

Equip Biblical Institute
 Church Planting * Team Leadership * Pastors Institute
 2100 Greenfield Drive, El Cajon, CA 92019



**104 New Testament Survey
 Syllabus ©**

Instructor:
 Teaching Site:
 Semester and Year:

Course Description

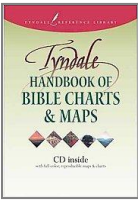
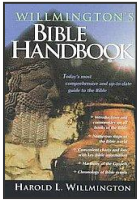
This course focuses on how to apply and teach the New Testament covering the Gospels, Acts, Pauline Epistles, General Epistles, and the Book of Revelation. Topics include authorship, date, historical context, literary form, and megathemes. Students will create a visual panorama and a written summary of the New Testament for use in teaching the Bible.

Course Design Comments

This course is designed to equip church starters, pastors, and leaders with Bible knowledge, Christian character, servant leadership, and teaching experience with the goal of life-change. It addresses the diverse learning styles of adults through active discussion, charts, visuals, Internet research, team-building, and project-based learning. To ensure transfer of credit, changes to this course syllabus must be approved by both Equip Biblical Institute and Southern California Seminary. Over 500 pastors, Christian leaders, and Bible students have completed courses, making Equip Biblical Institute one of the largest Bible institutes in North America. *Suggestions for improving course design and content are appreciated.*

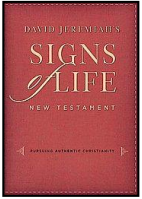
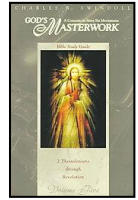
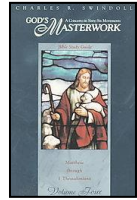
Required Textbooks

1. The Holy Bible. A translation, such as the *New International Version*, the *New American Standard Version*, or the *New King James Version* is recommended for study. A paraphrase, such as *The Message*, or the *New Living Translation* is recommended for enhanced understanding and perspective.
2. Harold L. Willmington. *Willmington's Bible Handbook*. Wheaton, IL: Tyndale House, 199. <http://www.bestwebbuys.com/9780842381741>
3. Neil S. Wilson and Linda K. Taylor. *Tyndale Handbook of Bible Charts & Maps*. Wheaton, IL: Tyndale House, 2001. 9780842335522 <http://www.bestwebbuys.com/9780842335522>



Recommended Resources

4. Charles R. Swindoll and Gary Matlack. *God's Masterwork, Vol. 4: Matthew through 1 Thessalonians*. Dallas, TX: Word, 1997. 9780849987410
5. Charles R. Swindoll and Gary Matlack. *God's Masterwork, Vol. 5: 2 Thessalonians through Revelation*. Dallas, TX: Word, 1997. 9780849987427
6. *Signs of Life New Testament*. Annotated by David Jeremiah. Nashville, TN: Thomas Nelson, 2008. 9781418534271



Books may be ordered through a local bookstore or on the Internet.
 To receive the MS Word version of the portfolio email the professor..

Learning Outcomes

The student who successfully completes this course will be able to:

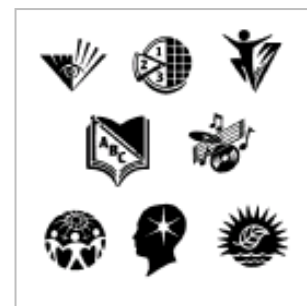
1. Describe the essential facts about the historical, cultural, and geographical world of the New Testament, especially as it related to the progress of the church from its inception to the close of the New Testament.
2. Integrate the key themes of each New Testament book in a teaching project.
3. Identify New Testament diversities, especially those regarding authorship, provenance, date, historical context, and literary form.
4. Identify the megathemes and applications of each book of the New Testament.
5. Apply the foundational concepts of each book of the New Testament to life and ministry, including (1) how to develop sermon introductions that capture the attention of listeners, (2) how to preach and teach using summary charts, (3) how to summarize biblical content, (4) how to make personal applications based on the text, (5) how to internalize biblical insights through journaling, (6) how to share what God is saying to one's heart, and (7) how to articulate biblical truth.
6. Contribute to a group presentation on teaching a New Testament epistle.
7. Create a typed illustrated sermon and/or visual panorama of the New Testament.
8. Create a typed illustrated booklet of applications from the New Testament.

