



Field Education Handbook

Mission

Field education is a form of experiential learning. By directly participating in ministry at a church or organization, students can practice and experience what they have learned in the classroom. This integration of theological knowledge with practical experience helps in the balanced development of their service life, making their contributions to God's kingdom more effective. It aids in the spread of the gospel, the flourishing of the church, and the glorification of God while benefiting people.

Goals

1. Experience the role of a pastor or ministry leader during the practicum process.
2. Discover the needs in ministry through the practicum process, fostering deeper theological research and pursuit.
3. Provide opportunities for interns to identify their gifts and weaknesses, thereby boosting their confidence and commitment to serving the Lord.
4. Assist interns in exploring and establishing the direction of their future ministry.
5. Grasp the principles of effective ministry and learn to be a faithful and dedicated servant.

Rules

1. Field education is an integral component of the graduate programs at our seminary, including MACS, MAFM, MAICS, MDiv, and DMin.
 - a. Master's students with six years of full-time pastoral experience may apply to the Academic Affairs Office for a waiver, replacing the required Field Education and/or Summer Pastoral Internship credits with other courses upon approval. Similarly, master's students with three years of full-time missionary experience may apply for a waiver from the Cross-Cultural Short-Term Mission course.
 - b. Master's students may not count more than two practicum elective credits towards graduation.
 - c. Doctor of Ministry students may enroll in a Practicum Guided Study course (1 credit) each semester after the second academic year to become familiar with the North American pastoral environment with internship credits not exceeding 3 credits towards graduation.
 - d. All students are encouraged to participate in seminary-arranged observations of various church and ministry models.
2. All students are not permitted to independently engage in practicum at a church or organization during their first academic year.
3. Field Education Courses for the Master of Arts in Christian Studies (MACS), Master of Arts in Family Ministry (MAFM), and Master of Arts in Intercultural Studies (MAICS):
 - a. **【FES521 Cross-Cultural Short-Term Mission】** Must be completed during the first-year summer.
 - b. Elective Courses
 - 【FES535 Field Education Guided Study I】** 和 **【FES536 Field Education Guided Study II】** 1 unit each course.
4. Field Education Courses for the Master of Divinity (M.Div.):
 - a. Required Courses
 - 【FES501 Field Education I】** 和 **【FES502 Field Education II】** 1 unit each course.
 - 【FES521 Cross-Cultural Short-Term Mission】** Must be completed during the first-year summer.
 - 【FES529 Pastoral Internship】** Lasting for 2 months, it must be enrolled and completed during the summer of the second year (except for special applications that have been approved by FE Director).

b. Elective Courses

【FES531 Practicum Guided Study I】和【FES532 Field Education Guided Study II】These elective courses requires the completion of FES501 & FES502 Courses beforehand.

5. Field Education Courses for the Doctor of Ministry (D.Min.):

a. Elective Courses

【FES80x Practicum Guided Study】It is an elective course for D.Min. students.

6. Students who wish to participate in Field Education can apply to the Field Education Director starting in their second year. Students are responsible for contacting and negotiating with the practicum church or organization to confirm the supervisor for the practicum site. If a recommendation letter is needed, the Field Education Director can write one for the relevant church or organization. Once the student receives the practicum confirmation letter from the church or organization (international students must also complete CPT procedures at the International Student Services Office to legally work off-campus), and after approval from the Field Education Director, they can proceed to the Academic Affairs Office for enrollment, officially entering the Field Education phase.
7. Church practicums are generally conducted on weekends, while organization practicums may vary depending on the situation. However, the total practicum hours per week must not exceed sixteen hours (unless special approval is obtained from the Field Education Director) to avoid impacting academic performance.
8. In line with the principle of assisting and nurturing future pastors, it is recommended that churches/organizations providing practicum opportunities to our seminary students also offer reasonable practicum stipends to support their learning and living expenses. Churches/organizations should consult with their accountant regarding the payment methods for the practicum stipend.

Eligibility

All students must complete one full year of full-time study at the seminary before applying for and registering for the two-semester practicum course. However, transfer students who have completed more than one year of full-time study in the United States or graduates from other institutions may apply for and register for the two-semester practicum course in their first semester at the seminary.

