Practiced/prepped the slides for evening service (1 of Christmas services)• Sermon slides: Luke - Birth of Jesus• Songs: O Come All Ye Faithful, Silent Night, O Holy Night, Hallelujah, King of Kings			

- ❖ **Reflections (must be typed)**

- At the end of your service with that organization, a reflection of 4 questions will be required.
- 200 words minimum for each question's response.

- ❖ **Essay Topic: "What does it mean to serve faithfully?" (must be typed)**

- Personal opinion/reflection essay with Biblical support.
- 5 paragraph essay (intro, 3 main points, conclusion)
- 600 words minimum

All requirements are due (at the same time) at the completion of Bible Practicum. Pre-approved service hours may be counted no earlier than the summer prior to the student's sophomore year.

Bible Practicum Advisor

Ryan Kockelman

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Frequently Asked Questions

1. Can all my Bible Practicum hours be done with 1 organization?

- ❖ No, students need to find a minimum of 3 different organizations to serve.
- ❖ A maximum of 40 hours is allowed in the student's home church.

2. Do I need to have approval from the Practicum Advisor before serving?

- ❖ It is highly encouraged. There is an online form to fill out for pre-approval. It is encouraged so that a student does not invest many hours into something expecting hours and find out later that they are from an unacceptable source.

3. How often am I supposed to submit paperwork?

- ❖ Paperwork should not be submitted until completion of Bible Practicum.
- ❖ Communication and approval need to happen throughout the service project, but it is the **responsibility of the student** to initiate this communication and keep track of ALL paperwork until completion.

4. Can the work log, reflection, and final paper be written by hand?

- ❖ No, everything must be typed and organized with headings and names!

5. What if I am not sure that I am doing all these logs and reports correctly?

- ❖ Be sure to reach out to the Bible Practicum advisor to set up a time to meet and ask questions.

6. When is Bible Practicum due?

- ❖ Bible Practicum can be completed anytime during a student's **Sophomore, Junior, or Senior** year of high school.
- ❖ Bible Practicum must be turned in prior to the end of the **3rd Quarter** in order for it to be counted for that academic year. If it is turned in after the completion of the 3rd Quarter, the grade will be placed on the student's transcript for the next academic year. **(Senior year completion due date WILL NOT be extended.)**

7. Do I need to finish Bible Practicum in 1 academic year?

- ❖ No. The goal of Bible practicum is to continuously serve faithfully. We encourage students to start serving their sophomore year and continue to serve through their senior year (and hopefully beyond that).

8. Will I ever lose Bible Practicum hours?

- ❖ Pre-Approved hours by the Bible Practicum advisor will not be lost unless supervisor evaluations show a pattern of inappropriate or disrespectful behavior during service.

9. How will Bible Practicum be graded?

- ❖ Successful completion of Bible Practicum receives 2 grades.
 - The first letter grade is for completion of hours.
 - The second letter grade reflects the submitted written work.

10. How many reflection documents do I need by the end of Bible practicum?

- ❖ Because the student is required to serve at a minimum of 3 organizations, the minimum number of reflection documents will also be 3.
- ❖ Reflection documents are only needed for each organization, not after each type of volunteer service you have for that organization.

11. How do I turn in my Bible Practicum once it is finished?

- ❖ Please organize all documents into one file and email it to your advisor.
- ❖ If you need to scan documents, print documents you have typed and scan it all at once so that your Bible Practicum is one file.

Bible Practicum Post-Evaluation Form

Student's Name: _____

Date(s) of volunteer service: _____

Number of hours served: _____

This portion completed by supervisor of service opportunity:

Does the above student name, date(s), and hours of service match your records?

YES

NO (If no, please amend) _____

Please rate this student's volunteer service with your company below.

Rating System: (0) Poor, (1) Average, (2) Good, (3) Excellent

1. Promptness and preparation	0	1	2	3
2. Ability to communicate	0	1	2	3
3. Ability to work with others	0	1	2	3
4. Personal initiative	0	1	2	3
5. Enthusiasm	0	1	2	3
6. Productivity	0	1	2	3
7. Reliability	0	1	2	3
8. Overall experience with student	0	1	2	3

Are you or your company willing to be contacted by future Bible Practicum students from this school?

YES

NO

Park Christian School would like to thank you for helping our students serve this community faithfully! We hope your experience working with our students was a positive one!

Supervisor Signature: _____ Date: _____

Organization Name: _____ Phone #: _____

Bible Practicum Reflection Questions

***Create a document and number your responses to mirror the question. ***

Requirements:

- Each location (not each logged experience under that organization) needs to have a reflection document
- You do NOT need to type the question on the document, only the answers to the questions.
- Each response must be a minimum of 200 words (typed)
- Make sure the top of your document identifies the **organization and your name**.

Reflection Questions:

- The list of questions under each bolded question are designed to help you think about your experience. You are not required to answer each of the non-bolded questions.

