

SIT 12 and 24 Week Syllabi

SIT 12-Week Syllabus

Unit: ICPT SIT CPE Units 1, 2, 3, and 4 – **CLINICAL**

Prerequisites: Completion of ICPT CPE Program Units 1, 2, 3, and 4 **in sequential order**

Clock Hours: 300 per unit

Unit Length: 12 weeks (full-time) per unit

- **100 hours of Didactic Learning:** Supervisor in Training students (SITs) are required to participate in 100 hours of didactic study and class time offered live and/or via interactive distance learning (IDL). During which time, the SIT must also evaluate the didactic material in an instructional capacity and work with the CPE supervisor to codify lesson plans, identify individual learning differences and garner appropriate instructional methodologies. This portion of the unit is designed to thoroughly engage the SIT through “deliberate practice” which involves attention, rehearsal and repetition that fosters new knowledge and skills that can later be developed into more complex teaching skills.
- **Orientation Paper Evaluation:** Under the direct supervision of a qualified CPE Supervisor, the SIT must conduct an analysis of one orientation paper per student in the cohort. The SIT must submit comments regarding each orientation paper in the grading section of the ICPT Learning Center. The SIT must evaluate how each student addressed the following subjects:
 - theology of person;
 - how they picture and talk about illness;
 - how they picture human suffering especially among the innocent; and
 - how they picture pain and destruction.

The SIT’s analyses will be graded and evaluated with the CPE Supervisor(s) during the second week of training.

- **Reflection Report Evaluation:** Under the direct supervision of a qualified CPE Supervisor, the SIT must conduct an analysis of 10 reflection reports per student in the cohort. The SIT must submit comments regarding each reflection report in the grading section of the ICPT Learning Center. The SIT must evaluate how each student addressed the following subjects:
 - Significant events that occurred with patients, peers or the CPE Supervisor;
 - Steps taken to meet learning contract and CPE objectives; and
 - Significant learning events in the student’s personal and professional life.

The SIT’s analyses will be graded and evaluated with the CPE Supervisor(s).

- **Case Study Evaluation:** Under the direct supervision of a qualified CPE Supervisor, the SIT must conduct an analysis of 6 case studies per student in the cohort. The SIT must submit comments regarding each case study in the grading section of the ICPT Learning Center. The SIT’s must also engage in live case study discussion forums and post peer-to-peer feedback in the interactive chat-board.
- **Customized Coaching/Supervision:** Under the direct supervision of a qualified CPE Supervisor, the SIT must participate in coaching/supervision meetings between the student and the CPE supervisor. These discussions may be live or via computer mediated live conferencing such as Zoom.

- **Group Discussion:** Under the direct supervision of a qualified CPE Supervisor, the SIT must participate in group discussions. These discussions may be live or via computer mediated live conferencing such as Zoom. The SIT must submit comments to students and the CPE supervisor regarding group discussions in the discussion forum in the ICPT Learning Center.
- **Mid-Unit and Final Unit Self-Evaluations:** Under the direct supervision of a qualified CPE Supervisor, the SIT must conduct an analysis of mid-unit and final unit self-evaluations for each student in the cohort. The SIT must submit comments regarding each evaluation in the grading section of the ICPT Learning Center. The SIT must evaluate how each student addressed the core competencies.
- **300 Hour Clinical/Applied Learning:** Under the direct supervision of a qualified CPE Supervisor, the SIT will learn how to successfully guide CPE students through the unit training syllabus. The CPE supervisor will provide guidance, training, and oversight about the tacit knowledge of becoming a CPE supervisor while providing theoretical training about how good CPE supervisory work is done. Training will include instructing, grading, evaluating, counseling and tracking CPE students regarding their interactions with patients, families, and staff in hospitals, congregants in congregations, prisoners and/or workers in prisons on best practices in clinical pastoral care.

Each week SIT students will perform the following steps under the direct supervision of a board-certified CPE Supervisor:

1. Conduct programs of CPE training according to ICPT policies and procedures.
2. Participate in admissions interviews.
3. Follow ICPT's methodologies for student-centered learning.
4. Assign, review, and comment on students' written materials in a timely manner.
5. Evaluate the students personal and professional functioning and provide SAP evaluations at midpoint and the end of each unit.
6. Evaluate student's assignments, case studies, reflection reports and competencies.
7. Teach CPE courses and content as provided in the Syllabi.
8. Prepare lesson plans and supplementary materials for the CPE units.
9. Support an interdisciplinary approach to pastoral care.
10. Participate in in-service training and supervision.

