

Western Seminary
Sacramento Campus
PCW 521M Develop Life-Changing Bible Study Curriculum
Summer 2010, **NON-CREDIT**
Dr. Phyllis Bennett, Instructor
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NOTE: Dr. Bennett's manual for the class must be purchased from our office for \$20 (plus shipping of \$3.00 if you would like us to mail it to you). Portions of the manual must be read before the first class session, so please order early. Please call our office at (916) 488-3720 for ordering information.

COURSE SCHEDULE

April 30 & May 1; July 23 & 24, Fridays & Saturdays, 9:00 am – 4:30 pm
Room 603

COURSE DESCRIPTION

Learn how to write, select and adapt Bible study curriculum for women that is biblically sound, relevant, and applicable to all arenas of a woman's life. Grow in confidence in training discussion leaders to shepherd biblically stimulating and relationally healthy small groups and curriculum-writing teams that can create materials appropriate for neighborhood and/or church-based women's Bible studies.

COURSE GOALS

This course provides the opportunity for students to:

- Learn how to **develop Bible study curriculum** for women that is biblically sound, relevant, and applicable to all arenas of a woman's life.
- Acquire skills for **selecting, evaluating, and adapting published Bible study workbooks** for biblical depth, group dynamics, and personal application potentials.
- Grow in confidence in **training discussion leaders** to develop shepherding insight into group dynamics balanced with proficiency in communicating biblical content.
- Learn to **train curriculum-writing teams** to create materials that are appropriate for neighborhood and/or church-based women's Bible studies.

TEXTBOOKS

Please support your seminary by using the following link for all your Amazon purchases – a minimum of 4% comes to Western Seminary. Click [here](#) to order texts and other products.

- Bennett, Phyllis, ***Developing Life-Changing Bible Study Curriculum***. Must be purchased from the Western Seminary Sacramento office. Please see note at top of syllabus for ordering information and pricing.
- Hybels, Bill, Harney, Kevin & Marney, Sherry. ***Discover the New You, Colossians***. Grand Rapids, Michigan, Zondervan Publishing House, 1999. ISBN-13: 978-0310227694.
- Kuhatschek, Jack. ***God's Comfort***. Intersity Press, 2004. ISBN-13: 978-0830830671.
- MacArthur, John. ***Romans***. Nelson Impact, MacArthur Bible Studies, 2006. ISBN-13: 978-1418508753.

COURSE COMPETENCIES

Goal One: Curriculum Writing

Competency: to learn to develop and write Bible study curriculum for women according to the needs of one's target group that is biblically sound, relevant, and applicable.

Assignment: Student will write five sets of flow questions, 2 on teaching passages and 2 on narrative passages, and 1 on a topical study. In addition, the student will write one 5-day lesson with day titles on a teaching passage or a narrative passage with application oriented day titles.

Goal Two: Bible Study Workbook Evaluation

Competency: to become proficient in selecting, evaluating, and adapting published Bible Study workbooks for target group(s).

Assignment: Student will select and evaluate workbooks and add questions as needed to adapt workbooks to specific target group(s).

Goal Three: Bible Study Leadership Training

Competency: Acquire skills in training Bible study leaders to be both effective discussion leaders and shepherds, balancing biblical content with personal group sharing. In addition, students will grow in confidence in training leaders to grasp principles of leadership and leadership character development.

Assignment: Student will design a proposed strategy for the on-going training of a group of Bible study discussion leaders.

Goal Four: Training a Curriculum Writing Team

Competency: to discover and appreciate the benefits of a curriculum writing team and to learn how to establish a contract as training vehicle for the team's writing project. In addition, students will be exposed to a proven five-day curriculum writing team process that will endeavor to draw out the gifts and talents of the women within one's realm of influence.

Assignment: to work together in teams to establish parameters and contract of a Bible study writing project to be presented in class.

Required Texts

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- Bennett, Phyllis, ***Developing Life-Changing Bible Study Curriculum***. Must be purchased from the Western Seminary Sacramento office. Please see note at top of syllabus.
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COURSE POLICIES

- 1. Attendance**—Regular attendance at all class sessions is expected of students—credit, audit and enrichment status. Participation is a required aspect of learning and each student is encouraged to prepare well and participate constructively. Creative scheduling demands a compilation of several class sessions into one, thereby increasing the importance of regular attendance. Student will receive points for each hour she attends class. Borderline grades will be determined on the basis of class attendance and participation. Student will receive reduced attendance points for each hour missed.
- 2. Required Reading**—Students are expected to read ALL required reading selections at the appropriate reading level. According to Western Seminary guidelines, *Familiarity* level of reading assumes knowledge of the material assigned and leads to accountability in class (45 pages per hour). *Mastery* level assumes careful reflective interaction with the ideas, note-taking and will lead to accountability in class and papers at a mastery level (20 pages per

hour). NOTE DUE DATES FOR REQUIRED READING. **Students are responsible to turn in signed READING AND ATTENDANCE FORM indicating page numbers of texts read, no later than 12-noon on Friday, August 6, 2010.** There is very little required reading for this class. Due to the nature of the class requirements, most of your work is project-oriented.

