HORIZON
COLLEGE & SEMINARY
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Advancing God's Kingdom by Preparing Competent Christian
Leaders for Spirit-Empowered Life and Ministry

G144 Personal & Christian Life Management
3 credits. Prerequisites: *None.*

👤 On Campus 🔊 Live-Stream 📹 Video on Demand

September 11, 2023 – December 15, 2023   Tim Dychko, M.Ed.
Terms A & B   tdychko@horizon.edu
Monday & Wednesday, 10:45am– 12:15pm

The Christian leader of the future is the one who truly knows the heart of God as it has become flesh, "a heart of flesh," in Jesus. ~ Henri J.M. Nouwen

Course Goals

Course Description
The transition to college life is a challenging one. To best equip a student to excel in this environment, G144 will offer practical, maturing strategies in the realms of academics, community, and selfhood, with the expected outcome of a greater physical, academic, emotional, and spiritual vitality.

Relationship to Horizon's Mission
The college's mission is: *Advancing God's Kingdom by Preparing Competent Christian Leaders for Spirit-Empowered Life and Ministry.* Competent Christian leaders need a firm foundation on which to build a life of personal integrity and effective ministry. This course seeks to provide such a foundation, encouraging physical, emotional, spiritual, and scholastic health.

Core Competencies and Learning Outcomes
To demonstrate competency in Skilled Communication, students will
1. Implement the processes required to produce college-level documentation.
   - *Assessment:* Literature Search Report, Cover Letter and Resume
2. Execute appropriate procedures to allow the safe and effective use of technology.
   - *Assessment:* Technology Oral & Written Exam

To demonstrate competency in Contextual Awareness, students will

3. Deduce strengths and potential growth areas within their personal life and ministry.
   - *Assessment:* Ministry Analysis Assessment, Emotional Intelligence Inventory, Emotional Intelligence Practicum Assignment

To demonstrate competency in Spiritual Maturity, students will

4. Correlate the relationship between lifestyle choices and physical/emotional/spiritual wellbeing.
   - *Assessment:* Life Management: Thematic Group Project, Resources Self-Assessment Assignment

Course Work

Required Readings

Bradberry, Travis & Jean Greaves. *Emotional Intelligence 2.0*. San Diego, CA: TalentSmart, 2009. ISBN: 9780974320625.

Mahoney, N., B. Klassen, and M. D'Eon. University Success. eBook. Saskatoon: University of Saskatchewan, 2016. https://openpress.usask.ca/universitysuccess/front-matter/publisher-information/. ISBN: 978-1936126569.

PLEASE NOTE:
You are REQUIRED to purchase the Emotional Intelligence 2.0 book in hard copy. This resource is not accessible through DTL. With the purchase of each book, you will be granted a key code that will allow you to take the EI 2.0 self-assessment and this document is required for this course. **PLEASE** do not purchase the electronic version of this book as students have had great difficulty later receiving the code required.

The *University Success and College Success* eBook is released under the Creative Commons License and as such, may be distributed to students free of charge. Do not attempt to purchase this book; use the link above.

Course Assignments and Activities

1. *Formative Work (marked as complete or incomplete, but required to pass the course).*
   By definition, activities essential to the completion of a course, but that are not directly assessed for competency are called formative. They will demonstrate essential Microsoft Word skills by preparing a two-page autobiography.
   - **Assignment length:** 2 pages, 1 hour.
   - **Due date:** September 15, 2023.

2. *Literature Search Report – 10%*
   Students will be assigned a theological subject and will be required to perform a literature search using available library resources, submitting a properly formed bibliography of relevant materials containing no less than six distinct sources, including at least one book, one journal article, one dictionary article, one encyclopedia article, one web page or blog

post, and one online video. You must use basic Word formatting and overall mechanics in accordance with the Horizon Format Guide as well.

- To complete this assignment, students will follow these guidelines:
    - Follow the Horizon Format Guide
    - Include all required source types as indicated above.
    - Correctly name the file title.
- Related learning outcome: #1
- **Assignment length:** 2 pages.
- **Due date:** September 22, 2023.

3. *Emotional Intelligence Inventory (marked as complete or incomplete, but required to pass the course).*
The Emotional Intelligence inventory assesses a student's ability to identify and self-manage their emotional responses.

- Related learning outcome: #3
- **Assignment length:** 1 hr
- **Due date:** September 22, 2023.