The SIT is responsible for keeping track of clinical supervisory hours on the SIT Weekly Clinical Hours Log provided in the appendix of the student handbook, and having this form signed by the CPE supervisor. The form must be submitted by file upload, in the ICPT Learning Center for the CPE Supervisor(s) verification.

Outcomes

During this rich, in-depth applied learning process SIT students will equip religious community leaders and other spiritual care providers to provide thoughtful, spiritually sensitive care to people at times of their greatest need based on international Quality Indicators and Scope of Practice for the chaplaincy/spiritual care profession.

Training Facility

The setting for SIT clinical training is in general or psychiatric hospitals, hospice, long-term care and other health care settings, faith communities, prisons, and/or community-based organizations.

Throughout the SIT training and supervisory experience, students may also carry a regular clinical assignment determined by their supervisory load.

Instructional Methods:

- Didactic Study and Class Time (Instructor-led Onsite and/or Interactive Distance Learning*)
- Clinical (applied learning)
- Customized Coaching and Supervision

***Interactive Distance Learning** course content is accessed in the ICPT Learning Center where students work through modules that include readings, research and other articles, case studies, and activities.

Unit Knowledge, Self-Learning, and Clinical Application Requirements

Course Work:

Each SIT Student is responsible for successfully completing all nine (9) core courses in the ICPT Learning Center during their training process of obtaining certification as a Supervisor. The SIT student is expected to demonstrate their knowledge of the competencies included in the courses which are written to establish and validate their application according to the international Quality Indicators for professional chaplains and spiritual care givers. In addition, SITs are expected to undertake the course work learning with the perspective of a future instructor of the course with CPE students. SIT students will arrange a schedule of what courses will be taken during each unit and provide a report of their progress and course completion as both a learner and future instructor of the materials to their CPE Supervisor. Courses completed previously as a CPE student (non-SIT) must be retaken for the SIT student to attend to the instructional focus. Students will be tracked by the CPE supervisor and progress will be documented in the Canvas system of completion of the following courses:

- Cultural Competence, Inclusion, and Vulnerable Populations
- Living with Heartbreak: Grief, Loss, and Bereavement
- Powerful Communication Techniques
- When Care is Tough: Supporting the Interdisciplinary Team
- Talking about What Matters: Advance Directives and Planning
- Values, Obligations, and Rights: Health Care Ethics
- What to Do with Information: HIPAA Compliance
- What We Hear and Say: Spiritual Assessment and Documentation
- When it’s Time to say Goodbye: Introduction to Spiritual Care at the End of Life

Additional reading on the theories of personality, learning, group dynamics, and supervision and written assignments relating to the reading may be required by the unit CPE supervisor.

Regular group discussion with other SIT students during the unit.

Written reports submitted to the supervisor of participation in and reflection as a supervisory trainee in group sessions, individual supervisory conferences, and summaries of supervisory learning are required in each unit.

Clinical SIT Unit Schedule –Full-time Student:

Week	Required Assignments
1	<p>Assignments:</p> <ul style="list-style-type: none"> • Complete Learning Contract • Required Course Work and Course Completion as Obtained • Additional Reading/Study as Assigned by Supervisor • Participation in SIT Group Discussion • Customized Coaching and Supervision <p>Within CPE Unit as Assigned by Supervisor:</p> <ul style="list-style-type: none"> • Conduct Student Introductions within Assigned CPE Group • Introduce Students to course and requirements; conduct Q&A

	<ul style="list-style-type: none"> • Written reflection of participation as observer and/or leader as assigned by supervisor in CPE group identifying areas of learning, strengths, and challenges. • Completion and Submission of Weekly Individual Clinical Student Supervision form to supervisor
2	<p>Assignments:</p> <ul style="list-style-type: none"> • Required Course Work and Course Completion as Obtained • Additional Reading/Study as Assigned by Supervisor • Participation in SIT Group Discussion • Customized Coaching and Supervision <p>Within CPE Unit as Assigned by Supervisor:</p> <ul style="list-style-type: none"> • Review and grade written reflection reports related to course material and clinical experience • Conduct group discussion on module material • Conduct Case study and/or group discussion • Obtain, verify, and upload CPE student clinical attendance data in Canvas • Written reflection of participation as observer and/or leader as assigned by supervisor in CPE group identifying areas of learning, strengths, and challenges. • Completion and Submission of Weekly Individual Clinical Student Supervision form to supervisor
3	<p>Assignments:</p> <ul style="list-style-type: none"> • Required Course Work and Course Completion as Obtained • Additional Reading/Study as Assigned by Supervisor • Participation in SIT Group Discussion • Customized Coaching and Supervision <p>Within CPE Unit as Assigned by Supervisor:</p> <ul style="list-style-type: none"> • Review and grade written reflection reports related to course material and clinical experience • Conduct group discussion on module material • Conduct Case study and/or group discussion • Obtain, verify, and upload CPE student clinical attendance data in Canvas • Written reflection of participation as observer and/or leader as assigned by supervisor in CPE group identifying areas of learning, strengths, and challenges. • Completion and Submission of Weekly Individual Clinical Student Supervision form to supervisor
4	<p>Assignments:</p> <ul style="list-style-type: none"> • Required Course Work and Course Completion as Obtained • Additional Reading/Study as Assigned by Supervisor • Participation in SIT Group Discussion • Customized Coaching and Supervision <p>Within CPE Unit as Assigned by Supervisor:</p> <ul style="list-style-type: none"> • Review and grade written reflection reports related to course material and clinical experience • Conduct group discussion on module material • Conduct Case study and/or group discussion • Obtain, verify, and upload CPE student clinical attendance data in Canvas • Written reflection of participation as observer and/or leader as assigned by supervisor in CPE group identifying areas of learning, strengths, and challenges. • Completion and Submission of Weekly Individual Clinical Student Supervision form to supervisor
5	<p>Assignments:</p> <ul style="list-style-type: none"> • Required Course Work and Course Completion as Obtained • Additional Reading/Study as Assigned by Supervisor • Participation in SIT Group Discussion • Customized Coaching and Supervision <p>Within CPE Unit as Assigned by Supervisor:</p> <ul style="list-style-type: none"> • Review and grade written reflection reports related to course material and clinical experience • Conduct group discussion on module material • Conduct Case study and/or group discussion • Obtain, verify, and upload CPE student clinical attendance data in Canvas • Written reflection of participation as observer and/or leader as assigned by supervisor in CPE group identifying areas of learning, strengths, and challenges. • Completion and Submission of Weekly Individual Clinical Student Supervision form to supervisor
6	<p>Assignments:</p> <ul style="list-style-type: none"> • Required Course Work and Course Completion as Obtained • Additional Reading/Study as Assigned by Supervisor

