



**Teaching in Higher Education RDOC 9302**  
**New Orleans Baptist Theological Seminary**  
**Discipleship and Ministry Leadership Division**  
**January 9-12, 2018**

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### **Mission Statement**

The mission of New Orleans Baptist Theological Seminary is to equip leaders to fulfill the Great Commission and the Great Commandments through the local church and its ministries.

### **Core Value Focus**

The seminary has five core values: Doctrinal Integrity, Spiritual Vitality, Mission Focus, Characteristic Excellence, and Servant Leadership. The core value focus for this academic year is Servant Leadership –We follow the model of Jesus and exert leadership and influence through the nurture and encouragement of those around us.

### **Curriculum Competencies**

All graduates of NOBTS are expected to have at least a minimum level of competency in each of the following areas: Biblical Exposition, Christian Theological Heritage, Disciple Making, Interpersonal Skills, Servant Leadership, Spiritual and Character Formation, and Worship Leadership. The curriculum competencies addressed in this course are:

1. *Interpersonal relationships*: Students will interact in online and class forums that will provide opportunities to enhance their interpersonal skills.
2. *Spiritual and Character Formation*: Students will be led to understand and appreciate the role of the teacher in transformational learning.
3. *Disciple Making*: Students will be led to understand teaching as a call to disciple and reflect such in a philosophy of teaching.
4. *Interpersonal relationships*: Students will interact in online and class forums that will provide opportunities to enhance their interpersonal skills

## Course Description

Students in this course will develop an undergraduate or graduate course of their own choosing, from the submission of a course rationale and description through the development of the course syllabus and lesson plans. In addition, they will construct a teaching portfolio prepared to present to an institute of higher learning consisting of a personal philosophy of teaching, a curriculum vita, properly written lesson plans, a syllabus for higher theological education, and a video documentation of teaching.

## Student Learning Outcomes

By the end of this study, you will be able to:

1. Demonstrate an understanding of how to develop the components of a teaching portfolio by constructing a personal philosophy of teaching, a curriculum vita, properly written lesson plans, a syllabus for higher theological education, and video documentation of teaching.
2. Demonstrate an understanding of best practices regarding teaching strategies and learning experiences by communicating in class and on discussion boards an evaluation of their educational experiences as compared to those proposed as best practice in the assigned texts.
3. Demonstrate skill in developing and monitoring online discussion boards by developing and monitoring discussion boards as assigned.
4. Demonstrate skill in teaching in higher education by preparing and executing a learning session for students in higher education.
5. Demonstrate skill in evaluating teaching presentations by evaluating teaching presentations of self and classmates.

## Textbooks

- Bain, Ken. *What the Best College Teachers Do*. Cambridge, MA: Harvard University Press, 2004. (Kindle edition available) ISBN: 9780674013254
- Davis, Barbara Gross. *Tools for Teaching*. 2<sup>nd</sup> ed. San Francisco: Jossey-Bass, 2009. ISBN-13: 9780787965679
- Fink, Dee. *Creating Significant Learning Experiences: An Integrated Approach to Designing College Courses*, 2<sup>nd</sup> ed. San Francisco, CA: Jossey-Bass, 2013. (Kindle edition available) ISBN: 9781118124253
- Ford, LeRoy. *Design for Teaching and Training: A Self-Study Guide to Lesson Planning*. Eugene, OR: Wipf and Stock Publishers, 2002. ISBN: 9781579109912
- Gabriel, Kathleen. *Teaching Unprepared Students: Strategies for Promoting Success and Retention in Higher Education*. Sterling, VA: Stylus Publishing, 2008. ISBN: 9781579222307

## On-line Assessments

Complete the following assessments prior to the class meeting. Bring the result of your assessments to class.

