

INSTRUCTIONS FOR THE STUDENT PORTFOLIO

Portfolio Purpose

These portfolio assignments have been developed to help you gain the most possible benefit from each course by encouraging you to think about what you are learning and how it can be applied to your ministry and your own spiritual life. The courses in the program are designed to help you fulfill the requirements in this portfolio; the completed collection of reports will provide you with a comprehensive picture of your educational experience. Data gathered from the combined portfolios of many students will help us to determine which parts of the program are most helpful to students and which parts need to be improved.

Through the development of this portfolio, each student in the program will

1. Illustrate individual competence in each of the objectives for this degree program.
2. Evaluate personal and ministry growth as a result of the courses taken.
3. Analyze individual courses and overall program effectiveness.

Portfolio Requirements

There are a number of different requirements for the student portfolio that must be completed at different times throughout your degree program with ABTS. Below is a summary of the types of reports to be completed, and basic outline of the scheduling for those reports.

1. Application Materials: To be completed at the beginning of the program
 - a. Application form
 - b. References: Pastoral, Personal, Ministry Verification
 - c. Autobiography and ministry goals
 - d. Transcripts
2. Reports to be completed progressively throughout the degree program. These are explained in detail in the rest of this document.
 - a. Degree Program Checklist.
 - b. Student Learning Assessment (SLA) for each class.
 - c. At least 3 Ministry Follow-Up Reports (FUR).
 - d. Final Grade Reports (written by the professor; stored in your file in the ABTS office)
3. Reports to be completed near graduation from the program. Students **should** contact the ABTS office upon completion of 25 credits toward the In-Ministry MRE or 58 credits toward the MA degree, and the necessary information for completion of these reports will be forwarded at that time.
 - a. Summative Student Evaluation.
 - b. Graduate Ministry Evaluation Form.
 - c. Graduate Information Sheet
 - d. Application for Graduation

Portfolio Instructions and Outlines

The remainder of this instructional kit contains detailed instructions and report outlines that must be followed in fulfillment of point #2 above: reports to be completed throughout the degree program. The required forms and outlines can be downloaded from the ABTS website; if you have trouble accessing the documents there please email the ABTS office for help. Be sure that each report you submit has the **report title** and **your name** and **student number** so that proper credit can be recorded for your portfolio. *We strongly recommend* that you keep a copy of all reports sent to the ABTS office.

Report: Degree Program Checklist.

When to submit this report: Six months before graduation.

Where to send this report: ABTS office.

Format: This form may be filled in with handwriting.

Purpose

You are not required to submit the completed course checklist until you have completed the degree program, but it is extremely important that you begin this record with your very first course. ABTS degrees are specifically designed to give students considerable freedom in choosing those courses that are most suitable to their own ministry situations and goals. Because of this freedom, you are responsible to keep a record of the courses you have taken by listing them on this checklist and to insure that you have completed all requirements for graduation. You will not necessarily want to take every seminar that is offered; on the other hand, you will need to watch course announcements carefully so that you won't miss a required course, or a course you particularly want to take, when it is offered.

Instructions

The **In-Ministry MRE** is built around 11 course modules (either seminars or extension courses, most providing 3 credit hours each). When you applied for the **In-Ministry MRE**, you were required to choose an **Area of Concentration**: Pastoral Ministries, Educational Ministries (Christian Education) or Intercultural Ministries (Missions). When considering courses for your degree, you must use the course list on page 4 to select courses within your Area of Concentration in order to fulfill the concentration requirements on your [checklist](#).

You may change your Area of Concentration at any time by informing the ABTS office of their decision. However, you cannot complete your selected Concentration requirements with a mixture of courses. By your date of graduation, you must have completed 4 courses (12 credit hours) from **one** of these Concentration lists.

The **Master of Arts** is built around 22 course modules (either seminars or extension courses, most providing 3 credit hours each). Those students who have completed their In-Ministry MRE and are pursuing a Master of Arts will begin with their MA checklist already containing courses applied from their MRE.

