

“The mission of Tyndale Seminary is to provide Christ-centred graduate theological education for leaders in the church and society whose lives are marked by intellectual maturity, spiritual vigour and moral integrity, and whose witness will faithfully engage culture with the Gospel.”

Semester, Year	FALL, 2025 & WINTER, 2026
Course Title	SPIRITUAL DIRECTION INTERNSHIP I & II
Course Code	SPIR 0710 & 0711 1S
Date	SPIR 0710: SEPTEMBER 10– DECEMBER 3, 2025 SPIR 0711: JANUARY 14 – APRIL 8, 2026 ORIENTATION DAY: WEDNESDAY, SEPTEMBER 3, 10:00 AM-3:00 PM.
Time	WEDNESDAYS, 2:15 – 5:05 PM
Delivery Format	SYNCHRONOUS ONLINE
Class information	The classes will be livestreamed on Wednesdays 2:15 PM–5:05 PM.
Course Instructor	WILMA CLARKE , MTS, BA, CSD, CSDS Email: wclarke@tyndale.ca
Supervisors	Dr. Alison Moore , DMin, CSD Email: amoore@mytyndale.ca Dr. Ingrid Reichard , DMin, MTS, CSD Email: ireichard@tyndale.ca Dr. Anita Wong , DMin, MDiv, B.Ed, CSD Email: wonganita@mytyndale.ca Dr. Tun-Ping Yu , MS, PhD, MDiv, CSD(qualifying) Email: TunPing.Yu@mytyndale.ca Chingsum Leung , MDiv., CSD Email: chingsum.leung@mytyndale.ca
Office Hours	By appointment only.
Course Materials	Access course material at classes.tyndale.ca or other services at Tyndale One . Course emails will be sent to your @MyTyndale.ca e-mail account only.

I. COURSE DESCRIPTION

Designed for those seeking to become certified spiritual directors. Students learn the art and practice of spiritual direction through weekly practices of soul care, teaching, supervised in-class sessions, individual supervision, and by providing bi-weekly spiritual direction to directees. Through these multi-faceted experiences, students explore their capacity to help others attend to God’s presence in their lives while living out a theology of love for God, self and others. The two courses run consecutively from September to April. Students must register for both courses.

Prerequisites: SPIR 0700, SPIR 0610, SPIR 0609, SPIR 0601; Successful interview with the instructor (prior to June 30 for the following Fall semester); Evidence of having met with a Spiritual Director for at least one year; Three references submitted to the internship instructor. Limited enrolment.

II. LEARNING OUTCOMES

At the end of the course, students will be able to:

1. Formulate a theological and biblical foundation for the practice of spiritual direction and practice theological reflection as the basis for ongoing conversion.
2. Employ hospitable, deep listening as a means helping others attend more deeply to God's presence and leading in their lives.
3. Appraise and employ wisdom from key authors and literature pertaining to the ancient roots and contemporary practices of spiritual direction.
4. Explain key components related to spiritual formation and direction, including but not limited to the contours of a healthy growing faith and spiritual pathways; deepening intimacy and prayer, God image, discernment, self-image and self-awareness; theological reflection, sin, suffering, forgiveness and healing; community, cultural sensitivity and growth "for the sake of others".
5. Practice listening prayer, ongoing reflection and supervision as essential to personal maturation and integrity of practice.
6. Recognize one's gifts and growing edges, posture and ongoing discernment related to the (ongoing) call of spiritual direction.

III. COURSE REQUIREMENTS

A. REQUIRED READING

Fall Reading:

Johnson, Jan. [*When the Soul Listens: Finding Rest and Direction in Contemplative Prayer*](#). 2nd edition. Colorado Springs. CO: Nav Press, 2017. ISBN 978-1-63146-686-1

Bakke, Jeanette A. [*Holy Invitations: Exploring Spiritual Direction*](#). Grand Rapids: Baker, 2000. ISBN 978-0-8010-6327-5

Hagberg, Janet O. & Robert A. Guelich. *The Critical Journey: Stages in the Life of Faith*. Salem, WI: Sheffield Pub. Co., 2005. ISBN 978-1-879215-49-8

Job, Reuben P. & Norman Shawchuck. *A Guide to Prayer for All God's People*. Nashville, TN: The Upper Room, 1994. ISBN 978-0-8358-0710-4 (ongoing through term)

Miller, Wendy. *Jesus our Spiritual Director: A Pilgrimage through the Gospels*. Nashville: Upper Room Books, 2004. ISBN 0-8358-9876-8

