

BAPTIST INTERNATIONAL SYLLABUS TEMPLATE AND PAGE SET-UP

Set-up

Margin Settings:	(Normal) 1" All four edges
Type size:	11 point
Type:	Times Roman or Times New Roman
Spacing:	Double spaced
Use of text:	Bold, underline, italics, caps, and sub-script are all allowed in moderation.
Other:	Minimize or eliminate the use of all abbreviations except B.I. and S.O.S. (Baptist International and School of the Scriptures)

Layout Rules:

1. Each page should have heading and footer with page number
2. Each new lesson should start on a new page
3. All images and charts to be within page margins

Template

Follow the template as much as possible so we have consistency as much as possible. Also, this template will be used by many students to write their new outlines, studies, and syllabi.

Scripture Referencing

For scripture references, do not abbreviate the names. This will help when using translation software. For example, John 3:16 should be written "John 3:16," and not, Jn. 3.16."

Syllabus Sections and Page Order

1. Cover Page
 - a. Follow template
 - b. Shows "BAPTIST INTERNATIONAL
 - c. Show BI Logo
 - d. Class number
 - e. Class title
 - f. Church name, logo, and website
 - g. Date
 - h. Author and attributions
2. Class Summary and Purpose
 - a. Summary of the class
 - b. Purpose of the class

- c. Student objectives
 - d. Practical work expected
 - e. Credit hours
3. Table of Contents
- a. Show all lessons listed and page number
 - b. Strive for 18 lessons per class credit hour
4. Scripture List
- a. List all applicable verses
 - b. Indicate memory verses with *
 - c. Add sub-sections or divisions as needed
5. Lessons Page
- a. Lesson Number
 - b. Lesson Name or Topic
 - c. Scripture verses written out
6. Exams and Quizzes
- a. When used should be counted as a Lesson
 - b. Score and Answer key included
7. End of Class Summary or Conclusion
8. Class Completion Certificate or Affidavit
- a. Teacher can complete certificate for the student
 - b. Student (self-directed study) can complete affidavit
 - c. Should include the following:
 - i. Class name and number
 - ii. Teacher's name (if applicable)
 - iii. Student's name
 - iv. Date completed
 - v. Signature line attesting to completion
 - vi. Questions and Comments section filled out by student
 - vii. Class Summary
 - viii. Copies of Exam or Quiz
- 9.
- 10.

**BAPTIST
INTERNATIONAL
SCHOOL OF THE SCRIPTURES**

**CLASS NUMBER 001
SP-108 SCHOOL ORIENTATION**

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Baptist International School of the Scriptures
is a ministry of
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