- The VARK Questionnaire: a guide to learning styles - <http://vark-learn.com/the-vark-questionnaire/>
- The VARK for Teachers and Trainers at <http://vark-learn.com/the-vark-questionnaire/teaching-questionnaire/>
- Multiple Intelligences Self-Assessment <https://www.edutopia.org/multiple-intelligences-assessment>

You should have a working knowledge of learning styles, multiple intelligences, role of Holy Spirit, role of teacher, and domains of learning. The following texts can facilitate that understanding.

## Supplemental Texts

Armstrong, Thomas. *7 Kinds of Smart: Identifying and Developing Your Multiple Intelligences*. New York: Penguin Putnam Inc, 1999.

Tobias, Cynthia. *The Way They Learn: How to Discover and Teach to Your Child's Strengths*. Wheaton, Il : Tyndale House Publishers, 1994.

Yount, William. *Called to Teach: An Introduction to the Ministry of Teaching*. Nashville: B & H Academic, 1999.

\_\_\_\_\_, William. *Created to Learn: A Christian Teacher's Introduction to Educational Psychology*. 2<sup>nd</sup> ed. Nashville: Broadman and Holman Academic, 2010.

## Course Teaching Methodology

Students will engage in discussion boards, class discussion, hands-on learning in the ITC, and individual learning assignments. The workshop meets on the main campus Tuesday through Friday 9:00 – 4:30.

## Teaching Method

This course will utilize lecture, class discussion, online learning, and student teaching demonstrations.

## Course Requirements

### Pre-Workshop

1. Reading  
Read *What the Best College Teachers Do* and *Creating Significant Learning Experiences* prior to participating in the pre-workshop discussion boards. Remaining texts should be read prior to the workshop.

2. Pre-Workshop Discussion Boards (10%) Due: See Course Schedule  
Participate in the assigned discussion boards for two weeks prior to the class meeting. These discussions are an essential component of the course.

- December 26-January 1: *What the Best College Teachers Do*
- January 2-8: *Creating Significant Learning Experiences*

Replying to the Professor's Post: Your comments will be graded on their substance and thoughtfulness, and should reflect appropriate application of emerging knowledge and vocabulary in the topic area. Each posting should add value to the discussion. Adding value to the discussion would include things like an example illustrating your position, posting a website, asking question of your fellow classmates, giving a personal example, bringing in something from the textbook, videos or from some outside reading to support your opinion.

Replying to the Postings of Your Classmates: In each discussion board you will post response to at least two other students' responses. In your replies to other students you can: 1) Expand on or clarify a point made in the answer. 2) Offer an additional argument to support a position taken in an answer. 3) Suggest ways in which an idea could be more clearly expressed. 4) Identify passages where you think the writer misunderstood a concept or applied it incorrectly. 5) Disagree with a point or position made in a response. Missed discussion boards may not be made up.

The week begins on TUESDAY and ends on MONDAY of the following week. Your initial post to the discussion board must be made by THURSDAY at 5:00 p.m. CST of each week. Responses to other students' posts must be made by MONDAY at 5:00 p.m. CST. *This assignment is related to Student Learning Outcome #2.*

3. Course Name and Rationale Due: Friday, January 5  
You will be developing a complete course syllabus for a proposed course in Christian higher theological education. *This course must be one that is not taught presently at NOBTS (including Leavell College) nor taught at another institution or taken by you at another institution.* Prior to the workshop meeting submit:
- the name of the proposed course
  - a one-paragraph rationale for the proposed course which explains why this course is needed in a course of study. This is NOT a course description.

*This assignment is related to Student Learning Outcome #1.*

### **Post-Workshop**

4. Student Created Discussion Boards (10%) Due Monday, January 15  
You will be enrolled as an *instructor* in Teaching in Higher Education Practice Shell for the purpose of this assignment. In this course shell you will have access to instructor tools.

