



GLOBAL REAP INSTRUCTOR/FACILITATOR GUIDELINES



GLOBAL UNIVERSITY
REAP INTERNATIONAL

*Adapted from the Global University School for
Evangelism and Discipleship Study Group
Manual, Policies effective January 1, 2016.*



Contents

Independent Instructor Qualification Requirements.....	2
Independent Instructor Guidelines.....	3
Global University Contact Information.....	3
Credit Hours and Ministerial Credentials.....	3
Integrity and Copyright The Instructor/Mentor will:	3
Instructor Student Requirements.....	3
Volunteer Log	3
Instructor Resources.....	4
Independent Instructor Business Cards	4
Student and Instructor Guides	4
Audio MP3 Course Recording	4
GLOBAL REAP System User Guides.....	4
Video Presentations.....	4
Scholarships and Financial Support	4
Global University, REAP International and Independent Instructor/Facilitator Relationship	5
You are a certified instructor. What now?	6
Global REAP Traditional Student Program Process Cycle.....	7
Global REAP Web-Based Student Program Process Cycle.....	8
Enrollment Process	9
New Class Request	10
Text Book & Exam Information.....	11
Web Based Students.....	11
Traditional Students	11
Web Based Exam	11
Traditional Printed Final Exam	11
Completing Courses and Programs.....	12
Web Based:	12
Traditional Printed Program.....	12
Certificates	12
Unofficial Student Status	12



GLOBAL UNIVERSITY
REAP INTERNATIONAL

Independent Instructor Qualification Requirements

Qualifications for the trainers are outlined in 1 Timothy 3. They must not be a new believer, must be well respected with integrity and must be committed to the mystery of the faith now revealed and must live with a clear conscience.

1. All instructor applicants should be enrolled as a student in the GLOBAL REAP School of Discipleship prior to seeking independent instructor certification.
2. All instructor applicants must complete the GLOBAL REAP Independent Instructor Application on the GLOBAL REAP Web site (www.globalreap.org). The application includes the following requirements:
 - a. Two (2) references. One of the references must be from their pastor or an approved ministry leader.
 - b. Vision statement that includes their vision, their target audience and their plan to present the program to their students.
 - c. Independent Instructor Certification.
3. Each instructor/mentor must be certified by Global University to teach the Evangelism and Discipleship (SED) program by passing the certification exam. REAP International will provide the exam and training.
4. All instructors will attend an Instructor Training Session.
5. Instructor Certificates will be presented to the Instructor when they complete the Instructor Training. Instructor ID and password will not be provided until the instructor passes the certification exam and completes the instructor training session. Certificates will not be mailed.
6. Instructor Manuals will be issued to the Instructor during the instructor's first training session. Revisions will be email to the instructor. Instructors can request printed manuals from the Administration Team. Printing and shipping fees will apply.

Note: In the event an organization has a large group seeking certification, an on-site testing and training date can be negotiated.



GLOBAL UNIVERSITY
REAP INTERNATIONAL

Independent Instructor Guidelines

Global University Contact Information Do not contact Global University. Contact the GLOBAL REAP Administration Team for assistance.

Credit Hours and Ministerial Credentials

- ❖ **Do not** quote or guarantee college credit hours for *Global University's Evangelism and Discipleship* program. College credit hours, if applicable, must be determined by Global University based on their then current policies. Contact the Administration Team for more information.
- ❖ **Do not** guarantee ministry credentials. Christian Service graduates may be eligible to apply for credentials; acceptance is based on the applicable denomination, district and leadership requirements. Global University and REAP International do not provide ministry credentials. Completing the *Evangelism and Discipleship* program does not guarantee ministry credentials.

Integrity and Copyright The Instructor/Mentor will:

- ❖ Protect* the identity and integrity of the name of Global University, REAP International and their various divisions.
- ❖ Protect* the copyrights of Global University textbooks, study materials and examinations.
- ❖ Protect* the copyrights of REAP International videos, study materials, and the content of any lectures, seminars and conferences.