1. Give a little background about this organization.

- * What is the nature of the organization?
- * When and where is it located (locally or nationally)?
- * Who does this organization serve?
- * What is the mission of this company?

2. Explain why you chose to volunteer with this organization.

- * What specifically interested you about this organization and drew you in?
- * How did you hear about this opportunity?

3. Describe your experience volunteering with this organization.

- * What type of work did you do?
- * How were you treated?
- * Were you able to interact with others? How did that go?
- * What were the highlights of this experience? Were there any negatives? Explain.
- * Would you volunteer there again? Why or why not?

4. In what ways can you pray for this organization? (Designate a theme verse)

- * Find a theme verse that you feel either represents who this company is or demonstrates the prayer you have for them in what they are doing.
- * Is this organization a ministry or not?
- * Did you happen to hear about any struggles this organization deals with?
- * Do you have a personal connection to this organization?

Grading Rubric for Bible Practicum Essay (50 Points)

Criteria	Points	Description
Thesis Statement	6	Clear, concise thesis statement that effectively presents the main idea of the essay and sets the tone for the discussion. The thesis is supported by the content of the essay.
Organization	10	Essay is well-organized with a clear introduction, three main points supported by Biblical references, and a strong conclusion that ties everything together. Transitions between paragraphs are smooth and enhance the overall flow of the essay.
Content and Biblical Support	15	Provides insightful personal opinions and reflections supported by relevant Biblical passages. Demonstrates a deep understanding of the topic and effectively integrates Biblical references to support key points.
Word Count	3	Meets or exceeds the minimum word count of 600 words.
Grammar and Mechanics	6	Essay is free of grammatical, spelling, and punctuation errors.
Clarity and Coherence	6	Ideas are presented clearly and cohesively, making it easy for the reader to follow the writer's train of thought.
Engagement and Depth of Reflection	9	Demonstrates a high level of engagement with the topic and offers deep, thoughtful reflections supported by Biblical insights.
Total	50	

Grading Rubric for Bible Practicum Reflection Questions (30 Points)

Criteria	Points	Description
Background Information	5	Provides a detailed and informative background about the organization, including its mission, history, and significance in the community.
Reason for Volunteering	5	Clearly explains the reasons for choosing to volunteer with the organization, demonstrating thoughtful consideration and alignment with personal values or goals.
Volunteer Experience	10	Describes the volunteer experience in a meaningful and reflective manner, highlighting key activities, challenges faced, and personal growth or impact achieved through volunteering.
Prayer for the Organization	5	Provides specific and thoughtful ways to pray for the organization, including a designated theme verse that aligns with the organization's needs and goals.
Writing Quality and Clarity	5	Demonstrates clear and concise writing with well-organized thoughts and ideas. Responses are coherent, engaging, and free of grammatical, spelling, and punctuation errors.
Total	30	

Grading Rubric for Bible Practicum Hours

A+	Student has completed required 80 hours of service. All necessary documents have been submitted. ❖ Pre-approval form, work log, reflection documents, post-evaluation form, final essay
A	Student has completed 76-79 hours of service. All necessary documents have been submitted. ❖ Pre-approval form, work log, reflection documents, post-evaluation form, final essay
A-	Student has completed 74-75 hours of service. All necessary documents have been submitted. ❖ Pre-approval form, work log, reflection documents, post-evaluation form, final essay
B+	Student has completed 72-73 hours of service. All necessary documents have been submitted. ❖ Pre-approval form, work log, reflection documents, post-evaluation form, final essay
B	Student has completed 70-71 hours of service. All necessary documents have been submitted. ❖ Pre-approval form, work log, reflection documents, post-evaluation form, final essay
B-	Student has completed 68-69 hours of service. All necessary documents have been submitted. ❖ Pre-approval form, work log, reflection documents, post-evaluation form, final essay
C+	Student has completed 66-67 hours of service. All necessary documents have been submitted. ❖ Pre-approval form, work log, reflection documents, post-evaluation form, final essay
C	Student has completed 62-65 hours of service. All necessary documents have been submitted. ❖ Pre-approval form, work log, reflection documents, post-evaluation form, final essay
C-	Student has completed 60-61 hours of service. All necessary documents have been submitted. ❖ Pre-approval form, work log, reflection documents, post-evaluation form, final essay
D+	Student has completed 59 hours of service. All necessary documents have been submitted. ❖ Pre-approval form, work log, reflection documents, post-evaluation form, final essay
D	Student has completed 57-58 hours of service. All necessary documents have been submitted. ❖ Pre-approval form, work log, reflection documents, post-evaluation form, final essay
D-	Student has completed 56 hours of service. All necessary documents have been submitted. ❖ Pre-approval form, work log, reflection documents, post-evaluation form, final essay
F	Student has completed 55 hours of service. All necessary documents have been submitted. ❖ Pre-approval form, work log, reflection documents, post-evaluation form, final essay

**Any project turned in without ALL necessary documents
will NOT receive credit until completed.**