4. *Technology Oral & Written Exam – 5%*

For this exam, please schedule a 30-minute appointment with your instructor. You will be asked to perform a set of tasks on a Windows computer. You will also be asked to remember and recite key concepts from class. In an oral/written examination, students will demonstrate their technological proficiencies by:

- Identifying the traits of a fraudulent e-mail
- Mounting and dismounting a USB drive (Windows environment)
- Demonstrating an understanding of the Windows folder environment (for data backup purposes)
- Producing a high-security password
- Identifying the signs of a virus-infected computer.
- Understanding WHY it is important that viruses are eliminated from a computer (to exceed competency)
- Identify security tools helpful in preventing security breaches (to exceed competency).
- Standard file extensions

- Related learning outcome: #2
- **Assignment length:** 1 hr.
- **Due date:** October 20, 2023.

5. *Resources Self-Assessment Assignment -20%*
Students will analyze their personal understanding and use of two key resources under their control: time and money. This will be accomplished through:

- Tracking one entire week of financial expenditures, calculated in Excel (template provided).
- Analysis of an amortization chart (one page of short-answer questions)
- A breakdown of one week of activity detailing time spent in various endeavors.

An Excel spreadsheet will be provided for this purpose.
- Reflection on their personal attitudes towards savings, debt and giving (one page of short-answer questions)
- To complete this assignment, students will follow these guidelines:
    o Follow the Horizon Format Guide
    o Include all the parts indicated above, using the templates provided.
- Related learning outcome: #4
- **Assignment length:** 4 pages.
- **Due date:** November 17, 2023.

6. *Cover Letter and Resume -10%*
    A cover letter and resume will be written up according to the expectations outlined during class. Please see the Lesson "Cover Letter and Resume Instructions."
    - To complete this assignment, students will follow these guidelines:
        o Follow the expectations given in class.
        o Include a cover letter and a resume.
    - Related learning outcome: #1
    - **Assignment length:** 2-3 pages
    - **Due date:** December 1, 2023

7. *Life Management: Thematic Group Project – 20%*
    A group project will be undertaken in which a 15-minute video, live skit, or seminar will be produced, the content of which will be derived using the following parameters:
    - The group will select one core concept studied in the course.
    - Together, they will research the selected topic using resources beyond those identified in the course.
    - Using their skills in working together as a group, they will collate their research in an appropriate framework, suitable for teaching and present to the class.
    - Respond to any follow-up questions from the instructor or class (15 minutes)
    - Heavy emphasis will be placed on the depth of content disseminated.

    The presentation should be well thought out and communicated clearly, identifying a problem and solution within a Christian worldview. The concept chosen is important and should be treated seriously, with the research the group has done being evident. Technology used enhances the presentation. It should also be clear that the group worked well together, practicing time management.
    - To complete this assignment, students will follow these guidelines:
        o Follow the Horizon Format Guide
        o Appear to include citations in footnotes when paraphrasing, summarizing, or quoting from other sources.
        o Use the textbook and 2 other class resources, as well as 2-3 additional resources.
        o Include a bibliography.
        o Ensure their presentation is didactic (teaches something)
        o Select one core concept studied in class.

- Related learning outcome: #4
- **Assignment length:** 30 minutes.
- **Due date:** December 4, 2023.

8. *Ministry Analysis Assessment -20%*

   Students will produce a report comparing the various overarching themes of this course with those actions observed through their Ministry Formation experience. The analysis should focus on how mentors and ministries are impacted by the circumstances described in the lectures and course readings, and how they successfully (or perhaps unsuccessfully) overcome those challenges. Critique and commendation should be well-balanced, free of bias, and honest, showing an attempt to understand both sides of an issue. The paper should have a logical flow. The paper should also attempt to understand why "less than ideal" conditions might exist in the ministry under review, offering solutions. The student should also explain their action plan for avoiding the pitfalls of ministry he/she was exposed to.

   The paper should be a minimum of five pages but can be longer if necessary without becoming verbose.
   - To complete this assignment, students will follow these guidelines:
       - Follow the Horizon Format Guide
       - Appear to include citations in footnotes when paraphrasing, summarizing, or quoting from other sources.
       - Addresses a Ministry Formation experience.
   - Related learning outcome: #3
   - **Assignment length:** 5 pages.
   - **Due date:** December 8, 2023.

