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**Instructions for Instructors**

* All instructors are valuable to the Ministry Training Institute. It is our hope that your experience is meaningful and fulfilling as you have the important task of training students to fulfill their ministry and calling.
* As you prepare to teach your class keep 3 key objectives in mind: 1) Challenge the students without overwhelming them. 2) Give the students an opportunity to feel a sense of accomplishment. 3) Never forget that you are training people for ministry in their local context. Make disciples!
* A syllabus has been created for your class. The syllabus is available through your local director. You should study the syllabus and be familiar with the learning outcomes, assignments and schedule. It should be handed out in the first class meeting and carefully explained. Changes to the syllabus should not occur without consultation with the Executive Director.
* Every class has at least one textbook. Textbooks are provided for instructors. They are sent to your local director or they are mailed to your home at least 2 months prior to the start of class. You should be intimately familiar with its content. Your lectures and discussions should come from the material in the textbook along with other resources at your discretion. (All resources used in class must meet the standards set in our core values.)
* Treat students as colleagues whose opinions you respect, even if you disagree with them. **Remember to teach and not preach**. Don’t hesitate to correct students in error but do it with a humble attitude.
* You should encourage and foster discussion. You will know if the students are prepared for class by their involvement in discussions. Try not to read the text, but illustrate the lessons and use handouts with visual resources. Many people are visual learners, plan on being creative in your lesson planning. This will take extra work, but it is worth it.
* Be faithful in your attendance. If you are unable to attend a class, please let the local director know and make arrangements for a substitute instructor. You are responsible for finding a replacement. The person needs to be approved by the local director. You will give the substitute instructor remuneration from your payment at the end of the semester.
* Take the opportunity to promote the Ministry Training Institute and the class you are teaching whenever possible.
* Take roll every class and keep up with attendance. Your local director will give you a roll sheet which you should plan to use.
* At the end of your 8 week class, turn in your roll sheet and final grades to your local director. The local director will make a copy of this for his/her own record and mail a copy to Samford. Each student must attend at least 80% of the classes in order to pass (at least 6 of the 8 classes).
* If a student has an extenuating circumstance that prevents him/her from keeping the attendance requirements, that student will need to give sufficient reasoning to the instructor and MTI extension director. The local director will attain approval with the MTI executive director and the student will have the opportunity to complete an additional assignment to make up for absences.
* There is a grading rubric located on the syllabus for each course. Grades should be determined by attendance, class participation, and satisfactory completion of the assignments. The grading system should be as follows: 100-90 A, 89-80 B, 79-70 C, 69-60 D, 59 or less will constitute failure. Issue an I for incomplete work or insufficient attendance, or W for withdrawal.
* You will not be able to cover all the information from your assigned text. Do the best you can to cover the most important points of the subject your syllabus assigns, but do not feel pressured to teach every item from every chapter. You have 24 instructional hours to teach and some textbooks will have in excess of 300 pages. Keep this is mind as you prepare your lectures.
* Each instructor must fill out an instructor application and sign the core values statement included on the form. In signing, you promise to maintain those core values in your lectures and additional resources. Also, instructors must complete a background check which can be done through the office of the Executive Director.
* If offering a Zoom option at your location, you will need to fill out a few forms through Samford’s Human Resource Department. This process could take as long as 6 weeks so there is no last-minute option.