Winter Reading:

Hagberg, Janet O. & Robert A. Guelich. *The Critical Journey: Stages in the Life of Faith*. Salem, WI: Sheffield Pub. Co., 2005. ISBN 978-1-879215-49-8

Job, Reuben P. & Norman Shawchuck. *A Guide to Prayer for All God's People*. Nashville, TN: The Upper Room, 1994. ISBN 978-0-8358-0710-4 (ongoing through term)

Miller, Wendy. *Jesus our Spiritual Director: A Pilgrimage through the Gospels*. Nashville: Upper Room Books, 2004. ISBN 0-8358-9876-8

B. SUPPLEMENTARY / RECOMMENDED READING AND TOOLS

Barton, Ruth Haley. [*Invitation to Solitude and Silence: Experiencing God's Transforming Presence*](#). Downers Grove, IL: IVP Books, 2010.

Calhoun, Adele Ahlberg. [*Spiritual Disciplines Handbook: Practices that Transform Us*](#). Revised & expanded. Downers Grove: IVP, 2015.

Mulholland, M. Robert, and R. Ruth Barton. [*Invitation to a Journey: A Road Map for Spiritual Formation*](#). Revised and Expanded. Downers Grove, IL: InterVarsity Press, 2016.

Nouwen, Henri. [*Spiritual Direction: Wisdom for the Long Walk of Faith*](#). New York: Harper Collins, 2006.

Articles related to in-class teaching and topics arising within spiritual direction sessions are posted weekly to the class page (Moodle). This helps familiarize you with what a wide range of historical and contemporary authors have written about spiritual direction. These articles plus the bibliography provide resources for your reflection/research assignments.

Online research resources

www.archive.org.

[National Emergency Library](#)

[Open Access Digital Theological Library](#)

Tyndale recommends [STEPBible](#) – a free and reputable online resource developed by Tyndale House (Cambridge, England) – for word searches of original-language texts, as well as for topical searches, interlinear texts, dictionaries, etc. Refer to the library for other [online resources for Biblical Studies](#).

C. ASSIGNMENTS AND GRADING

1. This is an internship for spiritual direction in formation. Interns are required to attend and fully participate in all scheduled classes: Wednesdays, 2:15-5:05PM. Also required: mandatory attendance and participation at the online orientation class on **September 3, 2025 (10:00 am – 3:00 pm)**.
2. Interns are required to offer six (6) sessions of spiritual direction to a minimum of five (5) "Directees" outside class hours on a bi-weekly basis (a minimum of 30 hours per semester). Those wishing to meet with more than eight (8) Directees require permission from the Instructor. (Note: All accrued supervised hours will be credited towards the CSD designation).
3. Interns are required to continue receiving personal spiritual direction on a regular basis. It is a prerequisite to have received spiritual direction for the immediate year before the practicum and to continue in receiving individual spiritual direction throughout the Practicum year. The **Retreat in Daily Life (RDL)** will substitute for personal spiritual direction and a retreat in the **Fall Semester**.
4. Interns are required to prepare and present for triads with supervision.
5. Interns will send their assigned Supervisor reflective work per class guidelines on the Friday before their supervision appointment (*grace day: Saturday*).
6. Fall Semester: in-class practice and discussion plus three brief reflection + horizon analysis papers. Winter Semester: developing facility with the CRF (Contemplative Reflection Form); continued in-class practice, discussion and written work. **Due: Ongoing throughout the semester**
7. Forums: Share resources and questions with other Interns (top of class page). Occasional forum questions will be posted for class responses.
8. **Fall Semester:** Submit a 12-14 page 2-part reflection and research paper (See Section H of this syllabus regarding Guidelines) at the end of the Fall Semester: a) continue to reflect on your personal prayer and experience (3 pages) and Horizon Analysis (1 page) and b) research into an area for deeper study and growth emerging from your practice of spiritual direction from September-December (8-10 pages). Include cover page and page numbers. If emailing Paper, format Subject Line as Round #, year, first initial, last name. See Section H of this syllabus for academic Guidelines. **DUE December 10th, 2025**

