



Guidelines and Procedures

Program Design & Purpose

- A unique feature of the Ph.D. program at McMaster Divinity College is the wholistic focus on developing students as scholars, teachers and persons for leadership roles in the church, academy, and society. In keeping with this overarching goal, Ph.D. students will have opportunity to engage in practical, vocational experience concurrently with their academic studies.
- The purpose of the *Vocational Practice & Reflection* component of the Ph.D. program is to provide a forum for meaningful intellectual and reflective interaction between the student's academic studies and the practice of ministry in its varied forms. A particular focus is on assisting assist students in developing life patterns that will enable them to serve well and grow professionally as Christian leaders.

Program Requirements

- Each term that Ph.D. students are in coursework (minimum 4 terms), they will be involved in some form of practical vocational experience. The setting and specific nature of this experiential component of the program is mutually negotiated between the student and the mentor, and may include various ministry/teaching/leadership roles in congregations, in parachurch organizations, in community settings, or in academic institutions.
- It is the student's responsibility to find a setting in which they can develop their personal, spiritual and vocational capacities for Christian leadership. It is the mentor's responsibility to monitor the student's progress.
- At the beginning of each semester, students will prepare and submit to their mentor a written set of objectives for their personal and vocational growth and development (see attached guidelines). The mentor may suggest ways of modifying or clarifying the objectives. Once mutual agreement is reached, the objectives are placed in the student's file for future reference.
- At the end of each semester, students prepare and submit to their mentor a written reflection report, including a self-evaluation of their progress in meeting the stated objectives (see attached guidelines). The student and the mentor will discuss the report and a copy will be placed in the student's file for future reference.
- Students and mentors are encouraged to include in their regular supervisory meetings specific times for reflective dialogue regarding the ways in which the student's vocational practice is informing, and is informed by, his or her academic studies.
- No student can graduate unless the *Vocational Experience & Reflection* component of the program is met. The Ph.D. Mastery Checklist will record the student's progress in meeting this program standard.



Guidelines for Setting Objectives Start of Semester

*Instructions: At the beginning of each semester, students will use these guidelines to write a set of objectives for the vocational practice component of the program. **Please note that that the form below is a template only. Use the space you need.** The report is to be submitted to and discussed with the student's mentor, and kept on file for future reference.*

Student Name:

Year and Semester of Study:

Location of the Vocational Practice Experience:

Expected Roles and Responsibilities:

Expected Time Involvement:

Specific Objectives:

Formulate two or three specific objectives for your personal, spiritual, and/or vocational growth and development during the course of the semester. Include with each objective a list of specific steps that will be taken to achieve it.

Objective 1:

Action Plan for Achieving Objective:

Objective 2:

Action Plan for Achieving Objective:

Objective 3:

Action Plan for Achieving Objective:

Signature of Student:

Signature of Mentor:

Date:



Guidelines for Reflection on Personal and Vocational Development End of Semester

Instructions: At the end of each semester, students will write a reflective evaluation of their progress towards meeting the objectives set at the beginning of the semester, following the guidelines below. The report is to be submitted and discussed with the student's mentor and kept on file for future reference. Please note that that the form below is a template only. Use the space you need.

Student Name:

Year and Semester of Study:

Location of the Vocational Practice Experience:

Specific Roles and Responsibilities Undertaken:

Time Involvement:

Progress Made Toward Meeting Objectives:

Reflect on your progress in meeting each of the objectives that you set at the beginning of the semester. On what are you basing your evaluation? Reflect on the factors and circumstances that affected your progress, or lack of progress, in attaining the objective.

Objective 1:

Reflect on your progress:

Objective 2:

Reflect on your progress:

Objective 3:

Reflect on your progress:

Summative Reflection on the Semester:

What are some of the most important things you have learned, through your vocational practice experiences, about the nature of Christian leadership and about yourself as a Christian leader? In reflecting theologically on your vocational practice this semester, are there recurrent themes or particular insights that have emerged? Do you see specific ways in which your academic studies and your vocational experiences mutually inform and illuminate the other?

Areas for Future Growth and Development:

Signature of Student:

Signature of Mentor:

Date: