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The following policies have been added to your *Adults In Ministry* syllabus for your information. It is the student's responsibility to become familiar with and to follow the approved policies.

Adults in Ministry (AIM) Attendance Policy

Class attendance is expected and required. Due to the nature of this non-traditional adult educational program, attendance in class is vital to receiving a quality educational experience. As such, attendance will be carefully monitored.

Each course meets a total of five sessions with each session having four individual hours or units. Attendance will be taken during each of the total twenty hours or units that the course meets. Whenever four hours or units of absences occurs, the student will be given an additional assignment to make up for the lost time in class. Failure to complete the additional assignment would result in a reduction in the final grade by one letter.

An hour or unit absence will be determined each session by:

- 1) Arrival to class after 6:15 p.m. (night) or 8:45 a.m. (morning) for the first hour unit;
- 2) Early departure from class during the fourth hour unit of class;
- 3) Failure to arrive during the second hour unit;
- 4) Failure to arrive during the third hour unit. Missing one whole evening or morning class session is equal to being absent four-hour units.

Institutional policy states “*if absences exceed 25 percent of the total class sessions, the student will be administratively withdrawn from the class with a grade of ‘F.’*” Only five total hour units of absences are allowed in this attendance policy. Absences beyond these five will exceed the 25 percent allowance and will result in a grade of “F.”

(Note: Currently we are in the process of developing one complete set of videotapes of all AIM courses. Once videotapes are available for a particular course, students who miss a complete night of class will need to return to the campus and watch the videotape of the missed class session. After watching the tape, a “response page” listing personal comments and/or questions that would have been raised if present for the class is to be completed by the student and turned in to the instructor.

If a second absence occurs, students will need to watch the videotape of the second missed class session, complete the “response page” to submit to the instructor, and **also complete an additional assignment.** Completion of the assignment as well as the watching of the videotape must be completed by the due date of the final exam or project. Failure to watch the videotapes and complete the extra assignment will result in a grade of “F” for that course. More than two absences result in being administratively withdrawn from the course with a grade of “F.”)

Adults In Ministry (AIM) Withdrawal Policy

Before the First Session of a Module:

1. By following the approved Drop procedure, a student may contact the Registrar’s Office to request to withdraw from a module with no impact on GPA or hours attempted.
2. Modules added or dropped before the scheduled beginning of class may affect the student's financial aid. Therefore, the student must consult with the Financial Aid Officer before making any adjustments to course load.
3. Any refunds allowable will be made according to the stated Saint Louis Christian College refund policy.

Before the Third Session of a Module:

4. By following the approved Withdrawal from Class Procedure, a student may contact the Registrar's Office to request a withdrawal form to withdraw from any module before the schedule date for the third session of the course and will receive a "W" for the class, which will be entered on the student's transcript, but will not figure in the GPA.
5. Any refunds allowable will be made according to the stated Saint Louis Christian College refund policy.

After the Third Session of a Module:

6. Students wishing to withdraw from class after the third session of the module will receive an "F" for the class, which will be entered on the student's transcript, and will figure into the GPA.
7. If the withdrawal is for extenuating circumstances, the student may appeal to the Academic Dean. Upon approval of the Academic Dean and the Professor, arrangements may be made to receive a grade other than an "F," or an extension of time may be approved to finish course work.

Note: It is the student's responsibility to become familiar with and to follow the approved policies, and to initiate withdrawal from class.

Adults In Ministry (AIM) Final Exam Policy

The due date for final exams is one week following the last night/day of class. Final exams may be turned in using one of the following procedures:

1. The final exam may be dropped off at the Registrar's Office on or before that date.
2. The final exam may be mailed to SLCC Att: Registrar's Office and post-marked on or before that date.
3. The final exam may be faxed to SLCC (314) 837-8291 Att: Registrar's Office on or before that date.
4. The final exam may be emailed to: roakes@slcc4ministry.edu on or before that date. If you choose to email your final, please use Microsoft Word as your word processor.

Please note: all final exams are to be mailed, dropped off, emailed, or faxed to SLCC. We will see that the instructor receives them. Papers received AFTER this due date will be counted late and will negatively influence your grade for the exam.

