

Course Syllabus
KNF3010Y/KNF3020Y – Theological Field Education
Knox College
Toronto School of Theology
Term 2024-2025

Instructor Information

Instructors: Dr. Angela Schmidt, RP Supervisor, CASC Supervisor, Director of Experiential Learning

Rev. Konnie Vissers, PhD ABD, TFE Coordinator

Office Location: online

Telephone: Konnie (705)323-3857

E-mail: Konnie.vissers@mail.utoronto.ca

Angela.schmidt@utoronto.ca

Office Hours: by appointment via Zoom

Course Identification

Course Number: KNF3010Y/KNF3020Y

Course Format: *Online*

Course Name: Theological Field Education

Course Location: Zoom <https://utoronto.zoom.us/j/82357238412>

Class Times: Monday, 1-4 pm

Prerequisites: KNP1601HS (Theology and Practice in Ministry)

Course Description

An approved field placement with appropriate supervision and theological reflection seminar.

Expanded Description:

Theological Field Education invites the student to integrate their studies in theology, Bible (sacred texts), and pastoral care (spiritual care) with direct experience in a congregational or community-based setting. The two central components of learning in a ministry context are to gain experience in the practice of ministry (such as preaching, leading a study group, or pastoral care) followed by reflection on that practice. The action-reflection model promotes transformation of our future attitudes and actions while providing the basis of the formation of our professional identity and sense of call.

Students spend eight hours a week in a designated placement arranged by the TFE Coordinator. During those eight hours the students will have a one-hour meeting with their on-site supervisor (Site Educator). The remaining hours include observation, participation and leadership in the central activities of the site (i.e. for congregations it will include worship services, bible study, outreach activities). Students will also attend a three-hour class at Knox College once a week for group integration and learning related to the practice of ministry.

A note about “trigger” warnings: You are preparing for vocations (congregational ministry, spiritual care, psychotherapy, teaching, research, etc.) that by their nature present you with stimulating situations, including domestic violence, child sexual abuse, effects of addiction, and other very traumatic events. Your vocational preparation anticipates that you will meet such situations in the real world, that you will not be warned about the nature of the stimulus, and that you have to protect a person from your own reaction to situations that may “trigger” a response in you. Your faculty advisor, the registrar’s staff, and the Ecumenical Chaplains can direct you to resources for you to engage in care for your own self. In your studies you will likely not be warned about the kind of “triggering” event that you may encounter.

In this course, if you begin to lose control of your emotions, you may leave with one colleague from the class until you can collect yourself, or you may engage in other practices (journaling, meditation) that allow you to regain control. If you or your colleague are concerned that you cannot regain control or are unduly distressed, you and your colleague should seek assistance from the Knox Registrar’s office. Staff there have access to immediate assistance. In the end, your emotional safety is your own responsibility.

Course Resources

Required Course Texts/Bibliography

- Floding, Matthew (Ed) (2017). Engage: A Theological Field Education Toolkit. Rowman and Littlefield: New York.

This book is available through Chapters/Indigo (paperback or Kobo) and also through Amazon (paperback and Kindle). It is also accessible through Utoronto libraries online for free.

Students are encouraged to also use this text with their Site Educator (Site Educators have been given a copy of the text).

- Selected articles each week are available on Quercus.

Course Website

Quercus: <https://q.utoronto.ca/>

This course uses Quercus for its course website. To access it, go to the UofT Quercus login page at <https://q.utoronto.ca/> and login using your UTORid and password. Once you have logged in to Quercus using your UTORid and password, look for the **My Courses** module, where you’ll find the link to the website for all your Quercus-based courses. (Your course registration with ACORN gives you access to the course website in Quercus.) Information for students about using Quercus can be found at: <https://community.canvaslms.com/docs/DOC-10701>. Students experiencing difficulties accessing Quercus should contact the registrar’s office of their college.

Course Schedule

Week 1

Monday, September 9 *Orientation*
 Learning Covenant (1.5 K)
 Introduction to Supervised Learning (1.5 A)

Readings:

- *Engage ch 1-2*

Week 2

Monday, September 16 *Beginning A TFE*

Didactic: Boundaries (1.5 K)

Didactic: Theological Hermeneutics Part 1 (1.5 K)

Readings:

- *Engage Ch 4-6*
- Harris, "Suffering Servants..."