	<ul style="list-style-type: none"> • Participation in SIT Group Discussion • Mid-Unit Evaluation • Customized Coaching and Supervision <p>Within CPE Unit as Assigned by Supervisor:</p> <ul style="list-style-type: none"> • Evaluate mid-unit self-evaluations of students • Conduct midpoint satisfactory academic progress evaluation • Publish and distribute grades, SAP, and attendance information for students and ICPT administrators • Conduct student survey • Review and grade written reflection reports related to course material and clinical experience • Conduct group discussion on module material • Conduct Case study and/or group discussion • Obtain, verify, and upload CPE student clinical attendance data in Canvas • Written reflection of participation as observer and/or leader as assigned by supervisor in CPE group identifying areas of learning, strengths, and challenges. • Completion and Submission of Weekly Individual Clinical Student Supervision form to supervisor
7	<p>Assignments:</p> <ul style="list-style-type: none"> • Required Course Work and Course Completion as Obtained • Additional Reading/Study as Assigned by Supervisor • Participation in SIT Group Discussion • Customized Coaching and Supervision <p>Within CPE Unit as Assigned by Supervisor:</p> <ul style="list-style-type: none"> • Review and grade written reflection reports related to course material and clinical experience • Conduct group discussion on module material • Conduct Case study and/or group discussion • Obtain, verify, and upload CPE student clinical attendance data in Canvas • Written reflection of participation as observer and/or leader as assigned by supervisor in CPE group identifying areas of learning, strengths, and challenges. • Completion and Submission of Weekly Individual Clinical Student Supervision form to supervisor
8	<p>Assignments:</p> <ul style="list-style-type: none"> • Required Course Work and Course Completion as Obtained • Additional Reading/Study as Assigned by Supervisor • Participation in SIT Group Discussion • Customized Coaching and Supervision <p>Within CPE Unit as Assigned by Supervisor:</p> <ul style="list-style-type: none"> • Review and grade written reflection reports related to course material and clinical experience • Conduct group discussion on module material • Conduct Case study and/or group discussion • Obtain, verify, and upload CPE student clinical attendance data in Canvas • Written reflection of participation as observer and/or leader as assigned by supervisor in CPE group identifying areas of learning, strengths, and challenges. • Completion and Submission of Weekly Individual Clinical Student Supervision form to supervisor
9	<p>Assignments:</p> <ul style="list-style-type: none"> • Required Course Work and Course Completion as Obtained • Additional Reading/Study as Assigned by Supervisor • Participation in SIT Group Discussion • Customized Coaching and Supervision <p>Within CPE Unit as Assigned by Supervisor:</p> <ul style="list-style-type: none"> • Review and grade written reflection reports related to course material and clinical experience • Conduct group discussion on module material • Conduct Case study and/or group discussion • Obtain, verify, and upload CPE student clinical attendance data in Canvas • Written reflection of participation as observer and/or leader as assigned by supervisor in CPE group identifying areas of learning, strengths, and challenges. • Completion and Submission of Weekly Individual Clinical Student Supervision form to supervisor
10	<p>Assignments:</p> <ul style="list-style-type: none"> • Required Course Work and Course Completion as Obtained • Additional Reading/Study as Assigned by Supervisor • Participation in SIT Group Discussion

	<ul style="list-style-type: none"> • Customized Coaching and Supervision <p>Within CPE Unit as Assigned by Supervisor:</p> <ul style="list-style-type: none"> • Review and grade written reflection reports related to course material and clinical experience • Conduct group discussion on module material • Conduct Case study and/or group discussion • Obtain, verify, and upload CPE student clinical attendance data in Canvas • Written reflection of participation as observer and/or leader as assigned by supervisor in CPE group identifying areas of learning, strengths, and challenges. • Completion and Submission of Weekly Individual Clinical Student Supervision form to supervisor
11	<p>Assignments:</p> <ul style="list-style-type: none"> • Required Course Work and Course Completion as Obtained • Additional Reading/Study as Assigned by Supervisor • Participation in SIT Group Discussion • Customized Coaching and Supervision <p>Within CPE Unit as Assigned by Supervisor:</p> <ul style="list-style-type: none"> • Review and grade written reflection reports related to course material and clinical experience • Conduct group discussion on module material • Conduct Case study and/or group discussion • Obtain, verify, and upload CPE student clinical attendance data in Canvas • Written reflection of participation as observer and/or leader as assigned by supervisor in CPE group identifying areas of learning, strengths, and challenges. • Completion and Submission of Weekly Individual Clinical Student Supervision form to supervisor
12	<p>Assignments:</p> <ul style="list-style-type: none"> • Required Course Work and Course Completion as Obtained • Additional Reading/Study as Assigned by Supervisor • Participation in SIT Group Discussion • Final Unit Evaluation • Customized Coaching and Supervision <p>Within CPE Unit as Assigned by Supervisor:</p> <ul style="list-style-type: none"> • Evaluate final unit self-evaluations of students • Conduct interviews with students regarding final unit evaluation • Conduct 12-week satisfactory academic progress evaluation • Publish and distribute grades, SAP, and attendance information for students and ICPT administrators • Conduct student survey • Review and grade written reflection reports related to course material and clinical experience • Conduct group discussion on module material • Conduct Case study and/or group discussion • Obtain, verify, and upload CPE student clinical attendance data in Canvas • Written reflection of participation as observer and/or leader as assigned by supervisor in CPE group identifying areas of learning, strengths, and challenges. • Completion and Submission of Weekly Individual Clinical Student Supervision form to supervisor

This unit schedule is subject to change at the discretion of the CPE Supervisor.