

COURSE SYLLABUS

CM303: Leadership and Spiritual Formation of Offenders

Course Lecturer: Karen Swanson, EdD

Director of the Institute for Prison Ministries (IPM), Billy Graham Center for Evangelism at Wheaton College

Course Description

Welcome to *Leadership and Spiritual Formation of Offenders*, an online undergraduate-level course designed for those involved in correctional ministry seeking to develop personal leadership, be effective witnesses and disciple other believers toward maturity in Christ. Spiritual formation theology, process, and spiritual disciplines will be explored.

All meetings for this course will be conducted online. In terms of academic credit, this is a semester-length course, but it is offered in an intensive 8-week format.

Course Objectives

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

- Integrate Christian leadership principles to personal life and correctional ministry.
- Commit to an ongoing life of personal growth in Christ as the foundation of effective ministry.
- Explain the relationship between faith and crime.
- Increase his or her passion and confidence in sharing his or her own faith and discipling the incarcerated and formerly incarcerated.
- Design witnessing and discipleship strategies for justice-involved people.
- Create learning experiences that help others encounter the person of God and the truths of His Word.
- Differentiate and respect the diversity of spiritual growth paths.

Accessibility

If you have particular accessibility needs, please contact the CUGN Registrar at the beginning of the course. This will allow us to work directly with you to make efforts to accommodate your situation and ensure as full as possible accessibility to the course.

Course Lecturer



Karen Swanson, EdD

Education:

- Northern Illinois University, EdD
- Western Michigan University, MA
- Calvin College, BS
- Cornerstone University, BA

Teaching Career:

- Professor of Correctional Ministries, Christian University GlobalNet
- Faculty member, Christian Formation and Ministry Department, Wheaton College

Other Career Highlights:

- Director of the Institute for Prison Ministries (IPM), Billy Graham Center for Evangelism at Wheaton College
- Overseer of Charles W. Colson scholarship program at IPM
- Christian Association for Prisoner Aftercare Advisory Board
- Developer, Correctional Ministries courses at Wheaton College and Christian University GlobalNet
- Executive director, LifeHouse Ministries reentry program
- Certified in Justice Ministries, Motivational Interviewing, Moral Reconciliation Therapy, Bridges Out of Poverty, Truthought, and Anger Management
- Volunteer teacher in Life Learning Program, Cook County Jail (Chicago, IL)

Online Professor

Dr. Swanson will serve as the online professor for this course. She will be introduced the first week of the course and will guide students through the 8-week study. For the duration of this course, Dr. Swanson will be available to enrolled students by email and, at set times, by chat room or other real-time technology.

The following will be done by the online professor in order to stimulate student involvement and to facilitate effective learning:

- Post discussion questions for the online forum
- Interact with students in all discussions
- Evaluate student papers and/or assignments as they are submitted
- Provide assistance with technological problems that may occur
- Issue the students' final grades

For additional help as you work through this course, please read *Succeeding in Your Online Course*, which is provided at the end of this syllabus.

Course Contributors

Guest lecturer: Chaplain R. Steve Lowe



Chaplain R. Steve Lowe

Education:

- Claremont Graduate University, doctoral coursework in Criminal Justice
- California State University, San Bernardino, MA
- Pepperdine University, MA
- Talbot Theological Seminary, Biola University, MA
- BS in Criminology
- AA in Police Science

Teaching Career:

- Adjunct faculty, Wheaton College and the Billy Graham Center (School for Correctional Ministries-The American Chaplaincy Training School-Institute for Prison Ministries) and Biola University, specializing in criminology and juvenile delinquency coursework
- Professor of Correctional Ministries, Christian University GlobalNet

Other Career Highlights:

- Has provided over 45 years of professional institutional service to California's San Bernardino, Riverside, and Orange counties
- Supervisor for the Protestant Chaplaincy Ministry for the Orange County Juvenile Justice Complex's multiple institutions for 33 years
- Founder, President, and Executive Chaplain for Pacific Youth Correctional Ministries, an international chaplain-placing ministry
- Juvenile correctional chaplain
- Consultant in program development and implementation to Christian organizations and penal agencies
- Membership with the Southern California Area Council of Prison Fellowship, the Law and Justice Group of San Bernardino County, and faith-based collaborative efforts at gang violence reduction
- Co-founder, the Correctional Ministries and Chaplain's Association (CMCA)
- Developer, Correctional Ministries courses at Wheaton College and Christian University GlobalNet
- Ordained minister
- Certified hospital and correctional chaplain
- Probation juvenile facility counselor and therapist

