

<b>CPE Course Syllabus*</b> <b>Level I - Extended Unit</b>	* This program is in compliance with Standards the Association for Clinical Pastoral Education, Inc.; One West Court Square, Suite 325;; Decatur, GA 30033; Tel. (404) 320-1472. All information is accurate at the time of printing.
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*140+ Structured Classroom Hours; 10+ Individual Education Hours; 300 Clinical Ministry Hours; Instructor: Charles Hart, O.F.M.*

Class Schedule	Monday evenings, August 6, 2018 <sup>7</sup> through March 9, 2019 <sup>7</sup> Orientation: 8/6, 8/9, 8/13 and 8/16 from 4 PM – 10 PM. Normal Class Times: Monday Evenings 4:30 to 9:30 P.M.
Educator’s Office Hours	Normally, Monday – Friday, between 9:30 – 4:00
Clinical Hours	8.5 -12 hours per week, to be scheduled with the Director of Spiritual Care or his/her delegate – see below
Prerequisites and Requirements	A completed ACPE application with supportive documentation, such as three references. (The form is available from this center or on line at <a href="http://www.acpe.edu">www.acpe.edu</a> .) Clerical status as an ordained or appointed minister is preferred. If not, enrollment in a seminary program, or if a lay person, a letter of endorsement for CPE from a local church authority. A high school diploma or GED, though college and formal theological studies are preferred. A successful interview with evidence of sufficient emotional, spiritual, and physical health and maturity to sustain active participation in an adult, on-the-job, ministry training program. A basic knowledge of one’s faith tradition and relevant sacred texts and basic listening skills. Successful health screenings and a criminal investigation.
Fee	\$50 nonrefundable application/interview fee, due with completed application; this fee does not apply to the tuition.
Tuition	\$750, or \$650 if paid prior to start of course

**COURSE DESCRIPTION:** This six-month, on-the-job-theological education course provides a hospital-based learning environment, a small peer group of 3-9, and curriculum that addresses: 1) pastoral identity, 2) pastoral skills, 3) integration of Theology with the Behavioral Sciences, 4) knowledge and use of the clinical method of learning, and, 5) knowledge of and the experience of working with hospital patients, visitors, and healthcare professionals. This course meets the standards of the Association for Clinical Pastoral Education, Inc. by offering a minimum of 400 hours of supervised instruction and clinical ministry with a minimum of 100 hours of structured individual and group supervision and which incorporates the self-directed learning goals of each student.

**CLINICAL HOURS:** Every effort will be made to accommodate each student’s needs in regard to his/her clinical hours, that is, the time spent visiting patients and performing duties related to Spiritual Care and chaplaincy. After orientation, new students will be assigned to shifts, such as 6:45 AM to 3:15 PM, 2:45 PM to 11:15 PM, 10:45 PM to 7:15 AM, or Noon to 8:30 PM. In exceptional cases, a student may negotiate to do partial or extended shifts. Returning students may

elect to do shift work, or they may choose to do clinical work in an area of specialization, or a combination of shift work and an area of specialization. This is to be negotiated before the beginning of the unit.

**OBJECTIVES/OUTCOMES:** At the end of this course, each student will be better able to:

1. articulate a basic, self-awareness of oneself as a minister, sources of pastoral authority, use of self, and how his/her ministry affects others.
2. articulate a basic awareness of how personal attitudes, values, beliefs and assumptions impact ministry.
3. engage, support, confront and challenge peers and self in an adult, group learning process.
4. recognize the influence of social systems and structures on persons' lives and on one's ministry.
5. apply basic, industry-standard, skills in routine and crisis situations in a general hospital setting.
6. make use of available religious and spiritual resources in and for his/her ministry.
7. work effectively as a healthcare team member in a general hospital setting.
8. use, reflect upon, and then report on gifts of preaching, teaching, leading, and counseling.
9. describe and use the clinical method.
10. use individual and group supervision for personal and professional learning and evaluation.

