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***Sample Syllabus***

**COURSE INFORMATION**

**Course Number; BU281OCE**

**Give, Save and Spend: Personal Finances God’s Way**

**Semester**:

**Class Time:** This class is online and designed to complete weekly lessons on your own time due each week before midnight Sunday.

The class facilitation will be involved in weekly discussion posts with your facilitator, in addition the class facilitator may meet with your cohort as needed holding a weekly open-office hour on Zoom.

**INSTRUCTOR INFORMATION**

**Professor of Record: Rev. Daniel BB Lewis, D. Min. (Dr. Dan)**
Howard Dayton School of Business Lecturer

**Email:** dan.lewis@asbury.edu

**Cohort**

**COURSE DESCRIPTION**

**General Description: Estimated Time to Complete Course Requirements:**

The major objective of this course is to introduce the Biblical and practical foundational principles of personal finance. Specific focus will be given to: a Biblical worldview of money and possessions, generosity, earning and work, budgeting, savings, investing, debt, and spending.

Our desire is to blend a Biblical Worldview of God’s Economy while addressing practical awareness of terms and useful financial tools for future use beyond Asbury. This course is in full partnership with Compass: Finances God’s Way which Howard Dayton was the founder of.

In addition, completing this course qualifies any High School Student in Kentucky for their Financial Literacy credit.

You should expect to spend approximately 5-6 hours per week to complete all the reading, workbook exercise, memory verses and other requirements for this course.

**COURSE REQUIREMENTS**

**COURSE PREREQUISITES:**

None

**REQUIRED TEXTS:**

Great News! Thanks to our friends at Compass Finances God’s Way. You do not have to buy a textbook. They have given it to you for free, and we have embedded it into the learning platform! Everything you need is inside the course!

**COURSE ASSIGNMENTS**

Each week students will read and watch embedded content, memorize scripture, complete practical assignments, post in a discussion with their facilitator and take a quiz.

Each module will include a quiz on content including memory verses

The Final will include a comprehensive exam, a completed budget living on an average salary, and a personal synthesis paper.

**COURSE SCHEDULE: - the course is designed like a baseball diamond with four bases to complete during the semester**

**Module A. FIRST BASE – Biblical Financial Principles- Defining reality**

Lesson 1) Class Introduction – The Big Picture/Starting Well. This will cover the first two weeks of class!

Lesson 2) God’s part – It’s all God’s.

Lesson 3) Our part – The privilege of being God’s financial manager.

**Module B. SECOND BASE Personal Financial Practicals**

Lesson 4) Generosity – It does a body good

Lesson 5) Savings – rainy days will come

Lesson 6) Investing – taking the long view

Lesson 7) Spending – needs vs wants, debt and contentment

**Module C. THIRD BASE – Financial Wisdom**

Lesson 8) Honesty

Lesson 9) Work – it is not a curse!

Lesson 10) Seek Counsel – In God’s Kingdom there are no Lone Rangers

**Module D. ROUNDING THIRD – Heading Safely Home**

Lesson 11) Global future - Dealing with Crisis

Module 12) Your future/Eternity – designing your legacy

Module 13) Safely Home – where you are heading impacts what you do now

Exam Week - Final

**COURSE Assignments Breakdown (DRAFT):**

|  |  |  |
| --- | --- | --- |
| **Component** |  | **Points**  |
| Attendance and Participation: Engaging weekly content, learning memory verses, practical assignments, small groups and discussions, mentor meetings |  |  400 |
| 13 Lesson quizzes |  |  200 |
| 4 Module Quizzes at the completion of each base |  |  100 |
| Final Exam and Final Paper |  |  300 |
|  | TOTAL POINTS |  **1000** |
|  |  |  |
|  |  |  |

**GRADING CRITERIA**

**Accessing Grades:** All grades will be posted in the Grade book in your course in Discovery.

**Graded Course Activities:** Your grade will be based on the following.

**Grading Scale:** Your course grade will be calculated using the following scale.

|  |  |  |
| --- | --- | --- |
| **Letter Grade** | **Percentage**  | **Points** |
| **A** | **≥93%** | **> 930** |
| **A-** | **90% - 92%** | **900-929** |
| **B+** | **87% - 89%** | **870-899** |
| **B** | **83% - 86%** | **830-869** |
| **B-** | **80% - 82%** | **800-820** |
| **C+** | **77% - 79%** | **770-799** |
| **C** | **73%-76%** | **730-769** |
| **C-** | **70% - 72%** | **700-729** |
| **D** | **60% - 69%** | **600-699** |
| **F** | **<60%** | **<600** |

**COURSE COMMUNICATION**

**Announcements:** Course-related announcements will be posted in Discovery or sent via email. I will also use text messaging from time to time.

