



TM500 X4 Introduction to Mentored Formation
Online

Fall 2021
Professor Debra Anderson

1 Credit Hour
debra.anderson@denverseminary.edu

This syllabus, along with course assignments and due dates, is subject to modification until the first day of the semester. It is the student's responsibility to download the most current version of the syllabus. Updated syllabi will be identified by date. Once the semester has begun, any modifications will be communicated to the class.

DENVER SEMINARY MISSION

Denver Seminary prepares men and women to engage the needs of the world with the redemptive power of the gospel and the life-changing truth of Scripture.

COURSE DESCRIPTION

This course provides theological and educational frameworks for Christian formation, which prepare students for the pursuit of character and professional skill development in mentored formation. Students discern, develop, manage and reflect upon their own unique learning experience in various contexts of their life with God. The tools provided equip students to integrate and pursue intentional, whole-life growth and to influence others to do the same. Students prepare for TM501 and beyond by honing their ability to engage and sustain mentors, write customized learning plans and engage in theological reflection.

COURSE OBJECTIVES

This course presents frameworks for learning which prepare students for continued mentored formation both in future TM courses and as stewards of character and competency for the whole of their life.

1. This course contributes to Denver Seminary's mission by teaching students to attend to God's presence while also challenging students to grow spiritually, intellectually, and professionally in order to lead God's people in the accomplishment of His mission in the world.
2. Students will be able to demonstrate a working theology of whole-life calling, formation and praxis which supports increasing transformation and life-long learning.
3. Students will be able to discern, develop, manage and reflect on learning experiences in their subsequent TM course work and post seminary.
4. Students will be able to identify and meaningfully engage mentors who will be appropriate to the formational needs discerned in the learning plans created in subsequent TM course work and post-seminary.

Method of Instruction

This class will consist of lectures, group discussion (both synchronous and asynchronous), and a self-directed learning project. In addition, there will be opportunities for written and verbal reflection.

PROFESSOR'S ASSISTANCE

Instructor Information

Professor Debra Anderson

Email: debra.anderson@denverseminary.edu

Office Phone: 303-357-5862

Office: ADM #250 -- Office hours by appointment only

Zoom office hours by appointment. Zoom office link: <https://zoom.us/j/4365575956>

Moodle Announcements and Weekly VoiceThreads

All regular and urgent communications will be sent via the online classroom (Moodle) Announcements. This will be forwarded to your Dmail account, which you are expected to check on a regular basis for this class. A weekly Announcement email will be sent on Mondays that will help you orient yourself to the week's work.

Reading this email weekly is imperative for success in this class. It will impart key information. A weekly VoiceThread will also be posted on Moodle to begin our discussion on the topic(s) for the week and propose questions or thoughts that might initiate your learning. ***Viewing this video weekly is also imperative for success in this class.***

Email (preferred mode of communication)

I am committed to responding promptly and my typical response time is 24-36 hours. I do not usually check email on Sundays. If I am traveling and have limited access to email, I will send an announcement email so that you know the dates when I will be away and details on my response time.

NOTE: Your professor will use your DMail account for all communications to you. Please make it a habit to check your DMail regularly.

Phone Information

Email is the first mode of communication. Phone is not preferred as it may delay response time. If you would like to speak on the phone, it is best to send an email to schedule a phone call.

Reasonable Accommodations

Any student eligible for or requesting reasonable academic accommodations due to a diagnosed disability or medical impairment must contact the Dean of Students Office by email (deanofstudents@denverseminary.edu) or phone (303-357-5838). Before accommodations will be recognized in this class, the student must present an official disability services letter from the Dean of Students.

TEXTBOOKS AND RESOURCES

Textbooks required for purchase

Bell, Chip R. and Goldsmith, Marshall. *Managers as Mentors: Building Partnerships for Learning*. Oakland: Berrett-Koehler, 2013. ISBN: 9781609947101.

Many of the excursus stories focus on the business world and may not be relevant. Thus, read the following portions from this book.