Week 3

Monday, September 23 *Ministry in a Post-COVID World*

Panel Discussion with Ministry Leaders (1.5 K)

Didactic: Theological Hermeneutics Part 2 (1.5 K)

Readings:

- *Rethinking the Place of Ministry*

Week 4

Monday, September 30 *Theological Reflection*

Didactic: Theological Hermeneutics Part 3 (1.5 K)

Supervision: Discussion of Journal #1 (1.5 A)

Readings:

- *Engage ch. 17*

Week 5

Monday, October 7 *Theological Reflection Continued*

Supervision: Discussion of Journal #1 (3 A)

Readings:

- None

Week 6

Monday, October 14, NO CLASS, THANKSGIVING HOLIDAY

Week 7

Monday, October 21 *Prayer*

Didactic: Teach Me How to Pray (1.5 K)

Supervision: Discussion of Case Studies (1.5 A)

Monday, October 28-November 1 NO CLASS, READING WEEK

Week 8

Monday, November 4 *Case Study Reflection*
Supervision: Discussion of Case Studies Continued (3 A)

Week 9

Monday, November 11 *Caring for Kids*
Didactic: Leading with Care (1.5 K)
Supervision: Discussion of Journal #2 (1.5 A)

Week 10

Monday, November 18 *Journal Reflection*
Supervision: Discussion of Journal #2 Continued (3 A)

Week 11

Monday, November 25 NO CLASS AAR/SBL

Week 12

Monday, December 2 *Sexual Abuse and Sexual Harassment Seminar*
Didactic: SASH Seminar (3 K)

Exam Week

December 9 *Mid-Year Report Due*
Supervision: Discussion of Mid-Year Reports, Learning Experiences, Growing Edges
Celebration of Communion (3 A&K)

WINTER Week 1

Monday, January 6 *Caring for the Other*
Didactic: Trauma-Informed Pastoral Care (3 K)

Readings:

- *Engage ch 1-2*

WINTER Week 2

Monday, January 13 *Caring for the Other*
Didactic: Mental Health and Ministry (1.5 K)
Supervision: Discussion of Journal #3 (1.5 A)

Readings:

- *Engage Ch 4-6*
- Harris, "Suffering Servants..."

WINTER Week 3

Monday, January 20 *NO CLASS, TIME FOR SPIRITUAL CARE VISIT*

WINTER Week 4

Monday, January 27

Caring for the Other

Supervision: Discussion of Spiritual Care Visit (3 A)

Readings:

- *Engage ch. 17*

WINTER Week 5

Monday, February 3

Caring for the Other

Didactic: Mental Health and Ministry Part 2 (the self) (1.5 K)

Supervision: Discussion of Spiritual Care Visits Continued (1.5 A)

Readings:

- None

WINTER Week 6

Monday, February 10

Caring for the Other

Didactic: Caring for members of the LGBTQ+ Community (1.5 K)

Supervision: Discussion of Journal #4 (1.5 A)

Monday, February 17 NO CLASS, READING WEEK

WINTER Week 7

Monday, February 24

Caring for the Other

Didactic: Grief Counselling and Funeral Preparation (3 K)

WINTER Week 8

Monday, March 3

Caring for the Other

Supervision: Discussion of Participation in Grief Counselling, Funeral Prep, or Journal 5 (3 A)

WINTER Week 9

Monday, March 10 NO CLASS, Ontario MARCH BREAK

WINTER Week 10

Monday, March 17

Specialized Ministry Topics

Didactic: MAID—Medical Assistance in Dying (1.5 K)

Supervision: Discussion of MAID (1.5 A)

WINTER Week 11

Monday, March 24

Specialized Ministry Topics

Didactic: Crisis Care and Suicidality (1.5 K)

Supervision: Discussion of Crisis Care and Suicidality, Creating a Safety Plan (1.5 A)

WINTER Week 12

Monday, March 31

Specialized Ministry Topics

Didactic: Eco-Anxiety and Pastoral Counselling (1.5 K)

