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IFCA Bible College

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General Course Guide



“He will guide you into all truth” John 16:13

“Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth.” 2 Timothy 2:15

Welcome to this course! The completion of this course will prove to be a significant blessing to you both academically and spiritually. We recommend that you thoroughly read the entire study guide before you actually begin working on the Course Projects. If you are uncertain or unclear on any matter, contact IFCA Bible College for clarification (1-216-261-7709) or ifcabccleveland@gmail.com). Above all other things, we encourage you to pray for God's guidance before you begin this course, and each time you work on it.

Become totally familiar with the Online Digital Library, and make ample use of its resources throughout this course. The address is: <http://www.studylight.org/>

Following the instructions given later in this study guide related to course formatting and submission. **IMPORTANT:** The instructions on the study guide always supersede any other instructions. If there seems to be a conflict between this study guide and other instructions, always follow the instruction of the study guide.

We strongly recommend that you use reliable word processing software and make frequent use of the spell checker and grammar suggestion aspects. Be sure to save your work frequently, and backup copies of course work you have submitted.

If you need to contact the professor for this course (or the academic office), we recommend that you do so first by email. If the professor's email address is not listed on this study guide you may request it by email: ifcabccleveland@gmail.com

The total length of time required to complete this course is different for each person. This is because already acquired knowledge of the subject, previous education, and personal situations all influence study habits and ability. However, on average, one course credit usually requires between 35-40 clock hours of study. Therefore, a two credit course will require about 70-80 hours of work, likewise a three credit course between 105-120 hours, and-so-forth. Since you are not restricted by classroom hours, on average you might expect to complete a three credit course in about eight to nine weeks by devoting four study hours per day four days per week (i.e. two hours morning and evening). Obviously, these are only general estimates, bearing in mind personal study habits and differing course requirements.

The time between the submission of your coursework, until it is returned to you (graded) will vary, but generally courses sent by postal mail may require as much as two weeks in transit (to and from), and another two weeks to get through the recording and grading process. Email submissions (preferred) generally require about two weeks. These are only averages. Be absolutely certain that you keep IFCA Bible College immediately informed if you change your email, postal mailing address or telephone numbers.

GENERAL INFORMATION

Course Requirements

The course syllabus will contain assignments that are related to the required textbook(s), instructional materials, lectures, online or off-line research, as well as optional books along with other course materials. The combination of these assignments is called a Project or an Assignment. You will complete Projects and/or Assignments for this course then be instructed as to how to submit these for grading.

After you have completed the requirements for this course (if so required), you will be ready to take your final proctored summative exam (not all course require a final written exam. Follow the instructions. If there are no such instructions, then this course is not one that requires a final proctored exam.

Instructional Methods

All of the distance education courses at IFCA Bible College are taught using a variety of instructional methods including reading, lectures, research (both online and off-line in some cases), self-directed study, demonstration of comprehension through project creation and assessment, and in most cases, a final proctored summative examination.

General Instructions

After each session the student will be required to take time to answer the questions and/or discuss the application points given by the Professor. The time after each session is very important for the student to discuss and digest what the Professor has communicated. In most cases the question and application time will prepare the student for the final test.

Purchase of Textbooks

Unless otherwise specified, students should purchase textbooks and other instructional materials from IFCA Bible College's online bookstore: ifcabccleveland@gmail.com.

In some cases, new or out of print books may not be available in IFCA Bible College's bookstore, in which case it is recommended that the student search online for appropriate sources.

SELF-DIRECTED ASSESMENT TOOL

This tool is a vehicle for you to use to go back over the work you have completed up to this point by solidifying terms, concepts, and knowledge that you have encountered along the way.

You should also take this time to contact IFCA Bible College if you need to ask questions or clarify points of concern. Remember, if you are encountering difficulties, it is your responsibility to contact the School. We are here to assist you!

Self-Directed Assessment Instructions:

1. Go back through the work that you are about to submit for grading. Re-read your own work, looking for areas where you may still feel unclear or uncertain.
2. After identifying areas where you may feel unclear or uncertain, return to the section of the textbooks or other resources where that information is to be found.
3. Locate the area(s) of your concern, and attempt to clarify and strengthen your understanding of the issue(s).
4. If you are still not satisfied, contact your professor for the course or the School for assistance. We recommend that you do so first by email. If the professor's email address is not listed on this study guide you may request it by email: ifcabccleveland@gmail.com.
5. Finally, consider the length of time it has taken you to complete this course. Are you satisfied with your time management, study habits, location of study (home, office, library, etc.)? Do you feel you have sufficient resources? In what ways are you able to improve your study habits and conditions? Did you actually stop to pray before you started each study session, and did you prepare your mind and spirit to undertake the task? Are you sharing what you have learned with others?
6. Are you satisfied with the quality of your work, including English composition, logic, topic concentration (staying on message), and the general quality of your scholarship?
7. Whatever things are working to the benefit of your study ought to be continued, and whatever things may be hindering your study ought to be reassessed and wherever possible, adjusted in your favor.

