

Being Approved as a Peniel School of Ministry Instructor

There is a two-step approval process for Peniel instructors.

STEP ONE: Preliminary evaluation by the Peniel director. In order to be considered as an instructor for Peniel School of Ministry, a person should submit to Peniel director

1. The recommendation of his/her district superintendent or similar church official,
2. A current résumé,
3. A statement of which course(s) the applicant desires to teach, AND
4. A summary of graduate degree(s) the candidate holds and a list of the graduate-level courses that the applicant has completed to qualify him or her as an Alliance instructor for the course(s). In general 18 graduate hours credit is required in the field of instruction (i.e., New Testament, Theology, etc.). An official or unofficial transcript is desirable but not required.

STEP TWO: Evaluation by Nazarene Bible College. At the request of the director of Peniel, Nazarene Bible College will evaluate the applicant for approval to teach the NBC Alliance curriculum. Instructors approved by NBC must have earned, at a minimum, a Master's degree from an acceptably accredited institution in the field in which she/he is teaching.

To be considered for approval to teach in the Alliance program, the following items are required:

1. An email of recommendation from the Peniel director to the Alliance director. This will also alert the Alliance director to begin the approval process.
2. A current résumé from the applicant
3. Official transcripts of all master's and doctoral degrees arranged by the applicant. Undergraduate transcripts are desired, but not required.
 - a. "Official" means that the transcript is sent from the issuing institution to the director of the Alliance for Ministry Education office at NBC. It is imperative that it be addressed to Mrs. Cheryl Graves, Alliance Director. (Without the director's name, receipt in the Alliance office is often delayed.)
 - b. Official transcripts are to be held in the Alliance for Ministry Education office. The Alliance office will provide a copy to the district training center when requested.

Once an instructor has been approved, the Alliance director will notify the instructor and the Peniel director. Approval of an instructor is part of the application process and not a guarantee that an instructor will be employed by Peniel.

Guidelines for Peniel School of Ministry Instructors

Except where Peniel is explicitly referenced, these instructions are from the NBC Alliance Director's Guidebook.

Alliance Web Site

The Alliance for Ministry Education website is <http://alliance.nbc.edu>. The following items are available on the website and may be downloaded and printed.

1. Current NBC syllabi (see Director Resources)
2. Correlation grids for elder, chaplaincy, and all deacon tracks.
3. Directory containing names and addresses of Alliance directors.
4. Book Order Form for ordering books directly from the NBC Bookstore.

Syllabi

The Alliance curriculum is approved by the Office of Clergy Services, and NBC provides the current syllabus for each course on the Alliance website – www.alliance.nbc.edu. To access these syllabi, click on *Director Resources* and sign in with the user name and password provided to you by the director of either the Alliance program or Peniel.

It is expected that NBC syllabi will be followed as closely as possible. Each instructor will need to change pertinent information as listed below.

1. All items in the heading must be included and appropriately updated.
2. The course number and course name are to be shown on your syllabus exactly as shown on the NBC syllabus.
3. The COURSE OBJECTIVES, including the lead-in sentence which says "The following competencies as outlined . . ." **must remain unchanged** as agreed to by the Alliance with the office of Clergy Services. While additional course objectives may be added, they must be shown in a separate paragraph from the required course objectives.
4. The amount of course credits must remain unchanged.
5. The number of class meetings and the actual instructional time must equal no less than 700 minutes for each semester hour of credit. This means that for a 3-semester-hour course, a minimum of 2,100 minutes for instruction is required PLUS additional minutes are needed for breaks. It is expected that at least one 10-minute break is given for every 3 hours of instruction. **This is in addition to the required instructional minutes.**
6. The COURSE DESCRIPTION is to be used exactly as printed on the NBC syllabus. An additional description may be added *after* the required description.
7. The course schedule is to be updated with your class dates within the section called COURSE SCHEDULE/OUTLINE. This outline needs to include the topics of material you intend to cover in each class session, as well as student reading assignments, dates tests/quizzes are to be given and dates when papers and reports are due. If you would like to make any major changes in assignments. Please complete the "Request for Syllabus Change Form," which is found in the **Director Resources** on the Alliance website (immediately following the syllabi).
8. The textbooks listed are **required and are not negotiable**. You may require additional materials at your discretion. (If a Peniel instructor is aware of additional or superior resources in Spanish-language courses, please do alert Juan Vazquez-Pla of Peniel and Tim McKeithen at NBC at earliest convenience.)