Supervision: Discussion of Eco-Anxiety and Pastoral Counselling (1.5 A)

Exam Week

Monday, April 7

Final Reports Due

Supervision: Discussion of Final Reports, Learning Experiences, Growing Edges

Celebration of Communion (3 A&K)

Evaluation

Requirements

The final grade for the course is a Pass/Fail and will be based on evaluations in three areas:

(1) Participation – *In addition to participating in the regular small group activity of the class, students are expected to come to class having read the designated readings and be prepared on your designated day to present your journals or other written assignments. Students must attend both the class portions of the TFE 10x per semester on Monday afternoons from 1:00-4:00 pm, as well as their placements on a weekly basis. Students may negotiate time away from their placements with their Site Educators for personal events, illness, or vacation. It is the student's responsibility to maintain regular contact with their Site Educators.*

(2) Written Work for Submission —*Students are expected to submit a Learning Covenant, five Reflection Journals, one Case Study Report (Fall) and one Spiritual Care Visit Report (Winter). Details of these assignments can be found on Quercus. In lieu of the final theological reflection journal, students are encouraged to submit a short reflection based specifically on grief counselling, funeral preparation or participation should they have the opportunity during TFE.*

(3) Mid-term and Final Evaluations – *Evaluations must be completed on forms provided by Knox College, which will be sent to students and Site Educators at a later date.*

(4) Second Level Assessment —*For KNF3010Y (ONLY), students will complete their MDiv second level assessment after submitting their final evaluation. For that reason, final evaluations for students in the MDiv in their first year of TFE must submit the final a month early. Because of this, these students will have one less journal assignment.*

Grading System - Basic Degree Students

1000, 2000 and 3000 level courses use the following numerical grading scale:

90-100 (A+)	Exceptional
85-89 (A)	Outstanding
80-84 (A-)	Excellent
77-79 (B+)	Very Good

73-76 (B)	Good
70-72 (B-)	Acceptable
0-69 (FZ)	Failure

Please see the appropriate Conjoint Degree handbook for more details about the grading scale and non-numerical grades (e.g. SDF, INC, etc.).

Policies

Class attendance. Students are expected to conduct themselves in a manner congruent with the vocation they are seeking to enter and in which they desire to give leadership. To that end, it is a regulation of Knox College that a minimum of approximately 80% attendance at courses (10 of 12 weeks) is required for credit; 100% attendance is expected at seminar courses. Habitual lateness for class will be counted as absence.

Teaching and learning are interactive, not passive, activities. Therefore, students may not “attend” an in-person class through unauthorized audio or video streaming or by watching or listening to a recording; instructors are not obligated to record or permitted to stream their in-person classes. Online classes that include a synchronous video component require the same level of attendance as an in-person course, and students may not “attend” by watching or listening to a recording. Online classes that include an asynchronous component require participation in all the activities for each week or module to meet the attendance requirement. Students requiring accommodations to attend class must present medical and/or Accessibility Services documentation that outlines the type and duration of accommodation(s) required.

Class recording. Much of the learning that goes on in the virtual or in-person classroom is founded upon mutual disclosure that takes place between instructor and student, and between students. Parties outside of this learning community have not committed themselves to this relationship of trust. A student without an approved accommodation who wishes to make an audio recording of an in-person class must secure the agreement of the instructor and all classmates; livestreaming and video recordings are not permitted. Online video-streamed classes may be recorded at the discretion of the instructor. Personal recordings may be used only by the student who made the recording; no recording may be reproduced, posted, or distributed without the written permission of the instructor. [or instructor’s policy may replace this one]

Late work (BD). Basic Degree students are expected to hand in assignments by the date given in the course outline. [The instructor should stipulate the penalty for late work.] The absolute deadline for the course is the examination day scheduled for the course or the last day of exam week for the semester in which the course is taught, whichever is sooner.

