

ST. STEPHEN'S COLLEGE
DOCTOR OF MINISTRY PROGRAM
Pilot Project Guidelines

Information for Students and Supervisors
Doctor of Ministry Pilot Project at St. Stephen's College

Pilot Project Description

The Pilot Project ("PP") in the Doctor of Ministry program is a 3-credit alternative (during the Candidacy Phase) for students who entered the DMin Program in 2019 or earlier and choose to not take Online Collegium 2. With mentorship from their Project-Dissertation ("P-D") Committee or a person with specialized expertise working with the Committee, the student may design and carry out a small project that will test the feasibility of the proposed final project. The purpose of the PP is to gain experience with the chosen methodology and to test its adequacy for answering the research question at the centre of the final project, using a subset or mini version of the project. The student will previously have taken a Methodology course specific to the research question pursued. A report outlining the following needs to be written:

- the purpose of the project and its purported benefits to the research
- the value of the experience gained
- the impact of the new learnings on the research or model and resulting amendments of the design, if any

Pilot Project Design and Work Plan

The Pilot Project design follows the same format recommended for the final project, but on a smaller scale. It must encompass four core elements:

1. identification of appropriate research questions that serve to test the chosen method of data collection/ministry model.
2. preparation of a work plan and timeline
3. doing the work
4. evaluating the outcome

A copy of the Work Plan, bearing the signature of both supervisor (or P-D Committee Chair) and student, is to be attached to the contract form (appended) and forwarded to the Department Chair as soon as possible. Ensuring the speedy negotiation and transmittal of this Work Plan to the Chair is the student's responsibility.

Ethics Review

Some Pilot Projects will require an ethics review process in keeping with policies that are operative within one's ministry base. In such situations it will be important for the Work Plan to include a description of the ethics review process that is to be followed, and documentation of ethics approval must be obtained prior to conducting the project. If it was not deemed necessary or appropriate to undergo an ethics review, a description of the rationale for this conclusion needs to be included.

Honorarium

After receipt of the final evaluation materials, and the confirmation letter sent to the supervisor and student by the Department Chair, the Doctor of Ministry Office will forward an appropriate conclusion letter and the honorarium to the supervisor. This honorarium is based on an independent supervisor/student relationship and not as a part of staff/work relationship. The honorarium is paid for the equivalent of 10 two-hour sessions, and is periodically revised. In the event that a shorter period is negotiated, or for whatever reason the supervisory relationship is terminated, the honorarium will be prorated. The 3-credit PP is supervised on a contract basis and the supervisor will receive an honorarium equivalent to the remuneration for a 3-credit Independent Study.

Authority and Accountability

The supervisor is considered associate faculty of the College for the duration of the Pilot Project. For academic purposes the supervisor serves with the delegated authority of St Stephen's College. It must therefore be understood that the supervisor has a dual accountability: to the student for the terms negotiated in the Work Plan, and to the College through the Department Chair. In the matter of evaluation of the quality of the student's work, the primary accountability of the supervisor is to the College and its published standards for the DMin Program. While serving as supervisor, the College's associate faculty may be assured of the Program's support of their academic and professional decisions.

Evaluation

Pilot Projects are graded on a pass/fail basis:

F	Failure	Far below normal expectations. Massive structural or other academic defects, evidence of dependence on sources and authorities bordering on plagiarism.
S	Satisfactory	Completed satisfactorily.

When the Pilot Project is completed, Supervisors submits Form 5B DMin Pilot Project Evaluation:

<https://www.ualberta.ca/st-stephens/st-stephens-programs/files-cabinet/dmin-files.html>

**St. Stephen's College
Supervisor Profile and Pilot Project Proposal**

Persons considering serving as Supervisors of a Doctor of Ministry Pilot Project are asked to provide the following information, as well as a *curriculum vitae*, for the purpose of evaluating suitability in regard to the student's proposed Pilot Project.

STUDENT INFORMATION	
Student Name	
Student Email	

SUPERVISOR INFORMATION	
Instructor Name	
Instructor Mailing Address	
Social Insurance Number	<i>Associate Faculty who receive payment for teaching or supervising students are asked to provide their SIN to the College by phoning 780-439-7311 or 1-800-661-4956 [ask for Assistant Registrar]. Confidential information is kept in a secure location at the College.</i>
Instructor Email	
Instructor Phone	
Position Held Currently	
University Degree Attained	
Theological Degree Attained	
Other Professional Training	
Professional Experience (responsibilities assigned in last five years relevant to Pilot Project)	
Other Comments	

SUPERVISOR SIGNATURE	
In signing, I am indicating my availability and interest in serving as a Pilot Project Supervisor, and my willingness to consult with the Chair of the Department for the student's program, as well as abide by St. Stephen's College academic policies and rules of confidentiality. Signing also signifies acceptance of the terms of the instructional fee (\$420CAD).	
Signature	
Date	

Email the completed form, Supervisor's c.v., and Work Plan to the Department Chair (st.stephens@ualberta.ca).

APPROVALS: SUPERVISOR APPOINTMENT AND PROJECT CONTENT	
Approval is based on suitability of instructor, and suitability of project content/method for student's program.	
Department Chair Signature	
Date	

<i>OFFICE USE ONLY</i>	<i>Date/Initial</i>
Department Chair notifies student of approval	
A/Registrar: Enter Supervisor and PP start date in database	