Syllabi Approval by Peniel and NBC

The syllabus must be approved by both Peniel School of Ministry and NBC before the course begins. Please send your syllabus to Keith Megehee or Juan Vazquez-Pla, who will screen it for Peniel and NBC compliance before forwarding it to NBC for final approval. NBC requires two weeks for the syllabus evaluation process. Having your syllabus approved before the class begins also allows time for you to make any corrections NBC feels are necessary before distributing the syllabus to your students.

Please understand that each time you prepare a syllabus for a course, even though you may have taught that course previously, the syllabus will need NBC approval. This is important since course requirements may change from year to year. A copy of each syllabus is kept on file electronically.

Syllabi may be emailed to the NBC Alliance Office for approval.

Finding and Ordering Textbooks for Peniel Classes

You are responsible for finding and ordering your own textbooks. NBC recommends ordering them through internet companies. The NBC bookstore has limited storage space, and, subsequently, is unable to keep a large stock of all books. Lower prices and shipping turn-around times (often within 24 hours) are two of the benefits of ordering from internet companies such as Amazon.com,

cheapbooks.com, , or overstock.com, which are a few of the larger companies. If you choose to order from the NBC Bookstore, please use the Book Order Form on the Alliance web site. Please allow 2-3 weeks for delivery.

Additionally, Peniel suggests that you explore both used books and electronic format books. This information is helpful to provide on registration forms for Peniel classes.

Course Assignments

To assist NBC in the evaluation of student portfolios, please require students to identify each course assignment, exam, etc., by including the assignment title and due date. This will enable the evaluator to confirm all assignments listed on the syllabus have been completed.

Grading and Student Evaluation Policies

NBC recommends that different types of evaluations be used to demonstrate the student's learning. For example, short quizzes, major examinations, class reports, and research papers each assess a different sort of learning endeavor and learning achievement. These methods of student assessment can be easily evaluated when a portfolio is submitted. It is extremely important that a student's portfolio contain adequate documentation verifying the student's learning and how the student engaged the material. Failure to verify the student's learning will jeopardize the student's chances of having their work accepted by NBC. A sample grade sheet is included in this document. An Excel version is located on the Alliance website. ***The student is required to include a final grade sheet as part of his/her portfolio in order for NBC to accurately assess the student's learning when the portfolio is submitted for evaluation.***

Returning Student Tests and Papers (See also Student Academic Portfolio Program)

It is vitally important that you return the portfolio -- including all tests, quizzes, papers, reports, and projects -- to the student. These documents must also show the student's grade and any improvement or explanatory notes by the instructor. **The student will need to include these graded documents in his/her portfolio in order for NBC to accurately assess the student's learning when the portfolio is submitted for evaluation.** Peniel requires a portfolio in each class to facilitate course credit.

Cancelling or Changing Class Sessions

If it becomes necessary to cancel a class session, that session must be rescheduled. If it is necessary to change the approved class time, please be sure to keep the amount of time spent in each session intact. Shortening the originally-approved class time will jeopardize the student's ability to receive full credit for the course.

Peniel Absence Policy

Peniel functions under a "no absence" attendance expectation. Students should have the same expectation of class attendance that they have of being present at Sunday services in which they have platform responsibility.

Peniel instructors keep roll and record the number of class absences, including absences for part of a class meeting. A student is absent when he or she is not physically present in an a Peniel-approved classroom during the scheduled meeting time of the class. Viewing a recorded session does not count as being present but is an expectation of students who miss a class.

