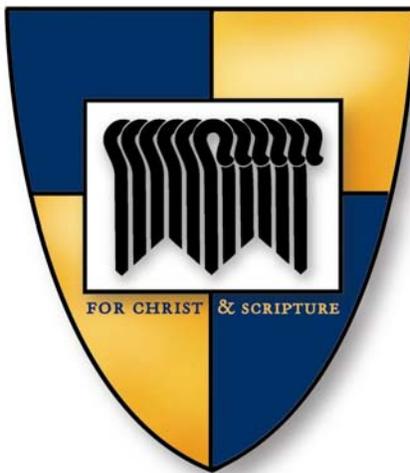


A Church Implementation Guide for

THE MASTER'S
COLLEGE



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Distance Education Extension Program (DEEP)

Published August 2008

by:

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A Church Implementation Guide for The Master's College Distance Education Extension Program

So you're considering introducing The Master's College Distance Education Extension Program (TMC DEEP) to your church! However, the big question is, "How do I go about doing it?" Well that's the purpose of this handbook. It is intended to be a step by step guide to help you first decide whether TMC DEEP is a fit for your church situation, and second, how to move from interest to implementation. See Figure 1 on the next page, if you're interested in seeing the quick listing of what will be covered in this guide, and/or having a checklist to help you track through the steps of the implementation process.

We've tried to think through the entire adoption/implementation process and provide suggested strategies, procedures and sample forms to aid you in that effort. However, your best resource in that work will often not be this manual, but rather the DEEP staff at TMC. They are only a phone call or e-mail away:

Phone number: 800.515.3222

E-mail address: tmcDEEP@masters.edu

Please don't hesitate to contact them as you have questions.

This guide is divided into three main sections. The first section is focused on the process for deciding whether to introduce TMC DEEP at your church, and if so, which delivery format(s) would work best. The second section outlines the process for making DEEP courses available to church members on an independent study basis. The third section describes how to use DEEP courses in a class format to groups of your membership in a type of church-based Bible institute program. This guide also contains a number of attachments with various forms, flyers, tracking sheets, etc. that may be of use to you during the implementation process. All of these forms are available in Word format on the College's website at: www.masters.edu/deep.

Figure 1: Summary Checklist of TMC DEEP Implementation Process

A. Important Initial Decisions About Making DEEP Courses Available to Your Congregation.	
	1. Determine that there is a doctrinal fit between TMC DEEP and the church.
	2. Determine that there is an adequate level of church interest to launch TMC DEEP.
	a. Determine that there is strong support within the church leadership team.
	b. Survey interest level among the congregation.
	c. Recruit a person to serve as the congregational coordinator for TMC DEEP.
	3. Choose the DEEP course delivery format(s) that best fits your situation.
B. Making DEEP Courses Available to Church Members on an Independent Study Basis	
	1. Promote DEEP courses on an independent study basis.
	2. Assist individuals in completing the DEEP program TMC admission & course enrollment processes.
C. Offering DEEP Courses in an On-Church-Campus Classroom Format	
	1. Set up a schedule for offering DEEP courses in a classroom format.
	a. Define the typical DEEP class format for your church in terms of meetings per week, class time per meeting, and weeks per course.
	b. Establish an annual schedule of DEEP courses.
	2. Identify a qualified individual to serve as the course coordinator for each classroom-format DEEP course.
	3. Promote awareness of and interest in DEEP courses among your church membership and within the local evangelical community.
	4. Assist individuals in completing the DEEP program TMC admission process.
	5. Manage the process to enroll admitted students in a DEEP course.
	a. Develop a course enrollment tracking sheet
	b. Customize the DEEP course enrollment template to include the class specific information.
	c. Distribute copies of the course enrollment forms to interested individuals.
	d. During the six weeks prior to the start date for the course, collect completed course enrollment forms from individuals along with their tuition payments.
	e. About 2 weeks before the first class session, send the enrollment forms, and summary list of all enrolled students for the course along with the tuition payment to TMC DEEP.
	f. Submit tuition payment for all enrolled students.
	g. Submit application package materials for all newly-admitted DEEP students.
	6. Prepare for the first DEEP class session.
	a. Make sure that course coordinator has received his/her log-in & password, all necessary course-related support materials, and a current roster of registered students.
	b. Contact enrolled students to remind them of class start time and location, things to bring for the first class, trying out their DEEP course log-in and password to make sure they have access to the on-line course materials, and any assignments to be completed prior to the first class.
	c. Check out the classroom set up to make sure everything is present & in working order.
	7. Complete initial class session orientation activities:
	a. Present overview of course content, and requirements,
	b. Explain class attendance and outside-of-class preparation expectations.
	c. Demonstrate accessing TMC DEEP course homepage materials.
	8. Conduct class sessions after initial orientation.
	9. Administer course examinations as scheduled.
	10. Complete final class term wrap up activities.
	a. Administer DEEP Course & Faculty Evaluations (CAFÉs).
	b. Discuss ways in which the class course be improved.
	11. Ensure that course stipends are paid to appropriate individuals.

Section 1: Initial Decisions about Making DEEP Courses Available To Your Congregation

We at TMC believe that DEEP can be a tremendous resource to a local church to assist the leadership in equipping the saints for the work of the ministry (Eph. 4:12). However, it takes some investment of time and energy (and maybe a little funding) to successfully implement the program especially if there is the vision to offer DEEP courses in a classroom format. It's important for the church's leadership to take the time to understand the program, and reach a consensus that it is right for your church membership.

A. Is there a Doctrinal Fit between TMC DEEP and the Church?

The first (and we would believe, most important) factor that must be considered in adopting DEEP is whether the church leadership team is comfortable with a doctrinal match between TMC and the church. A copy of the TMCS Doctrinal Statement is included in Attachment 1, and is also available on the College's website at: www.masters.edu/doctrine.

The faculty at TMC are all strongly committed to the doctrinal position of the College and teach their classes (in every academic department) from a biblical worldview that is consistent with the doctrinal statement. This does not mean that the faculty simply seek to "indoctrinate" students by presenting only a single view of a topic, or only pointing out the shortcoming and flaws of competing perspectives on doctrinally-related issues. True education must seek to help students to develop an informed and balanced understanding of the topics being presented in a course. However, it must be understood that while the faculty will inform about a range of views on an issue (as class time allows), they will always advocate for the biblical position as described in the doctrinal statement.

It is also important to make the point in this regard that faculty are careful to avoid belittling or intellectually browbeating individuals and ideas that differ from those of the College. We recognize that (as in almost all college situations) students come from a wider breadth of perspectives than defined in the doctrinal statement. It is critical to treat them with the respect that is due them not only motivated by academic collegiality but more importantly because they are brothers and sisters in Christ.

At this point you may be saying, "So this sounds reasonable, but how does it actually play out in the classroom?" If so, we would offer you, as a church leader, two options for taking a closer look at TMC DEEP courses. First, we would be glad to send you a DVD with a sampling of lectures from DEEP courses and to give you a guest log-in to poke around in any of our courses. Second, we would be glad to offer one free audit-only enrollment to you or someone you would designate within your church in any one of the scheduled DEEP courses being offered during the term. We hope that this would enable you to check out how doctrinal perspectives are integrated into lectures and course materials. It would also enable you to evaluate other aspects of the DEEP courses such as instructional quality and approach, adaptability to a church-based presentation environment, level of academic challenge in the lectures and assignments, etc.

B. Is there an adequate level of church interest to launch TMC DEEP?

A second key question that must be considered is whether there is enough interest on the part of both the church's leadership and among the congregation to invest the time and energy to introduce the DEEP program on either an independent-study basis or in a scheduled classroom-format at the church facility.

1. Defining TMC DEEP Course Content Areas, Delivery Formats, and Enrollment Options:

It is necessary to define a few terms that we will be using in subsequent sections of this guide. You may already be familiar with these concepts, and if so, feel free to skip to the next point in this section.

- a) **DEEP Course Content Areas:** Generally speaking, DEEP courses fall into one of two content areas. **Biblical Studies** DEEP courses focus on a systematic survey of the Old and New Testaments, and of Christian Theology. In addition, there are several DEEP Biblical Studies courses that study a specific area of Scripture or theology in more depth. **General Education** DEEP courses focus on study of academic areas outside of Bible that closely correspond to the general education requirements within many college-level undergraduate degree programs. These specifically include the subject areas of history, political studies, literature, music, art, business, and the sciences.
- b) **Enrollment Options:** An individual has the option to enroll in any DEEP course either on an audit-only or a for-credit basis.
- 1) **Audit-Only Enrollment Option:** This is an enrollment option that has a very modest tuition cost. Audit-only students will have access to the DVD lectures and all online course materials except for the course examinations. At their option, they may complete all course assignments (on an ungraded basis) and participate in threaded discussions.
 - 2) **For-Credit Enrollment Option:** Students enrolling in DEEP courses on a for-credit basis have full access to all course materials. They are graded on their participation and performance on assignments, projects, threaded discussions, and examinations. While the per-unit tuition cost is significantly greater than the cost for audit-only enrollment, it is very competitively priced compared to distance education courses offered by other accredited private Christian colleges.
- c) **Course Delivery Formats:** TMC provides the opportunity for students to register directly through the DEEP office to take scheduled DEEP courses on an **independent study** basis. If there is sufficient interest at a local church or Christian school, DEEP courses can be offered in a **church-classroom-format** basis. In these cases, the students will work with the church's DEEP congregational coordinator to be admitted to the program and registered for classes.

2. Determining Support within the Church Leadership Team:

As already stated, maximizing the potential for success and benefit to the church when implementing DEEP requires some amount of energy and time commitment by the church leadership team. We would encourage the church leadership team to spend some time examining the DEEP informational and sample course materials, and to discuss the potential value of DEEP to the church. It is almost always the case that leadership teams are made up of individuals from a variety of educational backgrounds. Often there can be strong pre-existing college allegiances across the leadership. In some cases, there may even be a skepticism about the value (and potential hazards) of higher education on the part of some individuals who have grown up in a conservative, evangelical church environment.

Another factor that the leadership should consider in evaluating potential congregational interest is the level of academic challenge. Because DEEP courses are adapted, packaged versions of the comparable on-TMC-campus courses, they are taught at an undergraduate baccalaureate degree level of rigor. Traditional TMC program students have completed their high school degree program, and have scored at the 50th percentile or better on standardized college entrance examinations. Individuals who enroll in and complete the course on a for-credit basis earn college credit (recorded on a TMC transcript) that can be used in the College's undergraduate degree program or transferred to any other college in America. To put it in very rough terms, the level of academic challenge is higher than would likely be encountered in most adult Sunday school classes or home Bible studies, but is not at the level of seminary, advanced-degree coursework.

3. Surveying Interest Level among the Congregation:

Once the church leadership team has determined that TMC DEEP could be a useful resource in equipping their membership and other believers within the local area, it is recommended that someone on the leadership team be given the task of determining whether there is sufficient congregational interest to warrant the investment of time and energy to launch the program.

