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# NEW YORK THEOLOGICAL SEMINARY

CONTINUING THE BIBLICAL SEMINARY IN NEW YORK

235 E. 49TH ST. • NEW YORK, N. Y. 10017 • 212-355-4434

L A Y   D I V I S I O N :

INFORMATION FOR TEACHERS  
of LAY COURSES



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Lay Theological Education  
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Extension Programs

1. The DESIGN of the course and of teacher/student relationship is up to you, but we'd be happy to discuss these with you at any time before or during your course.
  2. ASSIGNMENTS and meeting-times are negotiable between you and your students. Together you may decide to hold classes at different sites, extra hours (the stated minimum class-hours of teacher/student exposure being 20), and with different people. You may agree on certain readings and other materials, and certain common experiences looking toward reflection on the course theme.
  3. If you have any CREDIT students, you will negotiate a program consistent with graduate-level expectations. See section #3 of "Information for Students of Lay Courses." "The student is expected to study in depth, do additional written work and otherwise demonstrate his achievement in the field of study. The teacher is expected to spend extra time with each such student, to criticize his work," and provide guidance on his project(s); and to "submit a brief written evaluation of each such student." An outline of what each student plans to accomplish must be submitted by the student to the teacher for approval by the third week of the semester, then the teacher submits it to the Dean of Programs for Laity for his approval.
  4. Your ROOM number will be posted near the main floor reception desk as you come for your first class. Ask the receptionist for your key (the room, unfortunately, must be kept locked), then return it as you leave the building after class (and sign the time). Because of work arrangements, room users are expected to keep the room "superficially clean...by removing all debris and returning tables and chairs to their original position. If additional chairs and/or tables are needed, check with the front desk."
  5. REGISTRATION (in addition to preregistration) will begin in your room or the lobby ½ hour before your first session. So that you may be free to greet students, someone will be designated registrar to: (1) Collect the appropriate fee from preregistrants who have not yet paid, (2) Have all students fill out the "Registration Card," and collect the appropriate fee. For later sessions, your registrar will be yourself (or someone you designate).
- At the first session, announce whether there are sufficient registrants to satisfy you that you should hold the course. If you decide against it,

please so notify all registrants (encouraging them to take some other course) and give us the complete list so that we too can express our regrets (and return their money) and encourage them to take some other course. (If you wish, you can state a maximum; but it is not possible to state a minimum before the first session, for many then register.)

6. NYTS's financial obligations to you are limited as follows (payable after the fourth session, there being no refunds to students after the second session—up to which time all but \$5 is refundable):

a. \$20 of the \$35 noncredit fee.

b. \$75 per credit student (these having to register by appointment with the Registrar of the Seminary in the Business Office, 5th floor) up to five students—even if the student is officially nonpaying for the course. Note NYTS Policy Statement Feb. '71: "(1) BD (MIP and UY) students may participate in Lay Courses....The teacher is not expected to provide extra help" as would be true of credit students, and "grades are not issued" or "a separate listing...made on the transcript. The area of study is indicated in the description of independent study content. Unless prior agreement is made, the Lay Course teacher is paid" by NYTS for each such student the non-credit fee less \$15. But STM and cross-registrant students pay \$150 for each Lay Course, of which the teacher receives 50%.

c. Whether in addition you admit (for all sessions or any session) a few students who cannot pay the appropriate fee, is in your hands. We suggest that for the reasons of dignity and discipline in the work, at least the administrative charge (the \$15 which goes to NYTS) be requested. Of course you are paid according to the income from your course, not according to the number attending your sessions; the exceptions to this are stated above. Please occasionally read your roll to assure yourself that you do not have spongers; experience indicates this can become a problem.

7. While the Seminary can occasionally, if the Business Office Typist is given sufficient time, duplicate something (ditto, mimeo, Gestafax, up to five copies Xerox), we do not have funds to underwrite any other MATERIALS for your course.

8. When you need special FACILITIES (projector, etc.), please let the Business Office Typist know well ahead of the day of your need, so he/she can schedule you and inform you as to how to obtain/use the equipment.

9. The LIBRARY is normally open from 9am to 5pm, but near the main floor Reception Desk there may be posted variations of this. Please note and so inform and encourage your students.