Procedure

1. Fill out the practicum application form FE04 or FE05 and submit it to the Field Education Office.
FE04 (Field Education Application Form)
FE05 (Cross-culture Short-term Mission Application Form)
2. Submit the signed MOU from the practicum church/organization to the Academic Affairs Office (Refer to the forms FE09A/FE09B below). If a student needs a recommendation letter for the church, they can apply to the Field Education Director.
FE09A (Internship during school term)
FE09B (Internship in the summer) + FE11 (Plan)
3. After obtaining approval from the Field Education Director, proceed to the Academic Affairs Office to enrol for the Field Education course for 0 or 1 credit. (International students must also complete CPT procedures)
4. Course Withdrawal.
Students who cancel or terminate their short-term mission/practicum/summer internship must withdraw from the course before the end of the semester (by 7/31 for summer term). Failure to withdraw will result in a permanent NP (No Pass) record on their academic transcript.

Field Education Process

* International students must complete CPT procedures with the International Student Advisor when enrolling in any practicum course.

1. First Year of MACS, MAFM, MAICS, MDiv, and DMin Programs:

Mandatory Attendance:

Field Education Orientation – Fall or Spring Semester: Provides a communication channel between the school and students, helps students understand the full scope of field education, and offers an opportunity for questions and answers. °

Must be Completed and Submitted:

Student Ministry Information Form (FE02)

Church Visiting Report (FE03)

2. The Master's Program (MACS / MAFM / MAICS & MDiv) must complete FES521 Cross-culture Short-term Mission during the first-year summer.

Students must choose one of the following options and complete a short-term mission practicum lasting no less than two weeks. If any selected option is completed in less than two weeks, another option must be added to meet the two-week requirement (at least 10 days).

- a. Cross-Cultural Short-Term Mission (including domestic and international);
- b. Cross-Cultural Mission Organization Volunteer;
- c. Cross-Cultural Personal Evangelism on Campus;
- d. Observation of Cross-Cultural Churches or Different Language Congregations (at least 3);
- e. Cross-Cultural Ministry within a Church.

Students should begin planning their short-term mission trips during the semester. Before enrollment, they must consult with the Field Education Director. Registration is only complete and effective once the short-term mission plan is approved, after which the mission trip can proceed. If planning to depart in May, students must consult with the Field Education Director by March 15.

Before the short-term mission, students must complete the necessary procedures at the Academic Affairs Office and Field Education Office.

Cross-Cultural Short-term Mission Application (FE05)

Submit Student Enrollment Agreement

Complete and Submit After the Short-Term Mission:

Cross-Cultural Short-Term Mission Summary Report (FE06)

Poster Presentation

If for any reason the practicum is terminated or the trip is canceled, you must immediately notify the Academic Affairs Office and the Field Education Office.

Withdraw from the course (Failure to withdraw will result in a permanent NP/No Pass record on your academic transcript)

- 3. In the second year of the MACS, MAFM, MAICS programs, students may enroll in and complete two semesters of practicum elective courses: FES535 Field Education Guided Study I and FES536 Field Education Guided Study II, 1 credit each course.**

Integrate theory and practice to prepare for future ministry work. Independently negotiate and select a practicum church or organization, and then register for the course each semester.

Before the practicum, students must complete the following procedures at the Academic Affairs Office and Field Education Office (submit).

Internship Application (FE04)

Church/Organization Confirmation Letter (Semester Internship) (FE09A)

Student Enrollment Agreement

Submit the formal practicum report before the end of each semester.

Student Practicum Reflection Report (FE07)

Student Practicum Evaluation Form – To be completed and returned by the church/organization supervisor (FE08)

If for any reason the practicum is terminated or the trip is canceled, you must immediately notify the Academic Affairs Office and the Field Education Office.

Withdraw from the course (Failure to withdraw will result in a permanent NP/No Pass record on your academic transcript)

- 4. In the second year of M.Div. Program, student two semesters of practicum required courses: FES501 Field Education I and FES502 Field Education II, 1 credit each course. Students must also complete FES529 Summer Pastoral Internship, 2 months full-time, 0 unit.**

Actively participate in comprehensive church ministry to gain an understanding of the overall church operations.

Before the practicum, students must complete the following procedures at the Academic Affairs Office and Field Education Office (submit).