There are a variety of ways to introduce TMC DEEP to the church membership and to survey their interest. Announcements from the pulpit by the leadership are almost always effective in raising congregational awareness and interest. It is often helpful to insert informational sheets in the church bulletin along with an interest response card. Attachment 2 has reproducible masters for a number of informational fliers that can be inserted in bulletins and/or placed at the church's information kiosk. Downloadable electronic copies of all of these informational materials are also available on the College's website at: www.masters.edu/deep. This web page also provides draft versions of stock announcements that can be adapted for use in a church bulletin. The College is happy to send TMC DEEP posters and quantities of informational brochures to any church that calls us or sends us an e-mail request.

A church may want to schedule one or more informational meetings to enable interested individuals to hear more about the program first hand, take a peek at a sample of the actual class materials, and get answers to their specific questions. TMC DEEP staff is available to make presentations at these informational meetings. For churches in the Southern California area, most often it will be possible for the staff to make the presentations in person. For churches beyond that area, the staff can be available via a teleconference call with internet support for the presentation.

We would also encourage churches working toward introducing TMC DEEP to consider contacting theologically like-minded evangelical churches in their local area to see whether they would be interested in partnering together to make DEEP courses available to their membership. Sometimes, it is the case that a single church will not have enough students to warrant offering DEEP courses in a classroom-format. However, by pooling interested individuals from several churches, there are enough students to make the classroom format a worthwhile and hopefully inter-church fellowship-enhancing experience.

4. Recruiting a Person to Serve as the Congregational Coordinator for TMC DEEP:

While there is great potential benefit to a church congregation to be able to take DEEP classes, there is also a certain amount of required time that must be invested to launch and operate the program. As with most local church ministries, having a capable point person who is a strong advocate for DEEP will be important for the program to thrive. We would encourage the church to identify and recruit a lay person to act as congregational coordinator who has a strong interest in education, can speak knowledgeably and articulately within a group setting, and has reasonable administrative ability.

A list of specific suggested responsibilities for the lay congregational DEEP coordinator is presented in Attachment 3. In general, they fall into the following areas of responsibility:

- Informing the congregation about DEEP by providing informational materials, making announcements, and responding to questions on a group and individual basis.
- Working with the DEEP staff at TMC to schedule classroom-format class sections (if any) to be offered on the church campus.
- Processing application materials from interested individuals when they apply to the program, and enroll in specific class sessions. TMC has tried to design the application and course enrollment processes to be

primarily “self-service” in their approach. However, there are often questions that come up which can best be explained by the on-site program coordinator.

- Recruit qualified individuals to act as class coordinators for any DEEP courses being offered in classroom-format.

It is not intended that the congregational coordinator must carry the entire weight of promoting and administering TMC DEEP. We would hope that the church’s pastoral staff will take the lead in promoting the program from the pulpit. Some aspects of processing application and course enrollment materials can be handled by the church secretarial staff. However, the congregational coordinator will be the key contact person to make sure these tasks don’t inadvertently fall through the cracks.

C. Choosing the DEEP course delivery format(s) that best fits your situation.

By the time you’ve had discussions as church leadership team, and surveyed the interest level both among your congregation as well as in local area like-minded churches, you probably have a good idea about the course delivery format that makes best sense given your circumstances. We would offer a number of suggestions for you to consider the course delivery format you want to adopt for your initial introduction of TMC DEEP.

The demographics of your congregation will strongly shape which courses and which delivery format makes sense in your situation. We believe that the ***Bible survey DEEP courses*** can be of great value to anyone in your membership who has at least a high school education (high school juniors and seniors), and desires a serious systematic study of Scripture. This may include young moms, mid-career working professionals, and/or seniors. The classroom delivery format can provide these groups of individuals with a rich opportunity for learning and fellowship as they study and interact with each other about the class content. Consider developing a regular schedule to offer the cycle DEEP Bible survey courses if:

- There are at least 10 individuals (15 to 20 is better) who are committed to taking the class on either a for-credit or audit only basis.
- A classroom with a DVD and data projector is available on your church campus.
- You can identify a qualified course coordinator who is willing to accept the responsibility to lead the class.

The ***general education DEEP courses*** (outside of the Bible area) will be of primary interest to offer in a classroom format for churches that:

- Have a very large high school youth program
- Have a large population of community college students
- Operate a Christian high school.
- Have a large population of home school students at the high school level

These courses provide a great opportunity for 11th and 12th grade high school students as well as college students to complete some portion of their required college general education coursework taught from a solid biblical worldview while still living at home and attending their home church. For Christian high school and home school students it provides an “advanced placement”-like opportunity that is often not as readily available as for students attending a public high school.

You will need to make the decision whether (and how often) to offer either the DEEP Bible survey course and/or the general education courses in a classroom format based on how the factors described above relate to the specific situation in your church. If you don't feel there is sufficient interest to invest the effort to conduct classroom format courses in one or both areas, you can still offer DEEP classes to your membership on an **independent study** basis by having them enroll directly with TMC during any of the four annual DEEP terms.

Section 2 of this implementation guide outlines the principles and procedures that you will need to know to offer DEEP courses to your members on an independent study basis. Section 3 will focus on the key implementation tasks that are associated with offering DEEP courses in a classroom-format on your church campus. Section 4 outlines a similar set of guidelines for offering classroom-format DEEP courses in a Christian school setting.

Section 2: Making DEEP Courses Available to Church Members on an Independent Study Basis

If the survey of congregational interest and your discussions as a church leadership team gives you the sense that it is not yet time to try to offer TMC DEEP courses in an on-church-campus classroom format, then you still have the opportunity to make these courses available to your membership using the independent study option. As was indicated in Section 1, TMC provides four 10-week terms each year with a full schedule of DEEP courses in which students from anywhere in the world can enroll. Students view the same DVD lectures and complete all of the same activities and assignments as students taking the course in classroom format. Independent study students interact with each other and with the TMC faculty member via structured threaded discussions conducted over the internet. Figure 2 presents a schedule of typical start and end dates for TMC DEEP terms.

Figure 2: Typical TMC DEEP Term Schedule				
Term	Open Enrollment		Session	
	Start	End	Start	End
Fall	1 st week of August	1 st week of September	2 nd week of September	3 rd week of November
Winter	2 nd week of November	2 nd week of January	3 rd week of January	Last week of March
Spring	1 st week of March	1 st week of April	2 nd week of April	4 th week of June
Summer	Last week of May	Last week of June	1 st week of July	2 nd week of September

You may be thinking that it is not very worthwhile to spend much time promoting TMC DEEP if you are not able to offer on-church-campus classroom-format course sessions. However, we would encourage you to consider the great potential benefit within your congregation to use the DEEP independent enrollment option as:

- A discipling tool for young believers who desire to grow in their understanding of God's Word.
- A vehicle for your 11th and 12th grade high schoolers to begin earning AP college credit taught from a solid biblical worldview.

A. Promoting DEEP Courses on an Independent Study Basis:

In these situations, the primary task of the church's DEEP coordinator is to build and maintain awareness of DEEP within the congregation. The College's DEEP staff can provide assistance and several types of resources to your church to help with this task, including the following:

- a) Periodic e-mails from TMC about schedule of upcoming DEEP courses.
- b) A regular supply of printed DEEP promotional brochures that can be sent upon request.
- c) Downloadable versions of all DEEP informational materials at:
www.masters.edu/deep.
- d) A sign up to receive a seasonal bulk mailing of bulletin inserts about upcoming DEEP courses.
- e) PowerPoint slides to insert in your announcements slide show.

In addition to maintaining congregational awareness of TMC DEEP, the church's DEEP coordinator will likely be the primary contact for individuals interested in the program to get answers to various questions, and to receive help with the admission and course enrollment processes. The College can send a supply of printed copies of all forms to the church, and a downloadable electronic version of each form is available on the DEEP section of the College's website.

B. Assisting Individuals in Completing the DEEP Program TMC Admission & Course Enrollment Processes:

Once we receive an inquiry or application from a potential student, the DEEP staff will work with the individual to help him/her complete the remainder of the admission and enrollment processes. In other words, if you can get them to contact us, we'll do our best to take care of them, and minimize the additional time you need to invest in helping them through the administrative hoop jumping processes. However, even in the case of students enrolling in TMC DEEP on an independent study basis, it is very helpful to have a contact person within their church who can explain the application process to them and advise them through their enrollment options (such as whether to take a course for credit or audit, what course to start with, and where to find more information if needed). DEEP is designed to partner with local churches even in the case of enrolling individuals.

As described below, each applicant must be a member of a local church (or Christian organization), and must submit a personal reference completed by a pastor or church leader. For-credit students are required to have a church representative as a proctor for their 1-3 examinations during each DEEP course; this proctor can be someone from the church's pastoral staff, an elder, an employee of the church, or a lay leader in a particular ministry. TMC DEEP also depends upon the church to inform us of any break between the church and the student, such as church discipline.

Here are the steps that an individual should follow when applying to TMC DEEP:

1. **Admission Requirements:** View the admissions requirements in Attachment 4 or on the inside cover of the DEEP Application to make sure the individual qualifies for admission into DEEP.
2. **Application Process:** The DEEP application contains 5 steps. Audit students only need to complete steps 1 and 2, while for-credit students must complete 4 or 5 steps. This can be found on the TMC website or on the inside cover of the DEEP Application. After all required documents are returned to TMC DEEP, it will be submitted to an application committee and the individual student will be contacted by mail upon acceptance.

- a. **TMC DEEP Application Form:** Complete and submit the DEEP application form. This application provides the College with necessary information about a prospective student along with a brief history of the individual's academic achievement. Individual students must also complete a brief personal testimony of their faith including a scriptural basis for salvation and hope of eternal life. The completed application along with the \$15 application fee should be mailed to The Master's College DEEP office.
 - b. **Pastoral Recommendation Form:** Forward the pastoral recommendation form to the pastor in the church you attend regularly. The completed recommendation form should be mailed to the DEEP office.
 - c. **Proctoring Process and Procedure Form:** For-credit enrollment students must fill out the applicable top portion and forward the proctoring process and procedure form to a church leader or staff person. The completed top-portion of this form should be mailed to the DEEP office.
 - d. **TOEFL Exam Score for Non-native English Speakers:** If taking courses for-credit non-native English speakers must submit a copy of the TOEFL Exam score. The TOEFL exam (Test of English as a Foreign Language) is required for international students whose first language is not English.
 - e. **Official High School or College Transcripts:** If DEEP courses are being taken for academic credit, request an official transcript from the high school and/or college most recently attended to be mailed directly to The Master's College DEEP office. In the case of home school students, a certification of academic progress must be provided (e.g. transcripts from the affiliated organizing school, standardized test score report, etc.).
3. **Course Enrollment Process:** If the student is approved by the application committee, a letter of acceptance will be mailed to the individual student along with course registration instructions and a TMC username and password. Before course materials are mailed, the student must register and pay for his or her DEEP course(s).
- a. Online payment is the best option once a student has been accepted into the DEEP program and has received his or her TMC username and password. Go to www.masters.edu and click on Campus Community then MasterNet. Enter in the login information. On the left hand menu, under Current Courses, select Registration Step 1. Click the link "Register for the DEEP Program." This will allow the student to both register and pay for the course.
 - b. Individual students may also mail in a check to pay for their DEEP tuition or make a credit card payment by calling Student Accounts at 661.259.3540 extension 3226.