9. *Emotional Intelligence Practicum Assignment – 15%*

   Throughout the course, students will be invited to read through the *Emotional Intelligence 2.0* textbook, keeping up to date with the supplied reading schedule. After reading each of the four sections of the text, they will select one exercise and practice it for approximately two weeks. Upon completion of each of the four sections, the student will use the *Flip* platform to upload a 2-minute reflection of any insights gleaned related to their personal strengths and growth with his/her personal life and ministry.
   - Related learning outcome: #3
   - **Assignment length:** 4 two-minute videos
   - **Due date:** Readings: Self-awareness Strategies, September 18, 2023
         Self-management Strategies, October 6, 2023
         Social-awareness Strategies, November 6, 2023
         Relationship Management Strategies, November 29, 2023
     Video Uploads: September 27, 2023, October 20, 2023,
         November 15, 2023, December 6, 2023

Video-on-Demand (VOD) Student Requirements
As indicated on the course schedule, this class is being offered by VOD. Students taking the course through VOD are required to indicate this during their course registration. While VOD recordings are available for any student who may be absent from class, non-VOD students are expected to attend class live following the class attendance policy.

- For this course, VOD students have the same assignment due dates as in-class students.
- Each week, VOD students are required to watch and engage with all of the recording from that week's classes.
  - By Monday at 11:59pm each week, VOD students will submit to the class discussion board a report (300 written words or 2-3 minutes audio or video) that 1) affirms you have watched the required recording for the last seven days, 2) summarizes one thing you learned that week that will help you reach the course learning outcomes, and 3) explain at least one question you had after watching the class recording. Alternatively, the student will meet with the instructor via Zoom on Mondays between 3 and 4pm, but they must declare this intention ahead of time.
- In order to pass the course, VOD students must submit all of their VOD weekly submissions. These submissions are marked as pass/fail based on whether or not they demonstrate thoughtful engagement with the class material.

Estimate of Time Investment (individual time investments may vary)

Readings	12 hrs	Sept. 18, Oct. 6, Nov 6, Nov 29, 2023	
Classroom time	30 hrs	Monday, Wednesday of each week	n/a
Formative work	4 hrs	September 15, 2023	n/a
Literature Search Report	2 hrs	September 22, 2023	10%
EI Inventory	1 hrs	September 22, 2023	n/a
Technology Oral Exam	2 hrs	October 20, 2023	5%
Resources Self-Assessment	10 hrs	November 17, 2023	20%
Resume and Cover Letter	4 hrs	December 1, 2023	10%
Thematic Group Project	15 hrs	December 4, 2023	20%
Ministry Analysis	10 hrs	December 8, 2023	20%
Emotional Intelligence Practicum	3 hrs	Sept 27, Oct 20, Nov 15, Dec 6, 2023	15%
Total =	93hrs		

Assessment Rubrics
Assignment rubrics can be found on Populi. Click on the name of the assignment to access each rubric.

Course Outline
  - On the first day of class, there will be time for students to enter their assignments into a study calendar.
  - On the final day of class, 15 minutes at the beginning of class for students to fill out course evaluations will be provided.
Unit 1:   Communication Skills
            a. Word, Power Point
            b. Writing Skills – Papers, Notes

        c. Reading Skills
        d. Horizon Format Guide
        e. Interacting with Professors
        f. Public speaking
        g. Cover Letters and Resumes

Unit 2:   Academic Success
        a. Library Search
        b. Competency-based education
        c. Time management
        d. Exam skills

Unit 3:   Technology
        a. Online safety
        b. Addictive behaviors

Unit 4:   Finance
        a. Personal finances; expectations, work, taxes
        b. Credit and saving
        c. Giving; theology and practice

Unit 5:   Physical & Emotional Health
        a. Nutrition
        b. Healthy lifestyle choices
        c. Emotional Intelligence 2.0 Inventory
        d. Healthy Relationships

Please note that this outline is contingent on guest speakers scheduled. Expect minor adjustments.

Reading Schedule

Reading Schedule (Emotional Intelligence 2.0):	
Chapter	*Completed*
1 - 4	Suggested but not required
5	September 18, 2023
6	October 6, 2023
7	November 6, 2023
8	November 29, 2023

- First submissions of assignments will not be accepted after December 8, 2023.
- Revisions will be requested throughout the course, typically within one week of the student receiving their assignment back from the professor. Watch Populi for further information.
- Note that this class will run normally on October 16 & 18, 2023 (Term A Revision Week).
- No resubmission of assignments will be accepted after December 15, 2023.