If you lose your checklist, please write to the ABTS office requesting a list of the courses you have taken. If you are uncertain how to complete the checklist, you may send a copy of this report to the ABTS office at any time. We'll be happy to let you know whether your course plan is correct.

IN-MINISTRY MRE CHECKLIST

Use this checklist to record progress toward the MRE degree. Courses already listed below are required of all MRE students. A copy of this checklist must be filed in the [ABTS office](#) before graduation.

Name _____ Student Number _____

Ministry Concentration _____ Date Submitted _____

Credits	Course #	Course Name	Completed	Portfolio SLA
1	THL500	Introduction to Graduate Theological Education	_____	_____

Bible (6 Credit Hours Required)

3	BIB501	Biblical Hermeneutics	_____	_____
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Bible Elective:

3	BIB_____	_____	_____	_____
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Theology (6 Credit Hours Required)

3	THL540	Systematic Theology 1	_____	_____
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Theology Elective:

3	THL_____	_____	_____	_____
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Ministry Concentration (12 Credit Hours Required)

Choose courses from one area of concentration.

—	_____	_____	_____	_____
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—	_____	_____	_____	_____
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—	_____	_____	_____	_____
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—	_____	_____	_____	_____
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Electives (6 Remaining Credit Hours)

—	_____	_____	_____	_____
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—	_____	_____	_____	_____
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31 TOTAL CREDIT HOURS REQUIRED

Ministry Follow-up Reports _____

Graduation Reports _____

Concentration Courses

Educational Ministries

Seminar Courses

MNS500 Spiritual Formation
MNS510 Organizational Leadership
MNS534 Evangelism/Discipleship Ministries
MNS511 Theology of Church Ministry
MNS551 Theology and Culture
MNS621 Theo. Issues in Asian Ministry
MNS642 Theological Foundations of Education
MNS643 Adult Education
MNS644 Curriculum and Teaching

Extension Courses

MNS500 Spiritual Formation
MNS550 Hist and Phil of Educational Min.
MNS626 Interpersonal Communication
MNS786 Readings in Educational Min.

Pastoral Ministries

Seminar Courses

MNS500 Spiritual Formation
MNS510 Organizational Leadership
MNS511 Theology of Church Ministry
MNS534 Evangelism/Discipleship Ministries
MNS536 Dynamics of Church Growth
MNS551 Theology and Culture
MNS621 Theo. Issues in Asian Ministry
MNS636 Homiletics
MNS681 Pastoral Care

Extension Courses

MNS500 Spiritual Formation
MNS564 Urban Mission and Ministry
MNS626 Interpersonal Communication
MNS785 Readings in Pastoral Ministries

Intercultural Ministries

Seminar Courses

MNS500 Spiritual Formation
MNS510 Organizational Leadership
MNS511 Theology of Church Ministry
MNS534 Evangelism/Discipleship Ministries
MNS536 Dynamics of Church Growth
MNS551 Theology and Culture
MNS563 History and Philosophy of Christian Missions
MNS621 Theological Issues in Asian Ministry
MNS670 World Religions

Extension Course

MNS500 Spiritual Formation
MNS564 Urban Mission and Ministry
MNS626 Interpersonal Communication
MNS787 Readings in Intercultural Min.

MASTER OF ARTS CHECKLIST

Use this checklist to record progress toward the MA degree. Courses already listed below are required of all students. A copy of this checklist must be filed in the [ABTS office](#) before graduation.

Name _____ Student Number _____ Date Submitted _____

Credits	Course#	Course Name	Completed	Portfolio SLA
1	THL500	Intro to Graduate Theological Education	_____	_____

Bible (15 Credit Hours Required)

3	BIB501	Biblical Hermeneutics	_____	_____
3	BIB502	OT Biblical Theology	_____	_____
3	BIB503	NT Biblical Theology	_____	_____

Bible Electives:

3	_____	_____	_____	_____
3	_____	_____	_____	_____

Theology (15 Credit Hours Required)

3	THL540	Systematic Theology 1	_____	_____
3	THL640	Systematic Theology 2	_____	_____
3	THL641	Systematic Theology 3	_____	_____

Historical Theology Elective:

