

# CMI

Children's Ministries Institute®

## Proctor Guidelines

The Children's Ministries Institute utilizes practicums as an assessment mechanism in many of its courses. These practicums enable students to put into practice the course theory in a controlled environment before using the methods with children in a classroom or one-on-one setting.

In online courses, outside proctors must be secured that can observe these student practicums and provide feedback to the online instructor.

The proctor will be responsible to...

- Meet with the student according to the course requirements
- Use the observation sheets provided by the Children's Ministries Institute during each student practicum
- Make unbiased notes during the student presentation regarding both the content and delivery of the presentation
- Maintain confidentiality regarding observations made
- Submit these forms online to the online instructor who will use them to assign a grade

NOTE: Proctors can assume that the practicum meeting will take an hour and a half to two hours of their time from start to finish. This includes both the student presentation as well as filling out and submitting the associated paperwork.

This practicum process parallels the process used for on campus students and will ensure the academic integrity of the practicum time for online students.

Proctors may charge a \$10 fee for each practicum that is proctored in order to off-set any expenses that may occur. This payment should be worked out with the student.

In order for a proctor to be approved, he/she must meet the following qualifications:

- must have experience in direct ministry to children
- must hold a current leadership position in the church or other missions organization (paid or volunteer)
- must be able to meet with the student according to course schedule to observe practicums
- must have regular access to email and the internet in order to access files online
- must have some technical ability in order to download files and attach documents
- may not be related to the student by marriage or blood
- may not be an employee of or report directly to the student
- may not be another individual taking the course

If you are willing and qualified to serve as a proctor, confirm this with the online student. A proctor agreement form will need to be signed and submitted and details regarding accessing observation forms and detailed practicum information will be given to you.