



15800 Calvary Rd
Kansas City, MO 64147

Syllabus

Course: COM333D/ND Biblical Communication for Women
Credit: 3 hours
Semester: Spring 2024– Cycle 5
Time: Monday/Friday 9:30-10:50am
Location: Education Room 107
Instructor: Becca Howell, becca.howell@calvary.edu

This course is offered in two formats: in-person and online. Students registered for in-person attend the classes in person, online students attend the classes via the online classroom. For both in-person and online students, assignments and interaction outside of the class period are done in the learning management system.

I. DESCRIPTION

This course is designed to give women the basics of message preparation and presentation. This course will also include a study of women as audience and learners. The student will have opportunities to create and practice relevant, biblical presentations appropriate for devotions, dinners, retreats, conferences, and podcasts. [For women only] (Prerequisites: EN112, BI115)

II. OBJECTIVES

A. General competencies to be achieved. The student will:

1. Apply basic Bible study methods to message preparation.
 - a. PLO #4
 - b. IV.A, D, E
2. Demonstrate ability to deliver relevant biblical messages appropriate for various contexts to women in the 21st century.
 - a. PLO #2
 - b. IV.A, B, D, E

B. Specific competencies to be achieved. The student will:

1. Recognize unique characteristics of women as audience and learners.
 - a. PLO #2
 - b. IV.A, B, D
2. Demonstrate ability to write message outlines and manuscripts.
 - a. PLO #2
 - b. IV.E.1, 2, 3
3. Present biblical messages using a variety of techniques and methodologies appropriate for various settings.

Our Mission: "... to prepare Christians to live and serve in the church and in the world according to the Biblical worldview."

- a. PLO #2
- b. IV.E.1, 2, 3
4. Analyze biblical messages for biblical accuracy, quality of presentation, and impact on the listener.
 - a. PLO #3
 - b. IV.B
5. Evaluate the benefits of peer and mentor support in strengthening communication skills.
 - a. PLO #4
 - b. IV.E.4

III. MATERIALS

A. Required Textbooks

Kelley, Rhonda Harrington and Monica Rose Brennan. *Talking is a Gift: Communication Skills for Women*. Nashville, TN: B&H Publishing, 2014. ISBN: 978-1433690853 [Amazon](#) from \$52.05; [Kindle](#) \$9.99)

Schultz, Quentin J. *An Essential Guide to Public Speaking: Serving Your Audience With Faith, Skill, and Virtue*. Baker Academic, 2020. ISBN: 978-1-5409-6188-4 ([Amazon](#) from \$10.77; [Kindle](#) \$17.99)

Swindoll, Charles R., *Saying It Well: Touching Others with Your Words*, Nashville, TN: Faith Words, 2012. ISBN: 978-0892968312 [Amazon](#) from \$9.48; [Kindle](#) \$10.99)

The Bible (see note below in course policies).

B. Additional Content

You will be expected to read additional material (handouts, journal articles, websites, etc.) that may be assigned by the instructor during the course.

IV. REQUIREMENTS

- A. Reading - You will read the three required textbooks and write a two-page double-spaced summary of the **Mayhue** and **Swindoll** books (not the Kelley book), describing the five most significant lessons you learned that will be applicable to your future ministry. The five lessons from each book must be enumerated.

For the **Kelley** book, you will answer discussion questions assigned throughout the course according to the reading schedule and discussion board assignments.

- B. **Message Evaluation** - You will evaluate messages presented by five female speakers. You will be provided with a list of female speakers and links to their messages for this assignment. You will submit *Message Evaluation* according to the assignment schedule. Forms can be found in Files on Canvas.
- C. **Women's Retreat Plan** - You will create a general plan for speaking at a women's retreat which includes three speaking sessions. This information will be submitted on a *Women's Retreat Plan* form which can be found in Files on Canvas. Your *Retreat Messages* will come from this Retreat Plan.

D. Oral Presentations - Prepare and deliver the following types of oral presentations:

1. **Sound bites:** You will prepare and record 4 mini-messages that would be appropriate as a sound bite podcast on assigned topics. Instructions for this assignment can be found in Files on Canvas.
2. **Personal Testimony:** You will prepare and deliver your personal testimony (10-15 minutes) according to the instructions found in Files on Canvas.
3. **Retreat Messages:** you will prepare and deliver three messages (20-30 minutes) per your Women's Retreat Plan. The passages you teach must not contain more than three verses if from the epistles or wisdom literature, and no more than twelve verses if teaching from a narrative or poetic passage (per message). You will turn in a manuscript for your message before you begin speaking.

Oral Presentation Guidelines will be provided in Files on Canvas. This will include format and procedures for preparing and delivering each of the types of presentations. It is very important that you follow these guidelines carefully.

Presentations for campus students will be given during class time and the recordings will be uploaded to Canvas.

Presentations for online students will be recorded in front of a group of women the student has recruited, and the recordings will be uploaded to Canvas.

Students will be expected to watch the messages of classmates, either in real-time or as recordings and provide peer feedback through the Discussion Boards.

5. **Personal Appraisal:** You will view your recorded messages before the next regularly scheduled meeting and complete the *Self-Evaluation Form* found in Files on Canvas. Keep these forms and use them to complete a written personal appraisal, 1-2 pages in length, as to your growth and progress as a biblical communicator. Reflect on your experiences and what you have learned during the process. Evaluate the benefits of having peer and mentor feedback and support during this process. This written appraisal and completed *Self-Evaluation* forms will be turned in together at the end of the course.