Your discussion group will create a Discussion Board for an assigned chapter(s) in *Teaching Unprepared Students*. The Discussion Board should "open" at the scheduled time

for class discussion (Refer to the course schedule). Groups will be assigned during the first class meeting. *This assignment is related to Student Learning Outcome #3.*

5. The Professional Portfolio (70% - see below for components) Due Friday, February 9  
The following assignments are components of the Professional Portfolio:

- Syllabus. (20%)

Construct a syllabus following the course template of the Graduate Division of NOBTS. A template is posted on Blackboard under Course Documents. (This course's syllabus is designed using the template.) A textbook must be chosen and reflected in the course schedule. *This assignment is related to Student Learning Outcome #1.*

- Lesson Plans (15%) Due Friday, March 2

Construct two lesson plans following the Lesson Plan Template and provide support materials as described below:

One 1.5 hour lesson plan and the following components:

- o Handout(s), if any, as required for the lesson
- o Visual presentation (PowerPoint, Prezi)
- o Lecture guide (organized handout for students)

One 15-minute MicroTeach lesson plan (This is the plan you will execute).

*This assignment is related to Student Learning Outcomes #1 & #3.*

- Teaching Presentation (15%) Due Friday, March 16

Present and record the 15-minute MicroTeach lesson. Post the unlisted YouTube video to the assigned discussion board. Instructions for posting the video will be provided. A rubric for this assignment is in Assignment Upload. *This assignment is related to Student Learning Outcome #4.*

- Curriculum Vitae (10%) Due: Friday, April 6

You will create a curriculum vitae that reflects your educational experiences and related academic experience. The CV should be suitable for submission to an institution of higher learning. *This assignment is related to Student Learning Outcome #1.*

- Philosophy of Teaching (10%) Due: Friday, April 6

You will write a philosophy of teaching and submit to Blackboard. Your philosophy should consist of 2 pages minimum and follow the guidelines found at <http://ucat.osu.edu/read/teaching-portfolio/philosophy> and the rubric found in Assignments. Either APA or Turabian form may be used. Since this is a personal philosophy it should be completed in first person. *This assignment is related to Student Learning Outcome #1.*

6. Teaching Presentation Evaluations (10%) Due: Friday, March 30  
 Complete a presentation rubric for each presentation, including your own. The rubric is posted under Course Documents.

- Download and save the rubric.
- Complete the rubric for each presentation. Save each complete presentation rubric as a separate document in the following form: name.presentation
- Email the completed rubric to the student and cc the professors.

*This assignment is related to Student Learning Outcome #5.*

### Evaluation of Grade

The student's grade will be computed as follows:

Professor Discussion Boards	10%
Student-led Discussion Boards	10%
Teaching Portfolio	70%
• Syllabus	(20%)
• Lesson Plans	(15%)
• Presentation	(15%)
• CV	(10%)
• Philosophy	(10%)
Presentation Evaluations	10%

### Course Schedule

Date	Assignments
December 26 - 29	<i>"Getting to Know You"</i> Discussion Board <i>What the Best College Teachers Do</i> Professor-led Discussion Board <b>Submit proposed course name and rationale to Blackboard by Friday, July 28</b>
January 2-8	<i>Creating Significant Learning Experiences</i> Professor-led Discussion Boards
January 5	<b>Course Name and Rational Due</b>
January 9-12	<b>Class Meeting</b> (see Class Meeting Schedule, pg. 6)
January 15-19	<i>Teaching Unprepared Students – Chapters 2-4: ALL Student Group-led Discussion Boards Due Monday, Jan. 19</i>
January 22-26	<i>Teaching Unprepared Students – Chapters 5.6.8</i>
February 9	<b>Syllabus Due to Blackboard</b>
March 2	<b>Lesson Plans and Supporting Documents Due to Blackboard</b>
March 16	<b>Micro-Teach Recorded Presentation Due</b>
March 30	<b>Rubrics Due to Presenters and Professors</b>
April 6	<b>Curriculum Vitae and Philosophy of Teaching Due to Blackboard</b>

## **Class Meeting Schedule**

### Tuesday

9:00 – 12:00	Introductions The Big Picture	Dr. Randy Stone
1:30 – 4:30	Domains and Levels of Learning Constructing Student Learning Outcomes (course)	Dr. Rick Yount