Methods of Instruction

Instruction emphasizes active learning, project-based learning, collaborative team-based learning, reflection, discussion, interactive lecture, story-telling, drama, visuals, PowerPoint, quizzes, and exams with the goal of long-term and real-world learning that results in life-change and leading healthy churches. The major pedagogical premise of this course is that students should be treated like the professionals they are becoming. Dr. Gary C. Woods has served as the Bible Department Chairman and Registrar at Southern California Seminary. Dr. Woods has taught for Liberty University and Luther Rice Seminary. He has a Doctor of Education in Technology and Learning from Alliant International University, a Master of Divinity in Missions from Southwestern Baptist Theological Seminary, and a Bachelor of Science in Cross-Cultural and Pastoral Ministry from Liberty University. He has served as a Southern Baptist pastor and church planter with the North American Mission Board. In 2008 Dr. Woods was elected to the Board of Grossmont Union High School District in San Diego with over 20,000 students.



Authentic learning involves observation, interpretation, and application. The goal of *balanced instruction* is to address the learning strengths of diverse adult learners, including verbal, visual, musical, logical, kinesthetic, reflective, interpersonal, natural, and spiritual. *Student-centered instruction* is most effective when it impacts the mind, the will, and the emotions. *TEAM-based Learning*: Students are encouraged to study in teams before or after class for at least one hour per week working on study skills, application skills, individual projects, and group projects. Students do not give answers to co-learners, but help them learn how to find the answers. Everyone contributes to the learning process. **TEAM = Together Everyone Accomplishes More**



In this course students are mentored by **Dr. Harold L. Willmington**. He attended Dallas Theological Seminary and Ashland Theological Seminary, and is a graduate of Moody Bible Institute, Culver-Stockton College, and Trinity Evangelical Divinity School. He currently serves as vice president and board member of Liberty University and dean of Liberty Bible Institute (http://www.biblesoftonline.com/html_esp/eshop/popwin/willmington_bio.htm).

Student Requirements

First, successfully complete the **quizzes** in the Portfolio before class. This will assist student-leaders in focusing on core information and developing the time-on-task study skills and writing skills essential to effective learning and long-term memory.

Second, maintain the **journal** in the Portfolio. (1) What is God teaching you in this session? (2) How are you going to apply these concepts to your life, family, and ministry? (3) How can your church apply these concepts to making disciples and developing leaders? This will assist student-leaders in developing reflection, application, and decision-making skills essential to spiritual growth.

Third, each session **discuss** the quizzes and journal in the Portfolio. (1) What are we as a group learning about the Bible and transformational leadership in this course? (2) How can we as leaders apply these concepts to our lives, families, and ministries? (3) How can our churches apply these concepts to making disciples and developing leaders? This will assist student-leaders in developing the relational, speaking and creative/critical thinking skills essential to effective teaching and servant-leadership.

Fourth, complete the **final exam** in the Portfolio. Summarize the New Testament in 1,000 words. This will assist student-leaders in developing long-term memory through multiple reviews of the core material and in focusing on transformational leadership and teaching skills. This will serve as the basis for the booklet or term paper. Week 11

Fifth, contribute to a **group presentation** titled **Teaching from an Epistle**. Each group will select one of the following epistles (Galatians, Ephesians, Philippians, Colossians, 1 Timothy, 2 Timothy, Hebrews, James, 1 Peter, or 2 Peter) and discuss applications found in that Epistle: based on textbooks, online articles, course notes, and other sources. This group project can be a PowerPoint presentation, dramatic skit, role-play, set of charts or drawings (15-20 minutes). This will assist student-leaders in developing the creative/critical thinking and teamwork skills essential to effective teaching and servant-leadership. Week 12 <http://www.bmts.com/~cookes/skitsanct.html>

Sixth, present a typed **sermon manuscript** or **individual project** titled **Panorama of the New Testament** based on the books in the bibliography, textbooks, online articles, course notes, and other sources. The individual project can be a sermon manuscript, booklet, chart, collage, dramatic reading, graphic organizer, monologue, outline, painting, poem, PowerPoint, scroll, song, timeline, or webpage (5-10 minutes). This will assist student-leaders in developing their learning and teaching style skills essential to effective servant-leadership. Week 13

Seventh, present a typed **booklet** or **term paper** titled **Applications from the New Testament** based on *Tyndale's Handbook of Bible Charts*, online articles, course notes, and other sources to be distributed in your church. Be sure to footnote all the ideas, paraphrases, and direct quotes in your paper, whether from books or the Internet. Booklet should be at least **2,000-3,000** words in length (5 pages). Text should be single-spaced. Font should be Times New Roman 12. Begin with an introduction and conclude with an application or call for commitment. Include illustrations and charts. This will assist student-leaders in developing the creative/critical thinking and writing skills essential to effective Christian living, teaching, preaching, and servant-leadership. Week 14

