**FTTA-OL: Course Structure and Expectations**

**Course Time Requirements**
You should expect to spend a little more than an hour a day on this course, or approximately ten hours per week. Of course, the more time you put into the materials, the more you will get from them. Course work will be done asynchronously; that is, learners will not need to be online at the same time.

**Course Grading**
You will receive a grade for this course, so that you will know how well you have done in relation to the expectations of the program. More information on grading can be found later in this document.

**Participation and Access to the Class**
Participation in this class is via the Web. All standard browsers should interact properly with this site. Each learner will also need to create a VoiceThread account, which will allow the uploading of class introductions and audio prophesying assignments.

In future emails from the program, you will receive instructions regarding how to create a VoiceThread account, the url address for the class, staff email addresses, and course specific information.

The learning environment on this Web site contains a number of learning modules, such as assignments, lessons, readings, quizzes, and audio exercises. Learners will be required to access and use the relevant modules for this course. All participation is through this Web site only. Private emails or other offsite input will not be considered as part of a learner's participation in the class and will not be allowed as part of the learner's final evaluation for the course.

**The Online Weekly Schedule**
The course week begins on Wednesday and ends on Tuesday. No work is required or expected on the Lord’s Day, although it is counted as a course day below. Please see the following for a breakdown of the week:

<table>
<thead>
<tr>
<th></th>
<th>Wednesday Day 1</th>
<th>Thursday Day 2</th>
<th>Friday Day 3</th>
<th>Saturday Day 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lord’s Day</td>
<td>Day 5</td>
<td>Day 6</td>
<td>Day 7</td>
<td></td>
</tr>
</tbody>
</table>

**COLLABORATIVE LEARNING**
At FTTA-OL, learning is a corporate exercise. In other words, the learners work together (collaborate) to assimilate the material. While much of the material requires individual work (especially the lessons and the readings), most of the learning will happen as learners interact with one another in written collaborative forums, where learners offer both substantive original posts (based on the lessons and readings) and substantive responses to the posts of other learners. Learners are expected to work together to dig into the materials and to help each other find answers to directed questions from Living Stream Ministry materials. There are no experts in FTTA-OL classes; rather, there are diligent learners who help one another learn.
CLASS FACILITATION

In FTTA-OL classes, there are no teachers; however, there are dedicated serving ones from the FTTA-OL staff who serve as class facilitators. The function of facilitators is to encourage learners to work together. Although we are not experts in the materials, we are fully conversant with them and can help the learners get into them. We can and will suggest ways to dig deeper into the truths covered in this class. We also have access to the FTTA trainers if additional guidance is needed on particular points. We will often provide gentle nudges to keep the class moving productively, and will provide feedback so that each learner will know at all times how he or she is doing in the class. If necessary, we will provide private admonition to any learners who may somehow be disruptive to the learning process. We will NOT provide fellowship about personal problems or about matters far beyond the content of this course.

Who are we: We are a group of serving ones who blend together to facilitate the group of classes assigned to us. We are both brothers and sisters in the Lord’s recovery and have been approved by the responsible ones at Living Stream Ministry and in the work. Many of us are Full-time Training graduates. Prior to serving as staff facilitators, we studied this material successfully in the Full-time Training, either in Anaheim or here online. Some of us serve full-time in other areas of the work, and all of us receive stipends from LSM to carry out this facilitation service.

We will have only one presence in the class, that is, “Staff Facilitators” and we will sign our emails as “Staff.” In correspondence, it is fine to address us simply as “Staff.” As a pool of blended facilitators, we are not only checking the work of the learners but also checking each other’s facilitation work. Further, our facilitation service is supervised by the program administrators, who observe our fellowship about the classes. By taking this way, the learners in FTTA-OL need not be concerned about coming under the influence, teaching, or peculiarity of any individual; rather, we are all here to learn from the materials of the ministry as published by LSM.

Where are we: Like the learners in this program, we are spread throughout the world and serve primarily online. We coordinate among ourselves in separate online forums and through telephone conferences for the successful outcome of this class.

CLASS PROCEDURES AND POLICIES

Note: You may want to log into the course Web site as you read this section

General Material at the Top of the Class Web site

At the very top of the Web site for this class, there are a number of helpful topics which relate to the online program in general and to this class in particular. Please read them, as they will probably answer some of your initial questions about this class.

You will probably want to refer to the Course Calendar located in the right-hand column frequently throughout each week. This calendar gives you the due dates for all the written exercises and assignments.