- 3. Written Assignments**—Papers should be written at a graduate-level standard. Include a strong introduction paragraph (declare what you intend to show the reader) and conclusion paragraph. Qualities valued include clarity, succinctness, and precision. Minimum format standards include:
- 1" margins top, bottom and sides; double-space
 - Typed, 12-point standard fonts; indent paragraphs .5 inch
 - Underline section headings
 - Page numbers
 - A cover page should contain the assignment title, class title and number, your name, and date—no folders. There should be one staple in the top left corner.
 - All work must reflect Master's level use of the English language in grammar, idiom and spelling. Quotes and original ideas must be documented either within the text or by foot or endnotes. Plagiarism will result in failure of the first assignment so discovered. A second instance will result in failure of the course. For samples and more directives, see <http://www.westernseminary.edu/papers/Faculty/WGuideNu.doc>
- 4. Due Dates**—
- a) Assignments and reading are due at the BEGINNING of class periods of due date, unless otherwise noted. Assignments turned in after due date will receive a grade reduced one-half letter per day and weekend up to a maximum of two letter grades. No reading or assignments will be received after 12-noon on Friday, August 6, 2010, unless you qualify for an incomplete as defined in Western's catalog.
 - b) Audit students must attend at least 80% of the class sessions as recorded in completed "Reading and Attendance Form" submitted no later than noon on Friday, August 6, 2010.
 - c) ASC students must have an ASC application on file to be part of the non-credit ASC in PCW program. A minimum 80% attendance is required. ASC students may refer to the "Reflection and Connection" segments of ASC program outline for the PCW 521M suggested course processing.
 - d) Enrichment students are choosing to take this course for their own personal enrichment. The more time one chooses to invest in a learning experience, the more one will benefit from that experience. This student makes the choice based on her own needs and interests.
- 5. Availability of Disability Services**—Western Seminary is committed to responding to the needs of students with disabilities as outlined in both the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Western students are assisted individually as their needs dictate. It is the responsibility of students with disabilities to identify themselves and the nature of the disability. Any student who has a disability should contact the seminary's Disability (Section 504) Coordinator, Ken Epp, at 503-517-1815/1-877-517-1800, ext. 1815. His office is at the Portland campus. Students at the northern California campuses may contact Carrie Priest (Student Services Coordinator – San José) or PJ Oswald (Director of Student Development – Sacramento), or they may contact Dr. Epp directly. Appropriate forms will be provided and must be submitted to the Disability Coordinator's office.

Pre-course Assignments – Due 9 AM, Friday April 30, 2010

- The Necessity of Small Groups for Ministry to Women:**

Romans, John MacArthur, Nelson Impact, MacArthur Bible Studies, 2006.

Class Schedule

The following topics will be covered in class on the following dates:

April 30, May 1	Goal #1
July 23	Goal #2, #3
July 24	Goal #4

STANDARDS FOR WRITTEN WORK (MLA)

Papers must be written to a near-thesis standard. That is, minimum format standards must be met, as defined below. English grammar, idiom, and spelling must be up to graduate level. Always include a strong introduction paragraph (declare what you intend to show the reader) and conclusion paragraph. Qualities valued include clarity, succinctness, and precision.

This course employs the MLA (Modern Language Association) style guide. The basic elements are:

- Double-spacing, except for block quotes
- Single space block quotes
- Page numbers appear at the upper right on every text page
- Use footnotes or parenthetical citations.
- Footnotes and parenthetical references follow standard format.

Helpful web sites on MLA style include:

<http://owl.english.purdue.edu/owl/>

<http://www.cws.illinois.edu/workshop/writers/citation/>

[These websites are expanded and pasted into Western Seminary's "How to Write a Research Paper" located at <http://www.westernseminary.edu/papers/Faculty/WGuideNu.doc>]

A good website with footnote/bibliography entries is:

<http://writing.wisc.edu/Handbook/Documentation.html>

For assignments that require the use of non-course texts and include a bibliography, of the resources mentioned in the bibliography for your project/paper, two must be from a physical library. Note the physical location of each book as an addendum to each bibliographical entry.

All work must reflect master's level use of the English language. Plagiarism will result in failure of assignment.

LIBRARY AND INTERNET RESEARCH – SACRAMENTO

All class assignments with a research element require library research annotated as such in the bibliography. A minimum of two resources must be from a physical library. Note the physical location of each resource as an addendum to each bibliographical entry.

For complete library information including: hours of operation, interlibrary loan, local library resources, etc., please:

- Visit www.westernseminary.edu/sacramento
- Click the link "Library Services" in the right navigation pane.

Reserve Collection

The library carries all required readings for this course.

Print Resources

Use the Western-Arcade Library catalog to find books and other materials. To search the library collection:

- Visit <http://www.westernseminary.edu/Library/SAC> .
- Click the link "Search the Library Collection Online".

Periodical & Research Databases

As you complete your assignments for this course, don't forget about the resources in the Western research databases. Remember to evaluate and cite your information too. To access the Western research databases:

- Visit <http://www.westernseminary.edu/Library/SAC> .
- Click the link "Research Databases" from the bottom menu.
- Click the link "Ebsco Host Research Databases".
- Log in. [**User ID:** westsem / **Password:** seminary]
- Click the link "EBSCOhost Web".
- Click the database(s) you wish to use. Start with *ATLA Religion Database with ATLASerials*.

To cite your information, consider the following MLA composers:

<http://www.noodletools.com> and <http://www.citationmachine.net>

Western-Arcade Library offers the ministry related software *BibleWorks* for student use.

Course Packs (if applicable)

To access the course pack(s) for this course:

1. Go to the library homepage: <http://www.westernseminary.edu/Library/SAC>
2. Click the link 'Course Packs'.

Reference and Research Contact Information

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