Once the student has received the lecture DVD set and the course home page access, he/she has everything needed for a DEEP course. The course home page contains the course schedule, PowerPoint presentations, lecture notes, threaded discussion boards, and any other pertinent course materials. The student can begin coursework early, but the DEEP staff must be notified if the student would like to submit work before the due date.

Section 3:

Offering a DEEP Courses in an On-Church-Campus Classroom Format

This section outlines the steps you will need to take to begin offering a regular schedule of DEEP courses in a classroom setting. In reality, you will be establishing a church-based Bible institute program using DEEP. We are assuming that you've already surveyed your membership, and have possibly received some input from the pastors of like-minded evangelical churches in the local area about interest within their congregations. This research has indicated that you are fairly confident that there will be at least 10 (or more likely between 15 and 20) individuals who plan to enroll in the classes in either audit-only or for-credit basis. The steps you will need to take to implement a church based Bible institute type program are described below.

A. Setting up a schedule for offering DEEP courses in a classroom format.

Your first task in implementing DEEP classroom-format program is to define the typical class schedule within each DEEP course (weeks of class, meetings per week, and hours per meeting), and to establish the set of courses you plan to offer within each year and over a number of years (the curriculum).

1. Defining the DEEP class schedule for your church:

While TMC DEEP courses have been designed in a modular format that enables a church to establish a class schedule to fit the particular needs of their congregation, they are packaged to most typically be scheduled as **3-4 hour long class sessions** meeting **one evening per week** for **10 weeks**. This allows for a total in-class instructional time for the course of 35 hours. The agenda for a typical class meeting would include:

- Opening prayer
- Class housekeeping tasks (distribution of graded assignments, deadlines for upcoming assignments, etc.)
- Viewing the scheduled lecture which is periodically paused to allow students to ask questions, and to engage in class discussions about the information being presented.
- Two to three 15 minute breaks through the course of the evening.
- Closing announcements and prayer

In some church situations, it may be preferable to meet twice per week for 10 weeks with each class session being two hours long. In other cases such as a population of only auditing students in a class, there would be a benefit to extending the schedule to 12 or even 15 weeks, and adjusting the meeting times accordingly. Please note that *for-credit students must abide by the 10 week schedule* since they will be submitting homework and taking examinations according to the due dates of the 10 week session. While it is preferred that each church-class meets during the 4 DEEP sessions described above (Fall, Winter, Spring, Summer), our DEEP staff can work with your particular situation to change the 10 week session start and end dates if necessary. If you decide to change the class schedule to better suit your church's specific situation, keep in mind you will need to build some additional time into each class session to allow for class start up activities, and to provide for some review of previous content.

2. Establishing an annual schedule of DEEP courses:

Your research of congregational interest may have led you to the decision, "we're going to try this once and see how it works." If so, that's fine, and you can think about an annual schedule if your first experiment with offering a DEEP course proves successful. However, if you are already committed to building a church-based

Bible institute program, or if you feel there's a good potential for expanding into a program once you've tried out the DEEP materials, then you should give some thought to establishing your annual schedule of DEEP courses.

There are many ways to organize the sequence and frequency of offering the various TMC DEEP Bible courses. The schedule needs to be a fit for your membership. Here are some questions to consider as you set up the schedule:

- How many courses should be offered during the same term?
- How many terms should be scheduled during a school (or calendar) year?
- What are the term beginning and end dates that best fit the availability of your membership? (If you have a mix of for-credit and audit-only students, it is best to try to fit into the 10-week TMC term schedule if possible.)
- How many years should it take for an interested student to complete the entire Bible curriculum?
- Who within your congregation will be able to serve as a qualified course coordinator for each course that you plan to offer?

Here are some additional suggestions to consider when establishing a course schedule that fits your church needs:

- While there is not a specific prerequisite order for the DEEP Bible courses, a typical course sequence that has been successfully used in a number of churches is to begin with the New Testament Surveys (B201 & B202), followed in order by the Old Testament Surveys (B101 & B102), the Christian Theology Surveys (BTH321 & BTH322), and then advanced and specialized topic Bible courses.
- Unless you have a highly-committed core of students, it is usually not very effective to schedule DEEP courses during the summer term. (Remember, these courses are still available during the summer directly from TMC on an independent study basis.)
- Be careful not to exhaust your students. Multiple back-to-back terms may wear out even the most committed student.
- Unless you have a large membership who are interested in DEEP courses, offering multiple DEEP courses during the same term can result in low enrollments in each of the classes.

B. Identifying a qualified individual to serve as the course coordinator for each classroom-format DEEP course:

One of the key potential benefits of offering DEEP courses in a church-campus-based classroom format is the opportunity for the church leadership to encourage the growth of their members by engaging them in discussions of questions and issues relating to the content presented in the DEEP course DVDs. Churches are strongly encouraged to select course coordinators who have the biblical and theological training and experience to knowledgeably respond to student questions, and to moderate class discussions. While the DVD lectures and other course resource materials have been designed to carry the main weight of delivering the core subject content for each course, a qualified course coordinator can do much to enrich the understanding and application of the content in the lives of the students. Please feel free to contact TMC DEEP staff to discuss any questions you have as you recruit individuals to serve as course coordinators. We would be happy for the opportunity to assist you in this area.

C. Promoting awareness of and interest in DEEP courses among your church membership and within the local evangelical community:

Suggestions and available TMC-provided resources for promoting the DEEP program to your membership were discussed in the previous section of this guide. Masters for many of the DEEP informational and promotional items are included in printed form in the Attachments section of this handbook and are also available in downloadable, electronic form on the College's website.

Of course, the congregational coordinator for DEEP program will need to modify the basic document templates to include the specific schedule information relating for the classroom-format course(s) being offered during a given session.

We would also encourage you to begin your promotional campaign for a new term as early as possible so that you allow for plenty of time for students to get through the program admission and course enrollment processes prior to the first week of class.

D. Assisting Individuals in Completing the DEEP Program TMC Admission Process:

Prior to enrolling in his/her first DEEP course, an individual must complete the DEEP application/Admission process. This process was described in section 2 as it related to students planning to take courses on an independent study basis. When a church will be offering DEEP courses in a church-based classroom format, the congregational coordinator is usually more actively involved in administering the student admission and course enrollment processes. Rather than having TMC's application committee approve each individual student, the coordinator will determine who can or cannot participate in DEEP courses offered at your church.

We would encourage the congregational coordinator to create a spreadsheet similar to the one shown in Attachment 5 to keep track of individuals as they go through the application process steps. This form is also available in electronic form in the church resources section of DEEP website (www.masters.edu/DEEP). As you can see, this spreadsheet enables the congregational coordinator to track submission of information including:

- Applicant name
- Contact information
- Completed application
- Personal testimony
- Application fee
- Official Transcripts (if needed)
- Proctoring form (if needed)

Each individual will need to complete the following steps when applying for admission to TMC DEEP:

1. **Admission Requirements:** We recommend that the coordinator review the admissions requirements in Attachment 4 or on the inside cover of the DEEP Application to make sure an individual qualifies for admission into DEEP. We trust the church to make the decision whether or not to allow an individual to apply to DEEP. TMC will still be responsible for making the final admission decision for any students who are applying to take TMC DEEP courses for credit.
2. **TMC DEEP Application Form:** Have each participant complete the DEEP application form. This form is necessary for both credit and audit students in a church class so we can have their contact information and brief academic history. Course materials cannot be sent out until TMC obtains the appropriate paperwork from each DEEP student.
3. **Personal Testimony:** Collect a personal testimony and scriptural basis of salvation from each applicant. It is not necessary for each person to have a pastoral reference form since the course administrator

verifies their character and church attendance. However, if an individual wants to take DEEP courses outside of the church-class format, then TMC requires a pastoral reference and proctoring form for each person.

4. **Proctoring Form:** Each for-credit student will need to submit a proctoring form unless the church-class plans to take all examinations as a group. In the latter case, the church coordinator needs to send TMC DEEP a list of the for-credit students with his signature stating his intention to proctor their exams.
5. **Official High School or College Transcripts:** For-credit students must have their most recent transcripts and/or test score information sent to:

The Master's College
21726 Placerita Canyon Rd.
DEEP Office, Box 33
Santa Clarita, CA 91321-1200

6. **Application Fee:** Collect the \$15 application fee from each applicant.

In most cases, you will be guiding individuals through the DEEP admission process because they want to enroll in an upcoming DEEP course you are offering in classroom-format on your church campus. Since this is the case, you can submit the application materials of all your new students along with the course enrollment materials.

E. Managing the Process to Enroll Admitted Students in a DEEP Course:

For students planning to take their first DEEP class, the program admission process tends to flow right into the course enrollment process. Students who have already been admitted to DEEP and have taken one or more DEEP courses need only to complete the steps in the course enrollment process each time they want to take another DEEP course.

As was indicated earlier, it is important to begin your promotional efforts for a new DEEP course 6 to 8 weeks in advance of the first class date. This gives individuals time to plan ahead to fit the class time into their weekly schedules. It also gives time for new DEEP students to complete the program application process. Here is a suggested set of steps to help the congregational coordinator manage the course enrollment process:

1. **Develop a course enrollment tracking sheet** similar to that shown in Attachment 6 to keep track of students enrolling in a church classroom-format DEEP course. This form is also available in electronic form in the church resources section of DEEP website.
2. **Customize the DEEP Course Enrollment template** (Attachment 7) to include the class specific information (e.g., course number, course name, course description, term start & end dates, class day & time, class location). This form is also available in electronic form in the church resources section of DEEP website.
3. **Distribute copies of the Course Enrollment forms** to interested individuals.
4. During the six weeks prior to the start date for the course, **collect completed course enrollment forms** from individuals along with their tuition payments.
5. About 2 weeks before the first class session, **send the enrollment forms, and summary list of all enrolled students for the course along with the tuition payment to TMC DEEP.**
6. **Submit tuition payment for all enrolled students:** Tuition must be paid up front before materials are mailed out and the course session begins. It is preferable that the church collects tuition from each

student and makes one payment to TMC by mailing a check or paying over the phone by credit card. A single payment tends to be more efficient in the registration process so that the whole group is not held up if a few people fail to pay on time. Another advantage is that a church can offer discounted rates or scholarships to individuals based on the stipend amount they will receive from TMC. The cost for auditing DEEP courses is \$35 per unit (\$105 per class); the cost for credit is \$250 per unit (\$750 per class). The church can submit the tuition payment by either of the following methods:

- Submit a check along with the package of student enrollment forms to The Master's College with "church name – DEEP" on the memo line.
- Call TMC Student Accounts Office (661.259.3540 extension 3226) to make a credit card payment.

