

ACADEMIC HANDBOOK 2021



NORTH AMERICAN MISSIONS TRAINING INSTITUTE **PROJECT EQUIP**

The **Project Equip vision** is to equip every student to engage in the Apostolic mission.

The **Project Equip mission** is for every student to:

Understand their role in the Apostolic Mission

Prepare themselves for the Apostolic Mission

Do the work of the Apostolic Mission

Reflect the Apostolic Mission

NORTHAMERICANMISSIONS.FAITH

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WELCOME FROM THE GENERAL DIRECTOR OF NORTH AMERICAN MISSIONS

Welcome to Project Equip! Thank you for valuing the kingdom of God so much that you are willing to invest time and resources into preparing for God's mission. The Scripture that drives North American Missions is Isaiah 9:7, "Of the increase of his government and peace there shall be no end." God's kingdom is ever expanding and the need for laborers is increasingly urgent. Thank you for answering the call and taking time to prepare for your God-given mission.

Scholars hold differing opinions on the proper articulation of God's mission (*Missio Dei*). For North American Missions, we define God's mission as follows: *God's mission is to reconcile the world unto Himself and to place each reconciled human into His kingdom, both now and in the future* (John 3:1–5; II Corinthians 5:19; I Timothy 2:4). Each person must hear, understand, believe, and obey the gospel in order to be reconciled to God (Matthew 16:18; Romans 10:13–17; Ephesians 2:19–22). Although God's mission encompasses more than the local church, it is true that the gospel is heard, understood, obeyed, and fully experienced through local churches. This understanding of God's mission compels us to plant local churches in areas where none exist. We believe that every believer and every local church should be engaged in God's mission of reconciliation. This mission is not carried out by preachers or full-time clergy alone, nor is it the sole domain of established ecclesial institutions. Perhaps the UPCI motto, "The whole gospel to the whole world by the *whole church*" says it best.

As the Director of North American Missions, my aim (and responsibility) is to equip an army of church planters. However, our sincere hope is that when you finish this course of training you will be inspired, equipped, and prepared to fulfill God's will and purpose in your life no matter where you find yourself serving in God's kingdom. May God richly bless and guide you while taking this journey with us.

Sincerely,



Rev. Scott Sistrunk, MTS (Urshan Graduate School of Theology, 2020)
General Director of North American Missions

PROJECT EQUIP STORY

Project Equip was created to guide and equip every church and its leaders to plant local churches and ministries where none exist. Our story is to assist you in developing your Kingdom story! This eighteen-month, quality, affordable, practical, online, apostolic church-planting (Missiology) certificate program will guide you through and equip you to build a strategic missional-plan that reflects sound biblical doctrine and practices, underscores your unique missional call, and ends with immediate application and celebration. You will not have to do this alone! You will be matched along the way with a mentor who has practical life-experience in the area of your call, whether that is Metro Missions, launching a church, starting daughter-works, developing an innovative local ministry, or expanding your Kingdom influence locally, regionally or beyond. We believe you have what it takes, and we commit to equipping you to successfully launch or enhance your missional ministry story.

This course establishes the biblical foundations of church planting and grounds church planting in the mission of God. Word-centered teaching with practical application is embedded strategically throughout the curriculum to train, equip, and guide students to develop a personal portfolio. Upon completion, each student will be fully prepared to execute their unique kingdom ministry with passion and confidence.

This Academic Handbook is designed to orient and guide learners through their Project Equip educational experience. It contains information regarding the policies and procedures that govern both administrative and academic matter. The Handbook will be revised January 1st of each year.

OUR DISTINCTIVES

VISION

Project Equip exists to undergird the *mission* of North American Missions, United Pentecostal Church International, by equipping every student to engage in the Apostolic *mission*.