Adults In Ministry (AIM) Incomplete Policy

An "Incomplete Grade Request Form" is included in every AIM course syllabus. If you know on the fifth week of the course that you are going to be past the deadline in completing your final work, you must talk to your instructor and ask for a signature on the "Incomplete Grade Request Form." You must take it to the Registrar's Office immediately, with a check for \$25.00 and have the Registrar sign it. If the office is closed, place it under the office door. Your form will be filed in the Registrar's Office.

If you did not know that you were going to be late with your final exam or project, you must call your instructor and request the incomplete *prior to the due date* of the final papers and exams. If your instructor is in agreement, you must then call the Registrar's Office to notify them of the granted permission.

You must then fill out the "Incomplete Grade Request Form" (in your syllabus) and mail it post-marked one business day after you were granted permission. Send it to the Registrar's Office together with your check for \$25.00 made out to Saint Louis Christian College. The office will in turn make arrangements to have your form signed by your instructor. Your form will be filed in the Registrar's Office.

This “Incomplete Grade Request Form” will give you 5 weeks extension *from the last night of the course*. If you do not finish your assignment, your grade will be recorded as the grade you would have been given without the work being completed.

In case of extenuating circumstances that would warrant a longer period of time to complete the work, a letter must be drafted to the Academic Dean. The letter must indicate the reason for requesting a longer period. Your request will be answered within five business days of the arrival of the request.

Adults In Ministry (AIM) Registration Policy

Current students’ pre-registration for the next AIM semester occurs during the final course of the current semester (either in December or June). A \$25.00 late registration fee will be charged to students who register after the last assigned day of pre-registration. Students who register for an AIM class on a class-by-class basis rather than on a semester basis must register for the class *prior to the date of the first day/night of class*. A \$25.00 late registration fee will be charged to students who register after the last assigned day of registration.

Adults in Ministry (AIM) Class Cancellation Policy

Upon occasion, classes for an assigned class meeting night may be canceled due to 1) Inclement weather; and, 2) Instructor illness.

In the case of inclement weather, the Academic Dean will make the decision to cancel class by 3:00 p.m. on the day the class is scheduled to meet (for evening) or by 3:00 p.m. the day before the class is scheduled to meet (morning). Students are instructed to *call the Academic Office* after that time to determine whether or not the class has been canceled.

In the case of instructor illness, the Academic Office will notify the affected students when the class is canceled. The decision to cancel class and the notification of the student will occur—insofar as possible—prior to the student’s actual departure from home or work.

Once a given class session has been canceled, either due to inclement weather or instructor illness, the missed class session will be rescheduled and the length of a given module will be extended by one week.

AIM Field Education Requirements

Categories for Field Education Forms

Beginning with 1999 edition of the Field Education manual, the categories have been adjusted to allow us to better track and assess the program. While you are welcome to be involved in many of the same off-campus Field Education Events as in years past, **you will need to carefully list your activities within the categories below.** All the activities can either be paid or volunteer.

Category 1**Occasional Helper/Active Observer** (Freshmen only)

Category one events are not available for AIM students.

Category 2**Occasional Benevolence/Service**

Category 2 Events require some preparation, yet are not done on a regular basis. You might preach one week at a church and help in a food pantry the following week. These types of events are recommended for students without a regular ministry position because being involved in many different types of events will provide an opportunity for gift experimentation.

Example Events include:

- Fill-in preaching
- Being a guest teacher in a Sunday School class or a youth group
- Survey Work
- Tract Distribution
- Helping in a food pantry
- Communion Meditation
- Singing special music

Category 3**Regular Service**

Category 3 Events are activities in which you are regularly involved, but are not events that are “leadership” in the sense that you are not developing a complete program. Teaching a Sunday School class on a regular basis or singing in a traveling group are both considered Regular Service.

Example Events include:

- Sunday School teacher
- Day Care worker
- Choir member
- Regular traveling ministries such as singing groups or puppet ministries

Category 4**Regular Leadership**

Category 4 Events are activities in which you are regularly involved. A leadership role, in this sense, refers to a position where you are responsible for developing a complete program. Youth ministers or choir directors are considered persons in regular leadership because they are responsible for developing a complete youth program or a complete music program.

