

Ministry Participation & Grade Report

INSTRUCTOR:

SEMESTER:

COURSE:

START DATE & END DATE:

| Students (<i>Last Name, First</i>) | Christian Ministry Hours Contributed Weekly | | | | | | | | | | | | | 22 Hrs to 16 Hrs P=Pass | Less than 16 hrs F=Fail | Final Grade | | |
|--------------------------------------|---|--|--|--|--|--|--|--|--|--|--|--|--|----------------------------|----------------------------|----------------|--|--|
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Grade & Attendance Reporting Procedures

*Eleven class periods must be held. If one is cancelled, it must be added at the end.

*When the course is completed, this report is to be sent to the ExCell office via US mail or email no later than two weeks after the class end date. This sheet must show a complete attendance record and all assignment and test scores before official grade reports can be posted on INOW. Keep a copy.

*The student must contribute a minimum of 16 hours toward Christian Ministry assigned by the Pastor to receive a passing grade.

*The student is expected to complete all Ministry assignments given by the Pastor.

*Grades should be recorded as letters on the Christina Ministry Practicum grade sheet and inserted in the appropriate boxes above. The participation percentage is out lined above and the grade should be averaged together to arrive at one letter grade. P = Pass and means the student has contributed at least 16 hours. However, if a student contributes less than 16 hours they will receive an F = Failed.