

Field Education Flowchart

Registration for Practicum, Form Filling, and Important Notes:

Master's Degree Program	Pre-Practicum Form Filling and Registration Form	Submit Before the End of the Semester	Pre- Practicum/Mid- Practicum Termination
FES521 Cross-Culture Short-term Mission (CCSTM) (Completed by the End of the First Year Summer)	FE05 (Plan) + Registration Form (For FES521, students can choose a CCSTM either domestically or overseas. The planning for the short-term mission trip must start during the semester. Consult with the FE director before registration. The plan must be approved before March 15 to successfully enroll in the course, after which the short-term mission trip can proceed. (To be completed by the end of the first-year summer)	FE06 + FE08 + Poster	FE10 + Course Withdrawal
FES501-502 Field Education (1)	FE04 + FE09A+ Student Enrollment Agreement	FE07 + FE08 + report	FE10 + Course Withdrawal
FES529 Pastoral Internship – 2-Months (0) (You must first complete FES501 & FES502 courses before enrolling in this course.)	FE04 + FE09B + FE12(Plan)+ Student Enrollment Agreement (Pastoral Internship: The location must be in a church, to be completed by the end of the M.Div. second-year summer.)	FE07 + FE08 + report	FE10 + Course Withdrawal
FES531-532 Practicum Guided Study (1) (For MDiv students)	FE04 + FE09A+ Student Enrollment Agreement	FE07 + FE08 + report	FE10 + Course Withdrawal
FES535-536 Practicum Guided Study (1) (For MACS, MAFM,MAICS students)	FE04 + FE09A+ Student Enrollment Agreement	FE07 + FE08 + report	FE10 + Course Withdrawal

Doctor of Ministry Program	Pre-Practicum Form Filling and Registration Form	Submit Before the End of the Semester	Pre- Practicum/Mid- Practicum Termination
FES801-803 Practicum Guided Study (1)	FE04 + FE09A+ Student Enrollment Agreement	FE07 + FE08 + Study Report	FE10 + Course Withdrawal

Note

- * All F1 full-time students are not allowed to intern at a church or organization during the first academic year but may participate in church observations.
- * Download the practicum forms: https://www.les.edu/field-education/forms

Eligibility for Practicum Education Application

Students must complete one full year of full-time study at the seminary before applying for and enrolling in practicum courses. 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 enroll in practicum courses in their first semester at the seminary. Practicum Guided Study is an elective course. For the master's program, no more than 2 credits may count towards graduation; for the Doctor of Ministry program, a maximum of 3 credits may be applied toward graduation requirements.

International Students Enrolling in Practicum Courses

- 1. After completing one academic year of full-time study at the seminary, students must simultaneously complete CPT (Curricular Practical Training) procedures when enrolling in practicum courses. Failure to complete the CPT process or provide necessary documentation will be considered illegal employment, and your practicum course will be canceled.
- 2. F-1 visa holders can apply for practical training to engage in temporary employment related to their course of study. If the initially arranged CPT is terminated by the church (or if the student withdraws from the course), the CPT will automatically become invalid. The student must immediately notify the practicum department and the international student advisor.
- 3. Students may start the OPT (Optional Practical Training) application process with the international student advisor 60-90 days before graduation. The international student advisor will assist in applying for OPT. Employment can only begin after the USCIS issues the authorization. Applicants must pay the required fee to the USCIS.

For any unclear points regarding the above forms, please consult the Field Education Office or the International Student Advisor.

實習教育流程圖

註冊實習、填寫表格和注意項目:

碩士科課程	實習前填寫表格+註冊單	學期結束前繳交	實習前/中途終止
FES521 跨义化短亘貫省	FE05(計畫)+註冊單 (FES521 課程自選國内或海外一項,需於學期中即開始計畫	FE06 + FE08 + ppt	FE10 + 退課
() 第一分多明气机	短 宣行程。註冊前先和實習主任咨詢,3/15 以前計畫書獲批 准後 方可順利選修該課,然後才去短宣) (第一年暑期完成)		
FES501-502 實習教育(1)	FE04 + FE09A+註冊單	FE07 + FE08 + 報告	FE10 + 退課
FES529 暑期牧會實習 – 兩個月 (0)	FE04 + FE09B + FE12(計畫)+註冊單		
		FE07 + FE08 + 報告	FE10 + 退課
(必先修兩學期實習教育課,才可選修該課)	(牧會實習:地點必須在教會, M.Div. 第二年暑期完成)		
FES531-532 實習個別指導(1)	FE04 + FE09A+註冊單	FE07 + FE08 + 報告	FE10 + 退課

教牧學博士科課程	實習前填寫表格+註冊單	學期結束前繳交	實習前/中途終止
FES801-806 實習個別指導 (1)	FE04 + FE09A+註冊單	FE07 + FE08 + 研究報告	FE10 + 退課

請留意:

- * 所有 *F1* 全修生於<mark>第一學年不得</mark>在教會或機構實習,但可參加教會觀摩。
- *下載實習表格: http://www.les.edu 教務資訊/ 教務資源/ 實習教育 (請隨時上網查看更新資料,不另通知)

實習教育申請資格

不論是道學碩士科本地生或是持有 F-1 的國際學生,必須全時間進入學院修滿一年後,方能申請並註冊實習課程。除非為在美國境內全時間學習期滿一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實習課程。實習個別指導為選修課程,碩士班不得超過2學分為畢業學分;教牧博士科不計入畢業學分,實習學分不超過3學分。

國際學生選修實習課程:

- 4. 學生在本院全時間就讀一學年以後,在註冊實習課程時必需同時辦理 CPT 手續,沒有辦理或文件不齊者視同非法打工,您的實習課程也會被取消。
- 5. 持 F-1 學生簽證可申請實習訓練,接受與其所修習課程有關之暫時性受聘。原先辦理的 CPT 若被教會停聘(或退課者)即自動失效,學生必須立刻通知實習部和國際學生顧問。
- 6. 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,國際學生顧問將提供協助辦理申請 OPT,待移民局簽發許可證以後, 始能開始受聘,申請者需向移民局繳交規費。

以上各項表格不清楚的地方,請向教務處或國際學生顧問詢問