**Questions:** Send me an email or call my mobile. You can communicate with your classmates via email or posting in Discovery.

**Turnaround/Feedback:** My intention is to provide timely turnaround/feedback for each submitted assignment. Furthermore, I plan to participate in any online chat conversations, etc.

The easiest way to reach me will be through email (dan.lewis@asbury.edu). I will return your email, or phone call, within 24 hours (possibly up to 48 hours on the weekends).

**COURSE PARTICIPATION POLICY**

**Class Discussion:**  You are expected to actively participate in classroom discussions. Your responses need to elevate or challenge the stream of discussion. A simple that is a “good idea”, or “I agree” is not acceptable.As a part of a larger learning community, students are expected to actively engage in their courses. Active participation is vital to success in this course. Student engagement is expected and monitored.

**Other:** You will be expected to participate in the senior class MFT exam and complete the course evaluation.

**OTHER POLICIES**

**Submitting Electronic Files:**

Electronic file submissions should be through Microsoft Word, Excel (if using numbers), MP4 (if video), or in PDF format. While other formats may work, these aforementioned formats ensure that your work will upload correctly.

**Late Work:**

Late work may be penalized at the discretion of the Professor.

**Academic Integrity:** Academic integrity, the embodiment of the moral and spiritual principles to which we adhere, is the essential basis of the Asbury University academic community. Integrity, as partially defined by the Student or Program Handbook on Community Life Expectations, is ―both knowing the right thing to do and doing it regardless of the circumstances. This definition may be applied to all of the scholastic interactions of the academic community. Every member of the community shares responsibility for maintaining mutual trust, respect, and integrity. Violations of such trust and specific acts of academic dishonesty will be subject to disciplinary action.

Asbury students need to be honest in their endeavors and be good examples to their peers. Students are expected to live a life of integrity that includes intentional and specific attention to academic honesty. For purposes of clarification, students will find in the [Student/Program Handbook](http://www.asbury.edu/student-life/handbook-community-life) a list of acceptable and not acceptable actions during the creation and implementation of a project, lab, paper, or presentation. Students need to check with individual professors for specifics or variations from the list for specifics related to online course exams and other projects.

**Plagiarism:** The use of another‘s ideas, words, thoughts, or organization without appropriate credit and documentation. Whether intentionally or unintentionally, if you do not clarify from where or from whom you take information that you use for a project, paper, presentation, or exam, you are being dishonest--taking credit for what someone else worked hard to discover and record. If you are found to have plagiarized at Asbury University, you will be subject to one or more of the following consequences: lowered grade, F or 0% on paper or project, meeting with Academic Dean; F in course; meeting with Academic Integrity Committee, suspension or expulsion from AU.

**Academic Integrity Policies and Consequences:** For additional information about the Asbury University Academic Integrity policies and consequences, see the [Asbury University Bulletin](http://www.asbury.edu/offices/registrar/bulletin).

**Registration Changes During Drop/Add:** It is the student’s responsibility to understand when they need to consider un-enrolling from a course. For information regarding registration changes during drop/add, please see the [Registrar’s page](http://www.asbury.edu/offices/registrar/bulletin/academic-policies/courses-and-registration) on the Asbury University website.

**Withdrawal from a Course:** For information regarding course withdrawal, please see the [Registrar’s page](http://www.asbury.edu/offices/registrar/bulletin/academic-policies/courses-and-registration) on the Asbury University website.

**Incompletes:** A temporary grade of incomplete ("I") may be granted by the Dean of the appropriate college/school where the course resides. An incomplete may be granted due to extenuating circumstances such as equipment breakdown or medical crisis. Quality of work or more time is not a criterion for an incomplete and will not be granted on such basis. A student seeking an incomplete in more than one course may only be granted by the Academic Dean. See the [Asbury University Bulletin](http://www.asbury.edu/offices/registrar/bulletin) for further information regarding incomplete grades.

**Building Rapport:** If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. Building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that we can help you find a solution.

**SPECIAL NEEDS**

Asbury University is committed to providing reasonable accommodations for students with documented disabilities. If you want to discuss reasonable academic accommodations, it is your responsibility to contact the Asbury University Disabilities Coordinator as soon as possible. For additional information, see the [Disabilities Services Website](https://www.asbury.edu/academics/cae/disability-services).

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**Campus Policy in Compliance with the American Disabilities Act**

If you need course accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible.