**It is illegal to sell copy-written material*

Instructor Student Requirements

- ❖ The Instructor's goal is a minimum of ten (10) active students enrolled in Global REAP courses.
- ❖ To maintain an active Independent Instructor status, an instructor must mentor at least three (3) active enrolled students.
- ❖ Instructor Certification will be reviewed annually. Inactive Instructors may have to recertify.

Volunteer Log Instructors must maintain a GLOBAL REAP Volunteer Log of the hours they have contributed to the GLOBAL REAP School of Ministry for audit purposes. The log should be turned in monthly to the Administration Team.

Instructor Resources

Independent Instructor Business Cards The Instructor is an independent individual and is not an agent, partner or employee of GLOBAL REAP or its affiliated organizations. The Independent Instructor/Facilitator and volunteer will not and will ensure that their employees will not represent themselves as such.

Independent Instructor Business Cards that represent Global REAP and include the Logo must be approved by GLOBAL REAP. An example is included below for reference only Global REAP will provide the current approved template and/or have the card printed at the then current rate. Contact the Administration Team.



EXAMPLE ONLY

Student and Instructor Guides The Instructor and Student guides are available at no charge as downloadable PDF files. If printed documents are needed from GLOBAL REAP, the documents will be provided at the then current fee plus shipping cost. Order form is in the attachments section of this manual. Contact the Administration Team for more information.

Audio MP3 Course Recording GLOBAL REAP is actively working with Global University to obtain audio MP3 files.

GLOBAL REAP System User Guides Global REAP has created an Instructor and a Student System User Guide. The guides will be issued to the Instructor during the instructor's first training session at our corporate office. Revisions will be emailed to the instructor. Instructors can request printed manuals from the Administration Team. Printing and shipping fees will apply.

Video Presentations Video presentations developed by Al Roever are posted on our GLOBAL REAP web site.

Scholarships and Financial Support: The GLOBAL REAP program is not free. At this time, we are providing scholarships for our students. We prayerfully request that our instructors and students support this ministry as God leads. Donations are accepted electronically from our web site, by phone and by mail. To donate by phone call 817-238-2000. Be sure to make the donation to GLOBAL REAP. To mail a donation, make checks payable to:

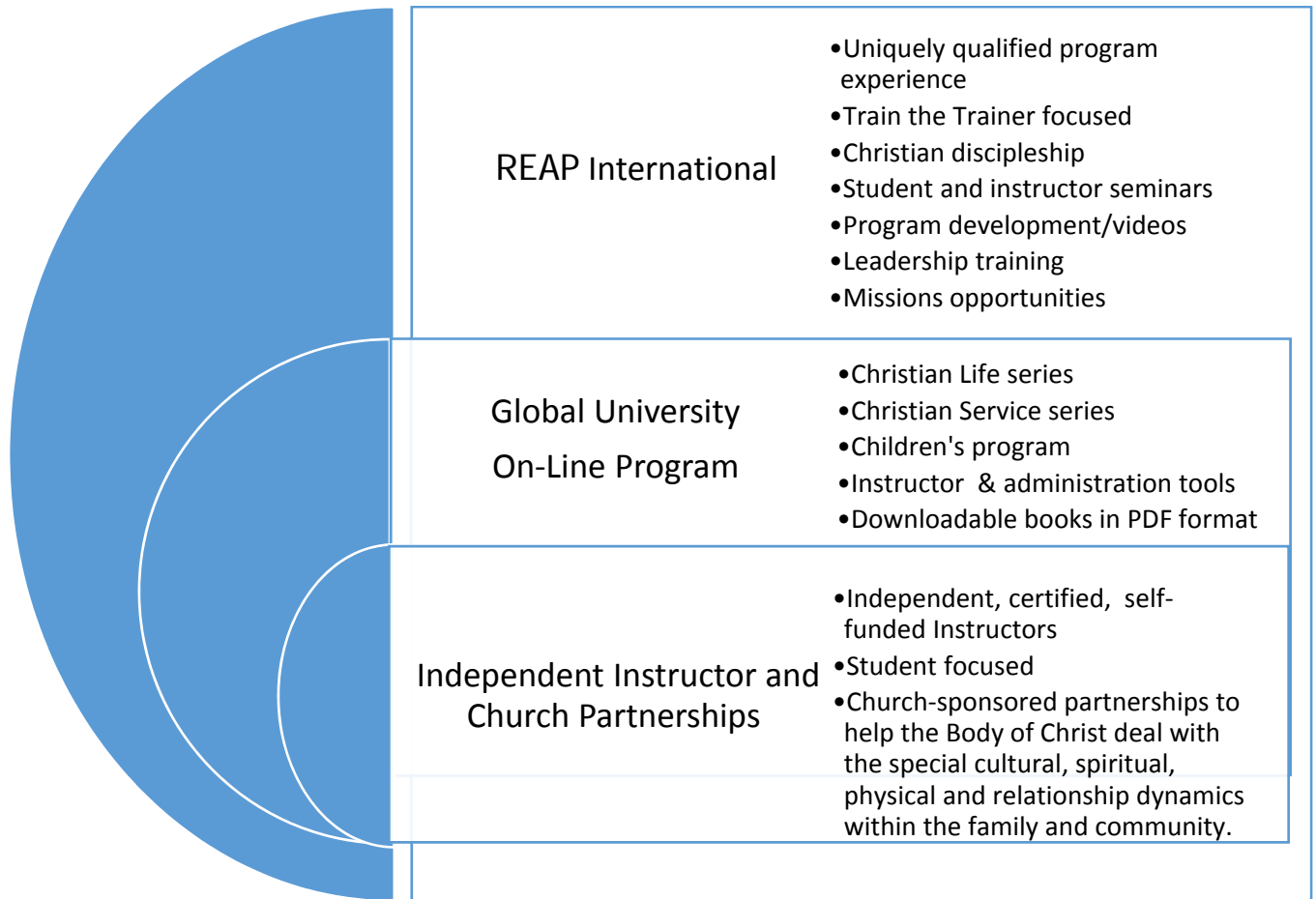
GLOBAL REAP

PO Box 136130,
Ft Worth, TX 76136



GLOBAL UNIVERSITY
REAP INTERNATIONAL

Global University, REAP International and Independent Instructor/Facilitator Relationship





You are a certified instructor. What now?

1. READ the applicable Global Course Instructor's Guide. The guide contains excellent information on how to prepare for the class, suggested schedules, lesson plans, activities and handouts.
2. Become familiar with the class by reviewing the Student Text Book.
3. Consider how the class will be delivered
 - On-line (Skype, Face-time, etc.)
 - Church, home and or cell groups
 - Independent study, self-paced with frequent individual interaction and encouragement
4. Three to six months out
 - Set a start date
 - Find a location (partner with your church, other organization or start at home)
 - Announce the class
 - Pray for guidance
5. One to two months out
 - Promote the class
 - Personally enlist students
 - Make sure you have all the equipment you need
6. Before the first session
 - Read the entire student guide
 - Do the assignments for the first few classes as your students will do them
 - Review the class introduction video (if available)
 - Rehearse class lecture and anticipate questions

Note: If you are working with your local church or another organization to sponsor/work with your group; we are glad to assist you.

Prepare ... Prepare ... Prepare

Global REAP Traditional Student Program Process Cycle



Global REAP Web-Based Student Program Process Cycle





Enrollment Process

To qualify for the GLOBAL REAP School of Discipleship Scholarship, all students must fill out the application on the GLOBAL REAP web site (www.globalreap.org).

The instructor has two options:

- Have the student fill out the printable application and then key in the student's application into the system and provide the instructor's name in the application "recommended by" field. The original application with applicable signatures must be mailed to Global REAP Administration Team.
- Have the students submit the application electronically and provide the instructor's name in the "recommended by" field.

In the event an application is submitted without an instructor's name, an instructor will be assigned by the Registrar (with the instructor's approval).

All applications will be processed by the Administration Team:

- All student information will be recorded in a confidential GLOBAL REAP Permanent Student Record. GLOBAL REAP will make this form available to Global University upon request.
- Student user names and passwords will be issued to the student and copied to the instructor. The first Christian Life class (Your New Life) will automatically be made available to the student.