V. METHODS

A. Teaching: Lectures by instructor, observation, peer review, research, writing, presentations, and self-evaluation.

B. Grading

1. Weight of Course Requirements

Mayhue Summary	75 points
Swindoll Summary	75 points
Kelly Discussion Questions	200 points
Message Evaluations: 5 @ 10 pts	50 points
Women's Retreat Plan	50 points
Sound Bites: 4 @ 25 points	100 points
Personal Testimony	50 points
Retreat Message #1	
Message Manuscript	40 points
Presentation	60 points
Retreat Message #2	
Message Manuscript	40 points
Presentation	60 points
Retreat Message #3	
Message Manuscript	40 points
Presentation	60 points
<u>Personal Appraisal</u>	<u>100 points</u>
TOTAL	1000 points

2. The grading scale from the University Catalog will be used in this course.

VI. COURSE POLICIES

• The Bible as Required Textbook

The Bible is a required textbook in every course at Calvary University. To facilitate academic level study, students are required to use for assignments and research an English translation or version of the Bible based on formal equivalence (*meaning that the translation is generally word-for-word from the original languages*), including any of the following: New American Standard (NASB), English Standard Version (ESV), New King James (NKJV), or King James (KJV). Other translations and versions based on dynamic equivalence (*paraphrases, and thought-for-thought translations like NLT AND NIV*) may be used as supplemental sources. Please ask the professor if you have questions about a particular translation or version.

• Class Participation

Students are expected to attend class and participate in discussing the class material. Learning takes place best when the student is personally involved in the

process. Cell phones should be set to silent and placed on the table or in a book bag/purse. ***Working on other assignments during class or using electronic devices for anything other than class activities or taking notes for the course will not be permitted.***

Participation for online students is in the form of watching all assigned videos and participating in Discussion Board exchanges.

- Attendance

Research has shown that attendance and active participation in class correlates with higher performances on assessments. Therefore, your presence in class is important. After 3 absences, each additional absence will result in a 10% grade reduction. For online students, two weeks without submissions on Canvas will result in a 10% grade reduction.

- Plagiarism

Plagiarism is defined as copying any content without identifying the source. This also includes taking another person's or AI entity's ideas or constructs and presenting them as your own. The use of AI generated content in student work is prohibited (even if cited) as it does not represent original work created by the student and is an unreliable aggregate of ideas from other sources. Plagiarism of any kind will not be tolerated.

Plagiarism can also happen when speaking. If you use a direct quote, please give credit to the original author. If you use an illustration from someone else's writing or life, give credit. Do not use someone else's message and present it as your own. You may use a topic to inspire you to research and write your own manuscript. Giving credit to your inspiration is an appropriate gesture.

- Originality

Students may not hand in one paper for two different courses—even if the paper has been altered in some way. Students may not hand in a paper that was written for another class in previous courses. All work must be completely new and written solely by the student.

- Other forms of cheating

Includes, but is not limited to, copying another student's work, allowing a student to do your work, using notes instead of reading the literary works, basing your research essay on another essay, bringing cheat sheets or written information to a quiz or an exam, and working collaboratively with another student on individual assignments. This also includes handing in one essay for assignments given in two different courses to reduce the amount of student work. Please check with the professor if you have concerns or doubts about the academic approach you plan to take for an assignment.

- Late work:

-10% from the final grade per day late up to 3 days, then the assignment is closed. That means that if you submit an assignment 3 days later, the highest grade

possible is 70%. **Messages must be delivered on the days scheduled** unless an extenuating circumstance occurs and advance notification is sent to the instructor.

- Accommodations Statement
Students with disabilities have the responsibility of informing the Accommodations Support Coordinator (aso@calvary.edu) of any disabling condition that may require support.
- Style Guide
All class papers must follow the MLA style guide according to *The MLA Handbook*, 8th edition.
- The Clark Academic Center
The Clark Academic Center (email: cac@calvary.edu), located in the library building, is dedicated to providing free academic assistance for all Calvary University students. Student tutors aid with all facets of the writing process, tutor in various subject areas, prepare students for exams, and facilitate tests. Please take advantage of this free service.

VII. TENTATIVE SCHEDULE

This schedule can be adjusted at the discretion of the instructor.
The schedule found on Canvas overrides this Tentative Schedule.

Week Date	Class Time Topic/Activity	Assignments Due
1	Intro to Course/Syllabus Female Audience Retreat Planning Sound Bite #1	DQ: Introductions DQ #1 Kelley book Sound Bite #1
2	What's the BIG Idea? Subjects & Complements Evaluation #1 Personal Testimonies	DQ #2 Kelley book Message Evaluation #1 Retreat Plan Personal Testimony Outline
	Spring Break	No Class
3	Manuscript Writing Introductions & Conclusions Sound Bite #2 Evaluation #2	DQ #3 Kelley book Message Evaluation #2 Swindoll Summary Sound Bite #2
4	Retreat Message #1 Making BIG Ideas Relevant Evaluation #3	DQ #4 Kelley book Message Evaluation #3 Manuscript #1
5	Evaluation #4 Sound Bite #3	DQ #5 Kelley book Message Evaluation #4 Mayhue Summary Sound Bite #3
6	Retreat Message #2 Evaluation #5	DQ #6 Kelley book Message Evaluation #5 Manuscript #2
7	Retreat Message #3 Women as Learners	DQ #7 Kelley book Manuscript #3
8	The World of Female Speakers Sound Bite #4	DQ #8 Kelley book Sound Bite #4 Personal Appraisal