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SUPERVISED PRACTICUM Five Step Plan

The Supervised Practicum is a learning experience component of the Ministry Formation Program of the Diocese of St. Augustine. The Practicum takes place in a parish, school, or diocesan setting. Participants choose a ministry focus which will enable them to acquire and refine skills in a practical setting with the guidance of an approved supervisor. The practicum assists the participant in his or her continued integration of theoretical and practical knowledge. The various aspects of surfacing needs, designing a project to address some of these needs and evaluating the implementation enables the various knowledge and skills to be demonstrated.

The participant develops and executes the Ministry Practicum. It should sharply focus the practicum preparation and be realistic in its time demands on the project supervisor.

TIME LINE: May 1, 2018 – May 1, 2019

The practicum is not measured in traditional terms of success or failure. It is important that:

1. The participant is required to research, learn, and read the current USCCB Pastoral or Vatican Document of his or her chosen topic, i.e., but not limited to:

Liturgy: 3rd Edition of the Roman Missal

Youth Ministry: Renewing the Vision – A Framework for Catholic Youth Ministry

Young Adult Ministry: Sons and Daughters of the Light, A Pastoral Plan for Ministry with Young Adults

Religious Education: General Directory for Catechesis

Go and Make Disciples/Tenth Anniversary Edition (5-475)

Co-Workers in the Vineyard of the Lord

2. The project responds to a genuine ministerial need.
3. The participant experiences personal and ministerial growth.
4. The participant evaluates the project's outcome and identifies corrective actions, if any, that might lead to more effective results for the people that are being served.

The *Supervised Practicum* and the *Theological Reflection Course* run concurrently. With direction from the practicum workshop and guidance of a supervisor, the Practicum project is self-directed.

THE PRACTICUM PROJECT "FIVE STEP PLAN"

Include the Following:

1. **Initiate Communication**

Complete the *Preliminary Discernment form* and submit it for approval of your Practicum Project. After review of the *Preliminary Discernment* indicating your Practicum choice, a supervisor that has experience in your chosen Practicum project field will be asked to help guide and be available to you for consultation during the Practicum experience.

2. **Seek advice, if needed, on any aspect of your project**

Ask advice from your pastor, diocesan staff member, mentor, or a resource person in the area of your project involvement.

3. **Development of the Plan**

A. **Identify Overall Goals**

What do you hope to accomplish by means of this project?

B. **Define Your Objectives**

Objectives are concrete, specific statements about how you will achieve your goal. Who will do what, when, and at what cost, if any? Objectives must be attainable and measurable or at least recognized when they are achieved. (Objectives usually begin with the word "to," e.g., to develop, to start, to communicate, etc.)

C. **Develop Your Objectives**

How will you accomplish the project? What specific steps will be taken for each objective? Action steps contain detailed specifications about reaching an objective by its appointed dates. Include what is to be done, who is to do it, and when it is to be completed.

D. **Identify and Allocate Resources**

What personnel, facilities, materials, time, and financial budget do you need to accomplish each objective? Find out what resources are available in your parish community or diocesan offices, etc. If resources are not available, you may need to modify your objectives and action steps.

E. **Determine an Evaluation Procedure**

The project objectives are the major criteria against which the project is evaluated.

4. **Implement the Plan**

Complete the action steps for each plan objective using resources available to you. Evaluate progress using the *Mid- Way Evaluation* and *Project Plan Assessment*.

5. **Evaluate Project Results**

Using your evaluation procedures determined above, evaluate the actions and outcomes (objectives) derived from the implementation of the project. Participants complete the *Annual Discernment & Final Self-Evaluation* and Supervisors complete the *Final Report*.