This penalty is not applied to students with documented medical or compassionate difficulties or exceptional reasons (e.g., a death in the family or a serious illness); students facing such difficulties are kindly requested to consult with their faculty adviser or basic degree director, who should make a recommendation on the matter to the instructor and request an SDF. The absolute deadline for obtaining an SDF for the course is the examination day scheduled for the course or the last day of examination week, whichever is sooner. An SDF must be requested from the registrar’s office in the student’s college of registration no later than the last day of exam week in which the course is taken. The SDF, when approved, will have a mutually agreed upon deadline that does not extend beyond the

conclusion of the following term. If a student has not completed work but has not been granted an SDF, a final mark will be submitted calculating a zero for work not submitted.

Course grades. Consistently with the policy of the University of Toronto, course grades submitted by an instructor are reviewed by a committee of the instructor's college before being posted to ACORN. Grades are not official until they are posted to ACORN. Course grades may be adjusted where they do not comply with University Assessment and Grading Practices Policy found at <https://governingcouncil.utoronto.ca/secretariat/policies/grading-practices-policy-university-assessment-and-january-26-2012>, policies found in the TST conjoint program handbooks, or college grading policy.

Inclusive Language. Knox College has an inclusive language policy, available at https://knox.utoronto.ca/wp-content/uploads/2023/04/Knox-College-Policy_Use-of-Language-Policy-and-Glossary_221003.pdf. [insert any other material here].

Accessibility. Students with a disability or health consideration, whether temporary or permanent, are entitled to accommodation. Students in conjoint degree programs must register at the University of Toronto's Accessibility Services offices; information is available at <http://www.studentlife.utoronto.ca/as>. The sooner a student seeks accommodation, the quicker we can assist.

Plagiarism. Students submitting written material in courses are expected to provide full documentation for sources of both words and ideas in footnotes or endnotes. Direct quotations should be placed within quotation marks. (If small changes are made in the quotation, they should be indicated by appropriate punctuation such as brackets and ellipses, but the quotation still counts as a direct quotation.) Failure to document borrowed material constitutes plagiarism, which is a serious breach of academic, professional, and Christian ethics. An instructor who discovers evidence of student plagiarism is not permitted to deal with the situation individually but is required to report it to their head of college or delegate according to the Graduate program Handbook linked from <http://www.tst.edu/academic/resources-forms/handbooks> and the University of Toronto *Code of Behaviour on Academic Matters* <https://governingcouncil.utoronto.ca/secretariat/policies/code-behaviour-academic-matters-july-1-2019>. A student who plagiarizes in this course will be assumed to have read the document "Avoidance of plagiarism in theological writing" published by the Graham Library of Trinity and Wycliffe Colleges: <https://www.trinity.utoronto.ca/library/research/theology/avoiding-plagiarism-in-theological-writing/>

Use of Generative AI, e.g., ChatGPT. [for samples, see <https://ai.utoronto.ca/>]

Other academic offences. TST students come under the jurisdiction of the University of Toronto *Code of Behaviour on Academic Matters* <https://governingcouncil.utoronto.ca/secretariat/policies/code-behaviour-academic-matters-july-1-2019> .

Back-up copies. Please make back-up copies of assignments before handing them in.

Obligation to check email. At times, the course instructor may decide to send out important course information by email. To that end, all students in conjoint programs are required to have a valid utoronto email address. Students must have set up their utoronto email address which is entered in the ACORN system. Information is available at www.utorid.utoronto.ca. The course instructor will not be able to help you with this. 416-978-HELP and the Help Desk at the Information Commons can answer

questions you may have about your UTORid and password. Students should check utoronto email regularly for messages about the course. **Forwarding** your utoronto.ca email to a Hotmail, Gmail, Yahoo or other type of email account is not advisable. In some cases, messages from utoronto.ca addresses sent to Hotmail, Gmail or Yahoo accounts are filtered as junk mail, which means that emails from me may end up in your spam or junk mail folder. Students in non-conjoint programs should contact the Registrar of their college of registration.

Email communication with the course instructor. The instructor aims to respond to email communications from students in a timely manner. All email communications from students in conjoint programs must be sent from a utoronto email address. Email communications from other email addresses are not secure, and also the instructor cannot readily identify them as being legitimate emails from students. The instructor is not obliged to respond to email from non-utoronto addresses for students in conjoint programs. Students in non-conjoint programs should only use the email address they have provided to their college of registration.