In some situations, students will need to pay for DEEP courses individually. Students may mail personal checks, pay over the phone through Student Accounts or pay on our MasterNet website. Online payment is an option if a student has been accepted into the DEEP program and has received his or her TMC username and password. Go to www.masters.edu and click on Campus Community then MasterNet. Enter in the login information. On the left hand menu, under Current Courses, select Registration Step 1. Click the link "Register for the DEEP Program." This will allow the student to both register and pay for the course.

7. **Submit application package materials for all newly-admitted DEEP students:** The application materials for each new DEEP student should be sent with the course enrollment package (step 5 above). The new student admission package includes: the completed DEEP student application form, his/her personal testimony, and a Proctoring Agreement form. It is acceptable for transcripts and test scores to arrive later since they will be coming from different schools and organizations.

Once the above listed materials are received from a church for a DEEP course along with the necessary tuition payment, the TMC DEEP staff will create the course section and register each student in the course. DEEP materials will be sent to the course administrator. Each participant will receive access to the course home page (<http://deep.masters.edu>). Students will need to enter in their TMC username and password along with an enrollment key to view the course page. The course administrator can request this login information to be mailed or emailed for him to distribute or the DEEP staff can give it directly to each student.

F. Preparing for the First DEEP Class Session During Each Term:

As the time approaches for the first class meeting of a DEEP course, there are a number of important preparation items to be completed. You will need to make sure that the individual who is serving as the course coordinator has received all important information to be ready for the first class. It goes without saying that he/she will need to be thoroughly familiar with the DEEP course syllabus, content, assignments, discussion questions, etc. The DEEP staff will coordinate with your course coordinator to set up an instructor log-in and password. In addition, it will be necessary that he/she be given the roster of enrolled students for the class with an indication of their enrollment status (audit-only or for-credit). If the DEEP congregational coordinator for the church is different from the course coordinator (which is often the case) this is the time during which responsibility will transition from the former to the latter in terms of communication and interaction with the students who are enrolled in the course.

The course coordinator will want to be in contact (either in person, by phone, by letter, or by e-mail) with the students several weeks in advance of the class start date to remind them of items such as:

- Class start time and location.
- Things to bring for the first class.
- Trying out their DEEP course log-in and password to make sure they have access to the on-line course materials.
- Any assignments to be completed prior to the first class.

The course coordinator can also take this opportunity to make student feel welcome and comfortable about the upcoming class. Hopefully, they will be getting excited about the opportunity that they will have to study with other believers in this environment.

The course coordinator will also want to work with the appropriate church staff to make sure the classroom will be set up and equipped for the class. Since the class sessions are built around the DVD lectures presented by TMC faculty, it will be critical to have a **DVD player, audio speakers, and data projector** in the classroom. It is also important that students be seated at **desks or tables** so that they have room to take notes and to lay out any printed supplementary materials they may have. It is not necessary for students to have access to their own computers during the class sessions. However, if you have some students who will be using their notebook computers for note taking, you will want to make sure there is **electrical access** in the appropriate locations.

Many churches consider providing a source of sugar and/or caffeine a critical classroom requirement, especially when it gets near the end of a 4 hour evening class period. However, we'll leave that to your judgment.

G. Orientation activities that are a typical part of the initial DEEP class session.

For each DEEP class there is an online course homepage, which houses necessary course materials, such as course syllabi and assignment instructions. The course homepage allows for the students to complete assignments and communicate with other students in the class. Only for-credit students are required to use the course homepage. No information on these pages is necessary to the audit-only student. The course homepage can, however, be a guide for the audit-only student who wishes to further the benefit of the course by participating in online discussions, reading the textbooks, and voluntarily completing coursework. For-credit students will automatically and individually receive access information for the website when the application and course registration processes are complete. If audit-only students want to use the website, they should contact the DEEP staff, who will assign them a username and password with which to log in.

Once students receive their course home page information, they can access it themselves at any time. It is the student's responsibility to know what the course website communicates. However, it can be very helpful to students if the church administrator gives a brief introduction to the website to the class during the first session of the term. Often some students understand navigating web pages better than others, and questions about the website can be asked and answered within the group. Some of the specific items that it would be helpful for the course coordinator to include in this homepage orientation would include:

- Accessing the website and course homepages.
- Overview resources available.
- How to download handouts and assignment materials.
- How to upload assignments.

- Participating in the threaded discussions.

Step by step directions for completing most of these procedures are included in Attachment 8.

Course coordinators are also encouraged to provide the students with an overview of the course topics and content as well as the assignment, project, and testing requirements that will have to be completed by the for-credit students. A walk through the course homepage provides an excellent structure to preview these areas to the students in the class.

As with any college-level course, consistent attendance in class and completing required assignments on schedule are very important to success in the class. Not only does attending class provide a scheduled time to view the course lectures, it provides an opportunity for students to participate in class discussions as well as in question and answer sessions about the course content and requirements. We understand, however, that students can't always attend every meeting. When this occurs, we recommend that the administrator lend the DVDs to the student who could not attend, and that the student views the missed lectures prior to the next scheduled meeting of the class. The amount of outside-of-class time per week that a student should expect to spend will vary from course to course and from one student to the next. However, a rough rule of thumb is that a for-credit student should plan to spend about 3 – 5 hours per week outside of class in completing the required reading and assignments.

H. Typical schedule and activities during DEEP class sessions beyond the first class period.

The DEEP DVDs are formatted for use on either a computer or any type of standard DVD player. If the class is being offered on a one evening per week basis, students will view approximately 3 hours of DVD lecture per evening. We would recommend that you plan one additional hour of class time per week to allow for questions, class discussions, and a couple of 10-15 minute breaks. In gathering feedback from other church groups participating in the DEEP program, we have heard it can be very helpful to pause at key points during lectures and also between lectures to allow the students to ask questions and discuss the material. Some DEEP classes include a set of suggested discussion questions that the class coordinator can use to focus class discussions on key points relating to the major topics being presented in the DVD lectures.

I. Procedures for completing the course examinations.

Most DEEP courses include two to four examinations which will need to be proctored by a person in a position of trust within the church. This proctor should be the person who signed the proctoring form. Detailed instructions for proctors are presented in Attachment 9. In addition, this same information can be accessed through the DEEP website, at www.masters.edu/deep, then clicking the "Information for Proctors" link in the left-hand toolbar.

J. What to expect about grading of assignments, projects, and examinations.

Once students upload their assignment and projects, or finish their tests, in most cases, those projects and tests need to be graded by our teachers here at The Master's College. We will work to have the assignments and tests graded as soon as possible, and students can generally expect to have things graded within two to three weeks. Once the assignments or tests are graded, the student's grades will either be posted online (accessible only to them – no student can see another student's grade) or grade sheets will be either emailed to the student or faxed back to the church, to be distributed in the next class session.

K. Wrapping up the term.

We have developed an online DEEP Course And Faculty Evaluation (CAFÉ) in order to assist us in improving the quality of DEEP courses. These assessments will become available in the eighth week of the fall and spring deep course sessions. Please remind the students to complete these brief surveys when you meet during the eighth week. This will help us immensely in improving the quality and ease of our courses.

We would very much appreciate your spending a few minutes during your last class session discussing ways in which the course materials and/or requirements could be modified to strengthen its overall quality. Please contact us by email, phone call, or normal mail with a summary of class comments on things you would like improved, or things you think especially well-done.

L. Payment of church stipends

Once individual and church-classroom-format DEEP course enrollments have been finalized each term, TMC will send a check to the church or organization for the total amount of the church stipend using the payment rate schedule below. The organization has the freedom to decide how that stipend will be used. Stipends can help to offset startup costs, give scholarships to students, or give a gratuity to the course administrator or test proctors. The College cannot write a stipend check to an individual (such as the course coordinator); only to the organization.

Figure 3: Church Stipend Payment Schedule		
For DEEP courses conducted in individual format:		
For-credit students	\$13 per unit per student	\$39 per student per 3 unit class
Audit-only students	No stipend	No stipend
For DEEP courses conducted in church-classroom format:		
For-credit students	\$33 per unit per student	\$99 per student per 3 unit class
Audit-only students	\$8 per unit per student	\$24 per student per 3 unit class

List of DEEP Implementation Guide Attachments

1. TMCS Doctrinal Statement
2. DEEP Program Reproducible Promotional Materials
3. Suggested responsibilities for the lay congregational DEEP coordinators
4. DEEP Admission Requirements
5. Sample DEEP Application Process Tracking Sheet
6. Sample DEEP Course Enrollment Tracking Sheet
7. Sample DEEP Course Enrollment Form
8. Procedures for Using the DEEP Course Homepage Contents
9. Information for DEEP Course Examination Proctors

Attachment 1:

The Master's College & Seminary Doctrinal Statement



21726 PLACERITA CANYON ROAD ♦ SANTA CLARITA, CALIFORNIA 91321-1200
661/259-3540 ♦ 661/254-1998 fax ♦ www.masters.edu

The Holy Scriptures

We teach that the Bible is God's written revelation to man, and thus the 66 books of the Bible given to us by the Holy Spirit constitute the plenary (inspired equally in all parts) Word of God (1 Corinthians 2:7-14; 2 Peter 1:20-21).

We teach that the Word of God is an objective, propositional revelation (1 Corinthians 2:13; 1 Thessalonians 2:13), verbally inspired in every word (2 Timothy 3:16), absolutely inerrant in the original documents, infallible, and God-breathed. We teach the literal, grammatical-historical interpretation of Scripture which affirms the belief that the opening chapters of Genesis present creation in six literal days (Genesis 1:31; Exodus 31:17).

We teach that the Bible constitutes the only infallible rule of faith and practice (Matthew 5:18; 24:35; John 10:35; 16:12-13; 17:17; 1 Corinthians 2:13; 2 Timothy 3:15-17; Hebrews 4:12; 2 Peter 1:20-21).

We teach that God spoke in His written Word by a process of dual authorship. The Holy Spirit so superintended the human authors that, through their individual personalities and different styles of writing, they composed and recorded God's Word to man (2 Peter 1:20-21) without error in the whole or in the part (Matthew 5:18; 2 Timothy 3:16).

We teach that, whereas there may be several applications of any given passage of Scripture, there is but one true interpretation. The meaning of Scripture is to be found as one diligently applies the literal, grammatical-historical method of interpretation under the enlightenment of the Holy Spirit (John 7:17; 16:12-15; 1 Corinthians 2:7-15; 1 John 2:20). It is the responsibility of believers to ascertain carefully the true intent and meaning of Scripture, recognizing that proper application is binding on all generations. Yet the truth of Scripture stands in judgment of men; never do men stand in judgment of it.