Academic Policies

General Assignment Guidelines

Please see the Horizon [Format Guide](#) for assignment submission, grammar, and formatting guidelines.

Late Assignments and Extensions

Students are expected to submit work by the assigned due dates, as part of their development of the Leadership and Administration competency. To submit extension requests, students must submit the *[Assignment Extension Request Form](#) on Populi* and *before the due date*. Professors may grant extensions in the case of extenuating circumstances, such as significant illness or a family emergency. Furthermore, no extensions will be granted beyond the final day of a term or semester unless approval is granted by the Dean of the College.

Unexcused late submissions will be tracked across each student's program. If one assignment is submitted more than five days late or if a student incurs multiple instances of unexcused late submissions, it will result in academic discipline, such as required tutoring, academic probation, failure of the course, or failure to qualify for graduation. Similar to standard human resource employment practices, students will receive warnings and conditions with increasing severity of academic discipline.

Assignment Completion

Professors usually will not accept assignments that have not been completed according to the instructions given in the syllabus. If a professor informs a student that a submitted assignment is incomplete, the student will be given the opportunity to complete and resubmit the assignment quickly. If this is not possible, the assignment will be regarded as submitted late.

Assignment Revisions

Students can generally submit up to two revisions for each assignment, although a professor may accept more revisions if the professor determines the student is addressing all of the professor's instructions and making significant progress toward achieving competency.

Horizon College Assessment of Student Work

The goal of courses is to help students develop their competency, not earn letter grades. Assignments are the means by which instructors evaluate development of competency by assessing learning outcomes as outlined in the syllabus and each assignment rubric. Once a student's assignment has met all competency requirements, the professor will assign a grade for that assignment. Likewise, a final course grade is not calculated until the end of the course. Students pass a course (with a B- or higher) only after they have demonstrated that they have *met or exceeded all competency requirements* for that course and, therefore, only after they have passed all assignments.

Horizon CBE Scale		Descriptor	Letter Grade	Grade Point	U of S Equivalency
E	Exceeding expectations	Student demonstrated **exceptional** achievement of the learning outcomes.	A+	4.0	90-100
		Student demonstrated **excellent** achievement of the learning outcomes.	A	4.0	85-89
			A-	3.7	80-84

M	Meeting expectations	Student demonstrated **good** achievement of the learning outcomes.	B+	3.3	77-79
			B	3.0	73-76
			B-	2.7	70-72

If the student does not meet all competency requirements in a course and, therefore, does not pass all the assignments in a course, the course will not be sufficient to fulfill their program requirements at Horizon. Nevertheless, for transferability purposes, the student will receive a letter grade of C+ or below according to the scale below.

BTM	Beginning to meet expectations	Student was **beginning to meet** learning outcomes.	C+	2.3	67-69
			C	2.0	63-66
			C-	1.7	60-62
NYM	Not yet meeting expectations	Student made **insufficient progress** toward meeting learning outcomes.	D+	1.3	57-59
			D	1.0	53-56
			D-	0.7	50-52
			F	0.0	0-49

Academic Integrity
Students learn best when practicing academic integrity. A lack of integrity is displayed in acts such as deception, abuse of confidentiality, cheating, inappropriate collaboration, or plagiarism. Plagiarism occurs when a student presents the words or ideas of another person or an artificial intelligence (AI) tool in such a way as to give others the impression that it is their own words or ideas. In academic writing, there should be no doubt which words or ideas are the student's and which are drawn from other sources or AI. Students are expected to submit their own original work and give due recognition to sources from which all substantial phrases, sentences or even ideas are drawn. Note also that you may not submit work done in one course to satisfy the requirements of another course (unless both instructors agree beforehand to accept such work). See here for examples of plagiarism and further guidelines in the Student Handbook.

Accessible Learning Services Information
Horizon aims to provide an accessible learning environment for all our students. If you would benefit from learning accommodations due to temporary or ongoing physical or mental health conditions or learning disabilities, please contact us as soon as possible to schedule a conversation. In all cases we ask that you provide current documentation of the disability or condition you wish to disclose. Horizon takes appropriate care to ensure confidentiality about any such disclosures. For more information, contact Richelle Bekkattla, Horizon's Library Technician, at library@horizon.edu.

