

Application for a New Course v7.1

Course ID <i>Subject and Number</i>	BIBM 491 – Senior Capstone
Date APPROVED	
Date DENIED	

I. Systems and Catalog Information Complete each item.

1	Course Developers	Houston Heflin, Jeanene Reese, David Kneip, & Jerry Taylor
2	Course Teacher	Houston Heflin
3	Course Title	Senior Capstone Experience
4	Course Abbreviation (if title is over 30 characters)	
5	College	College of Biblical Studies
6	Department	Department of Bible, Missions, & Ministry
7	Number of Credit Hours	1
8	Is the course Fixed Credit or Variable Credit?	Fixed
9	Is the course repeatable?	No
10	Maximum number of times course may be repeated	N/A
11	Maximum number of hours credit	1 credit hour
12	Explanation for variable credit	N/A
13a	Course contact hours - LEC	
13b	Course contact hours - Lab	
13c	Course contact hours - Practicum	
13d	Course contact hours - Seminar	The course will entail face to face classroom instruction
13e	Course contact hours - Studio	
13f	Course contact hours - Online	
13g	Course contact hours - Colloquium	
13h	Course contact hours – Field Experience	
13j	Course contact hours - Internship	
13k	Course contact hours - Research	
13m	Course contact hours - Workshop	
13n	Course contact hours – Other (specify)	
14	Instructor Workload	
15	Grade Mode (check all appropriate):	☒ _X_ Standard ☐ Credit/No Credit (undergrad only)
16	Maximum Enrollment	
17	Catalog Description (50 words or less)	This course is the final segment of a three-stage approach for training upper-level majors in the Department of Bible, Missions, and Ministry. It is preceded by BIBM 391, <i>Ministry in Context</i> , and BIBM 396, <i>Field Education</i> . The course creates a context for practicing theological reflection on

		ministry, critical thinking, understanding the minister or missionary as servant and leader, and adding skills for future service.
18	List any prerequisites (course/s, test scores, class standing, major, etc.)	BIBM 391 <i>Ministry in Context and</i> BIBM 396 <i>Field Education</i>
19	List any co-requisites	
20	If the course is cross listed, specify the Course ID(s) MUST have signature in Section V off all Department Chairs	
21	Does this course have any special student costs? Yes/No <i>Attach a completed "Request to Add or Change Course Fees" form. Describe in section IV-F.</i>	No
22	How often will it be offered? Fall	Each fall
23a	How often will it be offered? Spring	
23b	How often will it be offered? Summer	
23c	How often will it be offered? Fall	
24	Frequency?	Annually
25	First semester this course will be offered <i>New courses may not be taught under their approved course ID until they appear in the catalog, therefore, no earlier than the coming fall.</i>	Fall 2012
26	List course/s that should be deleted, include the last semester for course/s being deleted <i>A course cannot be deleted when it is a requirement in a degree plan in any department.</i>	BIBM 491 Reflections on Missions and Ministry Fall 2011 – last semester taught
27	Is this course required for a degree/s? Yes/No <i>If "Yes," attach a revised degree plan(s) reflecting the placement of the new course.</i>	Yes
28	Has this course been offered as a Special Topics course? Yes/No <i>If "Yes," specify the Course ID and enrollment for each term it was taught.</i>	No
29	List any courses in which content overlaps the proposed course. (Course ID and Name) <i>Attach statement from instructor/dept chair of existing course justifying the new offering in Section IV-D.</i>	N/A

II. Curriculum

1	Degree Plan Explanation of how this course affects degree requirements.	This course will serve as the third of three experiences for Bible majors. Ministry in Context during the junior year will prepare them for internship experiences during the following summer. When students return the fall of their senior year they will be enrolled in the Senior Capstone Experience.
2	Justification State the justification for adding this course to the current curriculum. Represent the need	This course will fulfill the writing-intensive requirements for a course that all majors are required to take as students work on a document beginning in the Ministry in Context course and complete the document in the Senior Capstone Experience. In addition, the course focuses on the reflective practice of ministry after internships.

III.Course Design

1. Audience and Course Goal

1	Describe the intended audience, including prerequisite skills.	
2	State the overarching course goal(s) in performance terms.	

2. Competencies and Measurements

COMPETENCIES	MEASUREMENT
1. Learners will apply theological reflection and critical thinking to everyday living and ministry contexts.	a. Prepare a 5 to 7-minute Internship Podcast Report on your internship experience with emphasis on personal learning and growth. (10%) b. Write an 80 to 100-line case study reflection on a critical incident emerging from field education that articulates the issues of that experience. (15%) c. Attend a Summit lecture by Rachel Held Evans comparing and contrasting her book and her presentation. In addition, write five engaging interview-style questions for Evans demonstrating theological and critical thought. (10%)
2. Learners will conduct original research on an aspect of missions and ministry.	Write a 3,000 – 4,000 word article (8 to 11 pages) based on an area of inquiry in your intended profession. (25%)
3. Learners will articulate a plan for future Christian service.	Write a 3 to 4 page vocation plan reflection that outlines how you intend to live out your Christian calling. (15%)

3. Text and Resources

1. Give the full publication information of the textbook/s and other required resources and outside readings.

Evans, Rachel Held. 2010. *Evolving in Monkey Town*. Grand Rapids, MI: Zondervan.