Internship Application (FE04)

Church/Organization Confirmation Letter (Summer Internship) (FE09B)

Summer Internship Plan (FE012)

Student Enrollment Agreement

Submit the formal practicum report before the end of summer internship.

Student Practicum Reflection Report (FE07)

Student Practicum Evaluation Form – To be completed and returned by the church/organization supervisor (FE08)

If for any reason the practicum is terminated or the trip is canceled, you must immediately notify the Academic Affairs Office and the Field Education Office.

Withdraw from the course (Failure to withdraw will result in a permanent NP/No Pass record on your academic transcript)

- 5. In the third year of MDiv Program, students may complete two elective Practicum Guided Study courses FES531 & FES532, 1 unit each.**

For students who wish to delve deeper into one or two specific areas of ministry within the church. Third-year students in the Master of Divinity program who continue their church practicum and receive a stipend must register for these elective courses.

Before the practicum, students must complete the following procedures at the Academic Affairs Office and Field Education Office (submit).

- Field Education Application (FE04)
- Church/Organization Confirmation Letter (Semester Internship) (FE09A)
- Student Enrollment Agreement

Submit the formal practicum report before the end of each semester.

- Student Practicum Reflection Report (FE07)
- Student Practicum Evaluation Form – To be completed and returned by the church/organization supervisor (FE08)

If for any reason the practicum is terminated or the trip is canceled, you must immediately notify the Academic Affairs Office and the Field Education Office.

Withdraw from the course (Failure to withdraw will result in a permanent NP/No Pass record on your academic transcript)

6. After the first-year study in their program, DMin students may complete FES53x elective courses, Practicum Guided Study, 1 unit each.

Second-year and beyond DMin students who wish to explore one or two specific areas of ministry within North American churches may, with approval from the DMin Director, register for these elective courses for 1 credit each. A maximum of 3 internship credits may be applied toward graduation requirements.

Before the practicum, students must complete the following procedures at the Academic Affairs Office and Field Education Office (submit).

- Field Education Application (FE04)
- Church/Organization Confirmation Letter (Semester Internship) (FE09A)
- Student Enrollment Agreement

Submit the formal practicum report before the end of each semester.

- Student Practicum Reflection Report (FE07)
- Student Practicum Evaluation Form – To be completed and returned by the church/organization supervisor (FE08)

Research Paper

- a. Select a topic relevant to your area of study and carry out research at your internship church.
Submit a final report of no fewer than 2,000 words
- b. Prepare a PPT to present your findings.

If for any reason the practicum is terminated or the trip is canceled, you must immediately notify the Academic Affairs Office and the Field Education Office.

Withdraw from the course (Failure to withdraw will result in a permanent NP/No Pass record on your academic transcript)

Field Education Guidelines for International Students

1. International students holding one of the following two documents can participate in off-campus practicum/work, also known as practical training:

- 1.1 Optional Practical Training (OPT): Students must possess Evidence of Authorized Documentation (EAD) approved by the United States Citizenship and Immigration Services (USCIS).
- 1.2 Curricular Practical Training (CPT): Students must possess documentation issued by the seminary.

2. International students applying for CPT when accepted for theological internships by churches/organizations:

- 2.1 Need complete I-9 (Employment Eligibility Verification) and W-4 (Employee's Withholding Allowance Certificate).
- 2.2 Please have the seminary students present their I-20 for verification, ensuring it is signed by the school official, along with their driver's license or student ID.
- 2.3 Please use the W-2 form for tax purposes.
- 2.4 International students are exempt from Social Security and Medicare tax withholding. (please refer to 'What Employers should know about Hiring International Students')

3. Course Enrolment:

- 3.1 Student internships require students to independently find internships at churches or evangelical organizations.
 - a. MACS/MAFM/MAICS may enrol elective Field Education Guided Study courses (FES535/FES536)
 - b. MDiv students must enrol for the two-semester FES5xx series 1-credit internship course: 'FES501 Field Education I' and FES502 Field Education II'.
- 3.2 For Master of Divinity (M.Div.) students who have already completed the two-semester internship course at the seminary but wish to intern at a church/organization and receive a stipend, they must register for the 1-credit FES53x series 'Field Education Guided Study'. A maximum of 2 credits from Field Education can count toward graduation credits.
- 3.3 For Doctor of Ministry (D.Min.) students who wish to intern at a church/organization and receive a stipend, they must register for the 1-credit FES8xx series 'Practicum Guided Study'. Internship credits may not exceed a total of 3 credits towards graduation requirements.