You are now ready to submit your work.

GENERAL INFORMATION OF HOW TO SUBMIT YOUR COURSEWORK

ALL COURSES SENT ONLINE MUST BE IN THE FOLLOWING FORMAT:

PART 1

ALL course assignments MUST be completed in the form of a document file transfer attached to an email message. DO NOT paste your assignment into the body of the email message. Be sure the assignment is attached as a file transfer. ALL assignment files must be sent in either one of two forms: 1. Microsoft Word – or – 2. Any form of text (such as ASCII, Text Only, RTF, Text, etc.). Assignments submitted in unreadable formats will be returned for resubmission in the proper format. Send your assignments to: assignment@ifcab.org. MAKE BACK UP COPIES OF EVERY COURSE!

TIP: You may create your lesson in your favorite word processor, and when you save it, select “Save As,” and then select “Text” or DOS, ASCII, ANSI, or RTF (preferred) which are all essentially the same. Remember, all the text types are simple, clean and easy way of submitting your courses. HOWEVER, only the RTF format is likely to retain all or most of the text formatting that you may have worked so hard to produce. THEREFORE, if you are not submitting your coursework in Microsoft Word, we strongly recommend that you convert to RTF formatting.

DO NOT SEND COURSES IN ANY OTHER FILE FORMAT. DO NOT SEND COURSES AS A ZIP FILE. Courses not sent according to the above, will be refused and a request will be made for resubmission.

PART 2

Before sending your first course online, please be sure to read very carefully the instructions that are a part of that particular course. In some cases you will be required to send the first part of the course, complete a self-assessment, then begin the final part of the course, after which you will probably be required to complete a proctored final written summative essay exam. Instructions on the study guide always supersede any other instructions.

NOW, LET US TAKE A LOOK AT THE GENERAL PAGE FORMATING AND WRITING STYLE GUIDELINES THAT YOU WILL NEED TO FOLLOW AS YOU COMPLETE YOUR COURSE.

Page margins are one inch (top, bottom, left and right). Use page numbering, and place the page numbers at the bottom right of each page. Page number one (1) will be the very first page of your first course project and so-forth. Double-space. Use a font that is easy to read (Ariel, Time New Roman, Verdana, etc.) as well as a font size that is appropriate (usually 12 point so that it is not too small or too large). Put your name, student number, degree level, and course name in the “Properties” section of your course file. To find the “Properties” box for your file,

click on “File” at the top left of your word processor. Next, select “Properties” and key in the required information. This will permanently identify your document. You may select any recognized writing style you prefer (A.P.A., M.L.A., Chicago/Turabian), but be consistent in your style selection.

Courses not sent according to the proper submission steps may be returned for proper compliance. PLEASE understand that with many lessons sent each year; this requirement will be a matter of high importance and self-preservation for both you and our staff. Thank you for your understanding.

PART 3

When you send your lesson as a file transfer, use the course number followed by your initials as the name for the file. For example: Let us say you are completing the course “Advanced New Testament I ANT-701”. In this example, a course from, let us say, student, James L. Pack, might have a file name of ANT- 701jlp.rtf (if it were saved as an RTF file), or ANT-701slp.doc if it is a Word document. The point being that the course number is followed by the initials of your name.

In order to be sure that you faculty member knows that the work on your lesson has actually ended, you “must” place the following statement on the last line of the last page of your component submission: ****Last page of this component****.

Of course, you are ultimately responsible for creating and maintain a secure backup file of all courses sent to IFCA Bible College (online as well as offline). While the occurrence of a course being lost is rare, it does happen.

In some cases, it may be necessary for new students to take a computer/word-processing course from a vendor in his or her own community, or to secure the help of a friend who has mastered the basics.

Of course, as online skills relate specifically to the use of any of IFCA Internet based resource, we certainly are prepared to assist you in any way possible.

If ever you are just “plain old stuck”, send a message to: ifcabccleveland@gmail.com explaining your situation in detail. There is a solution to every problem, and together we will find it.

Each course must be completed with a passing grade of not less than a “C” (75%) for undergraduate programs. If a grade falls below the required minimum, you will not be automatically failed, but will be assisted in knowing exactly what is required for a successful re-submission. The goal is always to assure that you will receive the highest quality education possible, and you may be confident that we will actively work with you toward this goal. Please refer to the Course Evaluation Criteria located a couple of pages below.

PART 4

Be sure that the following information is always included at the very top of the first page of each and every Course Component.