3	_____	_____	_____	_____
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Philosophical Theology Elective:

3	_____	_____	_____	_____
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Ministry Leadership: (15 Credit Hours Required)

3	MNS500	Spiritual Formation	_____	_____
3	MNS510	Organizational Leadership	_____	_____

Pastoral Ministries Elective:

3	_____	_____	_____	_____
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Educational Ministries Elective:

3	_____	_____	_____	_____
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Intercultural Ministries Elective:

3	_____	_____	_____	_____
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General Electives: (18 Remaining Credit Hours)

3	_____	_____	_____	_____
3	_____	_____	_____	_____
3	_____	_____	_____	_____
3	_____	_____	_____	_____
3	_____	_____	_____	_____
3	_____	_____	_____	_____

Total Credit Hours Required: 64

Ministry Follow-up Reports _____

Graduation Reports _____

Report: Student Learning Assessment (SLA)

When to submit this report: at the end of every course

Where to send this report: you may submit this report with your other assignments, or you may send it to the ABTS office by post or e-mail attachment

Format: Please indicate the number of the objective, followed by a brief discussion of the activity or assignment demonstrating competence in that area. This report should be typewritten or produced on a computer. If you don't have access to this technology, please be certain the handwriting is easy to read.

Purpose

This report is built around the program objectives and documents how this particular course has helped you to fulfill these objectives. Different courses are designed to fulfill different objectives. Examples: THL540 Systematic Theology I requires that each student write a personal confession of faith. Some ministry courses ask you to write a paper outlining your philosophy of ministry. These assignments demonstrate your ability to "develop personal convictions and philosophies of ministry" and should be listed under Objective #2. Many other courses will not apply to this objective; Objective #2 should then be omitted from your report. If our professors are doing their jobs properly, and you are paying attention, you should have completed an assignment or activity related to each objective at least once during your study program. No ABTS course will include all of the possible objectives on the report outline, but your report for each course should include between two and five of the listed program objectives.

Instructions

Please read carefully through the complete list of program learning objectives, thinking about which learning objectives you fulfilled in this particular course. If you completed an assignment or activity that demonstrated or improved your ability to accomplish the indicated task, **please give specific information about this activity**. Be sure to identify which learning objective you accomplished by typing the **objective number** followed by the assignment or activity. Omit any objectives that don't apply to this course; list several activities or assignments under one objective if they apply. Brief descriptions are sufficient.

On the following pages are questions under each objective that will help you think about the meaning and intent of the learning objective. If you have difficulty understanding how these objectives apply to your course, please review this material carefully. *Do not answer the questions under each objective*; they are intended only to help you identify appropriate learning activities. If any of the questions apply, include that objective in your report.

Please note:

- We do not want course outlines or discussions of the material "covered" in the course. We don't want to know what the professor said; we want to know what you did, or how your understanding of the course subject was changed, or what applications you hope to make on the basis of your experience in the course.
- An SLA **must be submitted** for every course the student completes.
- These reports form a part of the Student Portfolio that **is required** for graduation.

STUDENT LEARNING ASSESSMENT (SLA) WORKSHEET

At the top of your report, please be sure to include:

Student Name and Number:

Course Name and Number:

Date of the course:

Use of Library Facilities

- a. Did you need to consult resources other than your textbooks and notes in order to complete your course assignments: Yes or No?
- b. If yes, where did you find the necessary resources? (choose all that apply)

In the _____ library.

____ Borrowed from friend or colleague

____ Borrowed from pastor or missionary

____ Purchased

____ Already had them in my personal library

____ Internet sources

Other (please tell where) _____

Program Objectives – Read carefully the directions on the preceding page.

Objective #1: Appreciate the centrality of the biblical text; demonstrate competence in exegeting, interpreting and applying Scripture in personal and ministry situations.

Objective #2: Develop theological convictions and philosophies of ministry; integrate these principles into personal life, cultural milieu, and ministry settings.

Objective #3: Synthesize new insights from seminars, reading and analysis into ministry contexts; trace the end results of ministry innovations, either verification of methods applied or analysis of failure and lessons learned.