**TOPICS:** Topics will include, but are not limited to:

1. Formulating personal learning goals
2. Building interpersonal and pastoral rapport for ministerial encounters and interventions
3. Basic communication and enhanced listening skills
4. Understanding and use of the Clinical Method
5. Creative and functional use of self and gifts and skills for hospital/healthcare ministry
6. A Behavioral Science frame of reference to complement and support one's theology of Pastoral Care and ministry, such as Family Systems Theory or Erikson's Stage Theory
7. Assisting and ministering to persons in crisis, transition, and at times of death and bereavement
8. The development and understanding of small group dynamics

**Course Format:** Our program uses "one-room-schoolhouse" learning environment, i.e., we combine students who have had no prior CPE with students who have had one or more prior units. We accomplish this by making necessary adjustments in our orientation presentation, clinical scheduling and placements, reading assignments, curriculum planning and events, individual learning contracts, and by additional, one-to-one sessions with the CPE Educator, which can involve joint ministry visits with clients. Our program utilizes the pastoral encounters of the students with clients as the primary source material for class work and feedback. Didactics are presented by the CPE Educator, staff chaplains, and other healthcare professionals. In addition to individual instruction from the CPE Educator, chaplain preceptors are available. Mid-term and final evaluations are required. Actual pastoral encounters with clients serve as the primary source material for class work and feedback. Students are required to submit ministry reports, brief weekly reflections and documentation of hours, and accomplish assigned reading in a timely fashion. In addition to individual instruction from the CPE Educator, chaplain preceptors/mentors are available. All submitted materials are to be typed and submitted on time.

This program has been designed with intentional flexibility around a core, 4-quarter curriculum that allows for changes due to group dynamics and individual learning needs. It will serve students seeking a single unit, or students pursuing board certification as chaplains. Additional instructional time in group and with the CPE Educator allows for subject matter that is basic, advanced, and/or repetitive. An orientation schedule will be available prior to the start of the program. A complete program schedule will be provided following orientation. It will indicate reading assignments, program events and times, location of classrooms, presenters and a directory of participants. Subsequent changes will be available on-line. All syllabus and program information is correct at the time of printing, but may be changed during the course of a unit. A handbook is provided with explanations and examples of required activities and reports, as well as CPE objectives and outcomes, ethical standards, and program policies and procedures.

**REQUIRED MATERIALS:** You are responsible for your own notebooks, pens, ministerial supplies. If lab coats are required, they will be supplied. Other provided items may include:

- An updated copy of the student handbook (hardcopy and/or electronic).
- *An Introduction to Pastoral Care* by Charles V. Gerkin: Abingdon Press, Nashville
- *Broken Yet Beloved: A Pastoral Theology of the Cross* by Sharon G. Thornton; Chalice Press
- *The Heart of Christianity* by Marcus Borg, Harper One
- *How to Get People to Like You* by Nicholas Boothman; Workman Publishing, NY
- *The Making of a Pastoral Person* by Gerald R. Niklas: Alba House, New York

**EVALUATION AND GRADING:** Each student completes a mid-term self-evaluation and a more extensive final evaluation, both presented in the peer group. The CPE Educator's final evaluation of each student may be presented in similar fashion, in part or in its entirety after consultation with the student. CPE is taken as a pass/fail course. A letter grade may be requested and negotiated with the CPE Educator. Passing requires the student to successfully complete all aspects of her/his learning contract. ACPE Standards allow half unit credit if either course work or attendance is insufficient and at least 240 hours of instruction and ministry has been accomplished and of which 60 hours must be in structured individual and group supervision.

**PROGRAM RULES, EXPECTATIONS, REQUIREMENTS:**

1. Attendance and active participation in the program's orientation.
2. Professional attire and ethical comportment at all times, to include class time.
3. Strict confidentiality regarding client ministry and peer group interactions/dialogue.
4. Active, open, challenging, courteous, and respectful participation and attendance in individual and group supervision/classes.
5. Unless otherwise approved with the CPE Educator, all assignments are to be typed, timely, and completed for individual and group supervision/classes with inclusion of extensive cognitive and affective commentaries.
6. Attendance for scheduled duty times, to include report times before and after shifts.
7. Review of and compliance with handbook, schedules, and policies/procedures.
8. Accurate and timely documentation of both educational and clinical hours.
9. Timely payment of all fees.

