

Syllabus Approval and Implementation Process

Months Before Intensive	Step
- 8	1. <i>Syllabus Notification</i> : The DMin Office sends a notification to the professor so he/she starts developing the document.
- 8	2. <i>Syllabus Development</i> : The professor prepares the syllabus in <u>three weeks</u> according to the guidelines and formats established by the university.
- 7	3. <i>Review by Cohort Coordinator</i> : The coordinator reviews that the syllabus content is aligned with the purposes of the cohort and that the syllabus structure is according to the DMin program template.
- 7	4. <i>Coordinator's Feedback</i> : If the cohort coordinator has any suggestion, he/she gives feedback to the professor to make the corrections.
- 7	5. <i>Sending of the Syllabus to the DMin Office by the Coordinator</i> : The cohort coordinator sends the syllabus to the DMin Registration & Admissions Office.
- 7	6. <i>Review by the DMin Registration & Admissions Coordinator</i> : The Coordinator for Admissions and Registration makes sure that the syllabus structure is according to the DMin program template.
- 6	7. <i>Provide the Syllabus to DMin Participants</i> : <ol style="list-style-type: none"> The Coordinator for Admissions and Registration uploads the syllabus to the DMin Master Calendar (Airtable) so the students may download it. In addition, the cohort Coordinator may email the syllabus to the group.
- 6 to - 3	8. <i>Student syllabus check and book purchase</i> : The student has 4 months to carefully studies the syllabus and starts buying the required books and materials.
-2 to -1	9. <i>Student Pre-Intensive Assignments Completion</i> : The student completes the syllabus assignments for pre-intensive during the first two month of the academic cohort year. Remember that the intensive is in the third month of each academic cohort year.
Intensive	10. <i>Student Intensive Assignments Completion and submission</i> : The student completes the syllabus assignments for the pre-intensive and intensive.

Resources:

1. DMin Syllabus template is accessible in the DMin Website
2. Access to Airtable for the Coordinator for Admissions and Registration

Syllabus Approval and Implementation Chart

Month								
- 8	- 7	- 6	- 5	- 4	- 3	- 2	- 1	Intensive
1. Syllabus Notification 2. Syllabus Development	3. Review by Cohort Coordinator 4. Coordinator's Feedback 5. Sending of the Syllabus to the DMin Office by the Coordinator 6. Review by the DMin Registration & Admissions Coordinator	7. Provide the Syllabus to DMin Participants 8. Student syllabus check and book purchase	Student syllabus check and book purchase	Student syllabus check and book purchase	Student syllabus check and book purchase	9. Student Pre-Intensive Assignments Completion	Student Pre-Intensive Assignments Completion	10. Student Pre-Intensive & Intensive Assignments Completion and Submission