



CATHOLIC DISTANCE UNIVERSITY

# Practicum Director Job Description

**Reports to:** Academic Dean or Faculty Chair

**Category of Employment:** Adjunct Professor, part-time

**Length of course:** 16 weeks

**Hours:** flex schedule

**Start Date:** October 2021

**The mission of Catholic Distance University is to communicate the mind and heart of the Church in a digital world.**

## **Position summary:**

The Practicum Director oversees the Practicum project for the **MA in Theology and Educational Ministry** degree program. They ensure that the practicum involves significant ministry engagement and theological reflection, designed to enhance the student's personal skills and leadership ability in educational ministry.

## **Responsibilities:**

1. Reviews and approves practicum proposals submitted by students (30-60 minutes per student)
2. Supports students both as a role model and with ministerial advice and information (ongoing)
3. Maintains practicum rubrics and evaluation forms (ongoing, minimal)
4. Interviews, through video conference, the onsite supervisor and trains the onsite supervisor on the use of CDU's requirements/rubric (30 minutes per student)
5. Interfaces with onsite supervisor to ensure student is participating in practicum (ongoing)
6. Verifies that the onsite supervisor completes a required evaluation (15-30 minutes per student)
7. Facilitates the culminating seminar discussion with practicum students (1 hour per 16-week term depending on enrollment)

8. Determines the final evaluation of Pass/Fail for the practicum experience (1 hour per student)

### **Qualifications and Requirements:**

1. **Education:** Ideally have a terminal degree in theology, catechetics or ministry from an accredited institution.
2. **Experience:**
  - a. Must have experience in active teaching ministry.
  - b. Preferably have experience as a mentor or teacher.
3. **A practicing Catholic** in good standing possessing knowledge of and fidelity to the teachings of the Catholic Church, supporting *Ex corde ecclesiae* and the Church's mission of the New Evangelization.
4. A commitment to student support and success.

If interested, please submit your resume and cover letter to Dr. Peter Brown, Academic Dean, at [pbrown@cdu.edu](mailto:pbrown@cdu.edu)

*Catholic Distance University does not discriminate against any applicant or student on the basis of sex, race, color, age, national origin, religion, disability, or any other status protected by applicable law.*