

LIVING FAITH BIBLE INSTITUTE

FOUNDATIONS 2 – FND 102A

Course Level // Foundations / 2 Credit Hours

Summer 2024 / May 18th – August 3rd / Online Only

SUMMER SELF-PACE ONLINE: Student learning will be self-guided. Each lecture and quiz taken unlocks the next lecture and quiz. This allows the student to pace themselves through the content between the dates associated with the course. All major projects and assignments can be submitted at any time between the dates of the course. Assignments may differ slightly in the summer semester from what is described in the lectures, so please read your syllabus closely and review assignments below. All assignments have a hard end date of August 3rd @ 11:59 pm CST.

Faculty Professor: Pastor James Fyffe

Education

- Bachelor of Science in Nursing (Saint Luke's College of Nursing)
- Master of Science Education (Aspen University)

Experience

- Missionary to El Salvador (2004-2005)
- Youth Director at Midtown Baptist Temple (2010-2013)
- Missionary to Pakistan (2014-2019)
- Bach Hospital (Abbottabad, Pakistan) Nurse Manager & Instructor
- Conference Speaker for INMED (2014-Present)
- Conference Speaker for BCH (2017-2018)
- Professor at KU Med (2020-2022)
- Assistant Professor at Rockhurst University (2022-Present)

Pastoral Experience

- Pastoral ministry at Midtown Baptist Temple (2019-Present)

Instructor: Pastor Kenny Morgan

Education

- Bachelor of Biblical Studies (Louisiana Baptist University)
- Associates of Divinity (Shepherd School of Ministry)
- Certificate of Marriage Counseling (Shepherd School of Ministry)

Experience

- Director & Instructor of Foundations Program at Living Faith Bible Institute (2014-Present)

Pastoral Experience

- Pastoral Ministry at Long Island Bible Baptist Church – NY (2005-2011)
- Pastoral Ministry at Midtown Baptist Temple (2011-Present)

Teachers Assistant: Lori Morgan lmorgan@lfbi.org

I. COURSE DESCRIPTION

Foundations 2 is a leadership equipping course within the Living Faith Bible Institute (LFBI). The topics for Foundations 2 are:

- The Character Qualities of a Man or Woman of God

- The Spiritual Qualities of a Man or Woman of God
- The Seven Stages of Spiritual Growth

Week 1	The Character Qualities of a Man or Woman of God	Kenny Morgan
Week 2	The Character Qualities of a Man or Woman of God	Kenny Morgan
Week 3	The Character Qualities of a Man or Woman of God	Kenny Morgan
Week 4	The Character Qualities of a Man or Woman of God	Kenny Morgan
Week 5	The Character Qualities of a Man or Woman of God	Kenny Morgan
Week 6	The Character Qualities of a Man or Woman of God	Kenny Morgan
Week 7	The Spiritual Qualities of a Man or Woman of God	Todd Franks
Week 8	The Spiritual Qualities of a Man or Woman of God	Todd Franks
Week 9	The Spiritual Qualities of a Man or Woman of God	Todd Franks
Week 10	The Spiritual Qualities of a Man or Woman of God	Todd Franks
Week 11	The Seven Stages of Spiritual Growth	Jeff Grasher
Week 12	The Seven Stages of Spiritual Growth	Jeff Grasher
Week 13	The Seven Stages of Spiritual Growth	Jeff Grasher
Week 14	The Seven Stages of Spiritual Growth	Jeff Grasher
Week 15	The Seven Stages of Spiritual Growth	Jeff Grasher
Week 16	Discipleship Workshop	Kenny Morgan

II. COURSE PREREQUISITES

- Completion or enrollment in Foundations 1.

III. MEASURABLE LEARNING OUTCOMES

- Students will be able to understand and reflect on biblically defined character qualities of a minister.
- Students will be able to understand and reflect on their personal spiritual growth in light of scripture.
- Student will demonstrate they are growing in their ministry leadership.