MISSION

The *mission* of Project Equip is to *equip* every student to:

- Understand the *kingdom mission*
- Prepare for the *kingdom mission*
- Do the *kingdom mission*
- Reflect on engagement with the *kingdom mission*

CORE VALUES

- **Spirit-Led:** Being led by the Spirit is at the heart of Christian life and ministry. One must hear God's voice, see His kingdom purpose, and join Him in His mission. Jesus taught His disciples, "It has been given to you to know the mysteries of the kingdom of heaven... Blessed are your eyes for they see, and your ears for they hear" (Matthew 13:11b,16 NKJV).¹ God never intended His kingdom work to be a mystery. Like Jesus, we ought to "speak what we know and testify what we have seen" (John 3:11).
- **Spirit-Equipped:** Being Spirit-equipped means that the Holy Spirit is actively working in your life as you submit to and engage in God's will. Project Equip exists that every student be "thoroughly equipped for every good work" (II Timothy 3:17) and "to equip the saints for the work of ministry, for building up the body of Christ" (Ephesians 4:12 ESV).
- **Word-Centered:** Project Equip is Word-centered; nothing else matters! Jesus "answered and said, It is written, Man shall not live by bread alone, but by every word that proceeds from the mouth of God" (Matthew 4:4). Paul instructs, "Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth" (II Timothy 2:15).
- **Eternity Matters:** Everyone's eternity matters! If "the Son of Man has come to seek and to save that which was lost" (Luke 19:10) and "God our Savior... desires all men to be saved and to come to the knowledge of the truth" (I Timothy 2:3-4), so must we. Project Equip exists to equip the harvester to convert the wayward.
- **Apostolic Giftings:** Paul instructs, "Now there are different gifts...ministries, [and] results, but the same God who produces all of them in everyone. To each person the manifestation of the Spirit is given for the benefit of all" (I Corinthians 12:4-7 NET). Gifts are not titles or offices but practical, fundamental, foundational, and apostolic functions in the church. "He makes the whole body fit together perfectly. As each part does its own special work, it helps the other parts grow, so that the whole body is healthy and growing and full of love" (Ephesians 4:16 NLT).

¹ Scripture references are New King James Version (NKJV) unless otherwise noted.

- **Mission-Equipped:** Missions is the purpose of the church—intentionally establishing the visible Body of Christ in every community and planting churches to save souls out of the fire—to take back territory, on purpose. Project Equip exists to guide and equip every local church and its leadership to plant local churches wherever none exist. God has commissioned the word of reconciliation to us.

GOALS

- To provide an innovative, learner-centered educational program that recognizes and incorporates the knowledge, skills, and abilities students bring into this academic program.
- To provide diverse process-learning approaches resulting in outcomes of quality, excellence, and integrity.
- To provide an inquiry/action model of education that fosters research, discovery, critical thinking, collaborative skills, and professional excellence results.
- To produce apostolic, missional passionate graduates who are scholarly, reflective practitioners and agents of positive cultural change.

STUDENT LEARNING OBJECTIVES

After successfully completing the program, students will be able to:

- Articulate an Apostolic Pentecostal missiology and ecclesiology that can serve as a guide for local church ministries, including church planting.
- Demonstrate adherence to a Biblical model of servant leadership.
- Implement an Apostolic Pentecostal discipleship model that includes both personal development and engagement in the mission.
- Assemble an apostolic leadership team from “the ground up.”
- Develop a long-term action plan integrating all domains across the Project Equip curriculum.

OUR TEAM

Ken Dillingham



MACM (Urshan Graduate School of Theology, 2016)

Ken and Stephanie (White) Dillingham were married in 1989 and have four children (Kaylen, Kyle, Audrey, and Avary) and two grandchildren (Warren and Gwen). Since entering ministry in 1989, Ken has evangelized full-time, served as a pastoral assistant, and planted a church in Dayton, Ohio, where he currently serves as Bishop. He has experience planting and overseeing various preaching points, network churches, and congregations of other ethnicities. He served as the Ohio North American Missions director for thirteen years and facilitated the planting of nearly thirty new churches, daughter works, and preaching points as well as coordinating Ohio's first Church-in-a-Day project.

Ken's passion is missiology and fulfilling the kingdom mission through a disciple-making model. Ken is a co-founder of a 501(c)3 non-profit called The Dillingham Group, which focuses on helping churches create innovative multiplication movements that plant conventional and non-conventional churches. The Dillingham Group also serves to help coordinate and secure grant money for missional community restoration projects.

Dan Littles



DMA in Music Education (University of Houston, 2014)
MM in Music Education (Boston University, 2007)
BM in Trumpet Performance (Southeast Missouri State University, 2005)

Dan Littles is Professor of Music and Music Program Director at Urshan College. Prior to his current appointment, he served twelve years as a grade 5–12 band director in Missouri and Texas. He has an extensive background in music education and received a Doctor of Musical Arts in Music Education from the University of Houston, where he conducted original research and authored his dissertation titled, "Characteristics of Online Music Courses: A Survey of Music Faculty." In addition to performing as a church soloist and in chamber ensembles, Dr. Littles consults in education methods, distance learning, and church music programs.