Guest lecturer: Dr. Byron Johnson



Byron Johnson, PhD

Education:

- Florida State University, PhD
- University of Tennessee, Chattanooga, MS
- Middle Tennessee State University, MA
- Minot State University, BA

Teaching Career:

- Director, Institute for Studies of Religion and Program on Prosocial Behavior, Baylor University
- Distinguished Professor of the Social Sciences and Professor of Sociology, Baylor University

Other Career Highlights:

- Faculty Scholar in the Center for Spirituality, Theology, and Health at Duke University
- Senior Advisor in the Religious Freedom Research Project at Georgetown University
- Senior Fellow with the Witherspoon Institute (Princeton)
- Senior Fellow at the Sagamore Institute (Indianapolis)
- Senior Advisor at the Religious Freedom Institute (Washington, DC)
- Directed research centers at Vanderbilt University and the University of Pennsylvania
- Member of the Coordinating Council for Juvenile Justice and Delinquency Prevention (Presidential Appointment)
- Recognized as a leading authority on the scientific study of religion, the efficacy of faith-based organizations, and criminal justice

Publications:

- Numerous books and articles, including *The Quest for Purpose*, *The Angola Prison Seminary*, and *More God, Less Crime*

Course Texts

The following textbooks are **required** for this course:

Barton, Ruth Haley. *Sacred Rhythms: Arranging Our Lives for Spiritual Transformation*. Downers Grove, IL: InterVarsity Press, 2006.

Covey, Stephen. *The 7 Habits of Highly Effective People*. New York: Free Press, 2004.

Johnson, Byron R. *More God, Less Crime: Why Faith Matters and How It Could Matter More*. West Conshohocken, PA: Templeton Press, 2011.

Willard, Dallas. *The Great Omission*. New York, NY: HarperOne, 2009.

You may use the CUGN online store available on our website to order your textbooks or you may order them from Amazon.com or your local bookstore. Shipping is available to international students, but, if international shipping is required, please place your order early enough to allow adequate time for delivery. When available, you may also consider downloading the textbook(s) to an eReader.

Course Reader (provided in your online course materials)**Academic Honesty**

At CUGN, we believe all we do is “as unto the Lord” and we thus hold to a high academic standard of honesty; we do not tolerate plagiarism and cheating. Students found guilty of any form of academic

dishonesty face consequences ranging from interaction with the Academic Dean to expulsion from CUGN.

Quizzes and Exams: Any student found guilty of cheating on a quiz or exam will automatically receive a score of zero for that quiz or exam. A second offense will result in automatic course failure and possible disciplinary action and/or expulsion from CUGN. Please view the [CUGN Academic Catalog](#) for a full definition and examples of cheating.

Plagiarism: If a student's work is found to be plagiarized, consequences will vary depending on the nature of the plagiarism.

If an offense is deemed unintentional, the student will have an opportunity to resubmit the work. A second offense will result in an automatic score of zero for that assignment, which may also result in failure of that course.

More serious plagiarism offenses could result in automatic course failure, disciplinary action, or expulsion from CUGN. Please view the [CUGN Academic Catalog](#) for a full definition and examples of plagiarism. If you have questions about plagiarism, or would like to request resources for learning how to avoid plagiarism, please contact our Registrar's Office at registrar@cugn.org or toll free at (888) 487-5376 ext. 3.

Course Methods

Throughout this course, a number of methods will be used to engage the students in learning and processing information, interacting with other students, and applying the learning to their lives. These methods include the following:

Media/Materials

The course will include media presentations of lectures and supplementary materials to be viewed and/or read throughout the lessons of the course.

- **Video-based teaching**

The primary teaching session in each lesson is provided in Flash (FLV) and HTML5 (MP4) format. For international or domestic students who do not have the bandwidth required to view the video (384 Kbps DSL minimum), we provide the option of reading the lesson from a transcript of the teaching video (found in the lesson's Video Lecture).