<u>Chapter Title</u>	<u>Page #</u>	<u>Read, Skim or Skip</u>
Beginning our Journey	1-17	Skim

Part 1: Mentoring is/Chapter 1	17-34	Read
Part 1: Chapter 3	43-50	Read and Complete
Part 2: Surrendering/Chapter 5	55-63	Read
Part 2: Chapters 6,7 & 8	67-85	Read
Part 3: Accepting/ Chapters 10, 11, 12 & 13	91-120	Read
Part 4: Gifting/Chapter 14	125-133	Read
Part 4: Chapters 16,17, 18 & 19	135-162	Read
Part 5: Extending/Chapters 21,22, & 23	167-182	Read
Part 7: Tool #1	211-212	Read
Part 7: Tool 2,3,4,5 & 6	213-222	Skim

Jethani, Skye. *With: Reimagining the Way You Relate to God*. Nashville: Thomas Nelson, 2011. ISBN: 9781595553799.

Read this book in its entirety.

Required Reading Provided on Moodle

Denver Seminary Training and Mentoring Guide

Read this document in its entirety prior to week 4.

Anderson, Debra, “The Hope of Discovery: A Mentoring Story,” *Engage Magazine*, Fall 2019.

You will read this article in week 15.

Bonhoeffer, Dietrich. *Ethics*, ed. Clifford J. Green, trans. Reinhard Krauss, Charles C. West, and Douglas W. Scott, DBWE 6. Minneapolis: Fortress, 2009.

Read only pp. 290-99 during the class ILA activity in weeks 7 and 8.

Suggested Reading

Calhoun, Adele. *Spiritual Disciplines Handbook: Practices That Transform Us*, revised and expanded edition. Downers Grove: InterVarsity, 2015. ISBN: 9780830846054.

You are not required to read the Calhoun book. However, this book may be a continual resource to help you develop your learning plans for the next courses in Training and Mentoring. Mentoring professors often refer students to use this book as a resource for developing learning plans.

Library eReserves

- Review the eResources provided for your course using the link under Course Resources at the top the Moodle page: **Library eReserves**.
- To search for additional resources using Denver Seminary Library’s Online Catalog, go to: <https://denverseminary.edu/resources/library/>.
- [Subject Guides](#) for digital resources are available.
- For additional help with digital resources, go to [Research Resources or email reserve@denverseminary.edu](#).

GRADING

The standard Denver Seminary 100-point grading scale will be applied to each assignment and to the cumulative course grade.

Denver Seminary Grading Scale

93-100 = A	83-86 = B	73-76 = C	63-66 = D
90-92 = A-	80-82 = B-	70-72 = C-	60-62 = D-
87-89 = B+	77-79 = C+	67-69 = D+	59 or below = F

All assignments will be evaluated and assessed on the basis of 100 points. Combining these assessments, the grade for the course will be determined on the following basis:

Online Classroom

Participation Self-Assessment #1 (8%) and #2 (17%)	25%
<ul style="list-style-type: none"> • Supports course objectives 1, 2, 3 and 4 (above) • Students will use the grading rubric on Moodle 	

Assignments/Coursework

Mini-Learning Plan (submitted complete by due date)	5%
<ul style="list-style-type: none"> • Supports course objectives 1,3 and 4 	
<i>Managers as Mentors</i> discussion prep	15%
<ul style="list-style-type: none"> • Supports course objectives 1 and 4 	
Theological Reflection discussion prep	15%
<ul style="list-style-type: none"> • Supports course objectives 1 and 2 	
Integrative Summary on Learning Plan engagement	40%
<ul style="list-style-type: none"> • Supports course objectives 1, 2, 3 and 4 	

Total **100%**

Additional Notes about Grading

1. Course ASSIGNMENTS are listed above. Late submissions of course assignments will lose 5% per day, up to 7 days late. There is rarely a reason for your professor to *not* make this deduction. After 7 days, a course assignment will not be accepted unless your professor approved an extension in an email to you.
2. No ASSIGNMENT EXTENSIONS are given unless the student is in a dire circumstance as described below. If you believe you require this, compose adequate information about your circumstance in an email request to your professor, and make your request for an assignment extension prior to the due date for the assignment.
3. A COURSE EXTENSION allows a student to submit course assignments *beyond* the final day of the semester. This form can be found on MyDenSem and in the SLEM office. The student first presents the form to the course professor who approves it if the student's situation is considered dire (see below). The form must be presented prior to the last due date of the last course assignment. The signed form will be confirmed by the registrar and, in some instances, by the Dean of Students. Course extensions must be approved by the deadlines stated in the Academic Catalog. Your professors cannot make exceptions to this seminary policy.
4. DIRE CIRCUMSTANCES: Dire circumstances will be considered and may allow the professor to give an assignment or course extension. Examples of dire circumstances include: a recent death in the student's family, a severe natural disaster affecting your home, a concerning medical diagnosis for you or your close family, or you or a minor in your care gets a sudden, severe illness (like the flu). A broken-down car, time

zone confusion, having to travel for work, preplanned vacations/weddings or increasing your work hours are not examples of dire circumstances.