10. BOOK-ORDERING through the Librarian (who gets the Dean's approval) must be for group orders only, and as follows:

a. Give as much time as possible; we'll act fast, but a minimum of three weeks must be allowed for the transaction.

b. Since the teacher is responsible for the list price of every book (though the Seminary pays the 7% NYS sales tax)—payable within 30 days—we advise that copies be released to students only upon their payment of the list price—but that is at the teacher's discretion.

c. Where you decide not to group-order, ask students to check at bookstores, or yourself arrange for a nearby bookstore (such as Seabury, 815 2nd Ave., TN7.9282) to stock.

d. "When books are requisitioned for the Seminary Library, the requisition must be countersigned by the Dean."

11. As our rooms are in great demand, please let us know as soon as you become aware that for a session or more you'll **NOT NEED THE ROOM** assigned you.

12. Please **ARRIVE AT LEAST FIFTEEN MINUTES BEFORE CLASSTIME** each session, get the key from the reception desk (and sign for it), and **prepare your room** as you want it; fresh air is especially important as students arrive; so is the room's being opened so they'll not have to stand jammed up in the hall till the last minute (a bad mood difficult to overcome). (If tight schedule prevents your arriving that early for a particular session, please have a student serve this function.) After class, return the key and sign the out-time.

13. What do if you must be **ABSENT**? Here are some ways to go; you're responsible for arranging one of them: (1) Provide a substitute; (2) With the students' permission, extend the course one session; (3) With the students' permission, extend the length of several subsequent sessions so as to make up the time.

14. **PUBLICITY** responsibility is jointly shared by you and the Seminary. You use your network, we'll use ours. Tell us of names you think should go on our permanent mailing-list for Lay Courses. Tell us how many of the Lay Courses flier you can use, and talk with Bill Weisenbach (first office on left in the Business Office) about other publicity you may dream up. We suggest that you prepare a mimeo or ditto flier for your individual course, for your own use as mailer and poster and for our mailing to those requesting further information on your course--or you may want a printed flier (with or without your picture); such expense is yours, as the program has literature money only for the general flier, "Lay Courses," of which you may have unlimited quantities without charge.

15. Near the middle of your course-time, please ask your students to fill out the "Help!" **EVALUATION** form--quantity available at the Library desk (for Center for Women courses, in Rm.526) or at your request left for you at the first-floor reception desk. This is for your guidance and ours: please, when you are through with them, turn them in to Rm.519, the Business Office Typist, or the Librarian.

16. Let Dorothy Payne (Rm.526) know if you would be interested in ~~disseminating~~, on any basis and any length of course, an Extension Course or in any of our Adult Education Centers. And/or summer school?

17. Please be alert for any student whose needs correspond to our "Mid-Career Exploration" program, and refer that student to Willis Elliott.

18. For good communication and more effective teaching/learning, please:

- a. Keep in touch with us, so we know what's happening in your course and can be of further assistance.
- b. Clarify continuously, in your own mind and with your class, the course goals (and suggest changes in "Help!"--herewith).
- c. Feel free to talk with any members of the Trustees' Committee on Programs for Laity, whose names you may obtain from the Librarian.

**THANK YOU** for  
coming on board!

HELP ..... Mid-Term PROJECTION and EVALUATION from Lay Courses Students

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student (optional) \_\_\_\_\_ Teacher \_\_\_\_\_  
\_\_\_\_\_ laity \_\_\_\_\_ religious \_\_\_\_\_ clergy \_\_\_\_\_

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LOOKING TOWARD NEXT SEMESTER

1. For me, the best times of the day and of the week are
2. I prefer courses of the following 2-hour-session length(s): \_\_\_\_\_ 6 sessions  
\_\_\_\_\_ 8 sessions \_\_\_\_\_ 10 sessions \_\_\_\_\_ 12 sessions. Other:
3. I'd strongly consider taking it were NYTS to offer a Lay Course on
4. I'd like to have \_\_\_\_\_ of \_\_\_\_\_ teach a Lay Course here.
5. I'd like to have these friends of mine on the Lay Courses mailing-list:
6. Any other suggestions to the Lay Division of NYTS:

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I'D LIKE TO MAKE THESE COMMENTS ON MY PRESENT LAY COURSE:

1. Here's how I found out about the course:
2. I'm taking this particular course because
3. What I like most about the course is
4. What I like least about the course is
5. From here to its end, the course would be more helpful to me if