EMPOWER STUDENT GUIDE

Requirements/Time Commitment
- 6 Empower Saturdays 9:00am - 6:00pm
- One weekend virtual retreat in January (Friday - Saturday)
  - See website for all dates dates (https://www.empowerww.org/classes)
  - Lunch is 12:00 - 1:00 PM (not provided)
- 3 sessions per day:
  - Morning Course - 9:00am - 12:00pm EST
  - Afternoon Course - 1:00pm - 4:00pm EST
  - Mentoring Session - 4:00pm - 6:00pm EST
- One book and two written assignments per course.
- 20 hours per month of ministry hours.
  - You can find a description of the ministry hours requirement in Google Classroom.
- Approximate time requirement is 10 hours per week for homework assignments, including ministry time.

Assignments
- All assignments are submitted electronically on our Google Classroom Platform.
- Monthly reminders may be sent as a courtesy, however, students are responsible to keep track of all due dates and assignments.
- Students are responsible to turn in every assignment on or before the due date.
- All students are expected to complete all assignments. Only students who have completed every assignment on time and attended at least six full class days, including mentoring groups, are eligible to earn the certificate.
- Late assignments will not be accepted or graded.
- Missing assignments, including make-up work for a missed class, will result in incompletion of the program.
- All assignments will be graded within a month from the assignment's due date.
- Feedback on your assignments will vary from course to course and will be brief.

Google Classroom
- Students will be given instructions and training videos on how to navigate google classroom. It is the responsibility of the student to learn how to turn in assignments and respond accordingly to feedback given in the google classroom platform

Mentor Group
- All mentoring group content is strictly confidential.

EMPOWER STUDENT GUIDE

Class Materials
- The booklist can be found on the website. (empowerww.org/program-details) Students are responsible to obtain their own books.
- PowerPoints and handouts are provided at the professor's discretion and posted in the class folder in the Google Classroom. Students are responsible for printing their own handouts if they wish to have them in class.
- Laptops are not required, but since all resources are accessed electronically via Google Drive, some students like to have their laptop or mobile device. Wifi is not available at all sites, so if you plan to use a laptop or mobile device, we recommend downloading PPTs or handouts in advance, or having your own hotspot.

Absences
- One day of missed class per year is permitted.
  - The student is responsible to watch the recording of both of the day's classes and submit a 2 page reflection on each class that is missed.
  - The student is responsible to contact the mentor and site admin prior to missing the mentoring session.
  - Attendance at each mentoring group is required. If mentoring group is missed on an Empower Saturday, that counts as a full day's absence.
  - More than one day of absence or missing more than one mentoring session will prohibit a student from earning their certificate in May.

Emergency Conditions
- In the event of a global pandemic, inclement weather, or any other emergency situation, Empower will make accommodations to continue as smoothly and seamlessly as possible. You will receive communication from Empower leadership regarding any specific instructions.

Empower Alumni Opportunities
- Engage (https://www.empowerww.org/engage)
- Proclaim (https://www.empowerww.org/proclaim)
- 6 transfer credits to Alliance University Undergraduate or Alliance Theological Seminary can be used within two years of completing Empower One (https://www.empowerww.org/program-details)
- Donate (https://www.empowerww.org/donate)
- Connect with your Site Coordinator, Site Admin, or Mentors on opportunities to serve

EMPOWER STUDENT GUIDE

Live Stream Students
- Ensure you have adequate internet access for the entirety of the Empower Saturday 9am-6pm EST. A link to test internet quality will be sent to you prior to the first Empower Saturday in September.
- Mentor groups will be hosted via the Zoom platform. Links will be sent prior to the first mentor group.
- Interact with students on the Google Classroom Wall.
- Your Site Coordinator will contact you regarding opportunities to connect with other live stream students. We encourage you to choose-in to each opportunity you can.
- Attendance at the January retreat is required.
    - Students are responsible for travel expenses if traveling is required.
    - Empower will provide the content for the retreat.

Re-enrollment
- In the event that a student is unable to complete Empower, she is welcome to return and finish the course the following year.
    - If a student previously paid for Empower enrollment in full, they will pay a reduced enrollment fee upon return.
    - If a student did not complete payment for Empower enrollment, they are responsible to pay the remaining balance of the prior year's tuition in addition to the reduced enrollment fee.
- Students must attend all Empower sessions and mentor groups.
- Students must complete all assignments as per the syllabus for the current year.
    - Example - if a professor utilizes a new book, the re-enrolled student will be required to read the new book and complete the new assignment.
    - Example - if there is a new professor for a class, the re-enrolled student will be required to complete all assignments for that professor.
- Students must submit all assignments by current due dates.
    - If prior year assignment is exactly the same as the current year syllabus - please resubmit on the required due date. Empower is not responsible for locating your prior year submissions.
- Students must submit ministry hours for the current year by due dates.
- Students must participate in the Empower retreat.