

Syllabus for
FED 501—Teaching Methodology
0 Credit Hours
Fall 2015

I. COURSE DESCRIPTION

Prepares graduate fellows who serve as teaching assistants (TAs) in undergraduate theology classes to minister spiritually as well as academically to students in their discussion classes.
Prerequisites: None.

II. COURSE GOALS

The purpose of this course is to enable the student to do the following:

- A. Learn how to manage a classroom.
- B. Study procedures for leading discussion groups effectively.

III. STUDENT LEARNING OUTCOMES FOR THIS COURSE

As a result of successfully completing this course, the student will be able to do the following:

- A. Identify and discuss characteristics of a good discussion group leader/presenter.
- B. Assess, either orally or in writing, learners' needs, strengths, and weaknesses.
- C. Explain the importance of applying motivational techniques to enable students to learn and participate.
- D. Discuss the importance of employing a variety of training approaches.
- E. Demonstrate, either orally or in writing, methods of selecting the appropriate instructional strategy for intended outcomes.
- F. Discuss the use of group dynamics theory in designing and utilizing instructional activities.
- G. Effectively lead a discussion group in the class setting utilizing adult education principles.
- H. Explain the use of a grade book and ePortfolios and demonstrate capability with both.
- I. Discuss the importance of competent classroom management.
- J. Minister to spiritual and academic needs of others in a professional context.

IV. TEXTBOOKS AND OTHER LEARNING RESOURCES

- A. Required Materials
 - 1. Textbooks
 - None

2. Other
None

B. Optional Materials

1. Textbooks
None
2. Other
None

V. POLICIES AND PROCEDURES

A. University Policies and Procedures

1. Attendance at each class or laboratory is mandatory at Oral Roberts University. Excessive absences can reduce a student's grade or deny credit for the course.
2. Students taking a late exam because of an unauthorized absence are charged a late exam fee.
3. Students and faculty at Oral Roberts University must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, electronic, video, multimedia, or computer software. Plagiarism and other forms of cheating involve both lying and stealing and are violations of ORU's Honor Code: "I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments." Plagiarism is usually defined as copying someone else's ideas, words, or sentence structure and submitting them as one's own. Other forms of academic dishonesty include (but are not limited to) the following:
 - a. Submitting another's work as one's own or colluding with someone else and submitting that work as though it were his or hers;
 - b. Failing to meet group assignment or project requirements while claiming to have done so;
 - c. Failing to cite sources used in a paper;
 - d. Creating results for experiments, observations, interviews, or projects that were not done;
 - e. Receiving or giving unauthorized help on assignments.By submitting an assignment in any form, the student gives permission for the assignment to be checked for plagiarism, either by submitting the work for electronic verification or by other means. Penalties for any of the above infractions may result in disciplinary action including failing the assignment or failing the course or expulsion from the University, as determined by department and University guidelines.
4. Final exams cannot be given before their scheduled times. Students need to check the final exam schedule before planning return flights or other events at the end of the semester.
5. Students are to be in compliance with university, school, and departmental policies regarding Whole Person Assessment requirements. Students should consult the WPA handbooks for requirements regarding general education and the students' majors.
 - a. The penalty for not submitting electronically or for incorrectly submitting an ePortfolio artifact is a zero for that assignment.
 - b. By submitting an assignment, the student gives permission for the assignment to be assessed electronically.

B. **Graduate School of Theology and Ministry Policies and Procedures**

1. **Completion of Assignments**

Assignments are due on the dates established in the course calendar, which is published in the syllabus. **Any assignments turned in after the scheduled due date are penalized five percent (5%) of the original value per day including weekends, breaks, and holidays.** All work turned in two weeks after the assignment deadline is received but is granted a grade of zero for that assignment. **No work** is accepted after the final date of regular classes.

2. **Incompletes**

a. An incomplete is given only after the student establishes with the academic committee by written petition that student's work is incomplete for good cause (i.e., lengthy illness, death in the family). **Incompletes are rarely granted.** Only those absences that are incurred within the time period of the extenuating circumstances prompting an incomplete are excused. The student is still accountable for any other absences and will be penalized for them according to the attendance policy.

b. A Petition for Incomplete Grade with all supporting documentation must be submitted for approval one week prior to the end of normal classes. **The submitting of a petition does not automatically ensure the granting of an incomplete.** The petition must be approved by the academic committee of the Graduate School of Theology and Ministry. Students are expected to continue all course work until an incomplete is granted.

