

TECH TIPS

In the Immerse program, mentors are responsible for an accurate administrative record - the student's record of learning. How then do mentors manage the adaptable nature of the program within the practical bounds of the Immerse platform? How do we provide an administrative record to mentor team decisions made for waiving, replacing or adapting ODAs in the student record?

I have copied below two posts from the Northwest staff that inform acceptable boundaries for:

Mentor Recognition of Mastery

Posted on February 29, 2016 by Loren Warkentin

Calling all Mentors! Did you know that you, as your student's Immerse mentoring team, can waive the requirements of an ODA (Outcome Development Assignment) for your student if that student has already demonstrated mastery of the requirements of the assignment or has fulfilled an equivalent assignment and demonstrated mastery there?

Waiver of assignment #4

"My mentors have confirmed that I have demonstrated sufficient mastery of the material required by this Outcome Development Assignment."

Because ODAs are tied to Student Submissions there needs to be a record of your decision noted in the Submission that is linked to the waived assignment. In order to accomplish this your student can enter the statement and title above and attach, paste, link to any affirmative note from you as his mentoring team, and then post it to be graded.

It is as simple as that!

Transfer Assignments, Optional Assignments and Assignment Substitutions

Posted on November 14, 2017 by Kajle Radbourne

One of the strengths of the Immerse program is the ability to adjust many of the assignments to match the work the student is doing in their ministry context. However, this does sometimes cause confusion when it comes to where assignments are to be posted in the portfolio.

TRANSFER ASSIGNMENTS

Each MLO has a space to include transfer assignments. However, this is NOT a good place for a student to submit customized assignments. The Transfer Assignment slot is reserved for graduate level work done prior to Immerse and transferred in as credit. This process is managed by the Dean's office during the intake process.

ASSIGNMENT SUBSTITUTIONS

Assignment substitutions are the easiest and most common way to tailor assignments to the student's ministry environment. In these cases, an existing assignment found in the manual is adjusted to fit the needs of the student and the modified assignment is submitted into the portfolio slot of the original. These modifications *could* include:

- Changing the book/resource read (or substituting a conference or some other input)
- Changing the presentation of the assignment (i.e. a weekend retreat or a small group presentation instead of a sermon or a paper)
- Modifying the topical focus of an assignment (that still serves the broader MLO)

In order for major changes to be made to an assignment it is important that the new assignment:

- Has the recorded approval of all the mentors (preferably in the portfolio)
- Serves the same MLO (by matching up with the description of mastery of that MLO)
- Achieves the same overall goals of the original assignment within that MLO
- Represents roughly the same or more amount of work
- Targets the same aspect of the student's development (cognitive, affective, skill) as the original
- Is usually of the same action category (reading, project, communication, ext).

Note: Bible Reading and Instructional assignments are not typically allowed to be changed.

OPTIONAL ASSIGNMENTS

Optional assignments are when an additional assignment is completed. Generally speaking, this occurs when the mentor team encourages the student to complete additional assignments above and beyond the suggested 9 learning units. In this case, the optional assignment "tag" needs to be utilized.

However, on occasion, a student may submit an assignment not included in the manual with the intention that it nullifies the need for them to complete a different assignment. Again, under normal circumstances, this effect could be achieved by use of an assignment substitution (rather than the optional assignment tag) but we would use the optional assignment tag if:

- It is not clear yet which assignment the new assignment would be replacing **OR**
- The new assignment and the assignment it is replacing do not target the same aspect of the student's development **OR**
- The new assignment is intended (by virtue of the amount of work) to replace multiple assignments from the same MLO

If any of these conditions are met, it would be wise to submit the assignment under the optional assignment tag. Be aware that you can only submit one optional assignment per MLO and all assignments submitted as such need to have the mentor team's approval prior to submission. For a tutorial on how to submit an optional assignment follow this [LINK](#).