- **Multisensory learning**

Because the primary teaching information is provided in video and PDF text documents, students can choose the medium (or combination of media) that most closely aligns with their individual learning styles.

- **Readings and other media**

Reading from the required textbook(s) will be assigned to students each week.

Interaction

Whether sitting in a traditional classroom or studying from a distance, students benefit from interaction and collaboration with other students. In order to meet this need in distance theological

education, CUGN offers structures and resources to encourage effective community interaction in this course.

Discussion Forum

This forum fosters peer-to-peer interaction in a global, threaded discussion. Students are required to respond to relevant questions posted by the instructors and to read and respond to the posts of fellow students.

Reflection

Through blogging, CUGN provides many opportunities for students to reflect on what they have learned, what they believe, and where they are challenged. The goal of these reflections is personal spiritual growth and transformation.

Course Requirements

This course consists of a mentor relationship, readings, video lectures, online group discussions, writing projects, quizzes, and blogging. The information regarding these course components and expectations is as follows:

Mentor

This course requires that you seek out a mentor in your community with whom you can communicate by e-mail and/or telephone and with whom you can meet face-to-face at least twice during the course. The purpose of this mentoring relationship is to enable you to assimilate the teaching in this course into your life and ministry. Further definition of the mentor's role in this course can be found in the mentor requirements document available in the Before You Begin section of the course.

Reading

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

Video Lectures

Each of the lessons in this course features a lecture delivered by Dr. Karen Swanson, one of the Christian church's leading scholars in correctional ministries, Chaplain R. Steve Lowe, Founder and President for Pacific Youth Correctional Ministries, or Dr. Byron Johnson, distinguished professor of the Social Sciences, Director of the Institute for Studies of Religion, and Director of the Program on Prosocial Behavior at Baylor University. These instructional lectures are required and can be viewed as many times as needed. The written text of the lecture as well as a guided outline to assist in note taking are made available in PDF format. There are twenty-four lectures in this course; therefore, three lectures will be presented and discussed each week.

Discussion Forums

Discussion questions related to each week's lectures are integrated into the weekly course requirements. The Discussion Forum for each week will begin on Monday at 12:01 a.m. Eastern Standard Time (EST) and end on Sunday at 11:59 p.m. EST. You must visit the Discussion Forum at least three times during each week of the course and your attendance will be validated by your posts. You are required to post

your own original response and two responses to your classmates' posts for one question per lecture. You will have 3 questions to choose from for each lecture. Your answer to the discussion question of your choice must be submitted by Wednesday at 11:59 p.m. EST and your required peer response posts must be submitted prior to Sunday at 11:59 p.m. EST. Each response should consist of a well-conceived short paragraph or two. In addition, your course professor may comment on your posts, and you should be prepared to respond to those comments as well.

Writing

Develop a Christian Spiritual Formation Plan for your ministry (or another correctional ministry) which includes strategies for the spiritual formation of unbelievers and for followers of Christ. Lecture 20 describes the program development process, but you should be developing your plan as you go through the course, implementing the material. The plan should include a description of the participants, definitions, theological foundation, goals, (knowledge, skills, and Christian Commitment), assessment, learning experiences, resources (identify – you don't need to create them), staffing, and evaluation tools. (10-12 pages).

ALL ASSIGNMENTS MUST BE TYPED. Course work is due at the assigned due date unless prior arrangement have 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. (250 words equals one-page of writing). *Contact the professor prior to the deadline if there is a problem.*

Quizzes

You will take a 10-question, multiple choice and/or true/false quiz at the end of each lecture. There is a "remediation" feature built into all quiz questions that allows you to review questions you missed and locate the specific section of the lecture or reading from which the question was drawn. Once you have reviewed the question again, you can attempt to answer a second time. If you are correct, you will receive half of the normal credit for that question. If you do not attempt to answer the second time, you will not receive credit for that question. You will be given only one attempt to take each quiz. All quizzes are timed (20 minutes) and will be graded automatically.

