Clinical Pastoral Education
Accredited by the Association for Clinical Pastoral Education
400 hours as defined by program for
One full unit of ACPE CPE

Dr. Denise McLain Massey
Associate Professor of Pastoral Care and Counseling
McAfee School of Theology
(678) 547-6428
E-mail: massey_dm@mercer.edu

Course Description:
Clinical Pastoral Education is interfaith professional education for ministry. It brings theological students and ministers of all faiths (pastors, priests, rabbis, imams, and others) into supervised encounter with persons in crisis. Out of an intense involvement with persons in need, and the feedback from peers and teachers, students develop new awareness of themselves as persons and of the needs of those to whom they minister. From theological reflection on specific human situations they gain a new understanding of ministry. Within the interdisciplinary team process of helping persons, they develop skills in interpersonal and interprofessional relationships. (from the ACPE website).

Learning Outcomes:
Visit http://www.acpe.edu for learning outcomes for Level I and Level II CPE.

Prerequisites:
1. Written ACPE application to a certified supervisor at an Accredited ACPE center.
2. Admission interview at the certified site.
3. Acceptance into the ACPE CPE program.
4. Before agreeing to participate in a program, you should know the schedule and required learning activities.
5. McAfee will pay $250 of the program’s tuition. The student is responsible for paying the rest. The student should check with the specific program for their cost and policies regarding payment. No grade will be given until all fees have been paid.
6. For academic credit, the student will also register through the school’s normal process. If the unit extends over 2 semesters, register for academic credit the semester you will complete the program.
7. Before beginning the CPE unit, you will turn in to Dr. Massey the statement of agreement found at the conclusion of the syllabus.

Textbooks:
Your CPE Supervisor will assign required reading.

Participation:
You will complete at least a total of 400 hours of educational and ministry activities, as
defined by your particular program.

**Learning Activities:**

You will participate in the unit of Clinical Pastoral Education, to which you have been accepted. The particular program will offer a variety of learning activities, about which your supervisor will give you specific details. These activities will generally include the following:

1. Assignment to a particular clinical area to function as chaplain/minister. “On-call” ministry is often required.
2. An individualized learning contract, which reflects your specific goals for the unit
3. Regular meetings with your ACPE supervisor
4. Peer Groups for supervision, interpersonal learning and didactic education.
5. Written summaries of and reflections upon your ministry and growth.
6. A written final evaluation of your CPE unit. You will also receive a written final from your supervisor.

Both of these evaluations of your work are to be turned in to Dr. Massey at the completion of the unit. She will keep them on file for 1 year and then they will be shredded. It is your responsibility to keep your final evaluations for your future professional use. You will need them if you want to participate in additional CPE programs or if you choose to participate in the Pastoral Counseling certification process with the American Association for Pastoral Counselors. They may also be needed for membership in the Association for Clinical Pastoral Education or the Association for Professional Chaplains.

**Writing Assignments:**

For all writing assignments, students are to use the guidelines for structure, form and style that are offered by their ACPE program. As graduate students from McAfee, you are expected to maintain a graduate level of writing style and reflection throughout all CPE assignments.

**Cheating and Plagiarism:**

Mercer University’s Graduate Student Honor Code addresses the issues of cheating and plagiarism. It defines cheating as “the taking of credit for work which has been done by another person.” Plagiarism is “the use of ideas, facts, phrases, or additional material such as maps and charts from any source without giving proper credit for such material.” Examples include but are not limited to the following: using information from any source, including internet sources, without giving proper acknowledgement to the original author of the material; submitting the same, or nearly the same, paper for academic credit in two classes without the consent and approval of both instructors; submitting another student’s work as one’s own or allowing one’s work to be submitted by another student; turning in late assignments without clearly indicating that the work is submitted late; giving or fabricating false citations and references in any material submitted for grading.

The Mercer University catalogue states the following consequences for plagiarism: (1) reduction in the final grade for the course; (2) a zero on the assignment; (3) an “F” grade for the course; (4) suspension from the University; (5) expulsion from the University. Additionally, any scholarship student caught plagiarizing will automatically forfeit his/her scholarship.
For more on this subject, see the McAfee Student Handbook (http://www2.mercer.edu/NR/rdonlyres/0A22158A-21CF-45BD-A221-858B5CD26585/0/MDIV_Student_Handbook_10_11.pdf) and also the Graduate Honor System at www.mercer.edu/educ_docs/grad_honor.pdf.

**Grading Scale:**

CPE grades are assigned on a Pass/Fail basis.

In general, students will be completing their CPE units when the semester ends and will therefore be given an incomplete. When both copies of the evaluation are received, a grade will be assigned.

Dr. Massey may request a meeting with the student before doing so. Likewise, the student has the option to request a meeting when the evaluation is turned in.

**Incompletes:**

The official policy of Mercer University states that a grade of incomplete (“IC”) in a course will only be granted in cases of extreme or unusual circumstances that occur in the lives of students during the semester of study. If you feel that an incomplete is appropriate in this class, please submit your request in writing to the Associate Dean for Masters Studies by no later than the last day of scheduled classes for the current term. If an incomplete is granted, you will negotiate with the Associate Dean for Masters Studies an appropriate time frame for completing the work for the course. (Note that Mercer University policy requires that incomplete coursework be completed and a grade assigned by the last day of classes of the next full semester, or the “IC” will be replaced with a letter grade of “F”). Please note that the granting of an incomplete does not automatically excuse coursework that was due before the request for incomplete status.

If a student begins to develop a pattern of requesting “incompletes,” requesting “incompletes” in consecutive semesters or on a recurring basis, he or she may be placed on probation.

actively participating in a CPE program will be considered acceptable grounds for an Incomplete.

**Disability Syllabus Statement for Atlanta, Douglas & Henry Co. Campuses**

“Students requiring accommodations for a disability should inform the instructor at the close of the first class meeting or as soon as possible. The instructor will refer you to the Disability Support Services Coordinator to document your disability, determine eligibility for accommodations under the ADAA/A/Section 504 and to request a Faculty Accommodation Form. In order to receive accommodations in a class, students with sensory, learning, psychological, physical or medical disabilities must provide their instructor with a Faculty Accommodation Form to sign. Students must return the signed form to the Disability Services Coordinator. A new form must be requested each semester. Students with a history of a disability, perceived as having a disability, or with current disabilities who do not wish to use
academic accommodations are still strongly encouraged to register with the Disability Services Coordinator and request a Faculty Accommodation Form each semester. For further information, please contact Richard Stilley, Disability Support Services Coordinator / Assistant Dean for Campus Life, at (678) 547-6823 or visit the website at http://campuslife.merceratlanta.org/disabilityservices.html.

**Statement of Agreement:**

Before you begin your CPE unit, you must turn in to Dr. Massey the following statement of agreement.
Statement of Agreement and Intent

I have received the syllabus for CPE and I agree to its provisions. I will give my supervisor written permission to release a copy of the final evaluation that my supervisor completes to Dr. Denise Massey (McAfee School of Theology; 3001 Mercer University Drive; Atlanta, GA 30341) and to talk with her about the unit should she need clarification. Upon completion of the program, I will also give Dr. Massey a copy of the final evaluation that I complete. I understand that she will use this material to assign me a grade. I also understand that my evaluation will be kept on file for one year and then will be shredded, and that it is my responsibility to keep a copy of my evaluations for my own professional use.

Name (please print)

________________________________________

Signature

________________________________________

CPE Site

________________________________________

Dates of Unit

________________________________________

Current Date