Example Events include:

- Preaching Minister
- Youth Minister
- Choir Director
- Day Care Director
- Children’s Ministry Director AIM Field Education Requirements

Saint Louis Christian College
Field Education Event Form 2
(for AIM students)

Student Name _____

Date Turned In to Field Ed. Dir. ___/___/___

*This form may also be found on the SLCC website:
<http://www.slcc4ministry.edu/fam/fed/aimevents.htm>*

This form is to be completed and turned in to the **Field Education Director** as instructed below. A Field Education Event, for the purposes of this form, is defined as an event that falls within the categories listed in the Manual and occurs off campus. During any given semester, **AIM students must be involved in ministry activities from the categories described in the Field Education Manual during the reporting periods listed below, with a total of 10-12 different events per semester.** If you are unsure as to whether or not a particular activity qualifies, please consult the Field Education Director.

This form is a record of Field Education Events that occurred between (check one):

January 1 - June 30 Semester

- ____ - January 1 - February 28
- ____ - March 1 - April 30
- ____ - May 1 - June 30

July 1 - December 31 Semester

- ____ - July 1 - August 31
- ____ - September 1 - October 31
- ____ - November 1 - December 31

Record of Field Education Events:

Event: _____	Event: _____
Location: _____	Location: _____
Event Leader: _____	Event Leader: _____
Date of event: ___/___/___ Category*: 1 2 3 4 (circle one)	Date of event: ___/___/___ Category*: 1 2 3 4 (circle one)
Event: _____	Event: _____
Location: _____	Location: _____
Event Leader: _____	Event Leader: _____
Date of event: ___/___/___ Category*: 1 2 3 4 (circle one)	Date of event: ___/___/___ Category*: 1 2 3 4 (circle one)

Office use only

____ Event(s) on this page was/were accepted as applying toward the fulfillment of the Field Education requirements.

Reviewed by _____ on ___/___/___

***Please consult the previous for a listing of the category descriptions.
Please turn this completed form in with your Final Examination**

INCOMPLETE GRADE POLICY FOR AIM STUDENTS

If you know by the fifth week of the course that you will be late in completing your final work, you must talk to your professor and have them sign the *Incomplete Form*. Then take the form to the Registrar’s Office immediately (**before the last class**), with a check for \$25.00 made out to Saint Louis Christian College. Have the Registrar sign the form. If the office is closed, place the form and check under the door at the office. Your Incomplete Form will be filed in the Registrar’s Office.

If you discover after the last class that you will be late with your work, call you Instructor and request an Incomplete. **This must be done before the final exam and assignment are due. There will be no exceptions made.** If your instructor agrees to grant the Incomplete, then call the Registrar’s Office (314-837-6777, extension 1500) and inform the office that you have been granted an Incomplete. (If no one is in the office, then please leave a voice mail message.) Then complete your portion of the Incomplete Form and send the Form, along with a \$25.00 check to: Registrar’s Office, Saint Louis Christian College, 1360 Grandview Drive, Florissant, MO 63033-6499. **It must be postmarked within one business day after you were granted permission.** The office will make arrangements for the Instructor to sign the form, and the form will be filed in the Registrar’s Office.

The Incomplete grants you an extension of 5 weeks **from the last class of the course**. If you do not get your materials in by the due date, your grade will be recorded as the grade you would have been given without the late work being computed.

In the case of extenuating circumstances that would warrant a longer period of time to complete the work, a letter must be drafted to the Academic Dean of Saint Louis Christian College. The letter must indicate the reason for extending the late period. Your request will be considered and you will receive an answer within five working days of the arrival of your request.

