

-----Help Train -----

Thousands of Pastors around the Globe



to reach the world for
Christ in this generation



INSTEP

INTERNATIONAL
STUDENT TRAINING
EDUCATIONAL PROGRAM

6301 Westport Ave., Shreveport, LA 71129
www.lbu.edu – 318-686-2360

We are delighted to offer to you our tuition free International Student Training Educational Program (INSTEP). The birth of INSTEP came from the desire of Dr. Neal Weaver and Dr. Roy Wallace to help missionaries train national students. Through INSTEP, Louisiana Baptist University partners with missionaries around the world who are establishing or have established Bible Institutes.

Louisiana Baptist University is fully committed to training and sending missionaries around the world. However, we realize that is not enough. If we are going to have a worldwide impact we must also do a better job of training nationals. LBU is able to accomplish this by providing curriculum when needed, and approving qualified teachers to represent LBU as adjunct professors. Students who complete their work will receive a diploma from Louisiana Baptist University.

Carefully read all the information in this packet. If you have any specific questions, please do not hesitate to contact me personally. My email address is sbulreson@lbu.edu.

Sincerely,

Sean Burleson
INSTEP Director
Louisiana Baptist University
sburleson@lbu.edu
(318) 686-2360

LBU - International Student Training Educational Program (INSTEP)

LBU Mission

Impacting the world by providing excellent and affordable Christian Education.

Brief Description of the program

International Student Educational Program (INSTEP). Through INSTEP, Louisiana Baptist University partners with missionaries and local churches around the world who are establishing or have established Bible Institutes (outside of the USA).

Our purpose

To partner with missionaries, local churches and Bible institutes in providing low cost, quality education for the training of a new generation of Pastors and Lay Leaders. LBU is able to accomplish this by providing curriculum when needed, and approving qualified teachers to represent LBU as adjunct professors.

INSTEP is a college level program and is not appropriate for those wanting only limited or random instruction. It is important that every school entering into a partnership with LBU be committed to a quality program.

Interested schools should read and complete this **Institution Partnership packet**. This packet contains a Partnership Agreement, Partnership application and other information pertinent to partnership involvement.

A partnership with **INSTEP** requires that each institution submit the following:

1. History of School
2. Mission Statement
3. Photograph of the facility
4. Names of staff members and resumes of all teachers
5. List of courses and course descriptions to be taught at Institute
6. Signed Partnership agreement and Partnership Application
7. Graduation date
8. Partnership Fee - \$300.00 annually or \$30.00 a month if paid monthly (\$360.00)

*****Please note that we will only accept new school applications during the month of January. No Institute or School will be considered a partner institution with INSTEP until ALL requested information has been sent in and approved. The decision to accept or not accept a school will be made by February 28. To remain an INSTEP Partner School you must re-submit the Partnership Agreement every year along with the Partner fee.***

ITEMS NEEDED FOR STUDENT ENROLLMENT

1. Signed application for each student
2. Photograph of each student
3. Transcript (s) on each student
4. Enrollment Fee - \$50.00 (\$75.00 for Masters level)

ITEMS NEEDED FOR GRADUATION

1. Grades for the final 30 hours of course work (10 courses)
2. Graduation fee of \$50.00 for each graduate (\$75.00 for Masters level)
3. Names of graduates as they should appear on the Diploma
4. Date of Graduation

5. Address to mail diplomas

6. Postage Fee - \$125.00

Programs Available:

INSTEP is making available to the partnering institute the following degrees:

1. **Associate of Arts degree in Biblical Studies** – Sixty-four (64) credit hours. The missionary/institute would design and teach thirty-four (34) credit hours of their own material, making certain that at least fifteen (15) hours of the core curriculum are taught. The Associates degree could be earned in approximately two years. The Associates degree is for newly established Institutes and/or nationals with no prior credit. At the completion of the first thirty-four (34) credit hours the student could be enrolled into the INSTEP program and complete the remaining thirty (30) credit hours using courses provided by LBU.
2. **Diploma of Theology degree in Biblical Studies** – Ninety-eight (98) credit hours. The missionary/institute would design and teach sixty-eight (68) credit hours of their own materials, making certain that all twenty-four (24) hours of the core curriculum has been completed by the student. At the completion of the sixty-eight (68) credit hours the student could be enrolled into the INSTEP program and complete the remaining thirty (30) credit hours using courses provided by LBU. The Diploma of Theology degree could be earned in approximately three years.
3. **Bachelor of Arts degree in Biblical Studies** – 128 credit hours. The missionary and or institute would design and teach ninety-eight (98) credit hours of their own materials, making certain that all twenty-four (24) hours of the core curriculum has been completed by the student. At the completion of the ninety-eight (98) credit hours the student could be enrolled into the INSTEP program and complete the remaining thirty (30) credit hours using courses provided by LBU. Older more established Institutes could skip the Associates program and go directly into the Bachelors degree.
4. **Master of Arts degree in Biblical Studies** – Thirty-six (36) credit hours. The Master of Arts degree consists of six hours of life credit, eight courses, and a thesis. While the courses can be taught by the missionary and or institute they must be provided by LBU. The thesis topic must first be approved by the missionary. The thesis must be 75 typewritten pages, and submitted to the missionary in hardbound form. Life credit denotes credit given for work and/or life experiences. Therefore, a detailed résumé must be submitted with the student enrollment form.