### Wednesday

9:00 – 12:00	Constructing Lesson Aims	Dr. Rick Yount
1:30 – 4:30	Lesson Plans Elements Constructing	Dr. Rick Yount

### Thursday

9:00 – 12:00	Creating Assessments/Assignments Methodologies	Dr. Donna Peavey
1:30 – 4:30	Deconstruction of a Syllabus	Dr. Donna Peavey

### Friday

9:00 – 12:00	Philosophy of Teaching Writing a CV	Dr. Donna Peavey
1:30 – 4:30	Blackboard Instructor Training, ITC Center for Technology Student-led Discussion Board Groups	Michael Steinmetz

## **Course Policies**

**Academic Policies:** Academic policies relating to absences, grading scale, final examination schedules, and other topics can be found in the current online catalog: [New Orleans Baptist Theological Seminary Graduate Catalog](#).

**Absences:** Absences are not permitted. You must see the Associate Dean, Research Doctoral Programs, for any exception to this policy.

**Academic Honesty Policy:** All graduate and undergraduate NOBTS students, whether on-campus, internet, or extension center students, are expected to adhere to the highest Christian standard of honesty and integrity when completing academic assignments for all courses in every

delivery system format. The Bible provides our standard for academic integrity and honesty. This standard applies whether a student is taking tests, quizzes, exams, writing papers, completing Discussion Boards, or any other course requirement.

**Assignment Formatting:** Unless otherwise noted, all assignments are to be created in Turabian format. All written assignments must be Word documents, written in third person unless otherwise instructed, and created in 12 pt. Times New Roman font. PDFs will be accepted.

**Assignment Grading:** Assignments requiring grading will be returned to the student within a reasonable period of time. Student feedback on graded assignments will be provided through the grading rubric located in the student's Blackboard Grade Book. The student will find comments in the grading rubric, as well as on graded paper assignments.

**Assignment Submission:** All assignments are to be submitted to Blackboard by 11:59 p.m. of the due date unless otherwise indicated. Do not send files as attachments via email to the professor. For technical reasons, this mode of file transmission is extremely inefficient.

**Cell phones:** Phones must be silenced during class time. The use of a cell phone for the purposes of texting, email or other social media is not permitted. Anyone who is observed text messaging or using an electronic device during class may be asked to drop the course

**Classroom Decorum:** Your participation is required for every session. You are expected to:

- Come to the sessions with a constructive point of view, prepared to interact with the readings and resources related to the course topic.
- Dress appropriately and in accordance with the NOBTS Student Handbook.
- Turn off cell phones and not accept any calls and/or text messages during class.
- Utilize laptops and other technology for class purposes only.
- Maintain confidentiality when someone shares personal information.

**Grading Scale:** Your final grade will be based on your total accumulation of points as indicated under the *Assignments and Evaluation Criteria* section of this syllabus according to the grading scale in the NOBTS 2013-2014 catalog.

A 93-100 B 85-92 C 77-84 D 70-76 F 69 and below

**Laptops:** Laptops may be used in class only for taking notes and other activities assigned by the professor. Other activities are strictly prohibited. Laptops may not be open during presentations unless requested by the presenter. Anyone observed using a laptop in a way that violates this policy may be asked to drop the course.

**Late Assignments:** Late assignments will not be accepted unless an extreme situation occurs. Approval to submit a late assignment must be obtained.

**Netiquette:** Netiquette refers to appropriate online behavior in Blackboard or other online discussions. Each student is expected to demonstrate appropriate Christian behavior when working online on Discussion Boards or whenever interaction occurs through web, digital, or other electronic medium. The student is expected to interact with other students in a fashion that will promote learning and respect for the opinions of others in the course. A spirit of Christian charity is expected at all times in the online environment.