(Approved, Faculty Meeting 01/25/99)

INCOMPLETE GRADE APPLICATION FORM: AIM STUDENTS

Step 1: To be completed by Student

Name: _____ Fall Spring Year: _____

Course #: _____ Course Name: _____

Course Dates _____

Student Signature: _____ Date: _____

Step 2: To be completed by the Instructor

Date: _____ Professor’s Initials: _____ Current Grade: _____

Step 3: To be completed by the Registrar

Date Form Filed: _____ *Date Incomplete Work is Due* _____ \$25

Incomplete Fee Received: Yes No *Extension Requested:* Yes No

Registrar’s Signature: _____

Step 4: To be completed by the Instructor

Course Final Grade: _____ Date Work Submitted: _____

Course Instructor Signature: _____

NOTE: Final Grade for the course is to be turned in to the Registrar within 72 hours after the due date listed above.

MISSION STATEMENT

The Mission of Saint Louis Christian College is to provide Bible-centered higher education for men and women preparing for Christian service.

COURSE DESCRIPTION

This course is a “cross-training” module that introduces the principles and skills necessary to effectively communicate Scripture through teaching and preaching delivery. Practical application assignments will be made and reports or presentations will be given.

COURSE RATIONALE

This course meets the following AIM divisional objective:

- Given classroom instruction in procedures and techniques, the student will demonstrate the exposition of a Biblical passage through the construction and delivery of effective sermons and/or lessons by receiving positive assessments from both a field supervisor and a professor in the division.

COURSE OBJECTIVES

Upon conclusion of this course, the learner should be able to:

1. Explain the basic laws and principles of teaching and preaching,
2. Understand and evaluate learning styles in self and others,
3. Recognize the components of a lesson (hook, book, look and took),
4. Describe Ken Davis’ SCORRE Method for developing a message, presentation or sermon,
5. Identify various creative learning methods used in the teaching process,
6. Discover the value of using professional curriculum by teaching a printed lesson,

COURSE REQUIREMENTS AND EVALUATION

1. **TEACH A LESSON or PREACH A SERMON (30%)** *Choose ONE...*
 - Develop an original **Bible lesson** and teach it to our class. You will have a prescribed time (20-30 minutes, depending on class size). The lesson must incorporate both original and borrowed ideas and/or learning activities. To be acceptable for grading, the lesson must have a typed lesson plan with objectives, lesson introduction (hook), lesson study (book), lesson application (look) and life changes (took), with all questions and learning activities (see sample). You must also write a brief personal reaction (2-3 pages) after teaching the lesson, to share highlights of the instruction and personal strengths/weaknesses and any changes you would make to the lesson. Grading will be determined by creativity, uses of Scripture, learning methods, development of lesson objectives, quality of teaching and devotion to personal excellence. Evaluation forms will be distributed in class. Due one week after final night of class.
 - Develop an original **Bible sermon** and preach it to our class. You will have a prescribed time (10-20 minutes, depending on class size). The sermon may incorporate both original and borrowed ideas and/or illustrations. To be acceptable for grading, the sermon must have an attached sermon outline that includes the SCORRE as well as the message's introduction, body and conclusion, plus all illustrations and scriptures. You must also write a brief personal reaction (2-3 pages) after preaching the sermon, to share highlights of the message and personal strengths/weaknesses. Grading will be determined by creativity, ability to communicate Scripture, interpretation and application of biblical text, illustrations and devotion to personal excellence. Evaluation forms will be distributed in class. Due one week after the final night of class.

2. **TEACHING/PREACHING COURSE PROJECT (25%)** *Choose ONE...*
 - **50 Internet Sites for Christian Teachers OR Bible Preachers.** Surf the net and document sites that are helpful to teaching or preaching. Sites may include creative ideas, resources, Bible studies, etc. Each entry must be properly cited (ex. www.thisisthesite.com) and include a 2-3 sentence description of the site for future use. Due on the last night of class.
 - **Teaching Idea OR Preaching Illustration Notebook.** Compile a library of teaching ideas OR preaching illustrations for future use. To be acceptable, you must have at least 50 individual entries. The Internet may be used as a research tool for compilation of resources, however net material cannot comprise more than 50% of the notebook. Ideas must be teacher- or preacher-based, creative and recent (avoid ideas/resources earlier than 1996). To be valid, each entry must include a source (e.g., book, periodical, bookstore, company address, Internet html, etc). Due on the last night of class.

