



LANCASTER BIBLE COLLEGE

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Course Number & Title – Christian Service: CSV201/CSV 202

Department – Student Services [Click here to select your academic department.](#)

Term – Fall 2016

Professor – Mrs. Kathee Clark, Director of Student Success
Stacie Ross, Resident Director

Professor Information

1. *Email Address* – KClark@lbc.edu/SRoss@lbc.edu
2. *Office Location & Hours* – Miller Hall/Student Services Suite, M-F 8am-4pm
3. *Phone Contact* – 717.560.8200 ext. 5431

Delivery – Blended Course, [Type your days/times of class meetings here, if applicable.](#)

Course Description – The purpose of Christian Service is to provide practical ministry experience to proclaim Christ by serving Him in the church and society. Students will learn to cultivate an attitude of humility through the development of relationships, seek opportunities to share the gospel with those in spiritual need, and learn hands-on skill through their Christian Service opportunity. CSV 201 & 202 are sophomore level courses consisting of two full academic semesters which provide direct experience under the supervision of experienced professionals in the Church and society. 0 credits

Course Prerequisite(s) – none

Student Learning Outcomes – As a result of this course the student will do the following:

1. Understand and practice servant leadership skills in a professional setting
2. Discover and develop individual strengths and weaknesses
3. Develop skills for articulating the gospel
4. Demonstrate faithfulness, cooperation, and teamwork by working with others
5. Demonstrate communication and accountability through relationships within a professional setting

Course Requirements

1. *Textbook*
 - a. None.
2. *Materials*
 - a. None.
3. *Assignments*

- a. The Student will complete the following:
 - i.* Christian Service Proposal & Contract: Each student will complete and submit a proposal and contract to the Student Success Office. The proposal and contract can be found in ECampus. This proposal should be submitted and approved prior to fulfilling any Christian Service hours for each semester.
 - ii.* Discussion Posts: Each student will respond to discussion questions posted in ECampus.lbc.edu throughout the duration of the course. These posts are designed to allow students the opportunity to interact with each of the course objectives and how they manifested in practical service.
 - iii.* Personal Reflection: Each student is submit an online personal evaluation by semester's end responding and reflecting on their Christian Service experience. This personal reflection will be based on what the student has learned in the areas of ministry, character, spiritual maturity, or relationships. This is due at the end of every semester and can be located in Materials in ECampus. In the fall, **due no later than December 9, 2016. Please see Kathee Clark or Stacie Ross if you plan to complete your Christian Service hours during a semester break.**
 - iv.* Supervisor Evaluation: Supervisors will receive an online evaluation form to be completed and returned to the Student Success office. An evaluation will automatically be sent to the supervisor upon the student's completion of the Personal Reflection and a copy is also available in Materials in ECampus.
- b. The Student Success Office will:
 - i.* Provide a listing of Christian Service Opportunities in the local church and society. Also available to make phone calls to connect you to the opportunity with which you would like to work
 - ii.* Be available to the student and the Christian Service supervisor as needed
 - iii.* Provide relationships and resources to help students individually, as needed, to debrief their Christian Service experience.
- c. The Supervisor will:
 - i.* Complete the evaluation forms for the student
 - ii.* Provide an opportunity for ministry or professional mentorship for the student
 - iii.* Write clear expectations for the student's Christian Service experience
 - iv.* Serve in a role of keeping the student accountable for the completion of their Christian Service hours
 - v.* Notify the Director of Student Success immediately if there are any matters of concern

4. *Exams and Quizzes*

- a. None.

5. *Extra Credit*

- a. None.

Course Procedures

1. *Classroom Practices* – The Christian Service Supervisor will develop practices specific to the Christian Service location.
2. *Attendance Policy* – The student is responsible for fulfilling a minimum of 30 hours of supervised ministry over the course of a semester.
3. *Grading Policy, Rating Scale, Use of Rubrics, etc.* – Students will be graded according to the successful completion of their responsibilities. Requirements will be measured by a letter grade of "P" for (Pass) and "F" for (Fail). These grades will be recorded each semester on the student's academic record.

The weight of each assignment in relation to your final grade is allocated in this way:

CSV Proposal/Contract	25%
Discussion Posts	25%
Supervisor Evaluation	25%
Personal Reflection	25%

4. *Late Assignment Policy* – All assignments will be considered late if they are not submitted when due. Lateness will be determined by the completion date according to the Course Calendar. Extensions will be granted, if necessary, upon permission by Director of Student Success.
5. *Make-up Policy* – All work is expected to be submitted on or before the posted due date. Since Christian Service is executed for the benefit of a student's learning experience, opportunity will be given to make up any work necessary.
6. *Disability Statement* – Any student with a disability which meets the guidelines of the ADA or Section 504 of the Rehabilitation Act who desires accommodation to complete the requirements of Lancaster Bible College courses must first submit that documentation to Dr. Tucker, Director of Disabilities Services.