James Littles



PhD (University of Delaware, 2003)
MDiv (Eastern Baptist Theological Seminary, 1993)
BS and MS in Education (SUNY at Fredonia, 1982, 1989)

Jim Littles began his ministry by serving with his church planting parents in western New York before transitioning to Apostolic higher education in his late 20s. Dr. Littles taught undergraduate and graduate students at Kent Christian College, Gateway College of Evangelism, Urshan Graduate School of Theology, and Urshan College for a total of twenty-eight years. He now serves on a church staff in Garland, Texas, helps lead Purpose Institute, and travels to support churches across the country.

Scott Sistrunk, *Director of North American Missions*



MTS (Urshan Graduate School of Theology, 2020)

Scott Sistrunk and his wife, Karla, have been planting churches in the Detroit Metro area since 1996. Scott is from Jackson, Mississippi, and Karla is from Richmond, Indiana. They have three children and four grandchildren. In 2005, they became Career Church Planters under the Metro Missionary program.

After graduating from Jackson College of Ministries in 1987, they assisted Rev. William Nix in Ypsilanti, Michigan for ten years. During that time, they went to Bophuthatswana, South Africa for ten months to serve as furlough replacements for missionary Wilma Nix. Rev. Sistrunk was elected as the Director of North American Missions in September 2017. In May 2020, he received a Master of Theological Studies degree from Urshan Graduate School of Theology. The Sistrunks bring a lifetime of experience to lead us in reaching North America.

Galen Thompson, *North American Missions Director of Education and Short-Term Missions*



BA in Theology (Apostolic Bible Institute, 1978)

Galen and his wife, Ann, are church planters (CFC recipients in 1982–1984), teachers, trainers, and leaders. They are passionate about training church planters. Their three adult children—Nathan, Natalie, and Abigail—are all involved in ministry.

Galen brings to North American Missions over forty years of ministry experience and twenty-four years of business management, corporate and collegiate leadership training, and corporate strategic planning. In 2018, he was asked to serve as the Director of Training for NAM. He was appointed the Director of Education and Short-Term Missions in July of 2020, where he continues to serve until present.

Ron Wofford



MA in Christian Ministry/Leadership (Hope International University, 2015)
BA in Theology (Jackson School of Ministries, 1984)

Ron Wofford serves as the pastor of The River UPC in Parsons, TN. Prior to this, he served in various ministerial capacities including Youth Pastor, Associate Pastor, and Pastor. In 1993, he returned to Jackson College of Ministries as the Dean of Students and an instructor. Following this, he pastored for eight years in Augusta, GA, and then served as the Dean of Theology at Texas Bible College for ten years. He and his wife, Cindy, also travel, conducting the following seminars: Leadership Matters, Family

Matters, Marriage Matters, and Doctrine Matters.

OUR CURRICULUM

Our curriculum incorporates a variety of teaching techniques allowing all types of learners to absorb, understand, and thrive in our dynamic educational environment.

COURSES

Project Equip core curriculum is structured into eight courses, each consisting of eight modules. Supplemental learning materials are posted in each module and support what is taught in the lectures. Modules are released according to the Course Schedule and remain accessible throughout the entire course; however, you are required to complete tasks by certain dates, so it is best to stay on track with your studies.

| Course Title | Faculty | Description |
|-------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MSL 310: Missiology | James Littles | <p>This course is the study of the church, its mission, and the student’s place in that mission. Subjects examined will include:</p> <ul style="list-style-type: none"> • The Missional Church • The Theology of Mission • The Kingdom • The Ministry of Reconciliation <p>It explores the biblical foundations, purpose, function, and future of the church and the impact of these doctrines on local churches and church organizations.</p> |
| MSL 320: Discipleship I | Ken Dillingham | <p>This course is the study of discipleship, personal discipleship and its role in the mission, and the student’s engagement as a disciple of Jesus Christ. Subjects examined will include:</p> <ul style="list-style-type: none"> • The Exploration of Discipleship Concepts • Discipleship in a Missional Context • Individual and Church Roles in Discipleship <p>Special focus will be given to the understanding and practice of Discipleship in the North American context. It explores the biblical foundations, purpose, function, and importance of Discipleship and the impact of</p> |