ATTENDANCE

Denver Seminary is required by the Department of Education (DOE) to maintain accurate attendance records. According to DOE requirements, if a student is inactive for 14 days, the Seminary is required to update the student's transcript with the appropriate "WP" or "WF" grade and assist the student in dropping the course. It is imperative that students communicate with the professor about absences, whether anticipated or unexpected, so that the Seminary can help.

Our online courses are not at-your-own-pace. They require engaged attendance and regular presence in the online classroom, along with attention to all assignment deadlines. It is expected and required that students view all course videos and audio presentations.

ASSIGNMENTS/COURSEWORK

- Assignments are named in the grading section of this syllabus. *Assignment instruction documents with rubrics are not in this syllabus. Instead, each document can be found on the course Moodle page. You will refer to them in order to understand and complete each assignment.*
- Students will submit all course assignments on the Moodle course site as electronic files in one of the following formats: .doc, .docx or .pdf. Please do not submit assignments in Pages for Mac or in open office formats.
- When specified on the instruction documents, use Turabian paper formatting for each assignment.
- Due dates are listed in the course schedule section of this syllabus.

ONLINE CLASSROOM

The online classroom includes weekly ILAs (Interactive Learning Activities) designed to give you an opportunity to work with the content of the course and to engage with the professor and peers the way you would in a classroom. These are not the same as assignments (named above). These may include live web-Zoom sessions, VoiceThread or Threaded Discussions, reflective journaling, rich-feedback exercises, annotation, etc. Times are listed on most ILAs to help students manage their responses.

See the Technology and Equipment requirements near the end of this syllabus. You are responsible for all the information communicated in the video lectures for the semesters of TM beyond TM500; take good notes, reflect and ask questions. As you watch and engage, do so in an environment conducive for hearing, absorbing and reflecting. Watch each lecture *prior* to your first ILA post.

ILAs frequently require that you be an active part of a group throughout the week, offering timely posts and replies. If you choose not to participate, this can breed a culture of mistrust in your group. If this begins to occur, your professor may remove you from the group and will communicate the actions you will need to take in order to have success in this course.

PARTICIPANTS IN THIS COURSE

Your professor of record for this course is listed above in this syllabus. Do keep in mind, however, that the lectures for this course are provided by a selection of professors in the Training and Mentoring curriculum. On occasion, we may also employ a grader for assignments. All the professors for this course will be present and conduct class sessions in a personable and professional manner. It is expected that you will conduct yourself similarly, including in your final course evaluation, to create an open learning culture.

ACADEMIC INTEGRITY INCLUDING PLAGIARISM

Both as a community of Christians and as an academic community, we—both faculty and students—are committed to being truthful and honest in our work, and to avoid all forms of dishonesty, including plagiarism. Your professor upholds the policy for all forms of plagiarism, *even inadvertent*, in all assignment submissions. Know what the policy says in the section on [“Academic Integrity” in the Student Handbook](#). If you ever have any questions about these values and procedures in relation to a particular assignment, do not hesitate to consult with your instructor.

Citing Sources and Writing Style

TM500 requires Turabian style formatting (not APA, MLA, SBL, etc.). For help with citing sources and formatting, refer to the most recent version of Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*. A brief overview of writing guidelines is below. The Writing Center can also help.

Denver Seminary Writing Center

The Denver Seminary Writing Center provides four free individual tutoring to help students with written assignments, forming a thesis statement, integrating research, incorporating appropriate grammar, sentence structure, and writing style. Online tutoring sessions are conducted in a variety of ways with the most common being through email correspondence or via synchronous phone or web-conferencing. Contact the writing center at writingcenter@denverseminary.edu.

General Guidelines for TM500 Written Assignments

TM500 assignments ordinarily have a corresponding instruction sheet with an attached grading rubric. Please follow these documents as you prepare your work. Generally, you are to keep the following in mind:

1. Please abide by the listed page count. Title pages and bibliographies are not included in page count.
2. Write in gender-inclusive language. See the *Denver Seminary Student Handbook* for guidance.
3. As stated above, you are required to completely and accurately cite sources for ideas and quotes that do not originate with you, or for writing you have previously submitted in other places. **Do this in particular when you reflect on your cognitive resource in your Integrative Summary.** If you need help understanding plagiarism, please consult with the writingcenter@denverseminary.edu.
4. Note where the assignment instructions require you to include a title page, bibliography and use footnotes (not endnote or parenthetical) as described in Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th ed. (Chicago: University of Chicago Press, 2018). The Writing Center is your primary helper as you learn to use Turabian.

SCHEDULE

TM500 X4 FA21

All ILAs and coursework assignments below are due by 11:55 p.m. MST unless otherwise specified

Week	Topic	Online Classroom & Due Dates	Coursework & Due Dates
Week 1 8/23/21	Continuous Formation in TM Professor Debra Anderson	<p>VIEW: Intro to Course and Week 1</p> <p>VIEW: Lecture Continuous Formation in TM PT1 (21 min)</p> <p>VIEW: Lecture Continuous Formation in TM PT2 (18 min)</p> <p>PARTICIPATE: Voice Thread Discussion</p>	<p>READ the course syllabus and all assignment instructions.</p> <p>READ: <i>Denver Seminary Training and Mentoring Guide</i>, before you submit your Mini-Learning Plan in week 4.</p> <p>READ: <i>Begin Managers as Mentors</i> using the assignment instructions on</p>

Week	Topic	Online Classroom & Due Dates	Coursework & Due Dates
		INITIAL post due by Wed. at 11:55PM MT. REPLIES due by Sat. At 11:55PM MT	Moodle to prepare for the synchronous class discussion in week 5.
Week 2 8/30/21	Mentoring Forms** Professor Debra Anderson **This lecture is supported by a Science for Seminaries grant from AAAS DoSER.	VIEW: Intro Week 2 VIEW: Lecture Mentoring Forms PT1 (20 min) VIEW: Lecture Mentoring Forms PT1 (24 min) PARTICIPATE: Journal entry with Professor due by Wednesday at 11:55PM MT. No reply posts this week.	
Week 3 9/6/21	Characteristics of Dynamic Learners Professor Nathan Scherrer	VIEW: Intro Week 3 VIEW: Lecture Characteristics of Dynamic Learners PT1(12min) VIEW: Lecture Characteristics of Dynamic Learners PT2 (11min) PARTICIPATE: Threaded Discussion INITIAL post due by Wed. at 11:55PM MT. REPLIES due by Sat. At 11:55PM MT	
Week 4 9/13/21	Engaging Mentors Professor Nathan Scherrer	VIEW: Intro Week 4 VIEW: Lecture Engaging Mentors PT1 (9min) VIEW: Lecture Engaging Mentors PT2 (18min) No ILA this week. CHOOSE: Live Zoom session next week Monday 6:30 p.m. – 7:30 p.m. MST Wednesday 8:00 a.m. – 9:00 a.m. MST	SUBMIT: Mini-Learning Plan to Moodle by due Saturday by 11:55PM MT The Mini-Learning Plan is self-managed. You will now work to schedule, implement and reflect on each practice in your plan through week 11. SUBMIT: Managers as Mentors discussion prep due Saturday by 11:55PM MT
Week 5 9/20/21	Managers as Mentors Professor Debra Anderson	VIEW: Intro Week 5 PARTICIPATE: Live Zoom session - <i>Managers as Mentors</i> Monday 6:30 p.m. – 7:30 p.m. MST Wednesday 8:00 a.m. – 9:00 a.m. MST	SUBMIT: Course Participation Self-Assessment #1 due Saturday by 11:55PM MT
Week 6 9/27/21	Why Formation Matters Professor Debra	VIEW: Intro Week 6 VIEW: Lecture Why Formation Matters PT1 (17min)	