CORE CURRICULUM REQUIREMENTS (24 hours)

The core curriculum consists of:

Language (English, Spanish, etc.) – Six hours

History (could be Baptist History, Church History, History of Country) – Six hours

Math – Three hours

Science (could be Creation Science) – Six hours

Social Studies (could be Bible Atlas) – Three hours

All schools using either English or Spanish curriculum would be required to teach at least 10 LBU courses.

Once the institution has been approved for partnership with INSTEP, LBU will furnish 30 hours of downloadable course work upon request. This will allow the missionary to print off as many

or as few courses as needed and also eliminates high postage costs and inefficient mail systems.

FINANCIAL INFORMATION AND FEES

Although LBU is underwriting the tuition, the following fees will be charged:

INSTITUTION INSTEP PARTNERSHIP ANNUAL MEMBERSHIP REGISTRATION AND FEE

\$300.00 - The membership fee is due January 1st each year. Institutes may pay \$300.00 annually or \$30.00 a month for a total of \$360.00.

ASSOCIATE OF ARTS, GRADUATE OF THEOLOGY, BACHELOR OF ARTS

Enrollment Fee - \$50.00

Graduation Fee - \$50.00

Postage Fee - \$125.00

MASTER OF ARTS

Enrollment Fee - \$75.00

Graduate Tuition - \$75.00

Postage Fee - \$125.00*

*This fee is for shipment of diplomas and is the responsibility of the Institute.

PARTNERSHIP AGREEMENT BETWEEN
LOUISIANA BAPTIST UNIVERSITY
and

(NAME OF INSTITUTE)

FOR INSTITUTION PARTNERSHIP IN THE INSTEP PROGRAM

1. Louisiana Baptist University (hereinafter to be referred to as LBU) agrees to provide certain courses in the area of Bible and Theology when requested.
2. _____ (hereinafter to be referred to as the institution) agrees to the Doctrinal Statement as set forth in the current catalog of LBU.
3. **THE INSTITUTION understands and agrees to pay the \$300.00 annual INSTEP Partnership Fee at the beginning of each year or \$30.00 a month for a total of \$360.00. A new Partnership Agreement must be re-submitted every year along with the partnership fee.**
4. **ALL MATERIALS MUST BE TYPED AND SUBMITTED TO LBU IN ENGLISH.**
5. It will be the responsibility of THE INSTITUTION to provide LBU a transcript of at least 98 credit hours (in English) along with an application of each student to be enrolled in the INSTEP program. A photograph of the student **MUST** accompany the student's application.
6. It will be the responsibility of THE INSTITUTION to provide instruction, supervision, testing, and grading for the students in the INSTEP program. The missionary could teach the last thirty (30) credit hours using courses provided by LBU. Those using other languages would be issued LBU courses that could be translated into the appropriate languages. Grades must be sent to LBU at the end of each semester.
7. LBU operates on a calendar of three semesters of 15 weeks each (Spring, Summer, Fall). THE INSTITUTION must provide a copy of their calendar to LBU. It is the responsibility of the INSTITUTION to provide grades at the close of each semester to LBU. This will be according to the INSTITUTIONS calendar.
8. There shall be one primary Institute Official who will be the contact person for each school.

THIS CONTRACT ONLY BECOMES OFFICIAL WHEN SIGNED BY BOTH MISSIONARY AND OFFICIAL FROM LOUISIANA BAPTIST UNIVERSITY. **THIS AGREEMENT IS GOOD FOR ONE YEAR ONLY. IT MUST BE RE-SUBMITTED ANNUALLY.**

Institute Official

LBU Official



INSTEP INSTITUTION PARTNERSHIP APPLICATION

Application Date: _____

School Name: _____

Field Address: _____

City/State/Country: _____

Mailing Address: _____

City/State/Country: _____

Contact Person: _____

Business Phone: _____

E-mail Address: _____

Web Address: _____

Years of Operation: _____

Levels of Instruction: _____

Total Number of Faculty: _____

Brief Description of Facilities: (enclose picture) _____

Number of days in week that classes meet: _____ Current number of students: _____

Is housing provided for students? Yes _____ No _____

Signature of Institution official: _____ Date: _____