3. **PRINTED CURRICULUM ASSIGNMENT (20%)** *Choose one...*

- **Teach from a Printed Curriculum.** Teach a lesson to any age group using an established professional curriculum (e.g., Standard Publishing, David C. Cook Publishing, Group Publishing, Gospel Light). Curriculum can be purchased through the SLCC bookstore. Write a 2-3 page reaction to the teaching experience. The reaction should include highlights of the lesson as well as personal introspection on teaching strengths and weaknesses. To be valid, a copy of the curriculum's lesson plan must be attached (failure to do so will result in an automatic "75/D" for the assignment with no allowance for resubmission). Due on the fourth night of class.
- **Research and Review Printed Curricula.** Research Bible curriculum publishers on the Internet and/or through local Christian bookstores (try to find, in particular, their "scope and sequence"). You must contact the following publishers: Standard Publishing, David C. Cook Publishing, Group Publishing and Gospel Light. You must also find THREE other publishers of Bible curriculum through either local Christian bookstores, denominational sources or the Internet. Write a 2-3 page overview of your research, noting in particular those companies you'd be most likely to use and citing each of the publishers researched (include full mailing address, internet site and phone numbers). To be valid, a one-page/document from each publisher must be included with the overview (preferably the "scope and sequence" document). Due on the fourth night of class.

4. **CLASS PARTICIPATION (15%)**

- Attendance and individual participation is a high priority in this course. Not only will our learning sessions be interactive and experiential, but also the brevity of this course (only 5 nights) demands total participation. If you miss even a single night, you will forfeit quite a bit of learning opportunity. Your "Participation Grade" is comprised of two components: attendance (50%) and in-class participation (50%).
- Please consult AIM attendance policies for further explanation. I will be taking attendance for each hour of class, however, and multiple absences and/or tardies will severely lower your grade.
- Your "in-class" participation score is an evaluation by myself of your in-class involvement in activities, discussions, alertness, helpfulness, positive learning contributions and compliance to classroom rules. The participation evaluation form is included with this syllabus. Please keep the following established classroom guidelines in mind:
 - Avoid leaving the classroom, except at breaks.
 - Food and drink are allowed in class. Please dispose of all trash and clean up all messes. Repeated "cleaning" of the room by your professor after class may mean a "no food or drink" policy for the remainder of the course. Please eat meals outside of class time. Individuals wishing to provide a snack for the whole class may do so, but please consult me, in advance, of your plans. Coca-cola beverages are highly encouraged!
 - Keep class disruptions to a minimum. When someone else is talking, listen to him or her. Avoid disparaging comments, rude remarks or jokes that detour the learning session. Please leave outside work, other class assignments and mail to be done outside of class. Once we begin class, we begin learning!
 - Concerning hats in class: while I do not find it personally disrespectful, I do ask all hats be removed while in class. I thank you, in advance, for your cooperation with this matter. If you choose to disregard the "no hats" policy, it will impact your participation score.
- According to the Saint Louis Christian College catalog, once a student has missed 25% of a total course, the Academic Dean will immediately withdraw him or her. Please realize that I will inform you of excessive absences and tardies through either your campus mailbox or e-mail (or both). The Academic and Student Deans will also be informed of your excessive absences and tardies.

5. COMPLETE FIVE WEEKLY READING REPORTS (10%)

- Each week, you are required to read from the course texts and submit a specially designed report form of your reading to the professor. Each report will be evaluated and assigned a grade of 98 (superior work), 90 (good work), 82 (satisfactory work) or 74 (poor work). Each week a report is late it drops one full grade from its original evaluation (to a maximum possible grade of 70/D-).

- Course Texts:
 - The Seven Laws of the Learner by Dr. Bruce Wilkinson (Multnomah Press, 1992)
 - You Can Double Your Class In Two Years or Less by Josh Hunt (Group, 1997)
 - Dynamic Communicators Workshop (Participant's Workbook) by Ken Davis (Youth Specialties, 2001)

- Course Reading Schedule:
 - Week One: Seven Laws of the Learner, Wilkinson: pp. 15-115
 - Week Two: Seven Laws of the Learner, Wilkinson: pp. 119-220
 - Week Three: Seven Laws of the Learner, Wilkinson: pp. 223-336
 - Week Four: Seven Laws of the Learner, Wilkinson: pp. 339-390
 - Week Four: You Can Double Your Class, Hunt: pp. 8-92
 - Week Five: You Can Double Your Class, Hunt: pp. 93-167

6. NO EXAMS will be administered in this course. The experiences outside the classroom in teaching or preaching are the real “tests.”

