

## Syllabus for Theology IV: Sacraments

**Instructor:** Mr. Bill Duffield, M.Div

**Contact information (via e-mail):** [duffield@shg.org](mailto:duffield@shg.org)

**Class Location:** Room 108, and sometimes other locations TBA prior to class!!

**Office Hours (when I am available for one-on-one conferences):**

**Wed, Thurs, Fri:** 7:40am

**Tues.:** 7am

**Tues. – Fri.:** 3:05pm (except when recycling)

### Discipline Plan

#### **Classroom Rules & Expectations**

1. You will show respect for the teacher, your fellow classmates, and the learning process.  
Respect means:
    - a. Speaking at appropriate times (not over the teacher, your classmates, or announcements) using appropriate language
    - b. Treating classroom materials, furniture, and objects with care.
  2. You will come to class prepared **EVERYDAY** (textbook, notebook, SHG planner, and something to write with)
  3. You will be in your seat, with non-theology materials under your chair, and ready for class when the bell rings (see page pg. 9 of the SHG planner)
  4. You will not do work for other classes during instructional time
  5. You will only use electronic devices with the permission of the teacher
- \*\*\*You should consult the student planner (especially pg. 12) for other rules set forth by SHG

#### **Positive consequences for following the rules (rewards)**

1. Ultimate Goal: Weekly "class-wide" free-time as determined by teacher based on weekly class performance
2. Praise to you personally and to your household about your accomplishments

#### **Negative consequences for breaking rules (penalties)**

1. 1<sup>st</sup> offense- Your seat # will be written on the board (You may also receive a verbal warning)
2. 2<sup>nd</sup> offense- An "X" through your seat #, you will receive a detention (distributed after class), and items will be confiscated (if applicable)
3. 3<sup>rd</sup> offense- **You will receive subsequent detentions, and/or be removed from class to the dean's office. Your parents will receive a phone call, and you will not return to class without a conference with the teacher and a public apology to the class.**
4. Blatantly disrespectful behavior will immediately result in consequence #3
5. The board is erased @ 3pm every Friday. Everyone starts Monday with a clean slate.

#### **Grading:**

What will you be graded on??

1. Up to 6 Tests during the Semester
2. Weekly Quiz (given every Friday)
3. Potential additional weekly Quiz based on textbook reading
4. Up to 6 Kerrigan or other format reflection essays
5. Homework given several times a week
6. 1 Preaching Project
7. Numerous Small Group Projects
8. Individual Classroom Participation
9. 1 Final Examination (if applicable)

**Do not expect any extra credit to be given in this course**

We will be using a grading system broken down as follows

Quizzes = 30%      Homework/In-class individual work = 15%      Tests = 25%  
Small Group/Preaching Projects = 20%      In-class Participation = 10%

## What does in-class participation mean?

In-class participation will be a 100 point subjective quarterly grade based on the following set of criteria:

"A" range = You consistently come to class prepared. You're on task all the time. Your verbal participation is frequent both in large and small group settings and enhances the theological knowledge of the entire class.

"B" range = You consistently come to class prepared. You're on task most of the time. Your verbal participation is frequent in large and small group settings.

"C" range = You're in class prepared and on task consistently with little verbal participation.

"D" range = You're in class, but often not prepared or on task. Your verbal participation is minimal.

"F" = You're consistently unprepared for class. Being on task is a challenge for you. You never verbally participate, or your verbal participation diminishes the theological knowledge of the entire class.

Pluses (+) and Minuses (-) will also be used in this system. All three areas spelled out above will be taken into account. It is possible to receive a zero (0) for participation.

### Course Objectives:

- To gain a deeper theological, historical, and *pastoral* understanding of the 7 sacraments of the Catholic Church and Christian Spirituality
- To think critically both in word and speech!
- To gain a deeper appreciation of our school's Dominican charism (gift) of preaching

### **A Note to Parents/Guardians:**

We share the common experience of being parents/guardians of children. I will do my best to treat your children as I treat my own two sons (i.e. showing concern for their well-being, disciplining as a means to teaching not punishing them, and wanting them to succeed and work-up to, and sometimes beyond, their potential.)

A note about class methodologies: my use of multi-media materials (music, films, etc) is primarily to engage and illuminate the course material. Entertaining though they may be, I am sensitive to materials being of good taste and appropriate to a Catholic educational setting. In regards to films, my goal is show material of the G, PG, or PG-13 rating. I may show clips from an R rated film if I feel it will prompt some in depth discussion from the class. I will attempt to post a list of materials we are using at the classroom page [http://www.shg.org/administrative/administrative\\_faculty\\_list.php](http://www.shg.org/administrative/administrative_faculty_list.php) or via RenWeb.com as the semester unfolds.

If I feel that your child is heading for trouble in the course, or is falling far short of working up to what I perceive to be their potential, or displays a consistent lack of self-discipline, I will contact you to talk about a strategy for improvement first usually by e-mail, and subsequently by phone or by an in-person conference. You are always welcome to contact me at my SHG e-mail ([duffield@shg.org](mailto:duffield@shg.org)), or if you'd like to talk with me via telephone please contact the school office to obtain my home number:

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I ask that both parents and students join me in signing the syllabus below as a demonstration that you understand the classroom rules, objectives, and grading of this course. I will keep a copy on file in the classroom. Should you desire a copy, a link will be posted on my classroom page [http://www.shg.org/academics/duffield/faculty\\_duffield.php](http://www.shg.org/academics/duffield/faculty_duffield.php) or I am happy to send you one via e-mail. I thank you for your time and look forward to working with all of you throughout the course.

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Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Date