

Graduate Theology Assessment Information for Group Advisement Spring 2017

February 20, 2017

1. **Entry-Level Assessment:** All new students are required to enroll in PRFT 056 Entry-Level Assessment and PRFT 057 ePortfolio their first semester.
 - a. Thoroughly read course descriptions and requirements outlined on D2L.
 - b. Be sure to keep up with reading and required assignments and upload them to D2L on time to avoid late penalties.
 - c. **The self-reflection paper is due Feb. 26.** Submit it to your academic advisor on ePortfolio (not D2L). Use the direct link in the Content section of the D2L course shell; complete instructions are included.
 - d. **First Advisor Conference** is due by Friday **March 10** (before Spring Break). Schedule an appointment with your Academic Advisor and bring the completed questionnaire form for advisor to sign. Scan the signed form and submit it to the D2L dropbox.
 - e. **Advisor List** is posted in GSTM hallway across from the Information Center. You can also find your advisor when you log into VISION.
 - f. If you have not yet enrolled in PRFT 056 Entry-Level Assessment you will need to enroll in it Fall 2018.
 - g. If you have a course that requires an ePortfolio artifact, you will receive an Incomplete for the whole course if you do not submit the artifact to the course professor on ePortfolio.
 - h. If you have not enrolled in PRFT 059 ePortfolio: Whole Person Assessment, you should contact the registrar, Brandon Collins, to see if he can enroll you now. Let him know if you had an undergraduate account so he can enroll you in a section without duplicating the one-time fee.
2. **Mid-Program Assessment:** Once students are mid-way through their degree plan and coursework, they should enroll in PRFT 057 Mid-Program Assessment Audit.
 - a. Students complete the questionnaire and degree program audit chart on D2L in preparation for a meeting with their faculty advisors.
 - b. Students are encouraged not to wait until the last minute to schedule an appointment.
 - c. For Counseling Students who are anticipating starting their Practicum during Summer 2017:
 - i. The Mid-Program Assessment Audit is also required as a prerequisite along with PRFT 064 Introduction to Counseling Practicum and Internship Course.
 - ii. Applications for the Practicum and Internship Program should be submitted to your Faculty Advisor before Spring Break, by March 10. You do not need to have selected a site to have this meeting.
 - iii. It's usually more convenient for students to take these synonymously because both require meetings with the Faculty Advisor to review progress and screen

3. **Candidacy-Level Assessment:** Students who are anticipating graduating in May should have already enrolled in PRFT 058 Candidacy-Level Assessment in the Spring 2017.
 - a. If you are graduating in the Spring and have not yet enrolled in or completed the required Assessment courses contact Marlene or myself.
 - b. **Comprehensive Exam:**
 - i. MDV, MPT, MAM: The written Comprehensive Exam is due March 19. Questions and instructions are on D2L. These exams are graded by degree area faculty.
 - ii. MBL and MTH: The thesis defense fulfills the requirements for the Comprehensive Exam. Students will receive an Incomplete for PRFT 058 if they petition for Thesis Extension. Once the thesis defense is completed, students must submit a Request for Grade Change for PRFT 058 Candidacy-Level Assessment.
 - iii. Counseling students contact Dr. Buker to take the Counselor Preparation Comprehensive Exam, which fulfills their requirements for the PRFT 058 Comprehensive Exam. Once the exam has been taken, MCC students must fill out the verification form on D2L and submit it to the appropriate D2L dropbox for PRFT 058.
 - iv. All assignments must be submitted on time and receive a passing grade in order for students to be eligible to graduate.
4. Late policies and grade penalties are enforced for all Assessment courses, and final grades are included in GPAs.
5. For questions about any of the Assessment courses, contact Dr. Richardson or Marlene Mankins.