God

We teach that there is but one living and true God (Deuteronomy 6:4; Isaiah 45:5-7; 1 Corinthians 8:4), an infinite, all-knowing Spirit (John 4:24), perfect in all His attributes, one in essence, eternally existing in three Persons—Father, Son, and Holy Spirit (Matthew 28:19; 2 Corinthians 13:14)—each equally deserving worship and obedience.

God, the Father. We teach that God the Father, the first person of the Trinity, orders and disposes all things according to His own purpose and grace (Psalm 145:8-9; 1 Corinthians 8:6). He is the Creator of all things (Genesis 1:1-31; Ephesians 3:9). As the only absolute and omnipotent ruler in the universe, He is sovereign in creation, providence, and redemption (Psalm 103:19; Romans 11:36). His fatherhood involves both His designation within the Trinity and His relationship with mankind. As Creator He is Father to all men (Ephesians 4:6), but He is spiritual Father only to believers (Romans 8:14; 2 Corinthians 6:18). He has decreed for His own glory all things that come to pass (Ephesians 1:11). He continually upholds, directs, and governs all creatures and events (1 Chronicles 29:11). In His sovereignty He is neither author nor approver of sin (Habakkuk 1:13), nor does He abridge the accountability of moral, intelligent creatures (1 Peter 1:17). He has graciously chosen from eternity past those whom He would have as His own (Ephesians 1:4-6); He saves from sin all those who come to Him; and He becomes, upon adoption, Father to His own (John 1:12; Romans 8:15; Galatians 4:5; Hebrews 12:5-9).

God, the Son. We teach that Jesus Christ, the second person of the Trinity, possesses all the divine excellencies, and in these He is coequal, consubstantial, and coeternal with the Father (John 10:30; 14:9).

We teach that God the Father created "the heavens and the earth and all that is in them" according to His own will, through His Son, Jesus Christ, by whom all things continue in existence and in operation (John 1:3; Colossians 1:15-17; Hebrews 1:2).

We teach that in the incarnation (God becoming man) Christ surrendered only the prerogatives of deity but nothing of the divine essence, either in degree or kind. In His incarnation, the eternally existing second person of the Trinity accepted all the essential characteristics of humanity and so became the God-man (Philippians 2:5-8; Colossians 2:9).

We teach that Jesus Christ represents humanity and deity in indivisible oneness (Micah 5:2; John 5:23; 14:9-10; Colossians 2:9).

We teach that our Lord Jesus Christ was virgin-born (Isaiah 7:14; Matthew 1:23, 25; Luke 1:26-35); that He was God incarnate (John 1:1, 14); and that the purpose of the incarnation was to reveal God, redeem men, and rule over God's kingdom (Psalm 2:7-9; Isaiah 9:6; John 1:29; Philippians 2:9-11; Hebrews 7:25-26; 1 Peter 1:18-19).

We teach that, in the incarnation, the second person of the Trinity laid aside His right to the full prerogatives of coexistence with God, assumed the place of a Son, and took on an existence appropriate to a servant while never divesting Himself of His divine attributes (Philippians 2:5-8).

We teach that our Lord Jesus Christ accomplished our redemption through the shedding of His blood and sacrificial death on the cross and that His death was voluntary, vicarious, substitutionary, propitiatory, and redemptive (John 10:15; Romans 3:24-25; 5:8; 1 Peter 2:24).

We teach that on the basis of the efficacy of the death of our Lord Jesus Christ, the believing sinner is freed from the punishment, the penalty, the power, and one day the very presence of sin; and that he is declared righteous, given eternal life, and adopted into the family of God (Romans 3:25; 5:8-9; 2 Corinthians 5:14-15; 1 Peter 2:24; 3:18).

We teach that our justification is made sure by His literal, physical resurrection from the dead and that He is now ascended to the right hand of the Father, where He now mediates as our Advocate and High Priest (Matthew 28:6; Luke 24:38-39; Acts 2:30-31; Romans 4:25; 8:34; Hebrews 7:25; 9:24; 1 John 2:1).

We teach that in the resurrection of Jesus Christ from the grave, God confirmed the deity of His Son and gave proof that God has accepted the atoning work of Christ on the cross. Jesus' bodily resurrection is also the guarantee of a future resurrection life for all believers (John 5:26-29; 14:19; Romans 4:25; 6:5-10; 1 Corinthians 15:20, 23).

We teach that Jesus Christ will return to receive the church, which is His body, unto Himself at the Rapture and, returning with His church in glory, will establish His millennial kingdom on earth (Acts 1:9-11; 1 Thessalonians 4:13-18; Revelation 20).

We teach that the Lord Jesus Christ is the One through whom God will judge all mankind (John 5:22-23):

- a. Believers (1 Corinthians 3:10-15; 2 Corinthians 5:10);
- b. Living inhabitants of the earth at His glorious return (Matthew 25:31-46); and
- c. Unbelieving dead at the Great White Throne (Revelation 20:11-15).

As the mediator between God and man (1 Timothy 2:5), the head of His body the church (Ephesians 1:22; 5:23; Colossians 1:18), and the coming universal King who will reign on the throne of David (Isaiah 9:6; Ezekiel 37:24-28; Luke 1:31-33), He is the final Judge of all who fail to place their trust in Him as Lord and Savior (Matthew 25:14-46; Acts 17:30-31).

God, the Holy Spirit. We teach that the Holy Spirit is a divine person, eternal, underived, possessing all the attributes of personality and deity including intellect (1 Corinthians 2:10-13), emotions (Ephesians 4:30), will (1 Corinthians 12:11), eternity (Hebrews 9:14), omnipresence (Psalm 139:7-10), omniscience (Isaiah 40:13-14), omnipotence (Romans 15:13), and truthfulness (John 16:13). In all the divine attributes He is coequal and consubstantial with the Father and the Son (Matthew 28:19; Acts 5:3-4; 28:25-26; 1 Corinthians 12:4-6; 2 Corinthians 13:14; Jeremiah 31:31-34; and Hebrews 10:15-17).

We teach that it is the work of the Holy Spirit to execute the divine will with relation to all mankind. We recognize His sovereign activity in the creation (Genesis 1:2), the incarnation (Matthew 1:18), the written revelation (2 Peter 1:20-21), and the work of salvation (John 3:5-7).

We teach that a unique work of the Holy Spirit in this age began at Pentecost when He came from the Father as promised by Christ (John 14:16-17; 15:26) to initiate and complete the building of the body of Christ. His activity includes convicting the world of sin, of righteousness, and of judgment; glorifying the Lord Jesus Christ and transforming believers into the image of Christ (John 16:7-9; Acts 1:5; 2:4; Romans 8:29; 2 Corinthians 3:18; Ephesians 2:22).

We teach that the Holy Spirit is the supernatural and sovereign agent in regeneration, baptizing all believers into the body of Christ (1 Corinthians 12:13). The Holy Spirit also indwells, sanctifies, instructs, empowers them for service, and seals them unto the day of redemption (Romans 8:9-11; 2 Corinthians 3:6; Ephesians 1:13).

We teach that the Holy Spirit is the divine teacher who guided the apostles and prophets into all truth as they committed to writing God's revelation, the Bible (2 Peter 1:19-21). Every believer possesses the indwelling presence of the Holy Spirit from the moment of salvation, and it is the duty of all those born of the Spirit to be filled with (controlled by) the Spirit (Romans 8:9; Ephesians 5:18; 1 John 2:20, 27).

We teach that the Holy Spirit administers spiritual gifts to the church. The Holy Spirit glorifies neither Himself nor His gifts by ostentatious displays, but He does glorify Christ by implementing His work of redeeming the lost and building up believers in the most holy faith (John 16:13-14; Acts 1:8; 1 Corinthians 12:4-11; 2 Corinthians 3:18).

We teach, in this respect, that God the Holy Spirit is sovereign in the bestowing of all His gifts for the perfecting of the saints. Speaking in tongues and the working of sign miracles in the beginning days of the church were for the purpose of pointing to and authenticating the apostles as revealers of divine truth, and were never intended to be characteristic of the lives of believers (1 Corinthians 12:4-11; 13:8-10; 2 Corinthians 12:12; Ephesians 4:7-12; Hebrews 2:1-4).

Man

We teach that man was directly and immediately created by God in His image and likeness. Man was created free of sin with a rational nature, intelligence, volition, self-determination, and moral responsibility to God (Genesis 2:7, 15-25; James 3:9).

We teach that God's intention in the creation of man was that man should glorify God, enjoy God's fellowship, live his life in the will of God, and by this accomplish God's purpose for man in the world (Isaiah 43:7; Colossians 1:16; Revelation 4:11).

We teach that in Adam's sin of disobedience to the revealed will and Word of God, man lost his innocence; incurred the penalty of spiritual and physical death; became subject to the wrath of God; and became inherently corrupt and utterly incapable of choosing or doing that which is acceptable to God apart from divine grace. With no recuperative powers to enable him to recover himself, man is hopelessly lost. Man's salvation is thereby wholly of God's grace through the redemptive work of our Lord Jesus Christ (Genesis 2:16-17; 3:1-19; John 3:36; Romans 3:23; 6:23; 1 Corinthians 2:14; Ephesians 2:1-3; 1 Timothy 2:13-14; 1 John 1:8).

We teach that because all men were in Adam, a nature corrupted by Adam's sin has been transmitted to all men of all ages, Jesus Christ being the only exception. All men are thus sinners by nature, by choice, and by divine declaration (Psalm 14:1-3; Jeremiah 17:9; Romans 3:9-18, 23; 5:10-12).

Salvation

We teach that salvation is wholly of God by grace on the basis of the redemption of Jesus Christ, the merit of His shed blood, and not on the basis of human merit or works (John 1:12; Ephesians 1:4-7; 2:8-10; 1 Peter 1:18-19).

Regeneration. We teach that regeneration is a supernatural work of the Holy Spirit by which the divine nature and divine life are given (John 3:3-8; Titus 3:5). It is instantaneous and is accomplished solely by the power of the Holy Spirit through the instrumentality of the Word of God (John 5:24), when the repentant sinner, as enabled by the Holy Spirit, responds in faith to the divine provision of salvation. Genuine regeneration is manifested by fruits worthy of repentance as demonstrated in righteous attitudes and conduct. Good works will be its proper evidence and fruit (1 Corinthians 6:19-20; Ephesians 5:17-21; Philippians 2:12b; Colossians 3:12-17; 2 Peter 1:4-11). This obedience causes the believer to be increasingly conformed to the image of our Lord Jesus Christ (2 Corinthians 3:18). Such a conformity is climaxed in the believer's glorification at Christ's coming (Romans 8:16-17; 2 Peter 1:4; 1 John 3:2-3).

Election. We teach that election is the act of God by which, before the foundation of the world, He chose in Christ those whom He graciously regenerates, saves, and sanctifies (Romans 8:28-30; Ephesians 1:4-11; 2 Thessalonians 2:13; 2 Timothy 2:10; 1 Peter 1:1-2).