4. International students employed as interns by churches/organizations must comply with tax regulations.

- * International students may begin applying for OPT (Optional Practical Training) up to 60-90 days before graduation.



實習教育手冊

宗旨:

實習教育是一種經驗教育。藉著在教會/機構直接參與服事來實踐和經驗課堂之所學，從而整合神學知識與實際經驗，使事奉生命可以平衡發展，更有效貢獻神國，使福音廣傳，教會興盛，榮神益人。

目標:

1. 在實習過程中經驗牧會者或事工領袖的角色。
2. 透過實習過程去發掘事奉上之需要，有助於神學之更深入研究追求。
3. 提供機會讓實習者發現本身恩賜及弱點，使其更有信心和堅定心志事奉主。
4. 幫助實習者去尋索和確立其未來事奉的方向。
5. 體會有效事奉的原則，學習作忠心良善的僕人。

規則:

1. 實習教育是本院碩士科和教牧學博士科 (MACS, MAFM, MAICS, MDiv, 和 DMin Program) 整體訓練之一環。
 - a. 凡曾有六年全職牧會經驗的碩士科學生，若主動向教務處提出申請並證明之，通過者可選修其他課程學分代替【實習教育】和/或【暑期牧會實習】課程之學分。凡曾有三年全職宣教士經驗的碩士科學生，若主動向教務處提出申請並證明之，通過者可免修【跨文化短宣實習】課程。
 - b. 碩士科不得拿超過兩選修學分為畢業學分。
 - c. 教牧學博士科學生進入第二年學習之後可選修實習個別指導，每門課 1 學分，以熟悉北美教會的牧養環境。實習學分不超過 3 學分作為畢業學分。
 - d. 鼓勵所有同學參加本院安排教會觀摩，認識不同模式之教會或機構。
2. 所有學生於第一學年不得逕行在教會或機構實習。
3. 基督教研究碩士科 (MACS)、家庭事工科(MAFM)、跨文化宣教科 (MAICS) 實習課程:
 - a. 必修課程:
【FES521 跨文化短宣實習】，須於第一年暑期中完成。
 - b. 選修課程:
【FES535 實習教育個別指導 I】和【FES536 實習教育個別指導 II】均各為 1 學分。
4. 道學碩士科 (M.Div.) 學生實習課程:
 - a. 必修課程:
【FES501 實習教育 I】和【FES502 實習教育 II】均各為 1 學分;
【FES521 跨文化短宣實習】須於第一年暑期中完成;
【FES529 暑期牧會實習】為期 2 個月，須於第二年暑假註冊並完成 (除有特殊申請，並得核准的例外)。
 - b. 選修課程:
【FES53x 實習個別指導】為國際學生的選修課程，該課程必須先修實習教育課程 FES501 和 FES502。

5. 教牧學博士科 (D.Min.) 學生實習課程:

a. 選修課程:

【FES80x 實習個別指導】為教牧博士科學生的選修課程。

6. 要參加實習教育的同學可於第二年開始向實習教育主任申請，並自行聯絡/洽商實習教會或機構，確認實習工場督導人選。若學生需要推薦信，可請實習主任寫一份推薦信給相關教會或機構。當學生拿到教會或機構的實習證明信後 (國際學生需同時到國際學生服務處辦理 CPT 手續，以便合法在校外打工)，經實習主任核准，到教務處辦理註冊，正式進入實習教育階段。
7. 教會實習原則上是在週末，機構實習則依情況而定。但每週均不得超過十六小時 (除申請得實習主任特別核准者)，以免影響學業。
8. 秉持幫助與造就未來傳道人的原則，建議提供實習機會給本院神學生的教會/機構，給神學生提供合理的實習費支持神學生的學習生活。神學生實習費的支付方式，請各教會/機構先自行詢問您的會計師。

申請資格:

所有學生必須進入學院全時間修滿 1 年後，方能申請並註冊二學期的實習課程，除非為在美國境內全時間學習期滿 1 年以上的轉校生或是他校畢業生，可在進入學院的第一學期申請並註冊二學期的實習課程。