IV. REQUIRED ASSIGNMENTS

- There will be weekly post-lecture quizzes. **(30% of grade)**
- There will be one online test over the book Leaders Who Make a Difference. **(35% of grade – due by August 3rd @ 11:59 pm CST)**
 - This will be an open book and notes test. There will be 25 questions on the test. All answers are pertaining to the content in the book.
- Students must read *Design for Discipleship* by D. Pentecost and submit a three-page book report. **(35% of grade – due by August 3rd @ 11:59 pm CST)**
 - The book report must include: a summary of the book, a personal reflection on concepts that resonated with you personally and why, how was your biblical understanding of discipleship enhanced or challenged? What are some key takeaways for you and why?
 - All book reports will be submitted in Chicago Manual Style and as a PDF within the designated assignment section of myLFBI.

- Biblical references that are quoted **DO NOT** count toward the overall minimum length of an essay - nor should biblical quotations increase the overall length of the essay by more than 20%.
- Quotations **SHOULD NOT** exceed more than 20% of the essay.
- Biblical citations **DO NOT** count toward number of citations or sources required for the assignment (endnotes/footnotes).
- Preferably, biblical references will be made at the end of a sentence in parentheses, i.e. "(Mat 3:15)."

V. REQUIRED TEXT

The Holy Bible, Authorized Version

Chappell, Paul. *Leaders Who Make a Difference*. Lancaster, CA: Striving Together Publications, 2009

Pentecost, J. Dwight. *Design for discipleship*. Grand Rapids, MI: Kregel Publications, 1996.

VI. METHODS OF INSTRUCTION

Pastor/Professor lectures (online or on-campus), text readings, self-directed study/research, online assessment delivered through Moodle learning environment.

LFBI quizzes will remain posted for 10-days before they are removed.

Incomplete quizzes will be an automatic "0". Ensure your success by staying on pace with lectures and completing assignments in a timely manner.

VII. ESSAY FORMATTING

Chicago Manual of Style. (17th edition)

For help using Chicago Style:

https://www.chicagomanualofstyle.org/tools_citationguide.html

VIII. COURSE GRADING POLICY

LFBI Grading Scale

A: 92-100% Excellent. Mastery of course material.

B: 83-91% Good. Reasonable understanding of course material.

C: 74-82% Satisfactory. Basic comprehension of course material.

D: 65-73% Poor. Minimal knowledge of course material.

LFBI Grade-Point Calculation

A // 97-100	C // 77-79
A- // 92-96	C- // 74-76
B+ // 89-91	D+ // 71-73
B // 86-88	D // 68-70
B- // 83-85	D- // 65-67
C+ // 80-82	F // 64-0

Transferring credits: we transfer students' grade-point averages based on the above scale. LFBI does not transfer letter grades. This is critical to the consideration of student honors at graduation. LFBI Instructors will calculate a percentage grade on each assignment entered in Moodle.

IX. ATTENDANCE POLICY

- Living Faith Bible Institute requires 100% attendance. All attendance issues will be handled directly by the course instructor within your specific class. From there, it may be deferred to the Registrar's Office. If a student misses class but believes it may be excused, they will contact the Registrar. We believe that students have many potential extenuating circumstances that contribute to absence and for this reason, course records distinguish between excused and unexcused absence. The Registrar's Office staff is available to help students regarding any concern with attendance.
- Whether you are attending classes online or in person, it is important for students to put together a personal attendance plan. Being present and prepared for class is critical to getting the instructional experience necessary for growth. The following are the attendance requirements and policies for LFBI:
 - Students are responsible for all missed information, instruction and assignments accrued while absent from class.
 - For online students, if you miss the live viewing of any class lecture, you will have **ten days** to view the class online before the corresponding quiz becomes inaccessible and you are considered absent.
 - All students who miss class (i.e., sickness, missions' trips, work schedules) will be expected to stay caught up with each week's class. Instructors may, at their discretion, grant extensions to students who miss class under special circumstances.
 - Students who wish to contest an unexcused absence may fill out the Absence Form on the Resource page of myLFBI for review by the Registrar's Office.
- When in live attendance, the student is expected to show common courtesy to the professor and fellow students by being punctual. Students who are regularly late to class or are a distraction to other students are susceptible to being reported to the Registrar's Office.