There is a News Forum for general news and announcements from the staff to the learners. Additionally, there is a Class Forum for discussion and questions about the class in general. You are automatically subscribed to these forums, so any new posts will be forwarded to your email account. You SHOULD NOT reply to these email notifications. They are sent to you merely to alert you about a new post. Instead, you should go to the forum online and reply there. (There are links in the email to get you right to the forum.) If you reply to the email notification, your reply will go only to the person who created the post and not to the forum itself.

© 2010 Living Stream Ministry   FTTA-OL: Course Structure and Expectations 4.7, Page 2 of 9
**Weekly Resources to Study and Activities to Complete**

Each week this online course has required resources to study and activities to complete. Typically, the required resources to study each week include an outline, readings from LSM ministry materials, and occasional short video clips to further support key points, though this varies from week to week. These materials form the base for the week’s lesson. Portions written by materials development staff are included within the lesson to clarify and connect the points within the material. Learners should read these materials as early in the week as possible, since written work in the class will depend on them.

There are also additional resources for most weeks, which will enhance your apprehension of the week’s topics. The more time you put into the various materials, the more you will get from them. Thus, we hope that you will take advantage of all that is available to you and use it to enrich the learning experience for yourself and your fellow-learners.

The activities to complete each week fall into four components: Preview, Presentation, Practice, and Production.

**Policy on Late Assignments**

In this program learning is collaborative and late assignments can have an impact on the fellowship forums. Late assignments can very possibly mean assignments that are not read, considered, or responded to. Thus, the general policy is no credit for assignments that are late. Occasionally, late assignments may be accepted due to a genuine emergency. In such case, a learner should inform FTTA Online Staff as soon as possible via email (a unique staff email address is located at the top of each course page). Learners are expected to have adequate planning in place to enable completed assignments should the need for travel arise (e.g., I thought I would have Internet this week while traveling). In these cases FTTA Online will not advantage one learner over the others by giving credit for late assignments.

**Preview**

For each week’s material we have prepared a question or two which will help you to begin to think about the topics for the week. Of course, you are here to learn, so the preview questions do not assume that you know the correct answers already. You may know the answer, and if you do, that is fine; offer what you know. But more than likely, you will not know the answer or you may have a wrong concept about the topics. That is fine, too. Just say what you think. Don’t be embarrassed about a lack of knowledge or a funny concept that you may have. Also, do not be high-minded if you think you know the right answer; humbly say what you know. We all are short in the truth, and that is why we are here. We expect that after the week’s work everyone will be able to look back at his or her response to the preview question(s) and see marked improvement in understanding the week’s topic. Your response to the preview question(s) is due on Day 1 each week.

**Presentation**

Each week there is an outline, online lesson, or other presentation component. Please print out or have the outline for this week open as you go through the lesson. We suggest that you save a copy of this outline to your local file collection for offline use. There should be a Save button in your browser window as you view the outline. To view the outline offline, you will need Abode’s Acrobat Reader (available for free here: [http://www.adobe.com/products/acrobat/readstep2.html](http://www.adobe.com/products/acrobat/readstep2.html)).

The online lesson helps learners navigate methodically through the week’s material. Learners should complete the lesson within the first few days of the course week. Throughout each lesson there are questions for the learner to answer based on the material on the lesson page or in the required resources. Successful responses move the learner
forward in the lesson; incorrect responses require the learner to re-examine the material for that lesson page and provide the correct response. **No grade is assessed for the lessons, but the lesson must be completed each week; otherwise, all other grades for the week will be withheld by the staff facilitators.**

Most lessons contain a prompt in the middle of the lesson directing you to answer the first Fellowship Question (FQ). The FQs make up the next component for the week, Practice (see below). You should do as directed in the lesson; that is, go to the Practice component and answer the FQ. After completing the particular FQ, return to where you were in the lesson and proceed from there. However, in some lessons you will not be prompted to answer any FQs until the end of the lesson. This is because you will need to complete the lesson in order to answer the FQs. Please note that in the latter case, FQ1 is still due by the end of Day 2.

**Practice**

Most of the learning (and work!) in this class happens in the Practice component each week. The Practice component consists of a discussion forum, labeled “Written Fellowship Forum for Week #.” In each week, except the final one, there will be two Fellowship Questions (FQs). (Week 8 has special assignments; see Week 8 Assignments below.) You must offer your initial response to an FQ before you can view the responses to that FQ from your fellow-learners. This feature allows equal initial posting opportunity among all learners and encourages each learner to formulate a clear answer to the FQ on his or her own. Once your initial response to the FQ is made, the initial responses of the other learners in the class will be viewable, and you will be able to benefit from the fellowship of all the learners. You will also be required to offer responses to some of the responses of your fellow-learners. You are encouraged to incorporate the help you receive while reading others’ initial posts in your subsequent participation posts for the week. The Practice component is a discussion forum, and careful back-and-forth dialog in writing is necessary and required.

**Initial responses to FQs must be at least 100 words and must be posted by the due days for each class week** (see Course Calendar). Please note that your initial responses to the FQs, though required, do not contribute to your participation grade (see below). Your initial responses to the FQs are graded separately.

Learners are also expected to respond to the posts of other learners on at least four days out of the week. These posts, which are in addition to your initial response to the FQs, are considered as your main participation in the discussion forum. This participation makes up 16% of your grade for the course. You are not automatically given full credit each week for participation by occasionally replying to other posts. To receive a 100% participation grade, you must meet the following expectations:

- **You are expected to post one to two substantive responses (SR) to what other learners have written in the forum, on at least four days per week, for a minimum of five substantive responses per week. Posting more than two per day is fine, and posting on more than four days is great. But you MUST post at least five SRs, spread over at least four workdays, to receive full participation credit for the week. Failure to participate on at least four days per work week will result in an automatic 1-point reduction in your participation grade for that week. Additionally, failure to post at least five SRs per work week will result in an automatic 1-point reduction in your participation grade for that week.**

- **You are expected to contribute to the class fellowship in meaningful and substantive ways. This means:**
o contributing new and relevant fellowship to the course discussion and from the course readings and other ministry materials;
o fellowshipping in a positive manner;
o building on the remarks of your fellow learners;
o posing questions to your fellow learners; and
o sharing quotes and other supplementary information as long as the quotations do not constitute more than half of your post (i.e., simply copying and pasting is not substantive; you must offer substantive fellowship on the copied portion).
• Your participation grade also will be determined by:
o the quality of your responses;
o the timeliness of your response; and
o the ability of your comments to help others participate further.
• Simply saying things like, “I really enjoyed what you said here,” or “Amen,” or “Praise the Lord” will not be counted as a substantive response. You are welcome to offer these, but bear in mind that only your substantive responses will be tallied for your participation grade.

The following items do NOT count toward participation:
• written assignments, if any;
• your initial, required response to the fellowship questions (comments to your fellow learners about their responses are part of participation);
• your weekly crystallization statements;
• emails sent to staff’s or anyone else’s personal mailbox.

Posts in the “Written Fellowship Forum” for the week will be counted as part of your participation grade. In general, posts to the other forums for the class (“Class Forum” or “General Forum” for the week) will not be counted as part of your participation grade.

All your FQ responses should reflect a thorough assimilation of the course material for the week as found in the lessons, readings, and other required materials. As much as possible, you should try to relate the course content to your experience and function in your local church. This will greatly enrich your fellowship and will greatly help the others in the class enter into the points for the week.

A Word About Quoting from Published Materials
In preparing responses to post in the forums, you may feel to quote from published materials. Although a post that contains only quotes (or greater than 50% quotes) cannot count as a substantive response, some quoting can be helpful to support a point you are making from the lesson. If you are quoting from published material you should make sure that you attribute the writings of others to their authors and not make it seem like the text that is included is your own work, when it is not. Please include author’s name, title of work, and page number or Internet location of the quotation (no active links please).

Although Staff are not always able to notice these things, when we do, we must delete plagiarizing posts and penalize the learner for violations of this proper principle. At a minimum, any post that violates this principle cannot be counted as part of the weekly written work. We hope everyone understands FTTA-OL’s position on this matter and faithfully complies.

Production
At the end of each week there are a few Production activities which allow the learners to demonstrate their mastery of the week’s material. Each week there is a quiz on the material covered that week that should be taken on the assigned day of the course week
Unless otherwise instructed, you may not use any books, your Bible, or the lesson material during the quiz.

Each week learners must also create a brief weekly Crystallization Statement (CS) that summarizes the week’s learning and highlights the main burden for the week. This statement should be at least 250 words and no more than 500 words and should include a clear presentation of the main points for the week, as the learner perceived them. Also, it may be good to relate how those points relate to the learner’s experience and function in the church. The CS should be used as the basis for the weekly Oral Prophecy that is to be uploaded by the week’s end.