We teach that sovereign election does not contradict or negate the responsibility of man to repent and trust Christ as Savior and Lord (Ezekiel 18:23, 32; 33:11; John 3:18-19, 36; 5:40; 2 Thessalonians 2:10-12; Revelation 22:17). Nevertheless, since sovereign grace includes the means of receiving the gift of salvation as well as the gift itself, sovereign election will result in what God determines. All whom the Father calls to Himself will come in faith and all who come in faith the Father will receive (John 6:37-40, 44; Acts 13:48; James 4:8).

We teach that the unmerited favor that God grants to totally depraved sinners is not related to any initiative of their own part nor to God's anticipation of what they might do by their own will, but is solely of His sovereign grace and mercy (Ephesians 1:4-7; Titus 3:4-7; 1 Peter 1:2).

We teach that election should not be looked upon as based merely on abstract sovereignty. God is truly sovereign but He exercises this sovereignty in harmony with His other attributes, especially His omniscience, justice, holiness, wisdom, grace, and love (Romans 9:11-16). This sovereignty will always exalt the will of God in a manner totally consistent with His character as revealed in the life of our Lord Jesus Christ (Matthew 11:25-28; 2 Timothy 1:9).

Justification. We teach that justification before God is an act of God (Romans 8:30-33) by which He declares righteous those who, through faith in Christ, repent of their sins (Isaiah 55:6-7; Luke 13:3; Acts 2:38; 3:19; 11:18; Romans 2:4; 2 Corinthians 7:10) and confess Him as sovereign Lord (Romans 10:9-10; 1 Corinthians 12:3; 2 Corinthians 4:5; Philippians 2:11). This righteousness is apart from any virtue or work of man (Romans 3:20; 4:6) and involves the placing of our sins on Christ (Colossians 2:14; 1 Peter 2:24) and the imputation of Christ's righteousness to us (1 Corinthians 1:2, 30; 6:11; 2 Corinthians 5:21). By this means God is enabled to "be just, and the justifier of the one who has faith in Jesus" (Romans 3:26).

Sanctification. We teach that every believer is sanctified (set apart) unto God by justification and is therefore declared to be holy and is identified as a saint. This sanctification is positional and instantaneous and should not be confused with progressive sanctification. This sanctification has to do with the believer's standing, not his present walk or condition (Acts 20:32; 1 Corinthians 1:2, 30; 6:11; 2 Thessalonians 2:13; Hebrews 2:11; 3:1; 10:10, 14; 13:12; 1 Peter 1:2).

We teach that there is also by the work of the Holy Spirit a progressive sanctification by which the state of the believer is brought closer to the likeness of Christ through obedience to the Word of God and the empowering of the Holy Spirit. The believer is able to live a life of increasing holiness in conformity to the will of God, becoming more and more like our Lord Jesus Christ (John 17:17, 19; Romans 6:1-22; 2 Corinthians 3:18; 1 Thessalonians 4:3-4; 5:23).

In this respect, we teach that every saved person is involved in a daily conflict—the new creation in Christ doing battle against the flesh—but adequate provision is made for victory through the power of the indwelling Holy Spirit. The struggle nevertheless stays with the believer all through this earthly life and is never completely ended. All claims to the eradication of sin in this life are unscriptural. Eradication of sin is not possible, but the Holy Spirit does provide for victory over sin (Galatians 5:16-25; Ephesians 4:22-24; Philippians 3:12; Colossians 3:9-10; 1 Peter 1:14-16; 1 John 3:5-9).

Security. We teach that all the redeemed once saved are kept by God's power and are thus secure in Christ forever (John 5:24; 6:37-40; 10:27-30; Romans 5:9-10; 8:1, 31-39; 1 Corinthians 1:4-9; Ephesians 4:30; Hebrews 7:25; 13:5; 1 Peter 1:4-5; Jude 24).

We teach that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word, which, however, clearly forbids the use of Christian liberty as an occasion for sinful living and carnality (Romans 6:15-22; 13:13-14; Galatians 5:13, 16-17, 25-26; Titus 2:11-14).

Separation. We teach that separation from sin is clearly called for throughout the Old and New Testaments, and that the Scriptures clearly indicate that in the last days apostasy and worldliness shall increase (2 Corinthians 6:14-7:1; 2 Timothy 3:1-5).

We teach that out of deep gratitude for the undeserved grace of God granted to us and because our glorious God is so worthy of our total consecration, all the saved should live in such a manner as to demonstrate our adoring love to God and so as not to bring reproach upon our Lord and Savior. We also teach that separation from any association with religious apostasy, and worldly and sinful practices is commanded of us by God (Romans 12:1-2; 1 Corinthians 5:9-13; 2 Corinthians 6:14-7:1; 1 John 2:15-17; 2 John 9-11).

We teach that believers should be separated unto our Lord Jesus Christ (2 Thessalonians 1:11-12; Hebrews 12:1-2) and affirm that the Christian life is a life of obedient righteousness demonstrated by a beatitude attitude (Matthew 5:2-12) and a continual pursuit of holiness (Romans 12:1-2; 2 Corinthians 7:1; Hebrews 12:14; Titus 2:11-14; 1 John 3:1-10).

The Church

We teach that all who place their faith in Jesus Christ are immediately placed by the Holy Spirit into one united spiritual body, the church (1 Corinthians 12:12-13), the bride of Christ (2 Corinthians 11:2; Ephesians 5:23-32; Revelation 19:7-8), of which Christ is the Head (Ephesians 1:22; 4:15; Colossians 1:18).

We teach that the formation of the church, the body of Christ, began on the day of Pentecost (Acts 2:1-21, 38-47) and will be completed at the coming of Christ for His own at the Rapture (1 Corinthians 15:51-52; 1 Thessalonians 4:13-18).

We teach that the church is thus a unique spiritual organism designed by Christ, made up of all born-again believers in this present age (Ephesians 2:11-3:6). The church is distinct from Israel (1 Corinthians 10:32), a mystery not revealed until this age (Ephesians 3:1-6; 5:32).

We teach that the establishment and continuity of local churches is clearly taught and defined in the New Testament Scriptures (Acts 14:23, 27; 20:17, 28; Galatians 1:2; Philippians 1:1; 1 Thessalonians 1:1; 2 Thessalonians 1:1) and that the members of the one spiritual body are directed to associate themselves together in local assemblies (1 Corinthians 11:18-20; Hebrews 10:25).

We teach that the one supreme authority for the church is Christ (Ephesians 1:22; Colossians 1:18) and that leadership, gifts, order, discipline, and worship in the church are all appointed through His sovereignty as found in the Scriptures. The biblically-designated officers serving under Christ and over the assembly are elders (males, who are also called bishops, pastors, and pastor-teachers; (Acts 20:28; Ephesians 4:11)) and deacons, both of whom must meet biblical qualifications (1 Timothy 3:1-13; Titus 1:5-9; 1 Peter 5:1-5).

We teach that these leaders lead or rule as servants of Christ (1 Timothy 5:17-22) and have His authority in directing the church. The congregation is to submit to their leadership (Hebrews 13:7, 17).

We teach the importance of discipleship (Matthew 28:19-20; 2 Timothy 2:2), mutual accountability of all believers to each other (Matthew 18:15-17), as well as the need for discipline for sinning members of the congregation in accord with the standards of Scripture (Matthew 18:15-22; Acts 5:1-11; 1 Corinthians 5:1-13; 2 Thessalonians 3:6-15; 1 Timothy 1:19-20; Titus 1:10-16).

We teach the autonomy of the local church, free from any external authority or control, with the right of self-government and freedom from the interference of any hierarchy of individuals or organizations (Titus 1:5). We teach that it is scriptural for true churches to cooperate with each other for the presentation and propagation of the faith. Local churches, however, through their pastors and their interpretation and application of Scripture, should be the sole judges of the measure and method of their cooperation (Acts 15:19-31; 20:28; 1 Corinthians 5:4-7, 13; 1 Peter 5:1-4).

We teach that the purpose of the church is to glorify God (Ephesians 3:21) by building itself up in the faith (Ephesians 4:13-16), by instruction of the Word (2 Timothy 2:2, 15; 3:16-17), by fellowship (Acts 2:47; 1 John 1:3), by keeping the ordinances (Luke 22:19; Acts 2:38-42) and by advancing and communicating the gospel to the entire world (Matthew 28:19; Acts 1:8).

We teach the calling of all saints to the work of service (1 Corinthians 15:58; Ephesians 4:12; Revelation 22:12).

We teach the need of the church to cooperate with God as He accomplishes His purpose in the world. To that end, He gives the church spiritual gifts. He gives men chosen for the purpose of equipping the saints for the work of the ministry (Ephesians 4:7-12) and He also gives unique and special spiritual abilities to each member of the body of Christ (Romans 12:5-8; 1 Corinthians 12:4-31; 1 Peter 4:10-11).

We teach that there were two kinds of gifts given the early church: miraculous gifts of divine revelation and healing, given temporarily in the apostolic era for the purpose of confirming the authenticity of the apostles' message (Hebrews 2:3-4; 2 Corinthians 12:12); and ministering gifts, given to equip believers for edifying one another. With the New Testament revelation now complete, Scripture becomes the sole test of the authenticity of a man's message. Confirming gifts of a miraculous nature are no longer necessary to validate a man or his message (1 Corinthians 13:8-12). Miraculous gifts can even be counterfeited by Satan so as to deceive even believers (Matthew 24:24). The only gifts in operation today are those non-revelatory equipping gifts given for edification (Romans 12:6-8).

We teach that no one possesses the gift of healing today but that God does hear and answer the prayer of faith and will answer in accordance with His own perfect will for the sick, suffering, and afflicted (Luke 18:1-8; John 5:7-9; 2 Corinthians 12:6-10; James 5:13-16; 1 John 5:14-15).

We teach that two ordinances have been committed to the local church: baptism and the Lord's Supper (Acts 2:38-42). Christian baptism by immersion (Acts 8:36-39) is the solemn and beautiful testimony of a believer showing forth his faith in the crucified, buried, and risen Savior, and his union with Him in death to sin and resurrection to a new life (Romans 6: 1-11). It is also a sign of fellowship and identification with the visible body of Christ (Acts 2:41-42).

We teach that the Lord's Supper is the commemoration and proclamation of His death until He comes, and should be always preceded by solemn self-examination (1 Corinthians 11:23-32). We also teach that whereas the elements of communion are only representative of the flesh and blood of Christ, the Lord's Supper is nevertheless an actual Communion with the risen Christ who is present in a unique way, fellowshiping with His people (1 Corinthians 10:16).

Angels

Holy Angels. We teach that angels are created beings and are therefore not to be worshiped. Although they are a higher order of creation than man, they are created to serve God and to worship Him (Luke 2:9-14; Hebrews 1:6-7, 14; 2:6-7; Revelation 5:11-14).