X. ACADEMIC STANDING & PROBATION

Students' academic status is assessed at the end of every term, whether the student is full-time or part-time. A summer session is considered the same as a semester for the purpose of the following regulations:

- **Academic Warning:** Students will be warned that their academic progress has declined to the point that they are in danger of being put on Academic Probation. Students will be warned via email from Student Advisory personnel. Students will be required to write a formal plan for improving their grades before the end of the semester.
 - Students on academic warning will be required to write a formal plan for improving their grades before the end of the semester.
- **Academic Probation:** Students will be notified that they are being placed on Academic Probation and will be required to coordinate/communicate regularly (once a week) with their LFBI Academic Mentor via phone call, in-person meeting, or video call in alignment with the LFBI Academic Mentor Checklist. Students will be required to meet with their Academic Advisor in order to enroll in their courses for the semesters they are on probation.
 - In general, students will be placed on academic probation whenever their official grade-point average falls below 2.0 (C average).
 - Students will also be placed on academic probation if they earn at least one failing grade for three consecutive semesters.
 - Students on academic probation will be restored to good standing whenever the grade-point average reaches at least 2.0.
 - Students have three successive semesters (including the semester in which they originally were placed on probation). Otherwise, they are ineligible to re-enroll without the approval of the academic office.
 - Students are responsible for knowing their academic status by referring to myLFBI and their permanent transcript.
 - For first time students who have a grade point average below 2.0 at the end of their first semester of either full- or part-time study will be placed on academic warning. Students on academic warning must achieve an overall 2.0 average by the end of their second semester or be placed on regular probation. At this point, they will be subject to the regular probation requirements.
- **Academic Suspension:** Students are not allowed to enroll in courses for a length of time determined by the Academic Office and will attend a meeting with the Provost of LFBI before enrolling for classes.
- **Academic Dismissal:** Students who have not met the requirements for improving and maintaining progress in their studies will be subject to removal from the school.

XI. DROP POLICY

- Students have until the second week of semester classes to enroll for credit. The penalty for late enrollment is missing the quizzes for the sessions while they were not enrolled.

- There will be no refunds for early withdrawal beyond the second week of class or for incomplete classes.
- Students who enroll in Fall or Spring courses may be re-assigned as an “audit student” upon request prior to the end of week 4 but will not receive a refund. After week 4, all students will receive their earned grade.
- Students who enroll in Summer Self-Pace courses may be reassigned as an “audit student” upon request prior to the end of week 3 but will not receive a refund. After week 3, all students will receive their earned grade regardless of what was completed.
- Students will receive a failing grade for an incomplete course. The failing grade will go on their transcript. Contact the registrar to change enrollment status prior to the designated time.
- Students may retake a class for credit the next time it is offered by re-enrolling and paying tuition. Both grades will be recorded on the transcript.

XII. OTHER POLICIES

- **Academic Misconduct**
Academic misconduct is strictly prohibited and will result in an F for the course as well as a board review of student enrollment status.
- **Disability Statement**
Students with a documented disability may contact the LFBI offices to make arrangements for academic accommodations.
- **Classroom Policies**
Classroom policies will be established and enforced by the individual instructor. Cell phones, internet social networking and other distractions take away from the learning environment. Use these on class assigned breaks only.
- **Assessment Responsibility**
Students are responsible for retaining copies of all completed assignments. In the case that an assignment is lost or mismanaged within the myLFBI platform, students will be accountable to resubmit all missing work.

This syllabus is subject to change by verbal or written announcement by the professor.

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