To work on and finally submit your CS, click on the “Crystallization Statement for Week #” assignment, and click on the “Edit my submission” button. On the next screen post your CS in the Submission box. Remember: your CS statement should be at least 250 words and no more than 500 words. Be sure to click on “Save changes” before navigating away from this page. You may return to this page during the course of the week to revise what you have written. After the due day revisions will not be allowed.

NOTE: If you are having trouble composing FQ responses, Crystallization Statements, or other online written fellowship notes, you should contact the staff facilitators for help as soon as possible. We have helpful tips to get you going on this.

Finally, each week you must prepare and record an Oral Prophecy (OP) to be uploaded as an audio file by the end of Day 7. Your VoiceThread account, which you created when you signed up for this class (or for a previous FTTA-OL class), will be used for this purpose. This Oral Prophecy should be at least three minutes long and cannot exceed five minutes. You should not read straight from your Crystallization Statement; rather, use one aspect of it as the basis for your speaking in the Oral Prophecy. Your Oral Prophecy should relate to one aspect of the main burden in the material for the week and should be based on your Crystallization Statement for that week. You should compose your Oral Prophecy in writing before attempting to present it orally through the VoiceThread interface. After you submit your Oral Prophecy, you will be able to listen to the prophecies of the other learners.

These directions present the goal of the OP assignment. However, for Weeks 1-2, on the OP submission page of your course, specified directions are presented to help you successfully progress toward the goal of the OP assignment.

Additional Resources
In addition to the required study resources, there are usually other optional resources each week for learners to view. These are often readings from the ministry and video messages of Brother Lee’s ministry meetings or of classes from the Full-time Training in Anaheim. Learners are encouraged to review these additional resources for further help on the week’s topic.

Week 8 Assignments
In Week 8, the burden is to crystallize the contents of the entire course, primarily in the Crystallization Statement and Oral Prophecy.

Please note that a prompt is provided for the Week 8 Crystallization Statement (CS). This statement should be at least 500 words and no more than 1,000 words and should include a clear presentation of the main points for the entire course, as the learner perceived them, and how those points relate to the learner’s experience and function in the church. The Week 8 CS should be used as the basis for the Week 8 Oral Prophecy that is to be uploaded by the week’s end.
The Week 8 Oral Prophecy should be at least five minutes long and cannot exceed ten minutes. It should relate to the main burdens in the entire course and should be based on the Week 8 CS. You should compose your Oral Prophecy in writing before attempting to present it orally through the VoiceThread interface. As with previous weeks, after you submit your Oral Prophecy, you will be able to listen to the prophecies of the other learners.

**Forums, Forums, Forums!**

Most of your input to this class will be done in one of several forums. At first, the number and variety of forums may seem overwhelming. In this class there are 26 forums that fall into five categories! But after you understand the organization of the forums, you should find that the multiplicity of forums helps to keep class discussions in logical groups and in easy-to-find locations.

There are two forums located near the top of the course page: the Class Forum and the News Forum. The Class Forum is for discussions about the class in general, not about the material in any particular week. Feel free to ask questions about class procedures here. The News Forum is for general news and announcements and is where the staff will post general administrative messages to the learners. Learners are not able to post to the News Forum.

In each week's section on the class page, there are three special forums: the General Forum, the Preview Question (not technically a forum), and the Written Fellowship Forum. The General Forum is for questions and discussion about the week's material which are not covered in the other two weekly forums. Please feel free to ask questions about the week’s material or to initiate any fellowship about the week’s topics.

You have already read about the Preview Question and the Written Fellowship Forum in the sections on Preview and Practice above.

To summarize, here is a little chart of the forums, of their applicability, and of their functions:

<table>
<thead>
<tr>
<th>Forum Name</th>
<th>Applies to</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>News Forum</td>
<td>The entire course</td>
<td>General news and announcements</td>
</tr>
<tr>
<td>Class Forum</td>
<td>The entire course</td>
<td>Questions and discussions about the class in general</td>
</tr>
<tr>
<td>General Forum</td>
<td>Its particular week</td>
<td>Questions and discussion about the week's material</td>
</tr>
<tr>
<td>Preview Question</td>
<td>Its particular week</td>
<td>A single response to the week’s Preview Question</td>
</tr>
<tr>
<td>Written Fellowship Forum</td>
<td>Its particular week</td>
<td>Initial responses to the week’s Fellowship Questions (FQs) and substantive responses to the posts of other learners</td>
</tr>
</tbody>
</table>

