

# COMPLETING THE INTEGRATIVE PROJECT

## Complete Courses

Confirm that you have completed all required courses.

1

## BEFORE YOU START

As you prepare for your Integrated Project, be sure that you have complete these preparatory steps. Remember, the Integrative Project must be completed within a 6 month timeframe.

## Build a Reference Group

A reference group will help you through the project. It should include at least 4 members: a colleague, a Christian educator, session rep, and your advisor.

2

## Request to Start Project

Your advisor will submit a "readiness form." You will send a request for the Integrative Project to [martha.miller@pcusa.org](mailto:martha.miller@pcusa.org)

3

## THE PROJECT

You will receive a packet including instructions and details about submitting your completed project.

4

## Part 1a: Educational Design

Create and implement a NEW educational plan for your context. It must include at least 6 hours of synchronous class time (in-person, virtual, or hybrid)

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## Part 1b: Evaluate

Through out the implementation of your project you will evaluate and reflect on the educational design.

6

## Part 2: Practical Application

Respond to practical situations demonstrating your understanding of key areas of knowledge.

7

## Finalize

Working with your Advisor and Reference Group, finalize your project and findings for submission.

## Submit Your Project

Submit your project electronically in ".doc" format.

8

## SUBMITTING YOUR PROJECT

The review process is completed within weeks. Information will be emailed to you.

## Project is Reviewed

A team of readers will review your project, evaluating for content and ability to effectively communicate your learning.

9

## NEXT STEPS

You will be contacted with the results. In reviewing your project, the evaluators may ask you to resubmit parts of your project. If you are asked to resubmit the reviewers will provide feedback and guidance.

## Accepted

Celebrate! Share your good new with your congregation and reference group! The Education Certification Committee will contact your Presbtyery with ideas for recognition.

## Resubmit

Carefully review the comments made by readers and resubmit with corrections.