Course Objective. The mission is to bring glory to God by assisting local churches to equip believers of various cultures and languages to live and minister biblically based on the inerrant Word of God. The course objective is to take student-leaders from where they are and move them to where they need to be. Students will learn how (1) to read with their brains, (2) to remember what they have read, (3) to sharpen their thoughts through journaling, (4) to speak effectively before others, (5) to work as learning teams of leaders, and (5) to biblically apply what they are learning to life, family, and ministry. Adults learn in multiple ways and so this course incorporates multiple learning styles. By applying these concepts of champion learners, students will improve with each course they take as they are equipped in Bible knowledge, Christian character, and ministry skills. Welcome to the New Testament!

Sequence of Instruction

Read the table like this, “At Session ____ on _____, the scheduled session content is _____, and the assignment **due that session** is _____.”

Session	Date	Session Content	Assignment Due
1		<p>Bible Backgrounds, Lists, and Study Helps Matthew: Meet the King Go over this Syllabus and the Portfolio. Grade and discuss Portfolio quiz questions. Discuss and complete Portfolio journal reflections. Group Activity: Create a visual summary of based on Bible Backgrounds or Matthew. Demonstrate examples of the following: Teaching from an Epistle Panorama of the New Testament Applications from the New Testament</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Print 104 New Testament Survey Portfolio. <input type="checkbox"/> Skim Bible Backgrounds, Lists, and Study Helps (pages 811-902) <input type="checkbox"/> Study Matthew in <i>Willmington’s Bible Handbook</i> and <i>Tyndale’s Handbook of Bible Charts</i>. <input type="checkbox"/> Type answers to the Portfolio quiz and journal in preparation for the class discussion and group activity. <input type="checkbox"/> Read the <i>Baptist Faith and Message</i> http://www.sbc.net/printfriendly.asp <input type="checkbox"/> Subscribe to the free online Preaching Today Audio Sermons Newsletter http://www.christianitytoday.com/lyris/s/subscribe/ptaudio.html
2		<p>Mark: The Servant at Work Luke: The Son of Man Grade and discuss Portfolio quiz questions. Discuss and complete Portfolio journal reflections. Group Activity: Create a visual summary of Mark or Luke.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Study Mark and Luke in <i>Willmington’s Bible Handbook</i> and <i>Tyndale’s Handbook of Bible Charts</i>. <input type="checkbox"/> Type answers to the Portfolio quiz and journal in preparation for the class discussion and group activity.
3		<p>John: The Son of God Grade and discuss Portfolio quiz questions. Discuss and complete Portfolio journal reflections. Group Activity: Create a visual summary of John.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Study John in <i>Willmington’s Bible Handbook</i> and <i>Tyndale’s Handbook of Bible Charts</i>. <input type="checkbox"/> Type answers to the Portfolio quiz and journal in preparation for the class discussion and group activity. <input type="checkbox"/> Begin working on your individual project.
4		<p>Acts: Like a Mighty Army Romans: Cornerstone of Christian Truth Grade and discuss Portfolio quiz questions. Discuss and complete Portfolio journal reflections. Group Activity: Create a visual summary of Acts or Romans. Bring family and friends.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Study Acts and Romans in <i>Willmington’s Bible Handbook</i> and <i>Tyndale’s Handbook of Bible Charts</i>. <input type="checkbox"/> Type answers to the Portfolio quiz and journal in preparation for the class discussion and group activity.