Week	Topic	Online Classroom & Due Dates	Coursework & Due Dates
	Anderson	<p>VIEW: Lecture Why Formation Matters PT2 (17min)</p> <p>PARTICIPATE: Voice Thread Discussion INITIAL post due by Wed. at 11:55PM MT. REPLIES due by Sat. At 11:55PM MT</p>	
Week 7 10/4/21	The Sacred/Secular Divide Professor Dan Steiner	<p>VIEW: Intro Week 7</p> <p>VIEW: Lecture Sacred/Secular Divide: Inescapable Frameworks (19 min)</p> <p>VIEW: Lecture Sacred/Secular Divide: Identity Formation (15 min)</p> <p>PARTICIPATE: PDF Annotation -- INITIAL post due by Wed. at 11:55PM MT. REPLIES due by Sat. At 11:55PM MT</p>	
Week 8 10/11/22	In-Christ Calling and Identity Professor Dan Steiner	<p>VIEW: Intro Week 8</p> <p>VIEW: Lecture Being In-Christ: Our Calling and Identity (19 min)</p> <p>VIEW: Lecture Being In-Christ: Our Whole-life Calling (15 min)</p> <p>PARTICIPATE: PDF Annotation -- INITIAL post due by Wed. at 11:55PM MT. REPLIES due by Sat. At 11:55PM MT</p>	
Week 9 10/18/21	Functional Images of God and Self Professor Dan Steiner	<p>VIEW: Intro Week 9</p> <p>VIEW: Lecture Functional Images of God and Self, Pt. 1 (15 min)</p> <p>VIEW: Lecture Functional Images of God and Self, Pt. 2 (16 min)</p> <p>PARTICIPATE: Voice Thread Discussion INITIAL post due by Wed. at 11:55PM MT. REPLIES due by Sat. At 11:55PM MT</p>	
Week 10 10/25/21	Theological Reflection and a Biblical Theology of Calling Professor Nathan Scherrer	<p>VIEW: Intro Week 10</p> <p>VIEW: Lecture Theological Reflection (16min)</p> <p>VIEW: Lecture A Biblical Theology of Calling – Dr. Bill Klein pt.1 (14min)</p> <p>VIEW: Lecture A Biblical Theology of Calling – Dr. Bill Klein pt.2 (18min)</p>	<p>SUBMIT: Theological Reflection Discussion prep due Saturday by 11:55PM MT</p>

Week	Topic	Online Classroom & Due Dates	Coursework & Due Dates
		No ILA this week. CHOOSE: Live Zoom session next week Monday 6:30 p.m. – 7:30 p.m. MST Wednesday 8:00 a.m. – 9:00 a.m. MST	
Week 11 11/1/21	Theological Reflection on Whole-Life Calling Professor Debra Anderson	VIEW: Intro Week 11 PARTICIPATE: Live Zoom session: Theological Reflection on Whole-Life Calling Monday 6:30 p.m. – 7:30 p.m. MST Wednesday 8:00 a.m. – 9:00 a.m. MST	
Week 12 11/8/21	Reflecting on a Formation Need Professor Debra Anderson	VIEW: Intro Week 12 VIEW: Lecture Reflecting on a Formation Need (16 min) PARTICIPATE: Voice Thread Discussion INITIAL post due by Wed. at 11:55PM MT. REPLIES due by Sat. At 11:55PM MT	SUBMIT: Integrative Summary due Saturday by 11:55PM MT
Week 13 11/15/21	Writing Character Plans Professor Debra Anderson	VIEW: Intro Week 13 VIEW: Lecture Writing Character Plans (20 min) READ and Examine: TM501 Character Learning Plan Template PARTICIPATE: PDF Annotation -- INITIAL post due by Wed. at 11:55PM MT. No reply posts this week.	
Week 11/22/21	<h2>Thanksgiving Week</h2>		
Week 14 11/29/21	Writing Professional Skill Plans Professor Debra Anderson	VIEW: Intro Week 14 VIEW: Lecture Writing Professional Skill Plans (25 min) READ and Examine: TM501 Professional Skill Learning Plan Template PARTICIPATE: PDF Annotation -- INITIAL post due by Wed. at 11:55PM MT. No reply posts this week.	
Week 15 12/6/21	Takeaways	VIEW: Intro Week 15 There is no lecture to view this week. It is a reflective week.	SUBMIT: Course Participation Self-Assessment #2 by Friday at 11:55PM MT Complete the course evaluation sent

Week	Topic	Online Classroom & Due Dates	Coursework & Due Dates
		<p>READ: <i>Engage</i> Article, “The Hope of Discovery,” (PDF found on Moodle).</p> <p>PARTICIPATE: Journal entry with Professor due Wednesday by 11:55PM MT. No replies are required.</p>	<p>to you via a link in an IOTA email.</p> <p>Read the feedback from your professor on your Integrative Summary</p>

Modules: course units that cover topics, focus areas, or core concepts. Modules may span one or more weeks.