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|---------------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | these doctrines on the advancement of the kingdom of God in North America. |
| MSL 330: Biblical Leadership I | Ron Wofford | <p>This course is the study of servant leadership and how leaders will impact the church, its mission, and the student's place in that mission. Subjects examined will include:</p> <ul style="list-style-type: none"> • Servant Leadership • Vision of God • Vision of Self • Mission • Task and Action • Personal Qualities of Effective Leadership <p>It explores the biblical foundations, purpose, function, and future of leaders and the impact they will have in the local church and the church at large.</p> |
| MSL 410: Cultural Analysis | James Littles | This course explores a biblical perspective of how culture impacts the approach to North American church planting and other local church ministries. Understanding the diversity of cultures in a ministry context is paramount to successful church leadership and disciple making. |
| MSL 420: Discipleship II | Ken Dillingham | This course seeks to give practical steps for developing people from being disciples to being disciple makers. Building foundational families is key to establishing a healthy and stable church. This course will emphasize the importance of establishing foundational families and will teach the practical process necessary to bring these disciples to maturity. |
| MSL 430: Biblical Leadership II | Ron Wofford | This course helps you identify and develop the biblical qualities of leadership necessary to successfully engage in church planting in North America. While great leadership qualities are to be universally desired, the task of church planting requires the acquisition of a specific set of skills that will be outlined in this course. This course will focus on the latter stages of the church plant as it progresses to maturity. |

| | | |
|----------------------------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>MSL 440: Apostolic Teambuilding</p> | <p>Scott Sistrunk</p> | <p>This course equips the church planter with the understanding and principles necessary to assemble an Apostolic leadership team from “the ground up.” Great leadership teams may be assembled over generations in an established church. Additionally, leadership may be modeled in a multifaceted way in existing churches.</p> |
| <p>MSL 450: Capstone</p> | <p>Galen Thompson</p> | <p>This course is the assimilation of previous materials from all courses that will allow the student to demonstrate effective application of the materials studied. This will include personal application, spiritual growth, ministry engagement, and a strategic plan for the next five years.</p> |

ADMISSIONS

REQUIREMENTS

North American Missions Training Institute was founded with a commitment to extend access to superior higher education and is dedicated to the success of its learners. As a part of the admission process, we seek to assess an applicant's potential to succeed in Project Equip. Therefore, applicants must meet the program-specific admission requirements outlined in the table below:

| PREREQUISITE TABLE | | |
|------------------------|------------------------------------------------------------------------------------------------------------------|------------------------------------|
| Target | Prerequisite | Path |
| Bible College Students | Postsecondary academic Junior or Senior standing | Degree (through the Bible College) |
| Self-Directed Learner | High school diploma or equivalent plus age 21 or turning 21 during the first 8-week course and pastor's approval | Certification |
| NAM-Directed Learner | NAM directed prerequisite | Qualification/Certificate |

PROCEDURES

Project Equip enrollment status is based on *Admission Application* and payment of tuition and fees to North American Missions as stated in the *Tuition and Fees* policy.

- Applications for Admission will be processed upon receipt of all required forms.
- Admission decisions are made on a rolling basis until capacity for a particular semester has been reached or the semester of enrollment begins.
- Applicants can be accepted as soon as their file is complete, and they have fulfilled all the criteria necessary for admission.
- Any application materials submitted become the property of North American Missions Training Institute. These materials will not be returned or forwarded to another institution.

Returning Learners

- Learners who have been separated from Project Equip through discontinuation or administrative withdrawal for more than one year may be required to reapply for admission.
- Reapplication for admission is subject to review by the Project Equip Committee. The decision of the Project Equip Committee is final and not subject to appeal.

TUITION AND FEES

The costs and fees you can expect when you enroll in Project Equip are listed below:

| Tuition & Fees (Fees are subject to change without notice.) | |
|------------------------------------------------------------------------|-------------------|
| Application Fee | \$50.00 |
| Tuition (\$150/course)* | \$1,200.00 |
| Other Costs | |
| Estimated Books and Materials | \$900.00 |
| Scrivener Software | \$50.00 |
| Official Transcripts | |
| Per copy | \$5.00 |
| Total Costs | |
| Tuition and Fees | \$1,250.00 |
| Estimated Books, Software, and Materials | \$950.00 |
| Estimated Total Cost | \$2,200.00 |

***During the application process, the option will be given to register for the entire program up-front or individual courses. If students choose to register and pay for courses individually, the cost per course will increase to \$180 (entire program tuition: \$1440.00).**

Students who are accepted to Project Equip will pay their tuition by credit card via their student account on Populi. Payments are due in full on the first day of the program. If a student is paying for courses individually, payments are due in full on the first day of that course.