Reflection

You will be required to keep a blog during the 8 weeks of this course, posting *at least once per week*. Blog entries can be viewed only by you and your online professor, unless you wish to make them available to the rest of the class. The purpose of the blog is to help you reflect on what you are learning, what you believe, and where you may be challenged in your thinking and your life by what is studied in this course. The goal of these reflections is personal spiritual growth. See the *Personal Reflection and Evaluation* section near the end of the syllabus for blogging guidelines.

Due Dates

Each week of the course begins on Monday at 12:01 a.m. EST and ends on Sunday at 11:59 p.m. EST. Unless noted otherwise, all assignments are due at 11:59 p.m. EST 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. EST on Sunday, the last day of Week 2. It is at your online professor's discretion to penalize late work.

Course Grading and Requirements

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.

Your grade for the course will be determined as follows:

Online Participation*	30% of Course Grade
Writing Projects	30% of Course Grade
Lesson Quizzes	25% of Course Grade
Reading	10% of Course Grade
Mentor Meetings	5% of Course Grade

*Note: All students are expected to attend all online sessions.

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

Weekly Topics and Assignments

Week 1:

- Take the Moodle tutorial for online instruction.
- Post introduction of yourself in the Student Introductions discussion forum.
- Listen to the following lectures:
 - #1: *Theology and Change Theory*
 - #2: *Personal Leadership and Habit 1*
 - #3: *Spiritual Formation and Solitude*
- Read the following:
 - Covey, Part One and Habit 1
 - Barton, Ch. 1-2
- Write and submit the following:
 - Sacred Rhythm Practice/Reflection – Solitude and Silence. Complete the Barton reading each week and practice the spiritual discipline from the reading and reflect on how God is making His presence known to you or how practicing the spiritual discipline has shaped

your own spiritual formation. This is meant to be personal (NOT academic) and will be kept confidential. Do NOT give a summary of the reading or your critique – practice the disciplines and REFLECT (what did you think, feel, hear, etc.?).

- Participate in the Discussion Forums.
- Complete quizzes 1, 2, and 3.
- Identify and contact your mentor.

Week 2:

- Listen to the following lectures:
 - #4: Habit 2 and Scripture*
 - #5: Spiritual Formation: The Gospel and Evangelism*
 - #6: Spiritual Assessment*
- Read the following:
 - Covey, Habit 2
 - Barton, Ch. 3
- Write and submit the following:
 - Sacred Rhythm Practice/Reflection – Lectio Divina
- Additional Assignment: Describe an area where you can be proactive in your ministry and create your personal mission statement.
- Participate in the Discussion Forums.
- Complete quizzes 4, 5, and 6.
- Have first meeting with your mentor.

Week 3:

- Listen to the following lectures:
 - #7: Habit 3 and Prayer*
 - #8: Spiritual Formation: Evangelism and Discipleship*
 - #9: Religions in Prisons*
- Read the following:
 - Willard, p. 1-32
 - Covey, Habit 3
 - Barton, Ch. 4
- Write and submit the following:
 - Sacred Rhythm Practice/Reflection – Prayer
- Additional Assignment: Submit an example or description of utilizing Habit 3.
- Participate in the Discussion Forums.
- Complete quizzes 7, 8, and 9.

Week 4:

- Listen to the following lectures:
 - #10: *Habit 4 and Honoring the Body*
 - #11: *Spiritual Formation: Discipleship I*
 - #12: *Spiritual Formation: Lowe I*
- Read the following:
 - Covey, Part Three and Habit 4
 - Barton, Ch. 5
 - Willard, p. 43-122
- Write and submit the following:
 - Sacred Rhythm Practice/Reflection – Honoring the Body
- Participate in the Discussion Forums.
- Complete quizzes 10, 11, and 12.

Week 5:

- Listen to the following lectures:
 - #13: *Habit 5 and Self-Examination*
 - #14: *Spiritual Formation: Lowe II*
 - #15: *Spiritual Formation: Lowe III*
- Read the following:
 - Covey, Habit 5
 - Barton, Ch. 6
- Write and submit the following:
 - Sacred Rhythm Practice/Reflection – Self-Examination
- Participate in the Discussion Forums.
- Complete quizzes 13, 14, and 15.

