

DRAFT v1
Subject to change. Full
syllabus available in Canvas
week of January 6, 2025.

Loyola Institute for Ministry
Loyola University New Orleans

Senior Seminar

RELM-C496-YA1
Syllabus

Spring 2025

Professor: Rick Beben, M.R.E.
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Office Hours: Anytime by appointment
Course Dates: January 13, 2025–March 16, 2025

Important: Please check your Canvas course and/or your Loyola email account for an email from the instructor alerting you the course is open, then reply to that email confirming you are ready to begin the course.

Because this is an online course and the instructor is a part-time faculty member, **the best way to reach your instructor is by email.** Feel free to contact your instructor with questions and suggestions. You may post questions of general concern to the **Question Board** accessed in Canvas on the course homepage. If you have concerns that are best communicated by a **phone call**, please provide your phone number through email and suggest evening or weekend times that you could receive a phone call.

Course Description

The purpose of this course is for students to demonstrate achievement of learning outcomes of the Bachelor in Ministry and Theology by completing a 20-30 page paper following the theological reflection process introduced in the Introduction to Ministry course.

Outcomes

As a result of taking this course, students will:

- demonstrate facility with LIM's theological reflection process
- develop an action plan informed by research for addressing a ministry concern
- give feedback on the program in Ministry and Theology.
- become proficient in a particular daily prayer practice.

Required Reading

- *LIM Guide to Written Theological Reflection.* Loyola University New Orleans, 2023. Available in Canvas under Resources »Writing Assistance.
- Use the Examen app based on the book: Thibodeaux, Mark E. *Reimagining the Ignatian Examen: Fresh Ways to Pray from Your Day.* Loyola Press, 2015. (Paperback ISBN-13:

978-0-8294-4244-1 / Kindle ASIN: B00R5DFKCS). It is recommended but not required that you buy the book for the course.

Evaluation and Course Requirements

Sequence of Topics/Calendar of Assignments

Week 1

The first week of class is January 13-19, 2024. Be sure to complete the following in Canvas by 11:59 pm Central Time on January 19 to avoid being administratively dropped from the course:

- Personal Introduction
- Availability Survey

Meetings

You will meet three times with your instructor and classmates and once with the Director of the Loyola Institute for Ministry. If the course has more than 6 participants, you will also meet in a small group format between meetings 2 and 3.

Meeting 1: Before the first meeting, you will have submitted to your instructor a correctly formatted proposed Works Cited page listing the books and articles you intend to consult for your paper and an annotation for each explaining why you chose them/how they will be useful. You will also be prepared to give a 5–10 minute (and no more) presentation on the outline of your paper, the wise practitioners you will consult, and the other Ministry and Theology courses you will reference. Your classmates should be prepared to comment on and ask questions in response to your presentation.

Small Group Meeting: If enrollment is 6 or more, students will meet in small groups for 1 hour; instructions in Canvas.

Meeting 2: Before the second meeting, you will submit to your instructor your first prayer journal entry. You should also have read at least two of the articles on your Works Cited page. You should also be prepared to give a 5–10 minute (and no more) presentation on insights from your prayer journal, what you've learned from your articles, and the progress of your paper. Your classmates should be prepared to comment on and ask questions in response to your presentation.

Meeting 3: Before the third meeting, you will submit to your instructor your second prayer journal entry. You should also be prepared to give a 5–10 minute (and no more) presentation on insights from your prayer journal and what you've learned from your paper, including practical implications.

- **Mid-Term Grades:** Due by 11:59 pm on Wednesday, Feb. 12
- **Final Paper:** Due by 11:59 pm Central Time, Tuesday, March 11
- **Final Grades:** Deadline for posting by 11:59 pm on Tuesday, March 18

Assessment

Each student's final grade will include the following parts:

		Percentage of Grade
1	Attendance and Preparation for Meetings	30%
2	Prayer Journals	10%
3	Paper	60%

1) Attendance and Preparation for Meetings

As described above, students will attend 3 meetings with your instructor and classmates and once with the Director of the Loyola Institute for Ministry. Before each meeting, you will have work to submit. Details are included in Canvas. Your personal introduction in Week 1 is also part of this grade.

2) Prayer Journals

As part of the spiritual formation component of this course, you will undertake a daily practice of prayer and write two 300+-word journal entries discussing the graces you have received from undertaking the prayer practice and any links you have discerned between your prayer and the paper project for this course. The prayer practice will be daily examens in Examen app, or you can choose to use the examens as listed in the text referenced above. Full directions are found in Canvas.

3) Paper

The purpose of this course is to write a 20-30 page paper, due March 11, that serves as a capstone to and a synthesis of your studies in Loyola's Ministry and Theology program. You will follow the format set out by Thomas Groome in his shared-praxis model of religious education that was introduced to you in the Introduction to Ministry course. You might review that course and its readings in preparation. Full details in Canvas.

Grading Scale

A	93-100	B+	87-89.9	C+	77-79.9	D	65-69.9	F	64.9 or below
A-	90-92.9	B	83-86.9	C	73-76.9				
		B-	80-82.9	C-	70-72.9				

Course Policies

Incomplete Grade Policy

Students are subject to the university policy regarding incomplete grades with the following additions to university policy. Grades of Incomplete are given at the instructor's discretion. Students must complete LIM's Incomplete Grade Request Form found in the Resources » Policies,

Forms, & Services section of their Canvas course. Students should first inquire of their instructor whether or not they are eligible for an incomplete; this must occur with sufficient time to complete the process explained here. To be eligible, students may not have received an Incomplete in the previous semester, must have completed at least 75% of the course work to date, and must have at least a C or above in the course. After the instructor makes an initial assessment of eligibility, including checking with the LIM Office to ensure there was no Incomplete in the previous semester and finds the student eligible, by the due date of the course's final assignment, a student must complete and obtain all signatures for LIM's Incomplete Grade Request Form found in the Resources section of their Canvas course and submit it to their instructor, who will forward a copy to the LIM Director. LIM graduate students may not receive Incompletes in LIM courses in consecutive semesters.

Attendance & Participation

Students are subject to the university policy regarding attendance found online in the *Bulletin*. Students in online courses communicate their presence by active participation in weekly discussions. Each course's instructor sets requirements for how many times students must post on the Discussion Board in Canvas. Failing to post during the first week of class may result in removal from the course. If you foresee that you will be unable to post in a given week, please contact the instructor ahead of time. Extensions for posting are given at the instructor's discretion and for a valid reason may be granted if arranged ahead of time. In extraordinary circumstances, students may arrange with their instructor to post up to two weeks after a deadline, though this may entail a grade reduction. Posts and other assignments submitted more than two weeks late may be subject to a grade of zero. If students do not post in a given week, they are considered absent. Absence for more than one week without contacting the instructor may result in removal from and failure of the course.

University Policies

Please read Part 2 of the syllabus (located on LORA and in Canvas) for university policies on plagiarism, accessible education, and more.