**“I believe in you!
I trust you!
I know you can handle this!
You are listened to!
You are cared for!
You are important to me!”**

COURSE ASSESSMENT (EVALUATION)

1. **Please see each assignment for expectations and criteria on grading.** Most assignments in my courses are evaluated using a 10-point rubric that clearly outlines expectations for each grading mark. Ten areas are evaluated, with a 10-point numeral assignment. A “10” is a “superior”; a “9” is “proficient or good”; an “8” is “satisfactory or acceptable”; a “7” is “poor”; and a “6” is “unacceptable or failing.” On rare occasions, a lower number may be assigned, including a “0” for “no work, no show.” I will distribute (if available) the rubric for the assignments on either the first day of class or in advance of the pending assignment. Rubrics will also be available to download at the course Blackboard site.
2. **All written assignments must be typed and in MLA form.** Failure to submit in proper form will usually result in the paper returned for subsequent resubmission (with some penalty). Please consult the MLA Handbook (AIM short version) for proper procedures. I place a high premium on work that is accurate in grammar, spelling and form. Some minor assignments—usually reports using an established “reporting form” (e.g. “Weekly Reports”)—may be submitted in handwriting.
3. **It is my personal goal to return all submissions within one week.** Sometimes extenuating circumstances may prevent this objective, however.
4. **In the event you disagree with a grade or have a problem with me, I respectfully ask you to see me privately, outside of class (office appointment preferred).** Though I carefully evaluate each student’s work, it is possible to make an error or to have a misunderstanding. I do not expect you to agree with my evaluation of your work in all situations. Sometimes you will think I grade too hard. At other times, you may actually feel you got a better grade than you rightfully deserved. I believe a grade is a current reflection of your work, which may or may not mirror previous submissions nor indicate future success or failure. Please realize that we are in a partnership. We’re learning together!
5. **I request three endearing characteristics of all my students: *quality* (depth of product), *excellence* (attention to details) and *creativity* (innovation and invention).** It is my personal goal to develop and produce, upon graduation, students who live these three qualities. I recognize, in advance, that you may not agree nor choose to adopt these traits.

COURSE SCHEDULE

	Learning Topics:			Assignments Due:
Week One:	Course Introduction “Influential Teachers” Defining Teaching & Preaching	The Seven Laws of Teaching	Ken Davis: SCORRE (part one)	Read <u>Seven Laws of the Learner</u> , pp. 15-115
Week Two:	Stages of Learning	Motivating Learning	Ken Davis: SCORRE (part two)	Read <u>Seven Laws of the Learner</u> , pp. 119-220
Week Three:	Teaching and Preaching With Power!	Lesson /Sermon Objectives Planning a Lesson or Sermon	Ken Davis: Illustrations <i>Or</i> How To Spice Up Your Teaching	Read <u>Seven Laws of the Learner</u> , pp. 223-336
Week Four:	Student Sermons (15 minutes) Student Lessons (20 minutes)			Read <u>Seven Laws of the Learner</u> , pp. 339-390 Read <u>You Can Double Your Class</u> , pp. 8-92 Printed Curriculum Choice
Week Five:	Student Sermons (15 minutes) Student Lessons (20 minutes)			Read <u>You Can Double Your Class</u> , pp. 93-167 Internet Sites/Notebook
One week following last class:	NO CLASS			Bible Lesson or Sermon evaluation

CLASS SCHEDULE:

6:00 – 7:15 p.m.	Learning Session #1
7:15 – 7:25 p.m.	Break
7:25 – 8:40 p.m.	Learning Session #2
8:40 – 8:50 p.m.	Break
8:50 – 9:59 p.m.	Learning Session #3