Online Classroom: Interactive Learning Activities, course video content, and other digital resources students are required to read or use in ILAs.

Coursework: Regularly assigned course reading, writing research papers, studying for exams, etc.

ONLINE COURSE DETAILS

The online classroom, including access to your Zoom sessions, will be located in our Moodle LMS (Learning Management System) at <http://moodle.densem.edu>.

Online Learning Format

Online courses provide students with interactive learning environments that allow for flexibility with work and ministry. Being graduate-level courses, they are rigorous and demanding. Denver Seminary online courses are designed around the principles of learner-centered, active, and adult learning. These courses are **not at-your-own-pace**, but require engaged attendance and regular presence in the online classroom, along with attention to all assignment deadlines. It is expected and required that students view all course videos and audio presentations.

Online Classroom (Course Schedule green column)

Students can expect the workload for an online course to be comparable to a residential course. Online courses can be intensive due to significant screen time and writing requirements. It is also important to understand that your work and learning activities in the Online Classroom is *separate from* your regular Coursework (see below).

Readiness for Online Courses

The online learning format requires a high level of self-direction, commitment, and a willingness to learn new technologies. All students contemplating taking an online course should take the brief Online Learning Self-Assessment and review the *Online Learning Readiness Tip Sheet*. Link: [Educational Technology: Student Readiness & Self-Assessment](#). Further, all students registered for and taking an online course should complete the [Student Success Course](#).

The Online Classroom (Moodle) and Technical Support

The URL is <http://moodle.densem.edu>. If you forget your password, click on the “Forgot password?” link below the login. If you experience difficulties logging in, call the seminary Help Desk at 303-762-6983. If you are new to Moodle or are confused about how to do something (online discussions, submitting assignments, viewing videos, etc.) you can access Moodle tutorials by clicking on the Support tab at the top of the Moodle course page.

For general technical/computer assistance (e.g., you are not able to log onto Moodle), contact the seminary Help Desk at 303-762-6983 or at helpdesk@denverseminary.edu

For course-specific technical/Moodle site assistance: (e.g., you are logged onto the course Moodle site but cannot locate a particular document), contact Educational Technology at edtech@denverseminary.edu

Technology & Equipment Requirements

1. Hardware: Access to a Windows or Mac desktop or laptop. (Do not rely on a mobile device or tablet to complete this course.)
 - For PC users, Windows 7 or Higher
 - For Mac users, OS X 10.12 or Higher
2. Webcam (if not built into your computer) and Microphone (if not built into your webcam or computer), and speakers.
3. Access to reliable high-speed internet.
4. Web-Browser: We recommend Firefox and Google Chrome. Browsers must be updated to the most current version.
5. Access to Moodle: our online classroom/learning management system.
6. Software: Microsoft Word, Apple Pages, or other word processor that can save to .docx or .pdf format. Microsoft PowerPoint, Apple Keynote or other presentation software that can save in .pptx or .pdf format. Those using Apple Pages must export and upload assignments in either .docx or .pdf format. Those using Keynote should export and upload assignments as either .pptx or .pdf formats. Adobe Reader or Apple Preview (for reading PDF files).
7. Online Collaborative Tools required: Google Drive/Docs, free Zoom video-conferencing account (provided within Moodle), VoiceThread (provided within Moodle). (Tutorials will be provided on your course Moodle site for accessing and using these online resources.)

Technical Skills

Taking an online course requires a number of technical skills. At a minimum you will need to meet certain technology responsibilities to complete work for this course; some of these have been detailed in the *Assignments* section of this syllabus. If you have questions about technical requirements or technical skills needed for this course, please contact the Educational Technology Department at edtech@denverseminary.edu

To begin in this course, you must:

1. Have completed the [Student Success Course](https://moodle.densem.edu/course/view.php?id=2555)
2. Be proficient in a word processing program such as Microsoft Word or Apple Pages.
3. Regularly access your Denver Seminary Dmail account. This course may also require you to use other Google Apps such as Google Drive that are connected to your Dmail account. For an introduction to Google drive, [click here](#).
4. Maintain backups of all the work you create for this course. E.g. hard drive, USB drive, or cloud backup.
5. Be proficient using our online classroom (Moodle), and readily access the online [Moodle Tutorials](#) when you find that you need to learn a new feature of Moodle.
6. Access the [online resources of the Denver Seminary Library](#), including conducting database searches to locate scholarly articles. E.g. EBSCO, ATLA Religion.