Session	Date	Session Content	Assignment Due
5		<p>1 Corinthians: Conflicts at Church 2 Corinthians: Trustworthy Ministry Galatians: Set Free to Love</p> <p>Grade and discuss Portfolio quiz questions. Discuss and complete Portfolio journal reflections. Group Activity: Create a visual summary of 1 Corinthians, 2 Corinthians, or Galatians.</p>	<ul style="list-style-type: none"> ❑ Study 1 and 2 Corinthians and Galatians in <i>Willmington's Bible Handbook</i> and <i>Tyndale's Handbook of Bible Charts</i>. ❑ Type answers to the Portfolio quiz and journal in preparation for the class discussion and group activity.
6		<p>Ephesians: Spiritual Warfare Philippians: Joy in Affliction Colossians: Christ Is All and in All</p> <p>Grade and discuss Portfolio quiz questions. Discuss and complete Portfolio journal reflections. Group Activity: Create a visual summary of Ephesians, Philippians, or Colossians.</p>	<ul style="list-style-type: none"> ❑ Study Ephesians, Philippians, and Colossians in <i>Willmington's Bible Handbook</i> and <i>Tyndale's Handbook of Bible Charts</i>. ❑ Type answers to the Portfolio quiz and journal in preparation for the class discussion and group activity.
7		<p>1 Thessalonians: Second Coming 2 Thessalonians: Day of the Lord</p> <p>Grade and discuss Portfolio quiz questions. Discuss and complete Portfolio journal reflections. Group Activity: Create a visual summary of 1 Thessalonians or 2 Thessalonians.</p>	<ul style="list-style-type: none"> ❑ Study 1 and 2 Thessalonians in <i>Willmington's Bible Handbook</i> and <i>Tyndale's Handbook of Bible Charts</i>. ❑ Type answers to the Portfolio quiz and journal in preparation for the class discussion and group activity.
8		<p>1 Timothy: Leadership Manual 2 Timothy: Combat Manual Titus: Conduct Manual Philemon: Forgiveness</p> <p>Grade and discuss Portfolio quiz questions. Discuss and complete Portfolio journal reflections. Group Activity: Create a visual summary of 1 Timothy, 2 Timothy, or Titus.</p> <p>Bring family and friends.</p>	<ul style="list-style-type: none"> ❑ Study 1 Timothy, 2 Timothy, Titus, and Philemon in <i>Willmington's Bible Handbook</i> and <i>Tyndale's Handbook of Bible Charts</i>. ❑ Type answers to the Portfolio quiz and journal in preparation for the class discussion and group activity. ❑ Enroll in the next course and order textbooks.
9		<p>Hebrews: Jesus our High Priest James: Living Faith</p> <p>Grade and discuss Portfolio quiz questions. Discuss and complete Portfolio journal reflections. Group Activity: Create a visual</p>	<ul style="list-style-type: none"> ❑ Study Hebrews and James in <i>Willmington's Bible Handbook</i> and <i>Tyndale's Handbook of Bible Charts</i>. ❑ Type answers to the Portfolio quiz and journal in preparation for the class discussion and group activity.

Session	Date	Session Content	Assignment Due
		summary of Hebrews or James.	
10		<p>1 Peter: Trials, Holy Living, Second Coming 2 Peter: True and False Prophecy 1 John 2 John 3 John Jude</p> <p>Grade and discuss Portfolio quiz questions. Discuss and complete Portfolio journal reflections. Group Activity: Create a visual summary of 1 Peter, 2 Peter, 1 John, or Jude.</p>	<ul style="list-style-type: none"> ❑ Study 1 Peter, 2 Peter, 1, 2, 3 John, and Jude in <i>Willmington's Bible Handbook</i> and <i>Tyndale's Handbook of Bible Charts</i>. ❑ Type answers to the Portfolio quiz and journal in preparation for the class discussion and group activity.
11		<p>The Revelation of Jesus Christ</p> <p>Final Examination: Summarize the New Testament in 1,000 words.</p> <p>Grade and discuss Portfolio final exam and journal. Group Activity: Students will prepare for group presentations. Bring family and friends.</p>	<ul style="list-style-type: none"> ❑ Study the Revelation in <i>Willmington's Bible Handbook</i> and <i>Tyndale's Handbook of Bible Charts</i>. ❑ Type answers to the Portfolio quiz and journal in preparation for the class discussion and group activity. ❑ Summarize the New Testament in 1,000 words for Final Exam in the Portfolio. ❑ Work with your group in preparing to team-teach a group presentation using PowerPoint or handouts.
12		<p>Group Presentations: Students will team-teach in a group presentation Teaching from an Epistle. Bring family and friends.</p>	<ul style="list-style-type: none"> ❑ Prepare for group presentations: Teaching from an Epistle.
13		<p>Individual Project or Sermon: Each student will present a project, Panorama of the New Testament. Bring family and friends.</p>	<ul style="list-style-type: none"> ❑ Complete individual project: Panorama of the New Testament.
14		<p>Booklet or Term Paper: Each student will present a booklet, Applications from the New Testament. Submit Portfolio for grading. Bring family and friends.</p>	<ul style="list-style-type: none"> ❑ Complete booklet: Applications from the New Testament. ❑ Distribute the textbooks for the next course.