3. **Examinations**

a. Early examinations **are not** allowed. Late examinations without grade penalty are administered only when extenuating circumstances are present (such as a death in the family the week before exams or a sudden and major illness the week of exams that is documented by a physician).

b. A Petition for Late Examination must be submitted to the academic dean's office. A **\$15 fee**, plus proper documentation, must accompany the petition. The academic committee reviews each petition and grade penalties are assessed. (Late exam fee is not a grade penalty.)

c. Students taking late exams should expect alternate versions of the original exams.

d. **Not being present for the final examination automatically results in failure of the course.**

4. **Attendance**

The administration and faculty of the Graduate School of Theology and Ministry believe that class attendance is crucial in order for students to receive impartation, spiritual formation, and a community experience. Therefore, the Official Attendance Policy for the GSTM is as follows:

a. Students will receive one letter grade reduction after missing more than two weeks of classes.

b. Students who miss more than one month of classes will fail the course.

c. **The absences allowed prior to a grade reduction are designed to allow for emergencies and illnesses and are not designed for indiscriminate use.**

d. Administrative excuses are granted only when a student is on official university business and has received approval in advance from the university administration.

e. Students are expected to be prompt for classes.

- f. Students are expected to remain for the entire class session.
- g. Leaving early without permission constitutes an absence.
- 5. The Disability Service Center, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, assures that no qualified individual with a disability will be denied reasonable accommodations based upon the individual's needs. It is the responsibility of the student to contact the Disability Service Center and properly register for these services. For more information, call 918.495.7018 or go to www.studentresources.oru.edu.

C. Course Policies and Procedures

- 1. Evaluation Procedures
 - a. This is an application course. TAs are evaluated on teaching performances in the classroom as to how well the students apply course content and methodology.
 - b. Grading: This is a pass/fail course.
- 2. Whole Person Assessment Requirements
 - a. All students entering the seminary are required to enroll in PRF 059—ePortfolio: Whole Person Assessment, which provides specific training to develop the skills needed to create an ePortfolio.
 - b. WPA requirements for this course:
None
- 3. Other Policies and/or Procedures
 - a. Holy Spirit Empowerment
 - (1) TAs enrolled in this course attend two, six-hour seminars and meet in a focus group once a month (one-hour session each) for a total of four hours of additional instruction.
 - b. Completion of a course:
 - (1) To receive a passing grade in any course, all work must be completed as assigned.
 - (2) **No work** is accepted after the final date of regular classes.

VI. COURSE CALENDAR

Week	Assignment
1	Orientation Meeting Grade Book and ePortfolio Instruction Teaching Seminar
2	Teaching Seminar
3-15	Weekly Instruction and Advisory Meeting Discussion Groups and Lectures

**Inventory for Student Learning Outcomes
Graduate School of Theology and Ministry**

GSTM Distinctive for All Degree Programs

**FED 501—Teaching Methodology, Dr. Cheryl Iverson
GTHE 510—Holy Spirit Empowerment in Life and Ministry, Dr. Tim Ekblad
GTHE 517—Seminar in Theological Research, David Hebert**

Fall 2015

These courses contribute to student learning outcomes as indicated below:

Significant Contribution – Addresses the outcome directly and includes targeted assessment.

Moderate Contribution – Addresses the outcome directly or indirectly and includes some assessment.

Minimal Contribution – Addresses the outcome indirectly and includes little or no assessment.

No Contribution – Does not address the outcome.

Degree Program Outcomes	Significant Contribution	Moderate Contribution	Minimal Contribution	No Contribution
1	The Holy Spirit/Signs and Wonders			
Articulate a biblical/theological understanding of the person, work, and ministry of the Holy Spirit.				X
Experience personally the work of the Holy Spirit to discover and develop unique spiritual gifts for integration and ministry.				X
2	Professional Ministry/Personal Development/Teaching Methodology			
Articulate clearly ministry/professional calling.		X		
Minister to spiritual and academic needs of others in a professional context.	X			
3	Theological Research			
Demonstrate a mastery of theological research tools and methodology.				X