Name:

Student I.D. Number:

E-Mail Address:

Date:

Course Name:

Level of Study and Program Area (Example: 2 Year Degree in Ministry)

Postal Address:

City:

State:

Postal Zip or country code:

Country:

Office Telephone & Home Telephone:

YOU MUST ADD THE ABOVE INFORMATION AT THE VERY BEGINNING OF YOUR WORK. COURSES NOT SENT ACCORDING TO THE ABOVE, MAY BE REFUSED AND A REQUEST WILL BE MADE FOR RE-SUBMISSION.

PART 5

HOW TO RE REQUEST YOUR NEXT COURSE IF THE ONE YOU ARE SUBMITTING IS NOT THE FINAL COURSE.

Except when you are submitting your final course for the program, it will be necessary for you to request your next course (it will not be sent to you automatically). BEFORE you do so, please read the following:

If you do not already have the Syllabus for your next course, you will need to request that it be sent to you. Except in very rare circumstances, we do not recommend that students request future Syllabuses far in advance. Courses are constantly being up-dated, and a syllabus that were current many months ago, may have undergone revisions.

To order your next course please contact us at ifcabccleveland@gmail.com.

GENERAL COURSE EVALUATION CRITERIA USED BY IFCA BIBLE COLLEGE

IMPORTANT: Students must achieve not less than 75/C grade level. Student's failing to attain the minimum passing grade, will be asked to resubmit either the entire course, or the portion of the course needing remedy.

20 PTS. MAX	KNOWLEDGE: recalls details of learned material, including relevant facts and theories.
20 PTS. MAX	COMPREHENSION: Answers are relevant to questions and projects. Student grasps the meaning of the learned material. Correctly explains, interprets, and summarizes as appropriate.
20 PTS. MAX	APPLICATION: Applies rules, methods, concepts, and principles as required by questions and projects.
10 PTS. MAX	ACADEMIC LEVEL: Answers are insightful, original and developed with adequate detail and depth.
10 PTS. MAX	ACADEMIC LEVEL: Student follows accepted norms of written submission including spelling, grammar and syntax.
10 PTS. MAX	PROPER CITATION OF REFERENCES: References are appropriate.
10 PTS. MAX	SUBMISSION REQUIREMENTS: The course has been submitted neatly and in accordance with course submission guidelines.

100 PTS. MAX	100-96 = A	79-75 = C
	95-90 = A-	74-70 = C-
	89-85 = B	69-65 = D
	84-80 = B-	64-60 = D-

ADDITIONAL GRADE CRITERIA

<input type="checkbox"/> Exemplary development	<input type="checkbox"/> Excellent recall of material	<input type="checkbox"/> Submission requirements
<input type="checkbox"/> Strong in application	<input type="checkbox"/> References relevant	<input type="checkbox"/> Grammatical errors
<input type="checkbox"/> Unique expression	<input type="checkbox"/> Aware of importance	<input type="checkbox"/> Lack of flow
<input type="checkbox"/> Theological	<input type="checkbox"/> Above grade work	<input type="checkbox"/> Below grade level

IFCA Bible College ACADEMIC INTEGRITY POLICY

The following statements express the policy of IFCA Bible College pertaining to academic dishonesty:

Cheating/Plagiarism

A student who submits written material as his/her own work which has been copied in whole or in part from another person's writing without proper acknowledgment is guilty of plagiarism.

Material (whether published or unpublished), copied from another writer must be identified by the use of quotation marks and documentation with specific citation of the source. Paraphrased material must likewise be attributed to the original author. Copying another student's paper, with or without his/her permission, or using his/her ideas with only minimal reworking is plagiarism just as is copying material from printed books and magazines without giving credit to the original source. Having another person do his/her work and submitting it as his/her own is considered cheating.

Reporting Procedures

First Offense:

The grading faculty member will confront the student and the student will be given an opportunity to respond. Taking the student's response into account, the professor will indicate the student what action will be taken according to the IFCA policy and what procedures will be carried out for reporting the matter to the Dean of Academic Affairs.

The professor may require that the student sign an academic misconduct incident report and give the student a copy of the report. If this is a first incident of plagiarism, the student will receive an "incomplete" for the assignment and the instructor will require the paper to be rewritten in correct form.

Second Offense:

The student will receive a "O" for that assignment and will need to re-submit the assignment with a full letter grade reduction as penalty. A notice of the academic offence will be submitted to the Dean of Academic Affairs with a copy of the incident report from and the plagiarized paper or relevant material put in the student's file.

Third Offense:

The Professor will send a copy of the incident report to the Dean of Academic Affairs. The student will meet by telephone conference or in person with the Dean of Academic Affairs for consultation regarding academic integrity. The student will fail the course. The student is placed on disciplinary probation. The offending course must be completely repeated if the student is to remain in the program.