Notice: EBI holds to the [Baptist Faith and Message](#). The inclusion of articles, books, or external links in this list does not imply that the opinions expressed represent the official position of EBI. Primary resources dealing with cults, denominations, education, liberalism, postmodernism, secular culture, and world religions may be included.

Webiography: New Testament Survey External Links

1. Bible Atlas Online <http://anova.org/sev/atlas/html/>
2. Bible Bulletin Board <http://www.biblebb.com/>
3. Bible History <http://www.bible-history.com/>
4. Bible Land Photos <http://bibleplaces.com/>
5. Bible Study Resources www.bible.org
6. Blue Letter Bible Timeline <http://www.blueletterbible.org/study/parallel/timeline/index.html>
7. Blue Letter Bible Study Tools/Charts <http://www.blueletterbible.org/study/>
8. Christian Classics Ethereal Library "World Wide Study Bible" <http://www.ccel.org/wwsb/>
9. Crosswalk.com Bible study tools <http://www.biblestudytools.net/>
10. E-sword.net Bible study tools <http://www.e-sword.net/>
11. Got Questions <http://www.gotquestions.org/New-Testament-Survey.html>
12. Holy Land Photos <http://www.holylandphotos.org/>
13. New Testament Summary http://www.bible.org/page.asp?page_id=2076
14. Old Testament Gateway <http://www.otgateway.com/>
15. Online Bible links <http://www.onlinebible.net/links.html>
16. Willmington's Bible Study Library (Theology and Bible Book Summaries)
http://www.churchplantingvillage.net/site/c.iiJTKZPEJpH/b.784509/k.67FF/Wilmingtons_Bible_Study_Library_1_2.htm
17. "The 250 Events in the Life of Christ/A Harmony of the Gospels," in the *Life Application Bible, 1931-1938*.
18. Harmony of the Gospels <http://www.ccel.org/bible/phillips/JBPHarmony.htm>
<http://www.ccel.org/m/mcgarvey/ffg/FFG000A.HTM>
http://hometown.aol.com/clpub/myhomepage/hotg/_hotg.htm
<http://www.semanticbible.com/blogos/stories/semanticBible/compositeGospel.html#AFreshLook>
19. Liberal PBS Timeline <http://www.pbs.org/wgbh/pages/frontline/shows/religion/maps/cron.html>
20. Liberal Perspective From Jesus to Christ <http://www.pbs.org/wgbh/pages/frontline/shows/religion/>
21. Shadow Mountain Community Church www.shadowmountain.org
22. Turning Point Hot Topics http://www.turningpointradio.org/hot_topics.html
23. Willmington's Bible Study Library (Theology and Bible Book Summaries)
http://www.churchplantingvillage.net/site/c.iiJTKZPEJpH/b.784509/k.67FF/Wilmingtons_Bible_Study_Library_1_2.htm

The child of God should rest in the knowledge that our Father in heaven has a plan—and He is never late. —David Jeremiah

Course Bibliography

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- Guthrie, Donald. *A Shorter Life of Christ*. Grand Rapids, MI: Zondervan, 1970. 0310254418
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- Harrison, Everett F. *A Short Life of Christ*. Grand Rapids, MI: Wm. B. Eerdmans, 1968. 0802818242
- Hester, H. I. *The Heart of the New Testament*. Liberty, MO: Quality Press, 1963.
- Hoehner, Harold W. *Chronological Aspects of the Life of Christ*. Grand Rapids, MI: Zondervan, 1978. 0310262119

- House, H. Wayne. *Chronological and Background Charts of the New Testament*. Grand Rapids, MI: Zondervan, 1981. 0310416418
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- Swindoll, Charles R., and Gary Matlack. *God's Masterwork, Vol. 4: Matthew through 1 Thessalonians*. Dallas, TX: Word, 1997. 0849987415
- Swindoll, Charles R., and Gary Matlack. *God's Masterwork, Vol. 5: 2 Thessalonians through Revelation*. Dallas, TX: Word, 1997. 0849987423
- Swindoll, Charles R. *A Look at the Book: Traveling the Original Route 66 Study Guide*. Dallas, TX: Word, 1996. 0849984947
- Walvoord, John F., and Roy B. Zuck. *The Bible Knowledge Commentary: New Testament*. Wheaton, IL: Victor Books, 1983.
- Wiersbe, Warren, W. *Wiersbe's Expository Outlines on the New Testament*. Colorado Springs, CO: Victor, 1992. 0896938484
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- Willmington, Harold L. *Willmington's Bible Handbook*. Wheaton, IL: Tyndale House, 1997 0842381740.
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- Zuck, Roy B., ed. *A Biblical Theology of the New Testament*. Chicago, IL: Moody, 1994.