COURSE POLICIES

1. **All work must be submitted at class time on the day it is due.** Failure to submit will result in a full grade reduction for each week (past the original deadline) the submission is late (to a maximum possible grade of 70/D-). Any work submitted, even a minute past the deadline, is considered “late” one week. All work that is not “C” quality at time of submission will be immediately returned to you for re-submission. Resubmissions will automatically face a full grade reduction, provided they are submitted within the one-week grace period.
2. **Electronic submissions are highly encouraged!** In some courses, it may even be required. Electronic submissions should be created in Microsoft Word (97 or 2000) format (though I may be able to convert other word processing formats). Electronic submissions will not have individual marks/corrections noted; however they will include my remarks at the end of the work. Electronic submissions should be sent as an “attachment” to an e-mail message and not as an e-mail text. Please send all electronic submissions to: rchromey@slcc4ministry.edu

THIS COURSE IS “ON-LINE” AT THE FOLLOWING SITE:

Access Code:
FTD202

<http://www.blackboard.com/courses/FTD202>

This course’s syllabus, evaluations, handouts and report forms are all available at this site.

You will be able to check your course grade.

You may also need to take exams, quizzes or surveys at this site. Please bookmark it.

I will also post important course announcements at this site.

Once this class is over and final grades distributed, your access to this site will be over.

If you have not enrolled yet, please do so immediately.

For future reference, record your “username” and “password” here:

USERNAME: _____ PASSWORD: _____

(if you wish to seek to keep this information private and secure, record it elsewhere and don’t write it here!)

3. **This course is available at Blackboard.com and is an optional feature for AIM students. You are not required to enroll at the site, but it’s highly encouraged!**
 - All grades are available through this site, as well as helpful resources, discussion boards, course documents (including the syllabus and all evaluations) and course assignments.
 - Within the first week of class, all students must access the Blackboard site for this class and enroll as a student. You will be asked for two things: a “**user name**” (e.g., “perfesser”) and a “**password.**” It’s highly recommended that you keep the same username and password for ALL Blackboard courses, whether another professor’s or mine. When you input your name, **please capitalize first letters of name** (e.g., Rick Chromey, not rick chromey). This will help me in the grade book area.
 - **You will also need to submit an e-mail address.** Please realize that you will receive class information, news, and important updates via this address and so it must be one that you plan to consult regularly. The address should be one you will use for the duration of the course.
 - **You will be able to access your grade at the Blackboard site.** See “Student Tools” and click on “Check Your Grade.” You may also create a small “student page” of yourself at the site! It doesn’t take much time and helps us get to know you. You can even upload your photo to the site.

- One of the finest features is the **“Calendar”** (in “Student Tools”). All of my courses will use the calendar feature, which allows students to immediately view the assignments and their due dates. If the same “username” is incorporated for all classes that use Blackboard (and if the other professors use the calendar feature), then ALL assignments for EVERY class are immediately posted together.
4. **Learning Disability Statement:** *"If you have a diagnosed learning disability, please see the professor privately to discuss assessment measures that would enhance your ability to learn"*
 5. **Disclaimer Statement:** *"Please understand that the Professor reserves the right to modify this course plan by changing topics, due dates, or even an assignment as long as it does not add to the students' work load."*

RICK CHROMEY CONTACT INFORMATION

- **Office Hours: 8 a.m. – 4 p.m., Monday – Friday.** Appointments preferred, with 24-hour notice. Please see my schedule on office door. Fridays are reserved for personal projects, school business and travel. While I make every effort to meet with students, please realize that extenuating circumstances, travel plans or planned absences may prevent an immediate meeting. I appreciate your patience and promise my earliest availability.
- **AIM students may schedule evening appointments with me.** All appointments will require at least 24 hours notice and are subject to my personal schedule.
- **314/837-6777, extension 1521 (office)** or 314/839-0981 (home). Report illnesses and planned absences to my office phone. Unless an emergency, no calls to my home after 9 p.m. (thank you). Help concerning class-related issues are best resolved by contacting another student in the course, first.
- **E-mail:** rchromey@slcc4ministry.edu (office) or rchromey@juno.com (personal)
- **Lunch Appointments:** For extended conversations, help or counsel, lunch appointments are highly encouraged. Please see me for an available date.