**Offline and Offsite Learning**

The FTTA-OL program is designed so that all the interaction with the lesson materials and other learners takes place within the FTTA-OL site. Collaborative learning within the FTTA-OL program is best served when all the fellowship related to the course is available to all the learners in the class. Hence, we do not support or encourage private phone or chat sessions among the learners in a course. As mentioned in the above section, fellowship
among the learners should be conducted in the Class Forum, General Forum, or Written Fellowship Forum of the class. We also do not support or encourage the use of links to materials on other sites, including links to personal documents that a learner might like to share with others. We ask that you please refrain from these activities within your class, unless you have been instructed to do so by the program in the materials (e.g., the use of VoiceThread) or through Staff.

**Grading Criteria**

Grades are given for course work done in this class, and a final, cumulative grade is assessed at the end of the course. Grading throughout the course helps learners know how well they have assimilated the material and motivates them to do well. Final grades assure the program administrators that individual learners have assimilated the material well enough to attempt further course work and that the course itself, including the performance of the staff facilitators, was appropriate for that specific group of learners.

**FTTA Online Grading Reference**

<table>
<thead>
<tr>
<th>Course Activities and Assignments</th>
<th>Due on</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>Course Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preview Question</td>
<td>Day 1 (W)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Fellowship Question 1 (Initial Response)</td>
<td>Day 2 (Th)</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>Fellowship Question 2 (Initial Response)</td>
<td>Day 4 (S)</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>7</td>
</tr>
<tr>
<td>Written Participation (at least 5 SRs*)</td>
<td>Day 6 (M)</td>
<td>-</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>Written Participation (on at least 4 days)</td>
<td>Day 7 (T)</td>
<td>-</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>Quiz</td>
<td>Day 7 (T)</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>24</td>
</tr>
<tr>
<td>Crystallization Statement</td>
<td>Day 7 (T)</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
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<td>4</td>
<td>7</td>
<td>35</td>
</tr>
<tr>
<td>Oral Prophecy</td>
<td>Day 7 (T)</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>10</td>
</tr>
</tbody>
</table>

| Weekly Totals                                      | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 16 | 100          |

* Substantive Responses

**Note:** While no grade is assessed for the online lessons, they must be completed each week; otherwise, all other grades for the week will be withheld by the staff facilitators.

**How Points and Percentages Equate to Grades**

<table>
<thead>
<tr>
<th>POINTS</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
</tr>
</tbody>
</table>

Learners who earn less than 60 points should refer to the “Failed Course Policy” on page 9.
Policy on Dropping a Course

A learner may drop a class according to the following deadlines and conditions:

- through the completion of the first week (i.e., 24 hours after Week 1 grades are posted)
  - refund of $100
  - no requirement to retake the course in the future
- through the completion of the second week (i.e., 24 hours after Week 2 grades are posted)
  - no refund of course payment
  - no requirement to retake the course in the future
- after Week 2 grades are posted
  - no refund of course payment
  - no requirement to retake the course in the future if learner is passing as of last grades posted; otherwise, course required to be retaken according to FTTA-OL’s “Failed Course Policy”

Failed Course Policy

A learner who fails a course is required to retake that particular course and pass it in order to continue taking other FTTA-OL courses. However, due to the schedule of course offerings, the failed course may not be offered again immediately. In this case, the learner has the option to take other courses that are being offered while waiting for the failed course to be offered again. But when the failed course is offered again, the learner MUST retake it. If for any reason, the learner does not retake and pass the failed course the next time it is offered, he or she will not be permitted to take any other courses until he or she has taken and passed the failed course. Additionally, if the learner is waiting to retake a failed course and fails a different course, he or she will not be allowed to take any more courses until BOTH courses have been retaken and passed. This could require the learner to wait a period of time (without taking any classes) before the courses are offered again.

For example: I take the Body of Christ (1) course this term and fail it. In the next term this course is not being offered. Because of this, I can take any other course that is offered. I can continue to take any other courses that are offered as long as the Body of Christ (1) course is not offered. However, the next term that the Body of Christ (1) course is offered, I MUST retake it and pass. If for any reason I do not take the Body of Christ (1) course during the next term that it is offered, I can no longer take other courses until I retake the Body of Christ (1) course and pass it. If I fail another course while waiting for the Body of Christ (1) course to be offered, then I can no longer take any courses until both courses have been retaken and passed.