Class Attendance
Students should attend all classes in order to facilitate competency development. Students are expected to be present through the delivery method that they registered for, either on campus or through live-streaming with their camera on. A student must be present for the full duration of a class period in order to be registered as present for the class. In the case of illness or other unforeseen circumstances, students may miss one day of a module course or three days of class

in a term or semester course without academic penalty. Students who are absent for more than the number of classes stated above will automatically fail the course. Students wishing to be exempted from this policy due to extenuating circumstances may make an academic appeal, where they will need to document and verify those circumstances. Students who miss a class are responsible to get missed notes or handouts from another student, rather than from the professor.

Live-Streaming Etiquette
Students taking the course through live-streaming are required to indicate this during their course registration. While live-streaming access is available for on-campus students who are unable to attend class due to illness, on-campus students are expected to attend class in person following the class attendance policy.

If attending class online via live-stream, in order to be marked present for class, you must keep your camera on and stay present and attentive throughout the class session, extending the gift of engagement. Access your class with a computer (preferably) or tablet, not a cell phone. Arrive to class on time, and dress as you would if you were attending class on campus. Join the class from a quiet space with minimal background noise, and mute your microphone until you wish to speak to the class.

Use of Technology
Horizon encourages the use of electronic devices in the classroom to enhance learning. Careful consideration must be given to privacy issues, copyrighted materials, and the general care and concern for others. Please respect the following classroom policies:
- Please use online access for course learning only. This is a matter of respect for the instructor's teaching, your own learning, and fellow students who may be distracted by other uses.
- Students should secure permission from the instructor to record any teaching material. This includes PowerPoint slides, white board illustrations, notes, and any form of audio or video.
- Student feedback is a valuable input for course improvements. Please resolve any classroom grievance about the instructor or course with the instructor personally, through the Horizon College and Seminary grievance procedures, or the Populi-based course evaluations. It is inappropriate to air classroom grievances on a social media platform.
- When instructors use recording mechanisms in the classroom, recorded materials will be used for the sole purpose of instruction and cannot be released to any social media outlet without the written consent of the students whose images have been recorded.
- In general, it is not acceptable to share photographs or videos of students in the classroom setting without permission from those whose images appear in such media.

Bibliography

Web Sites:

Libre Office   https://www.libreoffice.org/
(Free replacement for Microsoft Office)

Ace Money Lite   http://www.mechcad.net/
(Free replacement for Quicken)

Core Rules of Netiquette   http://www.albion.com/netiquette/corerules.html

RCMP: Online Safety   http://www.rcmp-grc.gc.ca/is-si/index-eng.htm

Books:

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    Waterbrook, 2004. (ISBN: 1-57856-756-4)

Brown, Brene. *Rising Strong*. New York: Random House, 2015.
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Burkett, Larry. *Business by the Book*. Nashville, TN: Thomas Nelson, 1998.
    (ISBN: 0-7852-7141-4)

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Covey, Stephen R. *First Things First*. New York: Simon & Schuster, 1994.
    (ISBN: 0-671-86441-6)

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    HarperCollins, 1978.   (ISBN: 0-06-062839-1)

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    (ISBN: 978-0-470-88854-4)

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    (ISBN: 0-8007-1847-X)

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Momentum, 2014.

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Komp, Dr. Diane M. *Anatomy of a Lie*. Grand Rapids, MI: Zondervan, 1998.
    (ISBN: 0-310-21953-1)

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    (ISBN: 0-8407-6756-0)

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    (ISBN: 0-385-14803-8)

Mosgoffian, Peter & Ohlschlager, George. *Sexual Misconduct in Counseling and Ministry*. 1995.
    (ISBN: 0-8499-1073-0)

Patterson, Kerry & Grenny, Jospeh & McMillan, Ron & Switzler, Al. *Crucial Conversations*:
    Tools For Talking When Stakes Are High. McGraw Hill, 2012.
    (ISBN: 978-0-07-177132-0)

Scazzero, Peter L. *The Emotionally Healthy Church*. Grand Rapids, MI: Zondervan, 2003.
    (ISBN: 0-310-24654-7)

* Please note that ISBN numbers are not required for bibliographical entries but are included here for the benefit of the student.