Course Learning Objectives/Outcomes

Basic Degrees – Knox and TST

<i>This course has the following course-level learning outcomes</i>	
Outcome	Evaluation
1. Click or tap here to enter text.	Click or tap here to enter text.
2. Click or tap here to enter text.	Click or tap here to enter text.
3. Click or tap here to enter text.	Click or tap here to enter text.
4. Click or tap here to enter text.	Click or tap here to enter text.

<i>A student successfully completing this course has made progress towards the following Knox College degree program learning outcomes:</i>		
MDiv	MTS	MPS
<input type="checkbox"/> Interprets Scripture and Christian tradition (Reformed), using a variety of methods, sources, and norms, to preach, teach, write, and to provide care and witness. <i>Evaluation:</i> <i>Click or tap here to enter text.</i>	<input type="checkbox"/> Demonstrates knowledge at a basic level in various theological disciplines. <i>Evaluation:</i> <i>Click or tap here to enter text.</i>	<input type="checkbox"/> Demonstrates knowledge at a basic level in various theological disciplines, in the Reformed or another tradition. [* the student may come from another tradition] <i>Evaluation:</i> <i>Click or tap here to enter text.</i>
<input type="checkbox"/> Demonstrates skills in creative, faith-centred, adaptive, and innovative leadership for current and emerging communities of faith. <i>Evaluation:</i> <i>Click or tap here to enter text.</i>	<input type="checkbox"/> Finds, selects, reads, and appropriately integrates theological information. <i>Evaluation:</i> <i>Click or tap here to enter text.</i>	<input type="checkbox"/> Demonstrates knowledge and skills in spiritual care and therapy, grounded in appropriate theories, for professional practice and leadership in community and institutional settings. <i>Evaluation:</i> <i>Click or tap here to enter text.</i>
<input type="checkbox"/> Enhances the vocational and spiritual development, practices, and well-being of self and others. (See Professional and Critical Competencies.) <i>Evaluation:</i> <i>Click or tap here to enter text.</i>	<input type="checkbox"/> Engages respectfully and constructively in a theological community of scholarship. <i>Evaluation:</i> <i>Click or tap here to enter text.</i>	<input type="checkbox"/> Demonstrates an appropriate spiritual and professional identity formation in relation to specialized practice. <i>Evaluation:</i> <i>Click or tap here to enter text.</i>
<input type="checkbox"/> Analyzes and evaluates social, cultural, and community contexts to enable communities of faith to participate in God's work and justice in a diverse and changing world. <i>Evaluation:</i> <i>Click or tap here to enter text.</i>	<input type="checkbox"/> Writes and speaks in English sufficiently well to engage in theological discourse. <i>Evaluation:</i> <i>Click or tap here to enter text.</i>	<input type="checkbox"/> Writes and speaks in English sufficiently well to engage in professional practice. <i>Evaluation:</i> <i>Click or tap here to enter text.</i>

TST BASIC "DEGREE LEVEL EXPECTATIONS"	CORRESPONDING COURSE GOALS AND OUTCOMES (see college outcomes above)	CORRESPONDING COURSE ELEMENTS / ASSIGNMENTS
EXPECTATIONS: <i>In this course students are expected to demonstrate the following:</i>		
1. Depth and Breadth of Knowledge		
2. Knowledge of methodologies		
3. Application of Knowledge		
4. Communication Skills		
5. Awareness of Limits of Knowledge		
6. Autonomy and Professional Capacity		

Graduate Degrees – TST only

TST GRADUATE "DEGREE LEVEL EXPECTATIONS"	CORRESPONDING COURSE GOALS AND OUTCOMES	CORRESPONDING COURSE ELEMENTS / ASSIGNMENTS
EXPECTATIONS: <i>In this course students are expected to demonstrate the following:</i>		
1. Depth and Breadth of Knowledge		
2. Research and Scholarship		
3. Level of Application of Knowledge		
4. Professional Capacity or Autonomy		
5. Level of Communication Skills		
6. Awareness of the Limits of Knowledge		

CRPO Entry to Practice competencies

[insert here as appropriate]