**Plagiarism:** NOBTS has a no tolerance policy for plagiarism. Plagiarism in certain cases may result in expulsion from the seminary. See the NOBTS Student Handbook for definition, penalties, and policies associated with plagiarism.

**Recording Policy:** Recordings of class, including any audio and/or video recordings, regardless of the media or format, and regardless of the intended or actual use, are not permitted without prior written permission of the professor. The class will be notified in advance should any such recording be approved. This policy is intended to protect the privacy of the students.

**Revision of the Syllabus:** The course syllabus is not a legal contract. Any syllabus revision will be preceded by a reasonable notice to students. The standards and requirements set forth in this syllabus may be modified at any time by the professor. Notice of such changes will be by announcement in class or by email notice.

**Withdrawal from the Course:** The administration has set deadlines for withdrawal. These dates and times are published in the academic calendar. Administration procedures must be followed. You are responsible to handle withdrawal requirements. A professor can't issue a withdrawal. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in the course if you choose not to attend once you are enrolled.

### **Additional Information**

**Blackboard and SelfServe:** You are responsible for maintaining current information regarding contact information on Blackboard and SelfServe. The professor will utilize both to communicate with the class. Blackboard and SelfServe do not share information so you must update each. Assignment grades will be posted to Blackboard.

You will be enrolled in two Blackboard shells for this course – Teaching in Higher Education in which you will be enrolled as a student and Teaching in Higher Education Practice Shell, in which you will be enrolled as an instructor. *You will post assignments to both shells.* Pay careful attention to the instructions related to each assignment.

**Correspondence with the Professor:** Every effort is made to respond to emails and phone calls within 24-48 hours, excluding weekends. Please feel free to contact the professor(s) with any question you may have regarding this course.

### **Help for Writing Papers at “The Write Stuff”**

This is the official NOBTS Writing Center online help site for writing academic papers and essays. <http://www.nobts.edu/writing/default.html> You will discover writing guides, tips, and valuable information to help you become a better writer. Go here for Turabian and APA style helps and guidelines. You will also find language fonts for Greek and Hebrew.

**Hurricane/Severe Weather Evacuation:** For up-to-date weather information stay tuned to:

- WBSN FM-89.1
- WWL Channel 4
- WWL AM-870
- [www.nobts.edu](http://www.nobts.edu)

**Mandatory Evacuation:** Hurricane season lasts from June 1 to November 30. If the Mayor or the President of NOBTS recommends that you leave the city, then do so. If a mandatory evacuation is called everyone except emergency personnel must leave. Staying on campus is not an option. See the *Student Handbook* for further information regarding hurricane preparedness, evacuation, and shelter.

**NOBTS Emergency Text Messaging Service:** Once you have established a SelfServe account you may sign up for the NOBTS emergency text messaging service by going to <http://nobts.edu/NOBTSEmergencyTextMessage.html> .

**Special Needs:** If you need an accommodation for any type of disability, please set up a time to meet with the professor(s) to discuss any modifications that you may need and we are able to provide.

**Technical Support:** For assistance regarding technology, consult ITC (504-816-8180) or the following websites:

- [Selfserve@nobts.edu](mailto:Selfserve@nobts.edu) - Email for technical questions/support request for help with the site (Access to online registration, financial account, online transcript, etc.).
- [BlackboardHelpDesk@nobts.edu](mailto:BlackboardHelpDesk@nobts.edu) - Email for technical questions/support requests with the NOBTS Blackboard System.
- [Student Bb Help](#) - Visit for student assistance in using Blackboard.
- [ITCSupport@nobts.edu](mailto:ITCSupport@nobts.edu) – Email for general technical questions/support requests.
- [www.NOBTS.edu/itc/](http://www.NOBTS.edu/itc/) - View general NOBTS technical help information on this website.

## Selected Bibliography

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- \_\_\_\_\_. *Created to Learn: A Christian Teacher's Introduction to Educational Psychology*. 2<sup>nd</sup> ed. Nashville: B & H Academic, 2010.