Objective #4: Apply critical thinking in reading, writing and discussion; evaluate relevant data and make decisions consistent with the truth of Scripture.

Objective #5: Evaluate concepts of leadership utilizing effective organizational and group communication skills; network with colleagues who can support one another in the ministry.

Objective #6: Analyze culture from a distinctly Christian worldview; develop methodologies for and deepen commitments to building Christ's church worldwide.

Please Note: You will need to send in a Ministry Follow-Up Report for at least 3 of your courses, tracing the end results of Objective #3. This report should be submitted in about 6 months to 1 year.

Student Learning Assessment – Report Form

QUESTIONS TO HELP YOU EXPLORE THE LEARNING OBJECTIVES

Objective #1: Appreciate the centrality of the biblical text; demonstrate competence in exegeting, interpreting and applying Scripture in personal and ministry situations.

KEY THEME: SCRIPTURE

Questions to guide your thinking for Objective #1:

1. Did anything in the course discussions or the assignments help you to understand more clearly the importance of the Bible as our only authority for doctrine and practice? Please describe the discussion or assignment.
2. In this course, did you receive instruction about using biblical texts as the foundation of a sermon or Bible lesson? Were you required to complete assignments showing that you were able to do this? Please tell what you learned or what you did.
3. Did you complete an assignment asking you to explain the meaning or interpretation of a particular passage of Scripture? Please describe the assignment.
4. Did an assignment or activity for this course require you to apply Scripture to your personal life or ministry? Which assignment or activity?

Objective #2: Develop theological convictions and philosophies of ministry; integrate these principles into personal life, cultural milieu, and ministry settings.

KEY THEME: THEOLOGY or PHILOSOPHY

Questions to guide your thinking for Objective #2:

1. In this course, did you receive instruction and were you required to complete assignments integrating theological or philosophical principles into your personal life or ministry? Please explain.
2. Did this course ask you to write a philosophy of some aspect of ministry?
3. Did this course ask you to write a confession of faith?

Objective #3: Synthesize new insights from seminars, reading and analysis into ministry contexts; trace the end results of ministry innovations, either verification of methods applied or analysis of failure and lessons learned.

KEY THEME: MINISTRY

Questions to guide your thinking for Objective #3:

1. Explain clearly the new insight you gained from discussions or reading for this seminar and how you intend to apply the new insight to your ministry context.
2. Give a short description of a ministry situation where you intend to use material from your class notes in your teaching.

Objective #4: Apply critical thinking in reading, writing and discussion; evaluate relevant data and make decisions consistent with the truth of Scripture.

KEY THEME: CRITICAL THINKING

Questions to guide your thinking for Objective #4:

1. In your opinion, did the class discussion provoke students to think critically? Please give specific examples.
2. Did any of the assignments for this course ask you to think critically about something you read? Which one(s)?
3. Did you think the written assignments required you to evaluate information or ministry situations and/or make decisions for the future? Please tell which assignment(s) and what kind of information.

Objective #5: Evaluate concepts of leadership utilizing effective organizational and group communication skills; network with colleagues who can support one another in the ministry.

KEY THEME: PEOPLE SKILLS

Questions to guide your thinking for Objective #5:

1. Did this course help you explore and evaluate ideas about Christian leadership? In what way was this accomplished?
2. Did assignments or class activities give you an opportunity to develop organizational skills or use group communication skills? Which assignments or activities?
3. Did you get to know colleagues in this class who might be helpful to you in your ministry?
4. Do you feel the professor or class activities helped you to form friendships or ministry networks? Please give examples.

Objective #6: Analyze culture from a distinctly Christian worldview; develop methodologies for and deepen commitments to building Christ's church worldwide.

KEY THEME: THE WORLD

Questions to guide your thinking for Objective #6:

1. In this course, did you spend time in class discussions analyzing culture from a Christian perspective? Were you required to complete a written assignment or oral presentation displaying your own analysis?
2. Were you required to write a statement of your worldview, or to analyze the worldviews of others?
3. Did anything in this course inspire you to recommit to the ministry of evangelism, discipleship or church planting? Please be specific in your answer.
4. Did this course explore methods for church or mission outreach? Did you complete an assignment developing ministry methods that you think will help your church, mission, or other organization to grow or to reach out to others? Please explain.