Fallen Angels. We teach that Satan is a created angel and the author of sin. He incurred the judgment of God by rebelling against his Creator (Isaiah 14:12-17; Ezekiel 28:11-19), by taking numerous angels with him in his fall (Matthew 25:41; Revelation 12:1-14), and by introducing sin into the human race by his temptation of Eve (Genesis 3:1-15).

We teach that Satan is the open and declared enemy of God and man (Isaiah 14:13-14; Matthew 4:1-11; Revelation 12:9-10), the prince of this world who has been defeated through the death and resurrection of Jesus Christ (Romans 16:20) and that he shall be eternally punished in the lake of fire (Isaiah 14:12-17; Ezekiel 28:11-19; Matthew 25:41; Revelation 20:10).

Last Things (End Times)

Death. We teach that physical death involves no loss of our immaterial consciousness (Revelation 6:9-11), that there is a separation of soul and body (James 2:26), that the soul of the redeemed passes immediately into the presence of Christ (Luke 23:43; 2 Corinthians 5:8; Philippians 1:23), and that, for the redeemed, such separation will continue until the rapture (1 Thessalonians 4:13-17) which initiates the first resurrection (Revelation 20:4-6), when our soul and body will be reunited to be glorified forever with our Lord (1 Corinthians 15:35-44, 50-54; Philippians 3:21). Until that time, the souls of the redeemed in Christ remain in joyful fellowship with our Lord Jesus Christ (2 Corinthians 5:8).

We teach the bodily resurrection of all men, the saved to eternal life (John 6:39; Romans 8:10-11, 19-23; 2 Corinthians 4:14), and the unsaved to judgment and everlasting punishment (Daniel 12:2; John 5:29; Revelation 20:13-15).

We teach that the souls of the unsaved at death are kept under punishment until the second resurrection (Luke 16:19-26; Revelation 20:13-15), when the soul and the resurrection body will be united (John 5:28-29). They shall then appear at the

Great White Throne judgment (Revelation 20:11-15) and shall be cast into hell, the lake of fire (Matthew 25:41-46), cut off from the life of God forever (Daniel 12:2; Matthew 25:41-46; 2 Thessalonians 1:7-9).

The Rapture of the Church. We teach the personal, bodily return of our Lord Jesus Christ before the seven-year tribulation (1 Thessalonians 4:16; Titus 2:13) to translate His church from this earth (John 14:1-3; 1 Corinthians 15:51-53; 1 Thessalonians 4:15-5:11) and, between this event and His glorious return with His saints, to reward believers according to their works (1 Corinthians 3:11-15; 2 Corinthians 5:10).

The Tribulation Period. We teach that immediately following the removal of the church from the earth (John 14:1-3; 1 Thessalonians 4:13-18) the righteous judgments of God will be poured out upon an unbelieving world (Jeremiah 30:7; Daniel 9:27; 12:1; 2 Thessalonians 2:7-12; Revelation 16), and that these judgments will be climaxed by the return of Christ in glory to the earth (Matthew 24:27-31; 25:31-46; 2 Thessalonians 2:7-12). At that time the Old Testament and tribulation saints will be raised and the living will be judged (Daniel 12:2-3; Revelation 20:4-6). This period includes the seventieth week of Daniel's prophecy (Daniel 9:24-27; Matthew 24:15-31; 25:31-46).

The Second Coming and the Millennial Reign. We teach that after the tribulation period, Christ will come to earth to occupy the throne of David (Matthew 25:31; Luke 1:32-33; Acts 1:10-11; 2:29-30) and establish His messianic kingdom for a thousand years on the earth (Revelation 20:1-7). During this time the resurrected saints will reign with Him over Israel and all the nations of the earth (Ezekiel 37:21-28; Daniel 7:17-22; Revelation 19:11-16). This reign will be preceded by the overthrow of the Antichrist and the False Prophet, and by the removal of Satan from the world (Daniel 7:17-27; Revelation 20:1-6).

We teach that the kingdom itself will be the fulfillment of God's promise to Israel (Isaiah 65:17-25; Ezekiel 37:21-28; Zechariah 8:1-17) to restore them to the land which they forfeited through their disobedience (Deuteronomy 28:15-68). The result of their disobedience was that Israel was temporarily set aside (Matthew 21:43; Romans 11:1-26) but will again be awakened through repentance to enter into the land of blessing (Jeremiah 31:31-34; Ezekiel 36:22-32; Romans 11:25-29).

We teach that this time of our Lord's reign will be characterized by harmony, justice, peace, righteousness, and long life (Isaiah 11; 65:17-25; Ezekiel 36:33-38), and will be brought to an end with the release of Satan (Revelation 20:7).

The Judgment of the Lost. We teach that following the release of Satan after the thousand year reign of Christ (Revelation 20:7), Satan will deceive the nations of the earth and gather them to battle against the saints and the beloved city, at which time Satan and his army will be devoured by fire from heaven (Revelation 20:9). Following this, Satan will be thrown into the lake of fire and brimstone (Matthew 25:41; Revelation 20:10) whereupon Christ, who is the Judge of all men (John 5:22), will resurrect and judge the great and small at the Great White Throne judgment.

We teach that this resurrection of the unsaved dead to judgment will be a physical resurrection, whereupon receiving their judgment (John 5:28-29), they will be committed to an eternal, conscious punishment in the lake of fire (Matthew 25:41; Revelation 20:11-15).

Eternity. We teach that after the closing of the millennium, the temporary release of Satan, and the judgment of unbelievers (2 Thessalonians 1:9; Revelation 20:7-15), the saved will enter the eternal state of glory with God, after which the elements of this earth are to be dissolved (2 Peter 3:10) and replaced with a new earth wherein only righteousness dwells (Ephesians 5:5; Revelation 20:15, 21-22). Following this, the heavenly city will come down out of heaven (Revelation 21:2) and will be the dwelling place of the saints, where they will enjoy forever fellowship with God and one another (John 17:3; Revelation 21, 22). Our Lord Jesus Christ, having fulfilled His redemptive mission, will then deliver up the kingdom to God the Father (1 Corinthians 15:23-28) that in all spheres the triune God may reign forever and ever (1 Corinthians 15:28).

Attachment 4:
The Master's College Distance Education Extension Program
Student Admission Requirements

Any individual seeking admission to The Master's College Distance Education Extension Program (TMC DEEP) must meet the following minimum requirements:

1. The applicant must be in general agreement with the doctrinal position of the College. This statement can be found on www.masters.edu under About TMC/Doctrinal Statement.
2. The applicant must regularly attend a local evangelical church. For-credit students must be local to the church leader or staff person who will administer DEEP course examinations.
3. The applicant must be able to give a clear testimony of the basis of his/her salvation and hope of eternal life.
4. For-credit students must be enrolled in the equivalent of eleventh grade in high school and demonstrate adequate academic capability to be successful in college-level courses.

TMC DEEP COURSE ENROLLMENT FORM



Term	Year
<i>(Enter Fall, Winter, Spring, or Summer here)</i>	<i>Enter year here</i>

DISTANCE EDUCATION EXTENSION PROGRAM

SECTION I – STUDENT INFORMATION

Name _____, _____, _____ **New Applicant** **Returning Student**
Last First MI

Address _____ City _____ State _____ Zip _____

Home Phone (_____) _____ - _____ Work Phone (_____) _____ - _____ Ext. _____

Email (required) _____

Office Use Only: Student ID# _____

SECTION II – COURSES

Please check all boxes below for the courses which you desire to enroll during this term (only select **either** credit or audit for each course).

Course #	Course Name	Taken for-credit	Taken as Audit-only
	<i>Enter numbers and names for all courses offered during the term specified above before copying & distributing to students.</i>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

SECTION III – FINANCIAL OBLIGATIONS

You will be assessed tuition of \$750/course if taken for credit. If you wish to audit a course for no college credit, the cost is \$105/course. Please note that you will not be allowed to start courses until you return this registration form and pay your tuition.

Administrator Use Only:

Church Consultant:	Amount Paid:	Check Number:
TMC Consultant:	Date received:	Date Reg. Complete:

SECTION IV – READ AND SIGN BELOW

By signing below, I certify that:

- The information that I have completed on this form is true and correct.
- Payment for DEEP course(s) will be made prior to the start of each course.
- I understand that this program will not qualify me for receiving federal financial aid to pay for courses in the form of student loans or grants.

Student Signature: _____ Date: _____

Attachment 8: Procedures for Using TMC DEEP Course Homepage Contents

In order to assist you, and any student you want to show these pages to, we have included a brief outline of common DEEP course homepage activities:

A. Login and Enter Enrollment Keys:

The address to the course home page will be given to for credit students with their completed application information. We highly recommend that the students bookmark this link for easy access later. Every time the students access a course homepage, they will be asked to enter their unique username and password. The username and password screen is very simple, and students have almost certainly used the same login process for pages such as Amazon.com, Ebay, or any email web server. The very first time the students login to a course, and only the first time, they will be presented with a page requesting an “enrollment key” this key is used to make sure students do not accidentally begin using the wrong course home page, and avoid the confusion that would cause. Once the student enters this enrollment key, they will be presented with the course home page.