### Student Services

*This is a partial list of NOBTS student services available to all students, no matter your delivery system or location. If you have questions or do not see what you need here, please refer to [www.nobts.edu/student-services](http://www.nobts.edu/student-services), email us at [studentservices@nobts.edu](mailto:studentservices@nobts.edu), or call the Dean of Students office at 800-662-8701, ext. 3283. We are glad to assist you!*

Need	Email	Phone	Web Page
Advising – Graduate Program	<a href="mailto:studentservices@nobts.edu">studentservices@nobts.edu</a>	504.282.4455 x3312	<a href="http://www.nobts.edu/registrar/default.html#advising">www.nobts.edu/registrar/default.html#advising</a>
Advising – Undergraduate Program	<a href="mailto:lcadminasst@nobts.edu">lcadminasst@nobts.edu</a>	504.816.8590	<a href="http://www.nobts.edu/LeavellCollege">www.nobts.edu/LeavellCollege</a>
Church Minister Relations (for ministry jobs)	<a href="mailto:cmr@nobts.edu">cmr@nobts.edu</a>	504.282.4455 x3291	<a href="http://www.nobts.edu/CMR">www.nobts.edu/CMR</a>
Financial Aid	<a href="mailto:financialaid@nobts.edu">financialaid@nobts.edu</a>	504.282.4455 x3348	<a href="http://www.nobts.edu/financialaid">www.nobts.edu/financialaid</a>
PREP (help to avoid student debt)	<a href="mailto:Prepassistant1@nobts.edu">Prepassistant1@nobts.edu</a>	504.816.8091	<a href="http://www.nobts.edu/prep">www.nobts.edu/prep</a>
Gatekeeper NOBTS news	<a href="mailto:pr@nobts.edu">pr@nobts.edu</a>	504.816.8003	<a href="http://nobtsgatekeeper.wordpress.com">nobtsgatekeeper.wordpress.com</a>
Information Technology Center	<a href="mailto:itcsupport@nobts.edu">itcsupport@nobts.edu</a>	504.816.8180	<a href="http://selfserve.nobts.edu">selfserve.nobts.edu</a>
Help with Blackboard	<a href="mailto:blackboardhelpdesk@nobts.edu">blackboardhelpdesk@nobts.edu</a>	504.816.8180	<a href="http://nobts.blackboard.com">nobts.blackboard.com</a>
Library	<a href="mailto:library@nobts.edu">library@nobts.edu</a>	504.816.8018	<a href="http://www.nobts.edu/Library">www.nobts.edu/Library</a>
Online library resources	<a href="mailto:library@nobts.edu">library@nobts.edu</a>	504.816.8018	<a href="http://www.nobts.edu/research-links/default.html">http://www.nobts.edu/research-links/default.html</a>
Writing and Turabian style help	<a href="mailto:library@nobts.edu">library@nobts.edu</a>	504.816.8018	<a href="http://www.nobts.edu/writing/default.html">http://www.nobts.edu/writing/default.html</a>
Guest Housing (Providence Guest House)	<a href="mailto:ph@nobts.edu">ph@nobts.edu</a>	504.282.4455 x4455	<a href="http://www.provhouse.com">www.provhouse.com</a>
Student Counseling	<a href="mailto:lmccc@nobts.edu">lmccc@nobts.edu</a>	504.816.8004	<a href="http://www.nobts.edu/student-services/counseling-services.html">www.nobts.edu/student-services/counseling-services.html</a>
Women’s Programs	<a href="mailto:womensacademic@nobts.edu">womensacademic@nobts.edu</a>	504.282.4455 x3334	<a href="http://www.nobts.edu/women">www.nobts.edu/women</a>

For additional library resources in your state, check <http://www.nobts.edu/library/interlibrary-loan.html>

- GALILEO for Georgia students
- LALINC for Louisiana students
- Florida Virtual Library (<http://www.flelibrary.org/>) for Florida students
- Interact with us online at –



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