申請手續:

1. 填寫實習申請表 FE04 或 FE05 給實習教育辦公室。
FE04 (實習申請表)
FE05 (短宣申請表)
2. 繳交實習單位參與實習教育意向書和教會/機構證明信給教務處。學生若需要推薦信給教會可向實習主任申請: (參考以下表格)
期中實習 FE09A
暑期實習 FE09B + FE11 (計畫)
3. 經實習教育主任核准，向教務處辦理註冊實習課程 0 學分或 1 學分。(國際學生需同時辦理 CPT 手續)
4. 退課:
取消行程或中途終止短宣/實習/暑期實習者，必須於學期結束前 (暑期 7/31) 辦理退課。沒有退課者，學籍記錄以 NP/No Pass 為永久記錄。

實習教育流程

1. 碩士科和教牧博士科 (MACS, MAFM, MAICS, MDiv, D.Min. Program) 第一年:

必須出席:

實習教育說明會—秋季或春季學期:提供學校對學生溝通管道，幫助學生 掌握實習教育的全貌，並提供問題解答的機會。

必須填寫繳交:

學生事奉資料表 (Student Ministry Information) (FE02)

教會觀摩:繳交教會/機構觀摩心得報告 (Church Visiting Report) (FE03)

* 國際學生選修任何實習課時，須同時向國際學生顧問辦理 CPT 手續

2. 碩士科 (MACS, MAFM, MAICS, & MDiv) 第一年暑假須完成【FES521 跨文化短宣實習】:

同學選擇以下其中一項，以不少於兩週的時間完成短宣實習【如果任選一項卻不足兩週完成，則需加併另一項以完成兩週的要求 (至少 10 天)】:

1. 跨文化短宣 (包括國內、外);
2. 跨文化宣教機構義工;
3. 校園跨文化個人佈道;
4. 跨文化教會或不同語言堂會的觀摩 (至少 3 間);
5. 教會中的跨文化事工。

學生應該在學期中即開始計畫短宣行程。註冊前，先要和實習主任諮詢，短宣計畫書獲批准後，註冊才正式完成與生效，然後才去短宣。若擬定在 5 月份出發，則須於 3/15 前與實習主任諮詢。

短宣前須到教務處辦理:

短宣計劃申請書 (FE05)

繳交註冊單

短宣結束後填寫繳交:

跨文化短宣體驗報告 (FE06)

製作海報成功展示

任何原因中止實習，或取消行程，必須立刻通知教務處:

辦理退課 (沒有退課者，您的學籍記錄會有 NP/no pass 的永久紀錄)。

3. MACS, MAFM, MAICS 碩士科第二年可選修二學期的實習課【FES535 實習教育個別指導】和【FES536 實習教育 個別指導】各 1 學分

融合理論與實際，為日後進入工場作預備。自行洽商選定實習教會或機構，並每學期註冊課程。

實習前須到教務處辦理(繳交):

實習申請表 (FE04)
教會/機構證明信 (學期中實習) (FE09A)
註冊單

每學期課程結束前繳交正式實習報告:

學生實習心得報告 (FE07)
學生實習評估表—請教會/機構督導老師填寫交回 (FE08)

任何原因中止實習，或取消行程，必須立刻通知教務處:

辦理退課 (沒有退課者，您的學籍記錄會有 NP/no pass 的永久紀錄)。

4. 道學碩士科 MDiv 第二年修讀二學期的實習必修課【FES501 實習教育 I】和【FES502 實習教育 II】各 1 學分

融合理論與實際，為日後進入工場作預備。自行洽商選定實習教會或機構，並每學期註冊課程。

實習前須到教務處辦理(繳交):

實習申請表 (FE04)
教會/機構證明信 (學期中實習) (FE09A)
註冊單

每學期課程結束前繳交正式實習報告:

學生實習心得報告 (FE07)
學生實習評估表—請教會/機構督導老師填寫交回 (FE08)

任何原因中止實習，或取消行程，必須立刻通知教務處:

辦理退課 (沒有退課者，您的學籍記錄會有 NP/no pass 的永久紀錄)。

5. 道學碩士科 (M.Div. Program) 第二年暑假需完成 FES529【暑期 2 個月全時間牧會 實習 0 學分】

實際參與教會全面性事奉，對教會整體事工能有所掌握。

暑期牧會實習前須到教務處辦理(繳交):

實習申請表 (FE04)
教會/機構證明信 (FE09B)
暑期實習計劃書 (FE012)
註冊單

暑期牧會實習結束填寫繳交:

學生實習心得報告 (FE07-SI)

學生實習評估表 (請教會/機構督導老師填寫交回)(FE08)

任何原因中止實習，或取消行程，必須立刻通知教務處:

辦理退課 (沒有退課者，您的學籍記錄會有 NP/no pass 的永久紀錄)。

6. 道學碩士科 (M.Div. Program) 第三年 FES53x 系列【實習個別指導 1 學分】(選修課程)

針對國際學生在教會某一、二項事工中願更深入學習和探索。道學碩士科第三年之國際學生，若繼續在教會實習並接受實習費者，必須註冊選修此課。

實習前須到教務處辦理(繳交):

實習申請表 (FE04)

教會/機構證明信 (FE09A)

註冊單

每學期課程結束前繳交正式實習報告:

學生實習心得報告 (FE07)

學生實習評估表 (請教會/機構督導老師填寫交回) (FE08)

任何原因中止實習，或取消行程，必須立刻通知教務處:

辦理退課(沒有退課者，您的學籍記錄會有 NP/no pass 的永久紀錄)。

7. 教牧學博士科 (D.Min. Program) 第二年或第三年 FES800 系列【實習個別指導 1 學分】(選修課程)

針對學生在北美教會某一、二項事工中願更深入學習和探索。教牧學博士科第二或第三年之學生，若在教會實習並接受實習費者，必須經 DMin 主任批准註冊選修此課。實習學分累計不超過 3 個學分 (三學期/一學年)。

實習前須到教務處辦理(繳交):

實習申請表 (FE04)

教會/機構證明信 (FE09A)

註冊單

每學期課程結束前繳交正式實習報告:

學生實習研究報告 (FE07)

學生實習評估表 (請教會/機構督導老師填寫交回) (FE08)

任何原因中止實習，或取消行程，必須立刻通知教務處:

辦理退課(沒有退課者，您的學籍記錄會有 NP/no pass 的永久紀錄)。

國際學生實習教育辦法

1. 國際學生持有下列兩種證件之一者，可以在校外實習/工作，也就是所謂的 **practical training**:

1.1 Optional Practical Training (OPT):學生需持有由美國移民局(CIS)核准通過的 Evidence of Authorized Documentation (EAD)證件。

1.2 Curricular Practical Training (CPT):學生需持有由校方核發的證明文件。

2. 國際學生申請 CPT 的方式。當教會/機構接納神學生實習時:

2.1 需填寫 I-9 (Employment Eligibility Verification)和 W-4 (Employee's Withholding Allowance Certificate)兩個表格。

2.2 請神學生出示 I-20，驗證其上是否有校方負責人的署名，以及駕駛執照或學生證。

2.3 稅單請使用 W-2。

2.4 國際學生不需扣繳 Social Security 和 Medicare Tax (請看“What Employers should know about Hiring International Student”)。

3. 註冊課程:

3.1 碩士科 (MACS / M.Div.) 學生實習，須自行尋找實習的教會或福音機構

a. MACS/MAFM/MAICS 可以選修實習教育個別指導 (FES535/FES536)

b. MDiv 學生修讀兩學期實習教育必修課「FES501 實習教育 I」和「FES502 實習教育 II」

3.2 道碩士科 (M.Div.) 學生如已完成學院二學期的實習課程，仍要在教會/機構實習並拿實習費者，則必須註冊 FES53x 系列之 1 學分的【實習個別指導】，並且最多不得超過 2 學分為畢業學分。

3.3 教牧學博士科 (D.Min.) 學生要在教會/機構實習，則必須註冊 FES80x 系列之 1 學分的【實習個別指導】。實習學分累計不超過 3 個學分。

4. 凡受教會/機構聘用實習的國際學生，必須依據法令規定報稅。

* 國際學生可於畢業前 **60~90** 天開始向國際學生顧問提出 **OPT** 申請實習工作證。