

CLASS PREPARATION GUIDELINES

Preparing for and Conducting Class Sessions

Whether on-line or face-to-face, the Facilitator's role is to initiate meeting discussion, provide information and instruction, and bring each session to a close. Participants are responsible for advance preparation, involvement in discussions and presentations, and identifying areas of application to life and ministry. The following process is suggested for each class meeting.

Before the Class Session

- **Participant Responsibility:** Participants complete written assignments and upload them to their e-portfolio folders by 11:59 PM of the night (or two nights) before the class session. They may also be asked to send them to the Facilitator as e-mail attachments.
- **Facilitator Responsibility:** Facilitator reviews uploaded assignments and email, and then sends a tentative agenda to participants at least one hour before the class session (if meeting via internet or telephone conference) or has the session agenda displayed on a white board or chart before the class meets (if meeting in a classroom).

During the Class Session

Each one-hour session contains the following elements: relational communication (5 - 10 minutes); presentation and discussion (40 - 50 minutes); summary and prayer (5 - 10 minutes).

In general, about half of class time is used for discussion and application and half for a presentation by the Facilitator. "Session Record Sheets" are used the facilitator to provide a personal written summation of the meeting. Issues that require additional one-on-one communication are scheduled for telephone or personal contact between meetings.

Session Teaching/Learning Process

- Connecting (What has happened in our lives since our last meeting?)
- Focusing (What will be done to get participants' attention on purpose of the session)
- Teaching/learning procedures (What methods of communication will be used? – discussion, video or PowerPoint, information giving...)
- Learner Participation (How will your learners be asked to participate?)
- Closure (How the lesson ends. What are the *take aways*? Preview of next meeting.)

After the Class Session

Facilitators complete a "Session Record Sheet" for each class session to summarize topics and activities. Please copy and paste the Session Record Sheet below into a Word document.

Session Record Sheet for Class Session Number _____

Participants _____

Facilitator _____ Date _____

Session theme

Session topics or outline

Class session and follow-up activities