Minimum student attendance requirements are an accreditation standard and are not negotiable. There is no official distinction between excused and unexcused absences in these standards. *A grade of "F" will be assigned to any student misses more than 30% of scheduled class time.*

In the case of conflicts with important events on a district or inclement weather that closes schools at a remote classroom site, the instructor may provide for makeup class sessions. If a class is cancelled, the instructor will reschedule it.

Incomplete Coursework at Peniel

In general, students will not be permitted extra time to complete a class. A student may submit a written request for the grade "I" (incomplete) when unforeseeable, catastrophic extenuating circumstances have prevented the completion of coursework. This request must be communicated in writing to the professor and director before the final due date of class materials. On the approval of the professor and director, the student may receive one extension up to two weeks. If the student fails to submit course work by the agreed extension deadline, the student will receive a failing mark for the class.

A grade of "I" will be changed to the grade submitted by the instructor within three days of the extension deadline. If the student misses the extension deadline, the "I" becomes an "F."

Remote Classrooms

Peniel features live and remote classrooms. Remote classrooms receive audio and video feed of the live classroom. The instructor will have live video and audio feed of each remote classroom. Instructors must plan to provide the same course materials to all approved sites where students are present. Instructors must provide for classroom interaction and academic integrity at each site.

Faculty Compensation

Peniel faculty members are compensated on a scale approved by the Peniel School of Ministry Board of Directors. The Peniel School of Ministry treasurer will provide compensation after the faculty member has submitted final grades for the trimester. The presently-approved scale for faculty compensation is \$100 per full-credit student in a course, up to 12 full-credit students, plus \$50 for each additional full-credit student. A registered audit student counts as half a full-credit student for faculty compensation.

Faculty Reimbursement

The Peniel School of Ministry director may approve prior to the beginning of class for mileage and hotel reimbursement for faculty members who require overnight accommodations. Faculty members are encouraged to purchase their own text books. However, a faculty member be reimbursed for the textbooks that are submitted to the PSM Library immediately following the end of the class. Reimbursement will be provided by the Peniel treasurer upon submission of final class grades.

Student Academic Portfolio Program

Students completing Alliance courses through the district training center may participate in the NBC *Student Academic Portfolio* program after becoming an NBC student. This program allows DTC students, who become NBC students, the option of submitting their district course work to NBC for evaluation and possible acceptance.

Peniel requires students to submit all coursework in the prescribed portfolio format to receive credit for the class. In addition to facilitating collegiate credit from NBC, a course portfolio makes the course materials easy to access for future ministry needs and provides documentation of the work the student has completed for district ministerial studies boards (some students may be ordained on other districts).

Include in your syllabus a statement of the portfolio requirement for the class. Note this template:

Peniel School of Ministry requires that all your work be placed in a binder and turned in at the time of your final examination. The portfolio is an ABSOLUTE REQUIREMENT to obtain credit for completing this class. Your portfolio binder *must have your name and the course name on the inside or outside cover*. Your portfolio must have all your course materials and documents compiled with the following tabs/sections:

1. A final grade sheet, to be completed by your instructor; include instructions on where you would like your portfolio returned.
2. This syllabus
3. Assignments in the following order:
(instructors should list all the assignments that will be required in the class here)
4. Your dated and graded tests in chronological order, including the final exam.
5. All your class notes and handouts, dated and in chronological order. If you have missed any class session, include replacement notes and your 250-word reflection for each missed session here.

If the student's course work is accepted, the Peniel course credits are awarded college credit and posted to the student's official NBC transcript. NBC has a minimal charge for evaluating portfolio courses. Currently, it is \$60.00 for a 3-semester-hour course (\$40 evaluation fee and \$20 posting fee). Additional information regarding the cost for evaluating and accepting a portfolio course can be obtained from the NBC Alliance Office.

For more information on the *Student Academic Portfolio* and portfolio submission procedures, contact:

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