Report: Ministry Follow-Up Report (FUR)

When to submit this report: after you've had time to apply elements of the course. Usually at least 6 months after the course is completed. Deadline: 1 month before graduation.

Expected length: 1-3 pages

Format: The student may choose to write this report in essay form (paragraphs) or in an outline answering the questions. The report should be typewritten or produced on a computer. If this is not possible, please be certain the handwriting is easy to read.

Where to submit this report: To the ABTS office. We will send a copy to the professor of the course.

Minimum requirement: 3 Follow-Up Reports for each degree program.

Purpose

Objective #3 on the Student Learning Assessment asks you to think about how you might be able to apply what you have learned from this course in your ministry. We hope that you will discover some new ideas that you want to try in your ministry situation. Or you might decide to teach/preach a series of lessons/sermons using the material you learned. After you have had time to apply what you have learned in the ministry, you need to analyze how the plan worked out in practice. This report outline has a series of ideas that will help you to think about what happened.

Instructions

We do not necessarily expect that you will answer every question in the FUR outline, but we do want an honest report giving, *a)* details about the plan you crafted, *b)* the results of implementing that plan, *c)* your assessment of why you got those results, and *d)* what you learned from your experience.

Remember that failures can be good learning opportunities--we want to hear about both your failures and your successes. For example, it is possible that you will write something down under Objective #3 in a particular Student Learning Assessment and then decide that this wasn't such a good idea after all. Or perhaps your ministry colleagues will vote against the idea. This does not mean that you can't write a good report. Simply tell us why you decided against the idea, why you think the other people in your ministry reacted the way they did, and what you learned from the whole experience.

Your FUR doesn't have to be connected with something you wrote about in a Student Learning Assessment. You're not required to write an FUR every time you list something under Objective #3, and you don't necessarily have to choose one of the ministry ideas you did list in your SLAs. Any report you can write that describes how the things you are learning have helped you in the ministry will be a valuable addition to your portfolio. Please note, however:

- FURs must report on a ministry project that has already been accomplished (or attempted). You cannot write an FUR about something you hope to do in future.
- Each FUR must be related to specific course content, and must include analysis and evaluation. Descriptions of general, unconnected ministry experience will not fulfill FUR requirements.
- You are required to write at least three FURs before graduation.

MINISTRY FOLLOW UP REPORT (FUR) OUTLINE

This report should be typewritten or produced on a computer if at all possible. Please give complete information under each of the sections below:

Student Name and Number:

Course Name and Number:

Date of Course:

Professor's Name:

Short description of the ministry innovation you attempted or of the material from your notes that you integrated into a teaching or preaching situation.

Careful discussion of the results of this ministry experience. *Please tell us*

1. Whether you felt the activity was successful, not very successful, disappointing or a failure. Explain what factors led you to this conclusion.
2. What you did to plan and prepare for the activity, as well as what happened as the plan was put into practice.
3. How the activity impacted your class, congregation, colleagues and/or organization
4. Why you think it turned out the way it did.
5. What lessons you learned and what you will do differently next time.

If you were unable to put the innovation into practice, or to teach the proposed lessons or sermons, please tell us

1. Whether you were hindered or changed your mind about this plan.
 - a. If you changed your mind, please tell us why. What factors in your particular ministry made this idea inadvisable?
 - b. If you were hindered, please explain what hindered you. Do you intend to try again later?
 - c. If your idea was rejected, please explain how you prepared and presented your idea, who rejected it, and why you think this happened. Do you think the decision was a good one?
2. What lessons you learned and what you will do differently next time.

Please note: *You must send at least 3 Ministry Follow Up Reports to the ABTS office in order to complete portfolio requirements for the In-Ministry MRE degree program and 3 additional Ministry Follow Up Reports for the MA degree.*

Portfolio Follow-up Ministry Report – REPORT FORM