If a student pays the entire Project Equip tuition amount up-front, they must complete all eight courses within 24 months after beginning the program. If the student is unable to complete all courses within the required timeframe, they may be required to pay the individual course cost for any courses taken after the 24-month period.

Spouse Tuition Discount

Project Equip offers a substantial reduction in tuition for couples who enroll simultaneously. The tuition for the joining spouse will be \$25 per course or \$200 for the total program. They are still responsible for completing their own application and paying the \$50 application fee.

WITHDRAWAL AND REFUND

To withdraw from the course and receive a refund, learners must complete the withdrawal form with the registrar. Learners are responsible for clearly expressing their intention to drop a course by using language that indicates that intention through a specific request for action. Refunds apply to tuition only. Fees are not subject to refund.

For students who have enrolled and paid for the entire Project Equip program up-front, the following tuition refund policy will apply:

- If the student wishes to withdraw from the program before their first course starts, they will receive a 100% refund.
- If the student withdraws after beginning the program, they will receive a full refund on all future courses, minus a 5% administrative fee.

For courses in-progress, and for students who register and pay for courses individually, the following tuition refund schedule will apply:

- Prior to first day of class—100%
- During first week—75%
- During second week—50%
- During third week—25%
- Learners dropping a course after the third week will receive no refund and receive a grade of 'F,' which will appear on the transcript.
- North American Missions Training Institute does not provide refunds for books, software, or supplies.

COURSE CANCELLATION

North American Missions Training Institute may cancel any course if the instructor unexpectedly becomes unavailable or due to low enrollment (less than six students enrolled). Full refunds of applicable tuition are granted when North American Missions Training Institute cancels a course.

ACADEMIC POLICIES

ACADEMIC INTEGRITY

North American Missions Training Institute is committed to providing learners with the competencies and skills associated with academic integrity and honesty. Learners are expected to be the sole authors of their work and to acknowledge the authorship of others' work through proper citation and reference. Use of another person's ideas, including another learner's, without proper reference or citation, constitutes plagiarism and academic dishonesty and is prohibited conduct. Dishonesty in the completion of assignments, papers, presentations, examinations, or any other academic work is contrary to biblical principles of Christian living and is unacceptable.

DEFINITIONS

Academic Dishonesty

Academic dishonesty refers to either intellectual property produced by the work of others that has not been given the appropriate recognition or the intentional misuse of quantitative or qualitative data.

Academic Honesty

Academic honesty refers to intellectual property produced by the work of others that has been given appropriate recognition.

Plagiarism

Plagiarism is presenting someone else's ideas or work as one's own. Plagiarism also includes copying verbatim or rephrasing ideas without properly acknowledging the source by author, date, and publication medium. Learners must take great care, whether in a draft or final version of a paper or project, to distinguish their own ideas and language from information acquired from other sources. Sources include published primary and secondary materials, electronic media, unpublished materials, and information and ideas gained through other people.

COPYRIGHT POLICY

Project Equip contains copyrighted material that may be accessed only by you. Please respect the intellectual property that has taken years to create and that we vigorously protect. Use of the content is authorized only for the intended recipient: a Project Equip learner enrolled in the course to which the platform was distributed. You are prohibited from sharing your log-in credentials, which give your access to the contents of Project Equip, with anyone else. Project Equip content may not be duplicated, sold, or distributed. Please do not post course materials or any other Project Equip intellectual property on Facebook or other websites.

DISCRIMINATION POLICY

North American Missions Training Institute does not discriminate on the basis of sex, race, color, national, or ethnic origin in admission or in the administration of its education policies, programs, and activities. Applicants should be an active member of an Apostolic Pentecostal church or have the approval of the Project Equip Committee.