***Academic Accessibility Resources*** (http://www.asbury.edu/aar/) at Asbury University serves students who have a disability that qualifies under Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act (ADA) of 1990, and Amendments Act of 2009. Disabilities covered by ADA may include physical disabilities, learning differences, and psychiatric conditions. Academic Accessibility Resources also notifies faculty of accommodations for those who receive an injury that temporarily impairs their ability to function in an otherwise normal capacity. Students who wish to utilize accommodations are encouraged to view the Academic Accessibility Resources webpage and contact Academic Accessibility Resources (academicaccessibility@asbury.edu) for a confidential appointment.

*Please note that professors are not required to provide accommodations to students who have not registered with Academic Accessibility Resources and who have not submitted proper documentation.*

**Center for Academic Excellence**

The ***Center for Academic Excellence (CAE)*** offers out-of-class academic support services that are paid for as part of your enrollment at Asbury University. ***CAE services are available for students at all levels of academic achievement to help you become a better student***.

Some of the services available through the CAE are: ***One-on-One Peer Course Tutoring***, ***One-on One Peer Writing Consulting,***and ***Group and One-on-One Academic Coaching.***

All CAE services can be accessed at [http://cae.asbury.edu](http://cae.asbury.edu/).

**Academic Accessibility Resources**

**Testing Accommodation Services Procedures**

**It is the professor’s responsibility to provide testing accommodations for any students who have received approval through the Academic Accessibility Resources (AAR) office.** Students are required to meet with each professor to provide a copy of their accommodations form prior to receiving accommodations. Professors can choose to provide testing accommodations on their own time, or they can utilize testing accommodations services through AAR and the Center for Academic Excellence (CAE). Testing Accommodation Services are available for tests and exams only; the AAR and CAE are unable to provide testing services for quizzes.

*In order to maintain the integrity of all exams taken through AAR Testing Accommodations Services, please follow the procedures below.*

1. Student will meet with professor to discuss specifics of testing accommodations and to fill out the *Test Proctoring Options*form.
2. Professor will indicate on the form how they plan to accommodate exams: on their own time or utilize AAR Testing Accommodation Services.
3. Student and professor will sign the form, and student will return form to AAR office. **All forms are due within three weeks of receiving accommodations.** [If professor chooses to accommodate exams on their own, this will be the final step.]
4. AAR will work with student to schedule all exams to be taken in the CAE based on dates provided on course syllabi.
5. Prior to exam times:
	1. ***Taken on paper***, professor (or department staff assistant) needs to hand deliver (not CPO) a hard copy of the exam to the AAR/CAE staff no later than 3 business days prior to the scheduled test date in the CAE;
	2. ***Taken on Discovery***, professor needs to adjust allotted test-taking time to match accommodations and set exam access to scheduled test date and time in the CAE;
	3. ***Taken digitally (e.g., requiring screen reader, due to visual impairment, etc),*** professor needs to email a digital copy of the exam (PDF or DOC) to the AAR email box (academicaccessibility@asbury.edu) no later than 3 business days prior to the scheduled test date in the CAE.
6. After exam is completed:
	1. ***Taken on paper,*** professor (or department staff assistant) needs to personally pick up the exam from the AAR/CAE staff;
	2. ***Taken on Discovery,*** exam will be finalized on Discovery;
	3. ***Taken digitally,*** AAR/CAE staff will email completed exam to the professor.

**ADDITIONAL RESOURCES**

**Course Support:** For **questions regarding your class,** **contact your instructor**.

# **Tech Support:** Contact the [Help Desk](http://www.asbury.edu/offices/its/help-desk/request-support/distance-ed-online-course-support/online-student-support) for assistance with email, logins, connection to Discovery or Moodlerooms, hardware questions, or access to Kinlaw Library resources.

**Academic Support:** For questions regarding academic records, registration and graduation functions, including transcript evaluations, contact the [Registrar’s Office](http://www.asbury.edu/offices/registrar).

**Library and Research Support:** Contact the [Head of Research and Distance Services](http://www.asbury.edu/offices/library/faculty-staff/jennifer-walz) with any research questions. The [Kinlaw Library](http://www.asbury.edu/offices/library) is committed to support academic excellence and to develop lifelong learning through the provision of quality information resources and Christ-centered individual services.

**Financial Aid:** Contact the [Financial Aid Office](http://www.asbury.edu/offices/financial-aid) for questions about institutional and federal student aid.

**Student Accounts:** For any questions regarding your student account, semester charges, or payment options, contact the Student Accounts Office at: student.accounts@asbury.edu or 859-858-3511 ext. 2380.