

CM401: Organization and Program Development

Course Instructor: Chaplain R. Steve Lowe

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Course Description

This course equips those ministering within correctional and community settings to research, plan, and administrate a ministry program that provides learning experiences to help justice-involved people encounter the person of God, the truths of His Word, the power of His Holy Spirit, and to transform their thinking and behavior. Included are principles and practices in strategic planning, volunteer management and program development and evaluation.

Course Objectives

Upon completion of the course, students should be able to do the following:

- A. Implement evidence-based practices to his/her ministry program development.
- B. Design a ministry strategic plan.
- C. Explain the components for program development and evaluation.
- D. Communicate ministry value with stakeholders.

Course Text

The following textbook is required for the course.

Good to Great Social Sector by Jim Collins (Amazon)

Course readings will be provided in each module.

Academic Honesty

As students of the Institute for Prison Ministries of Wheaton College, we hold to high scholarly standards, a commitment to pursuing truth, a recognition that our actions affect others in the community and a desire to follow Jesus' example of integrity and truthfulness. Academic honesty is essential for establishing and maintaining the trust that is fundamental to the educational process. Examples of academic dishonesty, which will result in disciplinary action, include, but are not limited to . . .

Cheating: using unauthorized material or unauthorized help from another person in work or examination submitted for academic credit.

Fabrication: inventing information, citations, reporting participation in activities never done, or inflating the effort put in and/or the effect of various self-reported activities.

Facilitating academic dishonesty: providing unauthorized material or information to another person.

Plagiarism: representing the work of another as one's own without acknowledging the source. If the plagiarism is deemed unintentional, the student will have an opportunity to resubmit the work with a grade penalty.

Misrepresentation: giving the impression of having done more significant work than you actually did (e.g., padding references with works not consulted, doing less than your fair share of a group project, or recycling one's own work).

Disciplinary responses will be individualized to reflect the maturity of the student, the severity of the infraction and any evolving patterns.

Course Requirements

This course consists of a mentor relationship, readings, lecture videos, quizzes, group discussions, and writing assignment(s). The information regarding these course components and expectations is as follows:

Readings. Reading assignments covered in this course should be read in the context of the module in which they are assigned. In addition to the required textbooks, you may be asked to read supplementary materials included in the lesson.

Mentor Meeting. Meet with your mentor in-person or by phone two times to share what you are learning and hearing from God. This mentor does not have to have correctional ministry experience.

Lecture Videos. Each lesson will include lecture/videos from the instructor or field experts.

Quizzes. Each module includes a multiple-choice quiz over the readings and lectures for that module.

Discussion Forums. Discussion questions related to each week's lectures are provided. The Discussion Forum for each week begins on Monday at 12:01 a.m. Central Standard Time (CST), and your first post is required by Wednesday each week. All posts must be submitted prior to the following Sunday at 11:59 p.m. CST. You are required to **post an initial response and respond to two other posts**. The following rubric will be used to assess your Discussion Forum posts.

Competency	Criteria Met	Criteria Not Met
Substantive Thoughts Expressed	Ideas and positions explained clearly. Refers back to course content when appropriate. Reply posts extends discussion.	Ideas are not clearly expressed. No reference to course content. Reply post (Yes, I agree) does not provide support for responses.
Length	Initial post is 100-150 words Reply posts are 50-60 words	Initial post less than 100 words Reply post less than 50 words
Completeness	Answers the question completely.	Some parts of the question are not addressed.

Assignments. ALL ASSIGNMENTS MUST BE TYPED. Course work is due at the assigned due date unless prior arrangement has been made. LATE PAPERS will be penalized half a letter grade for each day late. Written work is expected to be college-level quality, spell checked, and proof-read. Failure to do so will affect the grade on the paper. Use the APA style to cite references. Title pages are not required. Put your name and Assignment # at the top right of the first page. Double-space your work, use 12-point type, and 1" margins. *Contact the professor prior to the deadline if there is a problem.*

Due Dates. Each week of the course begins on Monday at 12:01 a.m. CST and ends on Sunday at 11:59 p.m. CST. Unless noted otherwise, all assignments are due at 11:59 p.m. CST on the Sunday of the week in which the assignment is due. For example, if an assignment is due during Week 2, you must complete and submit it by 11:59 p.m. CST on Sunday, the last day of Week 2. It is at your online professor's discretion to penalize late work.

Course Grading

All coursework must be completed and turned in to your online professor within five days of the end of Week 8. Please note that it is at your online professor's discretion to penalize late work. Grades will be issued within two weeks of the end of the course.

Your grade for the course will be determined as follows:

Discussion Forum	30% of Course Grade
Assignments	30% of Course Grade
Quizzes	30% of Course Grade
Mentor	10% of Course Grade

Grading scale will be as follows:

A	94-100	A-	90-93	B+	87-89
B	84-86	B-	80-83	C+	77-79
C	74-76	C-	70-73	D+	67-69
D	64-66	D-	60-63	F	0-59