WORKLOAD EXPECTATIONS

Students must read the Course Syllabus, which includes the weekly module overviews. This process helps students to allocate their time throughout the week. Each course is equivalent to a three-credit undergraduate course. The eight-week cycle will carry the equivalent workload of a fifteen-week college course. Learners should expect to spend approximately ten to twelve hours on each course per week. This equates to the amount of time students would spend in the class as well as the time that would be spent preparing for class and completing required assignments.

- Reading: Approximately 50 – 100 pages per week
 - Academic journal pages count as two book pages
- Appropriate video lectures will be provided weekly.
- Expected work level: Junior/Senior college level work
- Style manual: APA
- Discussions: Each week should have one or two discussion threads.
- A course week is 12:00 A.M. Monday through 11:59 P.M. Sunday, CST.
- All weekly assignments due by 11:59 P.M. Sunday, CST.
- End of Course Evaluation is a required part of final course module.

GRADING POLICY

Grading Philosophy

Grades are awarded for all courses taken at North American Missions Training Institute. Grading is competency-based and thereby reflects the degree to which the learner has demonstrated the specific competencies taught and assessed within a course. A competency is the knowledge, skills, abilities, spiritual formation, and professional attributes required to successfully perform a task in a given context. See *Course Goals* within Course Syllabus.

- Learners are expected to submit all assignments through the course platform as instructed.
- Faculty are responsible for determining which matters affect demonstration of competencies. Instructor's rubric may include but are not limited to the following:
 - Quality of Content
 - Spelling
 - Grammar
 - Style
- It is expected that each student grows spiritually as well as academically.

Grading Expectations

Mastery: all learners are expected to master the material

- A – Exceeds expectations
- B – Meets mastery expectations
- C – Does not meet expectations
- D – Minimal progress toward expectations
- F – Fails to make progress toward course objectives

Grading Schedule

- Quizzes— 15%
- Discussions— 25%

- Written Project(s)— 60%

Certificate of Completion

- Complete all courses with at least a C
- Successfully complete the Capstone Project

LATE WORK

- Any Assignments –
 - Late Penalty
 - Up to one week— 20% deducted
 - No late work accepted after one week
- No late work for Threaded Discussions

ACADEMIC APPEAL

Students are responsible for meeting the standards of academic performance established for each course. The establishment of the criteria for grades and the evaluation of student academic performance are responsibilities of the course faculty. Grade appeal is available only for the review of allegedly capricious grading and not for review of the instructor's pre-established criteria. The following academic appeals procedure provides an orderly process of grade appeals.

Instructor Level

The first step in an appeal is for the student to communicate with the instructor who made the decision that the learner wishes to contest. The student must communicate by email within fourteen days after the precipitating decision and twenty-one days after a disputed course grade. The grade appeal must supply evidence supporting why the student believes the decision made was inconsistent with the existing Grade Policy or course policy.

Academic Appeals Committee

If your appeal is denied by the instructor and you decide to pursue your appeal to the Academic Appeals Committee, you must contact the North American Missions Director of Training no later than **seven (7) working days** after receiving written denial from the instructor. The Academic Appeals Committee hears from both the student and faculty member (at separate times). The Academic Appeals Committee will make its decision within two weeks. The decision of the Academic Appeals Committee is final.

ATTENDANCE

Attendance in class is defined as participating in an academic activity within the online classroom, which includes posting in a graded discussion forum, submitting a written assignment or journal entry, or submitting a quiz or exam. Since discussion board or forum posts are the primary means of communication among online learners and are designed to simulate the classroom experience, discussion board or forum posts must be completed during the assigned week to have the desired effect. When learners do not participate in the discussions, they shortchange not only themselves, but also other learners.

COMMUNITY FORUM GUIDELINES

In order to help make sure all community forums are used to their fullest potential, we have created the following guidelines. Please note that these guidelines apply to your class module discussions and any other Project Equip forum.

- Always remain courteous to others and respect their opinions.
- When sharing content that is not your own, give credit where credit is due.
- Do not hesitate to ask questions about the curriculum or modules. We will provide module discussions for this purpose. Simply post your question/comment below the topic provided.
- Keep all discussions focused on the curriculum and related topics that help build a sense of community.
- Do not self-promote, solicit funds, advertise, or offer to sell any goods or services.
- Keep it positive! Refrain from political debate or personal views on sensitive subjects. Do not post information that is insulting, obscene, profane, or otherwise intentionally harmful or incendiary.
- Use the Help Center for questions related to Project Equip Canvas or technical directions and troubleshooting.