The Instructor will:

- Communicate with the student and prepare them for their class, provide the student his/her user name/password and help them log into the system.
- Act as the initial student contact in the event the student has any problems logging into the system or experiences any system problems.
- Develop a plan to help the student reach their ministry goals.

****Student can change instructor by submitting a request in writing to the Administration TEAM****



New Class Request

At the time of enrollment, the Administration Team will automatically open the first Christian Life (Your New Life) class. One class will be available to a student at a time. When a student completes a class, the instructor will notify the Administration Team, the student's final grade will be posted to the GLOBAL REAP Permanent Record, and a new class will be opened.

If a student wants to promote to the *Christian Service Series*, the instructor will evaluate the student's progress, insure all prerequisites have been met and notify the Administration Team via written email.

All requests from the instructor must include:

- The student's name and user ID
- The instructor's name and user ID
- The class name and number

The instructor has two options:

- Submit an electronic New Course Request Form located on the www.globalreap.org site for each student.
- Email a list of students who need to be promoted to a new class to the Administration Team.



Text Book & Exam Information

Web Based Students: Enrolled students have electronic access to the full text book, as well as the lesson, unit and final exam. Instructors do not have access to the final under their instructor id.

Traditional Students: Printed text books are available from Global REAP. Contact the Administrative Team for the then current rates.

Web Based Exam All classes include electronic exams. Electronic Exams are the preferred method since it takes advantage of the system and provides immediate feedback to the student.

Traditional Printed Final Exam In the event a class/student does not have access to the internet and needs to take a manual printed exam, contact the Administration Team. A manual printed exam must be proctored by a GLOBAL REAP Certified Proctor.

- ✓ Print Exams. If printed exams are preferred, request paper copies of the exam and answer sheets from the Administration Team.
- ✓ Final Exams for the entire Study Group must be returned to the Administration Team in one envelope marked CONFIDENTIAL. Exams should be grouped according to course. The following items must be returned:
 - The exam and the answer sheet.
 - The closed-book exam validation certificate (exam cover sheet)
 - Be sure students fill out the answer sheet completely when they take the exams. Include student's name, student login, course number, and exam form in the appropriate location.
 - Global REAP will provide the final grade to the students and post his/her grade in the electronic system and their permanent record.
- ✓ Academic Integrity. Registration at GLOBAL REAP requires adherence to the our standards of academic integrity. Please review the Instructor Documents section for relevant information.

Adapted from Global University School for Evangelism and Discipleship Study Group Manual, Policies effective January 1, 2016



GLOBAL UNIVERSITY
REAP INTERNATIONAL

Completing Courses and Programs

Web Based: Upon completion of a course and online final exam the students will receive a final grade immediately and can print an unofficial transcript from the Global System.

Traditional Printed Program: Proctored Groups will receive their final grades via email or mail. Global REAP will post his/her grade in the electronic system and their permanent record. An unofficial transcript from the Global System is available upon request.

Certificates will be issued when a student successfully completes the Christian Life Services and when they successfully complete the Christian Service Series. The student will be invited to attend a certificate award luncheon at our corporate office or their local regional office.

In the event a student is unable to attend a certificate award luncheon, they may submit a *Certificate Mailing Request Form* located at www.globalreap.org and pay the applicable fee to have their certificate mailed to them. A copy of this form will be retained in the Student File.

Students are encouraged to continue their Christian biblical studies when they complete the Global REAP program. For more information contact the Administration Team.

Unofficial Student Status

In some instances official enrollment will not be applicable therefore limited assistance may be provided to establish an unofficial Study Group. The method does NOT provide a transcript, certificate or diploma from Global University. It also does not provide any adult continuing education transfer credits towards future programs. It is for personal enrichment only. No application or enrollment with GLOBAL REAP is required. Resources may be available for the study group. Students will NOT have access to the online course materials or exams. For more information on possible resources, contact the Administration Team.

Adapted from Global University School for Evangelism and Discipleship Study Group Manual, Policies effective January 1, 2016