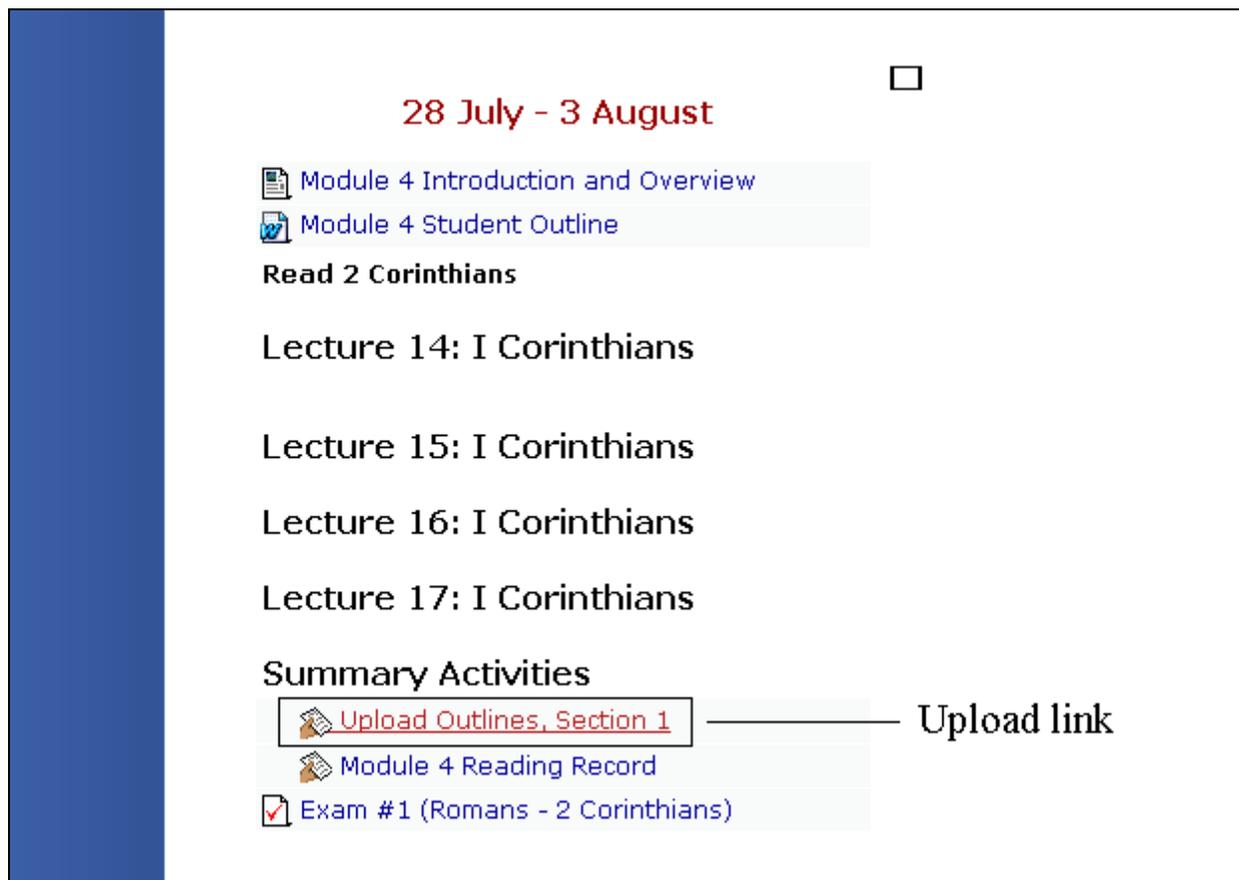
The screenshot shows a web browser window displaying the Moodle course homepage for 'Foundations of Science (1/14/08)'. The browser's address bar shows the URL: <https://deep.masters.edu/moodle/course/view.php?id=1234>. The page header includes the 'MasterNet' logo and a navigation menu with 'DEEP', 'IQ.Web', and 'Content Management'. A user notification indicates the user is logged in as 'Peter Wallis (test student account)'. The course title 'Foundations of Science (1/14/08)' is prominently displayed, along with the course ID 'DEEP ► LS200.1'. On the left side, there is a sidebar menu with categories like 'People', 'Activities', 'Search Forums', 'Administration', and 'My courses'. The main content area features a 'Weekly outline' section with a 'Course Introduction' and 'Course Description'. The 'Course Description' states: 'An introduction to the history, development and influence of science on other academic disciplines. The impact of science on patterns of thought and society in general will also be addressed. How science functions today in various disciplines, how it has functioned historically and what it can and cannot produce as an outcome will be emphasized.' Below this, the 'Course Credit' is listed as '3 semester units'. A link for 'Foundations of Science Online Syllabus' is highlighted with a callout box labeled 'Course Syllabus'. Under the 'Course Policies' section, a link for 'Required Course Texts' is highlighted with a callout box labeled 'Required Course Texts Webpage'. At the bottom of the page, a date range '14 January - 20 January' is shown above the 'Module 1: Science in Perspective' header, which is also highlighted with a callout box labeled 'Module 1 Header'. The browser's status bar at the bottom shows the URL 'http://www.masters.edu/edit/home.asp' and the system tray includes icons for 'deep.masters.edu', 'veoh', and 'Open Notebook'.

The above is the first screen a student in our Foundations of Science course would see. Each of the  icons indicates a web-page, such as  Required Course Texts is a webpage which, when clicked on, presents the student with the Required Course Texts for the course. All of the websites under the “Course Policies” heading are repetitions of the course syllabus information. The course syllabus can be downloaded as a word document by clicking the  Foundations of Science Online Syllabus link. Each  icon indicates a word document. We highly recommend each student download a copy of the syllabus and keep it on file. Word document downloads and web page links are the two main types of link for course documents.

As the student scrolls down through the website, they will see the assignments and summaries for different modules laid out as they proceed down. At the bottom of the above web page, you can see the header for Module 1, which corresponds to week 1. This screenshot was taken in our winter class course home page, which begins January 14th. When the students scroll down, they will see all the modules with their associated lectures, assignments, and pages.

B. Uploading Assignments:

In some of these modules, assignments are required to be uploaded. The link to each upload page is located at the end of the week in which that assignment is due.



28 July - 3 August

-  [Module 4 Introduction and Overview](#)
-  [Module 4 Student Outline](#)

Read 2 Corinthians

Lecture 14: I Corinthians

Lecture 15: I Corinthians

Lecture 16: I Corinthians

Lecture 17: I Corinthians

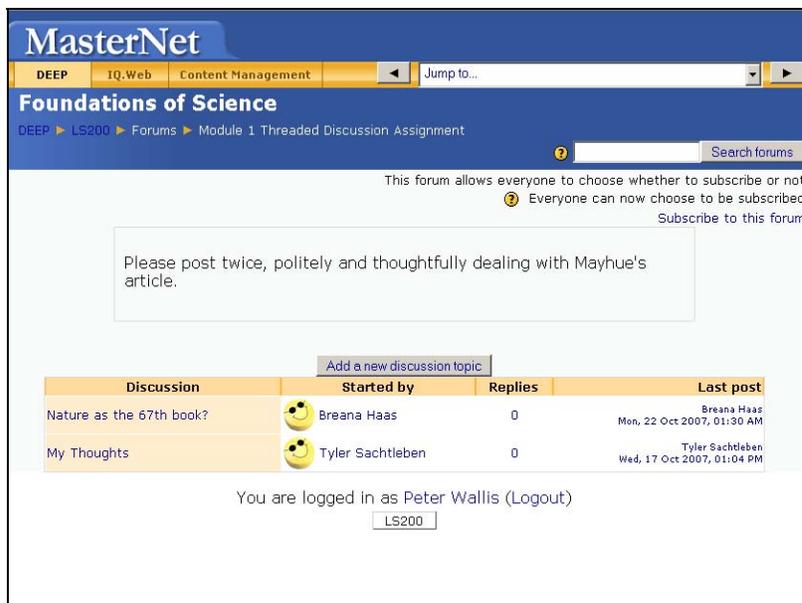
Summary Activities

-  [Upload Outlines, Section 1](#) ————— **Upload link**
-  [Module 4 Reading Record](#)
-  [Exam #1 \(Romans - 2 Corinthians\)](#)

Once the student clicks on this link, they will be presented with an upload page, reiterating what they need to upload in that link. Along with this, there is an upload bar, which allows them to “browse” for the necessary word or text file on their computer. Once having browsed to the necessary file, the student simply double clicks on it, and clicks the “upload” button.

C. Participating in Threaded Discussions:

The  icon indicates a forum, which the students can use to talk to each other, or their teachers. Some classes, such as Foundations of Science, integrate forums into the course assignments, so that forum participation is a part of the student's grade. When a link to a forum is clicked on, a page like the following appears:



Discussion	Started by	Replies	Last post
Nature as the 67th book?	 Breana Haas	0	Breana Haas Mon, 22 Oct 2007, 01:30 AM
My Thoughts	 Tyler Sachtleben	0	Tyler Sachtleben Wed, 17 Oct 2007, 01:04 PM

This page allows students and teacher to post new topics to the discussion, or to access the topics posted by others. To access posted topics, students simply need to click on the discussion title, such as “my thoughts” or “Nature as the 67th book?” above. These topics are organized from latest posted to first posted, and each is marked, at the end, by the most recent post. Once a topic is clicked on, students can read all posts under that topic, and post replies to any message.

D. Taking and Proctoring Tests

Throughout their courses, students are required to take tests online. These tests are accessible through the course home page. There are usually two to three of them per course, but can be as many as five. Students in some courses are also required to complete quizzes, which are identical to tests, but much shorter, and usually do not require a proctor.

As we described before, the tests require a proctor. The duties of this proctor are simple, to enter the exam password (to confirm that the proctor is there) then to keep the student in their sight and make sure that the student does not use notes (unless the course home page states that the test is open-note), copy questions, or contact anyone for answers.

E. More Information and Questions

In developing our Distance Education program, we always hope to make the website more clear and easily accessible. We want to hear from you and our students, any time the website is hard to follow or understand, please email us (TMCdeep@masters.edu). With your feedback, we can give you direct guidance in how to access what you need, as well as work to make the process easier for other students.

Attachment 9: Directions for Proctors

DEEP requires for-credit students to have a church pastor, elder, or staff-person proctor all exams during the 10 week course. The Proctoring Process and Procedure form can be found on page 7 of the DEEP Application.

Assisting in the Delivery of Exams

During the 10-week semester, the student will be required to take 2-4 examinations under the administration of a proctor. It is the student's responsibility to schedule exams with his/her proctor before the given day and time that the exam closes on the course home page. We recommend that most students schedule all three exams with their proctor at the beginning of the semester, but the exams may be taken well in advance of the due date if the student has received permission from the DEEP administrative office.

The student must be in your eyesight during the entire exam procedure. We highly encourage you to use a church computer (with a reliable internet connection) for the exam's delivery. When the student comes in, they will know where the test is accessible on the internet. Once they have accessed the test page, you will need to enter a password, always kept hidden from the student. All exam passwords will be sent to you at the beginning of a session so the student can schedule exams directly with you. You can specify whether you would like them to be mailed, emailed, or given over the phone. When you receive the passwords, keep them in a safe place where you can access them to administer an exam, keeping in mind that the DEEP staff will not always be available to give you the passwords in a last-minute situation. If you lose a password, contact us before the scheduled exam time and we will give you a new copy. If you believe the student has gained access to the password, we will change it and inform you of the new password.

Once the password has been entered, the browser will enter a "secure test window" and the exam will begin. You are required to maintain loose visual contact with the student during this time, watching to make sure the student is not browsing to other windows or using textbooks, notebooks or notes of any kind (though notes and textbooks are permitted when the website indicates that the exam is open-book). Once the student is done, please check to make sure the test has been submitted, and that all windows on the computer are closed.

Informing The Master's College of Separation between Church and Student

Students at The Master's College are only allowed to participate in classes in fellowship with their church. We hope and pray that no serious break will occur between a student and their church, but should any serious break occur, such as the last steps of church discipline, or the student voluntarily leaving the church, please do not assume that the student will contact us. Contact us yourself, and please be prepared to give a brief but complete summary of the break between student and church. If the student still wants to take the tests and complete the course, this is up to the discretion of the church, but the church and the student must be reconciled before the student receives his/her final grade.

Finding a Replacement Proctor

If, at any time during the semester, you find yourself unable to fulfill these duties as a proctor, it is your responsibility to find a replacement, and inform both the student and The Master's College of the change, and how long it will be in effect. If you are unable to give the exam passwords to the replacement proctor, be sure that the DEEP staff receives their contact information.

The Master's College will be responsible for maintaining the website on which the student takes exams and submits assignments, for grading these assignments, and for communicating with the student should any dispute about a grade occur. Please feel free to contact us with any comments or suggestions at 800.515.3222 or tmcDEEP@masters.edu.