Instructor Objectives

The instructor at the Lay Institute agrees to:

Lesson Preparation:

1. Meet deadlines according to the Instructor Deadline Schedule
2. Devote the necessary time for lesson planning, developing class handouts, etc. (~100 hours).
3. Acquire a faculty advisor who will advise you throughout the course of the semester
4. Manufacture a faculty-approved syllabus
5. Construct student-oriented lesson objectives and learning outcomes.
6. Produce the proper amount of lessons, using appropriate teaching aids.
7. Identify faculty-approved collateral reading(s) that is (are) under $20.

Lesson Delivery

1. Arrive in the classroom 30 minutes early,
2. Come prepared to teach your portion of the class sessions according to schedule,
3. Arouse student interest and curiosity during the introduction of each lesson. This can be done via story, appropriate film clip, visual, exercise or whatever might peak the student’s interest in the lesson to follow.
4. Create and follow a unified lesson outline with smooth transitions and flow. Exhort the students to apply the lesson’s solution or answer, providing some tangible exercise to promote application.
5. Provide a vehicle to assess the student’s performance of the lesson’s objectives and outcomes.
6. Speak with clear enunciation and with varying speed, volume, and pitch, verbal gestures.
7. Encourage and control student participation and discussion, responding respectfully to student feedback.
Instructor Objectives

Evaluation Process:
There are four potential Evaluations that will help you evaluate your efforts. These are communicated to the Internship office.

1. **Faculty Advisor** – Request of the faculty member advising you to come sit in one of your classes. Many are and will be able to do so. If this does not work, however, tape one session to be evaluated by the faculty advisor for evaluation of content and teaching techniques. This can be uploaded to your portfolio, made into a CD or uploaded as Utube video for future employers.

2. **Lay Institute Director.** The LI director will sit in one of your classes throughout the semester and make any suggestions for improvements or applaud you for a job well done.

3. **Student** - The students under your care will fill out a form at the end of the semester. Generally, the LI Director will come on the last day and use the first 10 minutes of your class in order to get the students to fill out the form and return them.

4. **Self-evaluation** – you will use the CD you created to evaluate yourself and fill out the form given you at the beginning of the semester. Scan it and return it to the LI Director at the end of the semester.

Paperwork and Follow-up Procedure

1. Collect, record, and submit attendance to the Director in a timely fashion. The Director will send a form for you to complete and return each week to the Lay Institute Office. This is used for Accreditation purposes.

2. Contact absent students to make sure they are okay.

3. Comply with the DTS student handbook in all areas, e.g. dress code,

4. Support the full doctrinal statement of Dallas Seminary in your classroom instruction,

5. Provide a substitute instructor or other plan (NO canceled classes!), alerting the Lay Institute Coordinator in a timely fashion.

6. Submit all final paperwork (e.g. evaluations, attendance sheets, final grades, etc.) promptly.