Week 6:

- Listen to the following lectures:
 - #16: *Habit 6 and Discernment*
 - #17: *Spiritual Formation: Lowe IV*
 - #18: *Spiritual Formation: Discipleship II and Transformational Learning*
- Read the following:
 - Covey, Habit 6
 - Barton, Ch. 7
 - Willard, p. 137-180
- Write and submit the following:

- Sacred Rhythm Practice/Reflection - Discernment
- Participate in the Discussion Forums.
- Complete quizzes 16, 17, and 18.

Week 7:

- Listen to the following lectures:
 - #19: *Habit 7 and Sabbath*
 - #20: *Program Development and Leading Change*
 - #21: *More God, Less Crime I: A Leap of Faith—Matter of Fact*
- Read the following:
 - Covey, Habit 7
 - Barton, Ch. 8-9
 - Johnson, Ch. 1, 5-8
- Write and submit the following:
 - Sacred Rhythm Practice/Reflection – Habit 7
 - Personal Development Plan and Rule of Life Worksheet (assignment details provided in the course)
- Participate in the Discussion Forums.
- Complete quizzes 19, 20, and 21.

Week 8:

- Listen to the following lectures:
 - #22: *Vital Worship: Drama and the Visual Arts*
 - #23: *More God, Less Crime II: Examples of Faith-Based Approaches to Crime*
 - #24: *More God, Less Crime III: How and Why Faith Matters*
- Read the following:
 - Johnson, Ch. 2-4, 9-11
- Write and submit the following:
 - Spiritual Formation Ministry Plan (10-12 pages; assignment details provided in the course)
- Participate in the Discussion Forums.
- Complete quizzes 22, 23, and 24.
- Have final meeting with your mentor.

Week 8 Follow-Up:

- Complete and post all reflective blog entries.
- Complete Discussion Participation, Reading Completion, and Mentor Meetings Validations.

- Complete and submit course survey form.

Personal Reflection and Evaluation

The following guidelines may be of help to you as you prepare to make blog entries throughout the course.

To integrate academic studies with the walk of faith, you are asked to reflect on the content of the course and evaluate your life in light of what has been learned. These questions may help to guide your reflection process.

Step 1: Review

Think about the material you have studied in the course. Then ask these questions: What are two things you learned that you did not know before this study? What, if anything, in the course made you look at the church or something in the Bible in a new way?

Step 2: Assess

Think about your life, both past and present. Given the insights or understanding that you gained in this course, what changes do you need to make in the way you think or behave?

Step 3: Apply

What specific steps will you take in order to put these positive changes (from Step 2) into practice in your life?

Step 4: Record

Write your responses to the above reflections in your blog.

Notes Regarding This Syllabus

This syllabus is designed to provide learners with an overview of the course. CUGN will provide specific instructions related to assignments for each lesson, specific discussion question postings, and interactive involvement with all students.

Succeeding in Your Online Course

1. Remember that this is a full semester's study completed in eight weeks. Therefore, expect that there will be a significant time commitment needed in order to complete all the requirements.
2. If you have any questions about the Moodle program, the course requirements, schedule, or assignments, please contact the online professor who is ready and willing to help you have a successful online learning experience.
3. Technological problems may occur. Be sure to have a back-up plan in case of computer failure or late arrival of textbooks.

4. The satisfaction you get from this course will, in large part, depend on relationships you develop with other participants. So interact honestly, thoughtfully, considerately, and often. Lively discussion challenges the mind and energizes the soul!
5. Before you post a comment or a response to another student's comment, be sure you have read the material and listened to the lectures related to the topic under discussion.
6. Think about how you can promote additional discussion by the comments you post.
7. When you post, respond directly to the question under consideration and express your points clearly and concisely, making only one main point per post.
8. Participate in the threaded discussion at least three different times during each week.
9. Engage fellow students and the professor in dialogue, responding to comments made to your posts.
10. If you find sources related to the topic being discussed, please share them with the class. By the end of the course, we may be able to build a bibliography of books, articles, and Internet sources related to our topic.
11. Practice good "netiquette": Disagree respectfully, stay on point, and don't post anything that is derogatory or inflammatory.
12. Enjoy, learn, challenge, and be challenged!