Nouwen, Henri J. 1992. *In the Name of Jesus: Reflections on Christian Leadership*. New York, NY: The Crossroad Publishing Company.

Smith, Gordon T. 1999. *Courage and Calling: Embracing your God-given Potential*. Downers Grove, IL: InterVarsity Press.

2. For **combined undergraduate/graduate** courses, make two lists:

- a. full publication information; label **Undergraduate**.
- b. full publication information; label **Graduate**. Indicate number of pages required.

IV. Supporting Documentation

Supporting documents must accompany proposal prior to preliminary approval by chair and dean.

1	Library — Submit new course application and syllabus to the Director of the Library. Consult with the director and establish a deadline for completion of the library report. Attach the signed copy of the library director's report.
2	Instructional Design — The application and syllabus must be reviewed by the Adams Center. Attach a copy of the Adams Center Review Letter.
3	Degree Plan — The impact of the course must be reviewed by the Director of Curriculum. Attach degree plan signed by the Director of Curriculum.
4	Content Overlap — Include one document for each course you listed in Section I-I. Attach statement from instructor/dept chair of existing course justifying the new offering.
5	Departmental Resources — List the resources that support the course and are available only through the department, if applicable. Attach the list of the holdings and the location/s.
6	Resources — List resources (other than library or departmental resources) that are needed to support this course (computers, lab equipment, other technology, etc.). Attach a complete list of all items and indicate possible sources or estimated cost of each. List the sources of any needed funds.
7	Expenses — List additional expenses needed to implement this course (full-time or part-time faculty, graduate or lab assistants, student employees, travel, special student costs, room renovation, storage facility, etc.). Attach a complete list of all items, the estimated cost of each and the source of the funds.
8	Justification — Attach all documents referred to in Section II-2
9	Syllabus — Attach the syllabus for the course based upon the anticipated first-semester offering.
10	Provide documentation for all additional attachments here

V.Preliminary Approvals

All supporting documentation has been assembled and attached to this application. I believe this course is ready to be presented to appropriate councils. We have a plan to fund this new course.

Primary Department

Department Chair

Date

Dean of the College

Date

Cross-listing Department *Add more lines if multiple departments are cross-listing*

Department Chair

Date

Dean of the College

Date

Cross-listing Department *Add more lines if multiple departments are cross-listing*

Department Chair

Date

Dean of the College

Date

VI.Approvals *Place all approvals on one page.*

A.Course ID: _____

Course Title: _____

1.College Academic Council Action: (for all courses)

Note: Insert additional lines for College Academic Council action for each college involved in cross-listed courses.

Approved ____ Denied ____ _____
College Dean or Director Date

Approved ____ Denied ____ _____
College Dean or Director Date

2.Graduate Council Action: (for graduate level courses)

Approved ____ Denied ____ _____
Dean of Graduate School Date

3.University Undergraduate Academic Council Action:

For undergraduate level courses only

Approved ____ Denied ____ _____
Associate Provost Date

4.University General Education Council Action: (when applicable)

Approved ____ Denied ____ _____
Provost or designee Date

5.University Budget Committee Action: (when applicable)

When applicable – see New Course Application Instructions

Approved ____ Denied ____ _____
Chair, University Budget Committee Date

6.Academic Provost Action: (for all courses)

Approved ____ Denied ____ _____
Provost Date

7.President of the University Action: (for all courses)

Approved ____ Denied ____ _____
President Date

Attach notes, comments, or conditions from appropriate councils:

MEMORANDUM

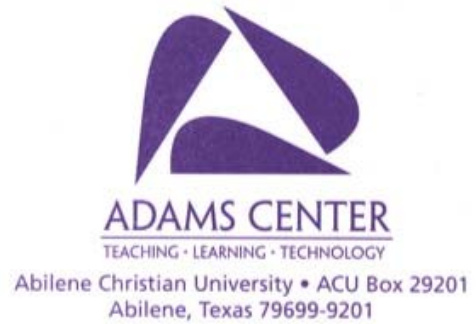
To: ***The University Undergraduate Academic Council***

Regarding: Senior Capstone

Course Designer: Dr. Houston Heflin

Course Identification: BIBM 491

Date: 10.27.11



COMPLETION OF SYLLABUS REVIEW

The Adams Center for Teaching and Learning has reviewed the syllabus for Senior Capstone (BIBM 491). This syllabus adheres fully to the syllabus checklist and has the support of the Adams Center for Teaching & Learning.

A copy of this document should accompany the New Course Application as *Supporting Documentation (Section IV)* when presented to the UUAC. This document does not represent or address approval or review by the appropriate college academic council.

Sincerely,



Dr. Scott Hamm,
Director of Mobile Learning Research

MEMO

Date: October 19, 2011

From: Craig Churchill, Theological Librarian

To: Mark McCallon, Associate Dean for Library Services

Jeanene Reese, Associate Professor & Associate Chair, Dept. of Bible,
Missions, and Ministry

Re: Library Support for Proposed Course, "Senior Capstone Experience"
(BIBM 491)

I am confident that our library holdings are more than adequate to fully support the course described (see syllabus attached). Don't hesitate to contact me with questions.

Craig Churchill
Theological Librarian
churchillc@acu.edu
325-674-2347