After reviewing the documentation and speaking with the student, reasonable accommodations will be determined. It is in the student's best interest to contact Dr. Tucker immediately upon course enrollment since professors cannot provide accommodations without verification from the Disability Services Office and accommodations cannot be applied retroactively.

The Disability Services office is located on the 5th level of the Teague Learning Commons, accessible by elevator. Dr. Tucker can be reached at 717.560.8200 ext. 5383 or stucker@lbc.edu. The confidential fax line is 717.560.8261.

Please note: Students must register with the Disability Services Office **each** semester for which accommodations are desired; accommodations from the prior semester are **not** automatically applied to the current semester.

7. *Writing Center Statement* – The Writing Center is available to help students with writing assignments from any course. Students can schedule an appointment at any point within their writing process. Assistance in brainstorming, outlining, and critique of partial or full drafts of papers will be given. Additional information about Writing Center services can be located on the Writing Center webpage, which is located in the student experience section of the LBC website.

To schedule a free online appointment, students can use the link located in the Writing Center section of the student portal. Students can also take advantage of walk-in sessions on a first-come, first-served basis. For more information about the Writing Center or help scheduling an appointment, email writingcenter@lbc.edu.

8. *Academic Mentoring Services* – Academic Mentoring Services (AMS) provides academic services at no cost to any current undergraduate LBC student. Professional personnel and peer mentors come alongside students to assist with major projects, time management, review of class material, test-taking skills, and study strategies.

During traditional undergraduate semesters, winterim, and summer sessions, the AMS Center is open for tutoring appointments or private study during daytime and evening hours Monday-Friday. Students may make appointments by phone at 717.560.8200 ext. 5389, by email at ams@lbc.edu, or in person at the AMS Center, located in the Ally Center on the 5th level of the Teague Learning Commons.

9. *Academic Integrity Statement* – As followers of Christ, we need to be fully committed to honesty and truthfulness in all aspects of our lives, including in our academic lives. Therefore, academic dishonesty will not be tolerated in any way. Students are responsible to familiarize themselves with LBC’s Academic Integrity Policy and adhere to it. It is located in the Student Handbook.
10. *Statement on Self-care* – Students’ academic success in this course and throughout their college career depends heavily on their personal health and well-being. Stress is a common part of the college experience, and it often can be compounded by unexpected life challenges outside the classroom. As a faculty, LBC professors strongly encourage students to take care of themselves throughout the term, before the demands of midterms and finals reach their peak. Students should feel free to talk with their professor about any difficulty they may have that impacts their performance in this course as soon as it occurs and before it becomes unmanageable. LBC provides confidential professional counseling services free of charge to all undergraduate students through the Counseling and Career Center located in the lower level of the Academic Affairs building. Feel free to stop by or email them at c3@lbc.edu to set up an appointment or inquire about the services available to you.

Course Calendar – For online and blended courses, write a description of the start and end dates of the course, the dates of any residency, and dates of any major assignments. Conclude with a generic statement directing the student to the course website for specific details.

Dates	Assignment
9/9/16	Contract/Proposal
9/15/16	Discussion: Understand & Practice Servant Leadership
9/29/16	Discussion: Discover & Develop individual strengths and weaknesses
10/13/16	Discussion: Develop skills for articulating the

	gospel
10/27/16	Discussion: Demonstrate faithfulness, cooperation & teamwork
11/10/16	Discussion: Demonstrate communication & accountability through relationship
12/9/16	Personal Reflection Supervisor's Evaluation

Course Resources

1. *Course Website* – To access the online material for your course, go to <http://ecampus.lbc.edu>. Login using your LBC username (without the '@lbc.edu') and password. You will be connected to your eCampus homepage. Click on the "Courses" link in the red horizontal banner across the top to access this course's website.
2. *Technology Difficulties* – The Help Desk is available to help you with computer and technology problems and questions. Call 717.560.8200 ext. 4357 (HELP), email help@lbc.edu, or visit www.lbc.edu/helpdesk.
3. *Library Resources* – To access library resources, go to <http://www.lbc.edu/library>. There is a multitude of resources you can access using your LBC username and password.