THREAD DISCUSSION GUIDELINES

Philosophy

Discussion is at the heart of asynchronous online learning. In effective discussion, learners demonstrate active learning skills by participating or interacting with the learning process, as opposed to passively taking in the information. Herein, learners will exhibit in groups their ability to practice, review, or apply information received. They will think critically, problem-solve, respond with appropriate emotions, and explore new concepts, while honing decisive and succinct writing skills. This will build and sustain a sense of 'belongingness,' group commitment, or common goals and objectives.

CAPSTONE PROJECT

Capstone Project Definition

What is the capstone definition? A capstone research project is very similar to a college thesis. However, in a capstone project, students will take the materials from all previous courses and integrate them together into one final project. Students will develop a detailed plan or portfolio for a personal missiological project. Capstone projects will require prior approval, and can target a ministry on a community, local church, district, or national level. A capstone coach will be assigned to each student to guide them through this process.

What is the purpose of the capstone project? The capstone project helps each student learn how to find, analyze, integrate, and demonstrate their skills and knowledge within a cohesive, systematic, and strategic plan that is relevant to their unique kingdom mission. The goal is to equip students with an implementable plan.

Why is the capstone project important work? A capstone project increases motivation and reduces the loss of learning. Assignments like this require implementation of creative work that is of utmost importance to the student's future. The capstone project provides the student more confidence in his/her strengths (God-apportioned gifts and calling) and makes the pathway to fulfilling his/her co-mission clearer.

Expectations

- All students are required to complete a capstone project in order to obtain a Project Equip Certificate.
- The capstone project begins with the first course of the first module and will continue to be worked on throughout each module
- A powerful and personally relevant capstone will effortlessly come together upon the completion of the seventh module, provided the learner has diligently applied themselves in their module assignments throughout. Simply collect the resources/components you have designed and developed within each course, organize them into the capstone project, and submit.
- Your instructor will return it with recommendations. Complete recommendations and resubmit the capstone project for grading.
- If a student fails the capstone, he/she can present a revised/corrected Capstone Project during the next scheduled Capstone Course. More than one representation will not be allowed. Exceptions must be approved by the Academic Committee.
- Accomplishment is not the completion of the Project Equip course, but upon feeling the spiritual affirmation gained when you take the next step – the implementation of the capstone.
- Appropriate approval(s) will be required to implement the capstone project:
 - Pastor for a local missiological ministry (Campus Ministry, after-school education project, mid-wife ministry, cultural group integration, gerontology ministry, etc.)
 - District for a church plant/launch (whether daughter work, self-governing or satellite)
 - Community for a non-profit, workplace or professional ministry
 - NAM for Metro Missions
- A capstone guide, including helpful tips, is available on the Home Page in Populi.

TRANSCRIPTS

Learners may request transcripts by contacting Learner Support at www.namit@upci.org. Project Equip reserves the right to withhold the official transcripts of learners who are not in good financial standing with North American Missions Training Institute.

The transferability of Project Equip credits to another institution is solely at the discretion of that institution.

TECHNOLOGY REQUIREMENTS

Internet

- Connection:
 - Broadband (Cable or DSL) 2mbps download and 256kbps upload speed or more
- Browser (current release):
 - Chrome
 - Firefox

Software Requirements

- If you are using...
 - Windows PC, the operating system should be Windows 7 or later
 - Mac, the operating system should be Mac OS X 10.7.1 (Lion or later)
- Microsoft Office 2010 or higher (Word, Excel, PowerPoint)
- Scrivener Software (<https://www.literatureandlatte.com/scrivener/overview>)
- Adobe Acrobat Reader to view PDF files (current release)
- Adobe Flash Player to view videos, tutorials, and other media content (current release)
- You may also need:
 - Speakers for listening to audio and video lectures
 - Anti-Virus Software to scan files and emails

Hardware Requirements

- 2 GHz Processor or higher
- 4GB or higher of Memory (RAM)
- 30GB or higher of free storage space

SUPPORT

- Admissions and account
 - Email namit@upci.org
- Instructor
 - In-system (Canvas or Populi) email is preferred method of communication
 - 24-hour response to course questions
 - Assignment Grading:
 - One week after course assignment
 - One week after course closure
 - End of Course Evaluation
- Technology
 - 24-hour response time to technology request via email (namit@upci.org).