Transfer of Credits to Southern California Seminary

To transfer credits from Equip Biblical Institute to Southern California Seminary, students must present a complete portfolio of their course work. The portfolio consists of the quizzes, journal reflections, booklets or term papers, and exams for each course. Upon successful completion of the course, students may transfer units into the Bachelor of Arts in Biblical Studies degree. If the portfolio for a course is not complete, the credits may not be transferable.

Attendance Policy. Attending class on time is important to receive the most out of the course. Entering class late disrupts the learning process of all students. Students are permitted three absences for a 14-week semester course. For the semester (28 classroom hours plus 56 homework hours) courses, more than 10 minutes late is a *Tardy*; more than 20 minutes late is an *Absence*. Two tardies count as one absence. College credit cannot be transferred to Southern California Seminary when a student misses four or more class sessions. A grade of NC (No Credit) will be recorded when a student misses four sessions or does not complete coursework on time. Exceptions must be *approved in writing* by the class instructor, the Site Director, and the Director of Equip Biblical Institute and will involve additional assignments mandated by Equip Biblical Institute. Students who attend all 14 sessions will receive 100 points.

Grading Scale

Grade	Percent	Points
A	= 95-100%	950-1000
A-	= 90-94%	900-949
B+	= 87-89%	870-899
B	= 84-86%	840-869
B-	= 80-83%	800-839
C+	= 77-79%	770-799
C	= 74-76%	740-769
C-	= 70-73%	700-739
NC	= Below 70%	000-699



Student Evaluation

		Points
Quizzes/Journal/Group Activities	50%	500
Discussion/Attendance.....	10%	100
Group Presentation	10%	100
Individual Project or Sermon.....	10%	100
Booklet or Term Paper	10%	100
Final Exam	10%	100
Total	100%	1,000

Course Points

Quizzes/Journal/Group Activities of each session are worth 50 points (500 points total).

Discussions/Attendance: Students who attend all 14 sessions receive 100 points.

Group Presentation is worth 100 points.

Individual Project or Sermon is worth 100 points.

Booklet or Term Paper is worth 100 points.

Final Exam is worth 100 points.

Quiz 1	Quiz 2	Quiz 3	Quiz 4	Quiz 5	Quiz 6	Quiz 7	Quiz 8	Quiz 9	Quiz 10	Final Exam	Attendance	Group Presentation	Individual Project	Booklet Paper	Points	Grade

Student Signature

Typed or printed name

Date

Instructor Signature

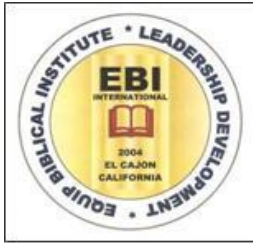
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Date

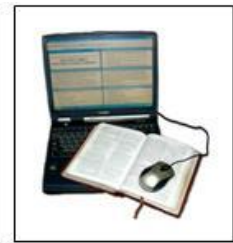
Site Director Signature

Typed or printed name

Date



Equip Biblical Institute
Church Planting * Team Leadership * Pastors Institute
 2100 Greenfield Drive, El Cajon, CA 92019



Grade Report

This is an official document and must be typed or computer-generated.

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Today's Date

Name of EBI Teaching Site

--	--	--

First

Middle

Full Last Name

--	--	--	--

Street

City

State/Country

Zip

--	--	--

Home Phone

Cell or Work Phone

Email

Semester: Fall (September-December) Spring (January-April) Summer (May-August)

Year: _____

Check if any information above needs to be updated.

Course Code	Course Title	Name of Instructor	Start Date	End Date	Units	Grade
104	New Testament Survey				2	

This student earned the above grade.

Instructor Signature

Printed Name

Date

Site Director Signature

Printed Name

Date

Order textbooks at least six weeks before the course starts.

- (1) The Professor will grade the **Portfolio** and return it to the student with the grade on the front page.
- (2) The Site Director will sign and keep a copy of this **Grade Report** in the teaching site files.
- (3) The Site Director will mail or email this **Grade Report** to gwoods@socalsem.edu.

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