

Internal Memorandum

Date: 16/09/2022

To: Faculty Leaders (The BiMAL Institute) & Lecturers:
Australian School of Ministries, AUSOM

From: AUSOM/FReNBI Faculty Management: The BiMAL Institute

Subject: Lecturer's Guide No. 922-1 (AUSOM's One-Day Intensive Program)

Dearly beloved co-laborers,

Please find below the AUSOM Lecturer's Policy Guide No. 922-1 for the new One-Day Intensive Program (applicable to both AUSOM Course and AUSOM Diploma).

The second, Lecturers' Policy Guide No. 922-2 (AUSOM One-Day Intensive Timetable), will soon be advised following this Guide. Note that both Guides may be read separately or together (if need be, for clarity purposes).

The Objective of this Guide:

- (i) The Guide aims at synchronizing the course/unit syllabus into the new one-day intensive program.
- (ii) It further seeks to clarify how the faculty can run the intensive program efficiently, without leaving out some lessons due to limited classroom time.

The Vision - Start a Unit and Finish in One Day:

By following this simple guide, we can start and finish each unit in just one day of 8 hours monthly or over two half-days bimonthly, etc. You will not need to ask for extra hours as allowed under the previous non-intensive, 2-hour weekday study.

Lessons Administration Within Time Allocation:

Given that the total lessons and the time allocation for each unit are 8 lessons and 50mins per lesson under the intensive program:

We undertake the entire lessons in the existing/current syllabus in 8 lessons by delivering them in an accelerated but still traditional form of lecturing. Not by reducing the lessons or delivering them in a drive-through mode. Rather, we do between 65%-70% of the lessons as classroom lectures (8 clock hours) and confine the rest 30%-35% as students' Assignments/Readings for the month, to achieve the required credit hours. Note that the AUSOM course is structured to 13 clock hours (which includes Breaks) per unit.

Applying the same policy to the AUSOM diploma, which has less classroom time and a stronger practice-assignment-emphasis, involving Ministry Practices – field work 1, 2, and 3 - means we do between 65%-70% as students' Assignments/Readings for the month and 30%-35% as classroom lectures, to achieve the required credit hours. Note also that the AUSOM diploma is structured to 26 clock hours (which includes Breaks) per unit.

Thus, we accomplish the intensive plan by giving out selected parts of the lessons as students' Assignments/Readings for the month. These will need to be both marked and submitted by

you to the Exams & Records unit/faculty management latest by the end of the semester. Please refer to the last page of the syllabus for what fraction of the total assessment marks applies to Assignments.

The Big Picture and Examples:

(1) If you are taking a full Saturday/Thursday of 8 lessons, it means sub-dividing the entire course unit (e.g. 8-12 lessons) into 8 lessons.

Those 8-12 lessons need to be fitted into the intensive/accelerated program of only 8 lessons. That means:

(2) If you are taking a half-day, you are doing 4 lessons: sub-dividing half of the entire course unit (equals 4-6 lessons) to be reconstructed into 4 lessons.

Working Out the Details:

(3) Determine which parts of the lessons are pretty easy to learn or don't need much lecturing. Plan to give them out to the students as their Assignments/Readings for the month. Put those lessons/sections out on the screen/white or blackboard or copy them out for the students.

(4) At the end of lesson 4, PAUSE and pass on to the students the lesson parts described in (3) above as their Assignments/Readings for the month. PAUSE and do the same at the end of lesson 8, passing on those extra lesson parts as their Assignments/Readings.

Managing the Transition Period Together:

Should you need any further clarification or assistance before or while you have commenced lectures during this transition stage, please feel free to contact me. It is indeed a learning curve, and I am quite happy to spend more time and engage with you individually (by phone or zoom). That is, working together through your course/unit syllabus and how this guide applies until we all get it right. In this regard, I remain at your beck and call.

Every Blessing and God's speed,

Paul

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