

# **SYLLABI DEVELOPMENT GUIDELINES FOR CLASS OFFERINGS**

The following guidelines have been developed to aid the local church and jurisdiction teaching staff in the process of writing syllabi for the various classes and/or courses (church administration classes, teacher training classes, bible study classes, Sunday school classes, etc.) which you may teach. These guidelines have been adopted from syllabi used by the Accrediting Association of Bible Colleges (AABC) and hopefully will be beneficial to you.

In addition to introductory information such as a course name, course number, dates, and instructor, the syllabi can be built around the following structure:

- Course Description
- Course Rationale
- Course Textbook(s)
- Course Objectives
- Course Requirements
- Course Grading
- Course Outline
- Bibliography

## **Course Description**

This section introduces students to the course. The course description should approximate that which is given in the guidelines for a typical Ministerial Study Course.

## **Course Rationale**

In this section we attempt to make the course relevant to the students. This should answer the question, "Why is it important for me to be in this class?"

## **Course Textbook(s)**

If texts are required, it should be evident early in the course that they will be used. If you encourage or recommend other books, please clarify that in this section.

## **Course Objectives**

This section orients the student to what they will know or understand, to have a deeper appreciation for what is taught in this course, and what they will experience or learn to do in this course.

## **Course Requirements**

This section should be explicit in all that is required for this course. Due dates should be specified. Your expectations for each assignment should be described. In course requirements, too much information is better than too little information.

## **Course Grading**

Provide a detailed description of what will be expected in each assignment. The student should be able to understand how you arrived at a particular grade. You should be able to explain to them why they received a grade.

## **Class Format**

This is an optional section which describes what the class time will look like. This may include lecture method, a student led discussion, role play, etc.

## **Course Outline**

This is valuable for both student and instructor. This helps everyone to stay on track with the progression of the course over the time you are together. For instance, the student should be able to

get a good idea of what will be discussed on the afternoon of the second Saturday. This helps you to keep moving or to include times for discussion. This may be difficult to do, especially if this is the first time to teach a particular course. Each class creates a type of personality. It may be difficult to predict the discussion points or questions which may arise. If you know the students in the class, you can sometimes anticipate the discussion points and plan accordingly. It is easy to get to the last class session with an overwhelming amount of material to cover. This may help you pace yourself.

### **Bibliography**

Try to include a few valuable resources for the students to consider. Ask yourself this question, "If I had \$100.00 to invest on resources related to this course, what would I buy?" Try to be relevant and up-to-date.