9. Winter Semester: Submit a 18-20 page 3-part paper including personal reflection and Horizon Analysis (4 pages), research related to emerging questions and or area/s of competency as a spiritual director (9-11 pages) plus learning drawn from your CRFs (6-8 pages). These should highlight personal transformation and growth, skill development throughout the year and ongoing, personal discernment of the ministry of spiritual direction. It can draw from class soul care, teaching, reading and research discoveries, triad work and supervision, the prayer guide, journaling and ongoing reflection during the Winter Semester. Lastly, it should identify how you have been personally challenged and transformed through your time at Tyndale highlighting your internship year and practices you have incorporated into your rhythm of life. A final paragraph should identify what you see as your calling, passion and focus of ministry. This serves as a personalized mission statement for you. Attach as appendices your accumulated internship hours, as well as 6 completed CRF forms, and a one-page summary of your 24-hour retreat. Additional details will be given in class. **DUE April 10, 2026.**

10. Competency Interview the week of **April 13-17, 2026** (*by appointment*).

GENERAL GUIDELINES FOR THE SUBMISSION OF WRITTEN WORK

All written work must be emailed to the Instructor at wclarke@tyndale.ca using this format ONLY for naming file attachments: name, title, date (e.g. TSmith, Reflection Paper 1Oct 2025).

D. SUMMARY OF ASSIGNMENTS AND GRADING

This is pass/fail course.

COMPONENT	Fall 2025	Winter 2026
Individual supervision	3 hr	3 hr
Group supervision of D'r	9 hr	9 hr
Giving individual direction	Track accumulated hours per class hand-out	Track accumulated hours per class hand-out
Retreat	RDL - required	24-hour individual - required
Personal direction received	RDL substitutes for this	3 sessions w/your own D'r
Personal Devotional Life and Journaling	Daily text: <i>A Guide to Prayer for All God's People</i>	Daily text: <i>A Guide to Prayer for All God's People</i>

Reading: Class texts / posts	ongoing	ongoing
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Evaluation is based upon the completion of the following assignments:

Reflection paper + Horizon Analysis (3 per term)	18%
Fall Term research paper	10%
6 Contemplative Reflection Forms (CRF) for supervision	18%
Winter Term research and CRF competency paper	18%
Recommendation of your supervisor	14%
Class/Triad participation	12%
Forums	10%
Total grade	100%

IV. COURSE SCHEDULE, CONTENT AND REQUIRED READINGS

SPIR 0710 - Fall 2025

Note: check for further readings posted to the Course Page on Moodle.

Sept 3: Orientation Day (10:00 am to 3:00 pm Online)

- Attendance is mandatory; we will cover the essentials of accepting Directees and your first session as a Director.
- Download and work through *Handbook for Tyndale Spiritual Direction Interns* (see Moodle).
- Discussion:
 - o *How has God invited you to tend your soul in preparation for the upcoming spiritual direction internship?*

Sept 10/Round 1.1: What is spiritual direction? Who is a spiritual director?

- Reading: Bakke, Ch. 1; Miller, Ch. 1-2
- Spiritual Direction Charism, Competencies & Cutting Edges 2025-2026 (Moodle)
- Prayer Guide. Read pages 13-19, #45: *Reconciliation*, Year C, 275ff

Sept 17/Round 1.2: Listening to the RAIN

- Reading: Bakke, Ch. 2; Hagberg & Guelich, Ch 1 & 2
- Prayer Guide, # 46: *God's Unlimited Grace*, Year C, 280ff

Sept 24/Round 1.3: Reflecting on Experience

- Reading: Bakke, Ch. 10;
- Prayer Guide, #47: *Good Stewards, Year C, 286ff*

Oct 1/Round 1.4: Supervision 1 - by appointment

- Preparatory work (per class guidelines) sent to Supervisor **Sept 26th**
- Reading: Bakke, Ch. 3, 4, 5
- Prayer Guide, #48: *Who Enters God's Kingdom, Year C, 286ff*

Oct 8/Round 2.1: Ways of Knowing: Emotion

- **DUE:** Reflection Paper + Horizon Analysis 1. (Email Instructor: wclarke@tyndale.ca. Label file attachment: name, title, date (see H. General Guidelines for Written Work, point one)
- Reading: Bakke, Ch. 8; Miller, Ch. 3-4
- Prayer Guide, #49: *Faithful and Obedient; Year C 297ff*

Oct 15/Round 2.2: Ways of Knowing: The Body

- Reading: Bakke, Ch. 14;
Prayer Guide, #50: *All things are Possible, Year C 303ff*
- Take these tests: 1) Spiritual Gifts, 2) Sacred Pathways (see Moodle) and append your results with Reflection Paper 2.

Oct 23. Reading Week.**RDL Opening (Retreat in Everyday Life; details to follow)**

- **Saturday, October 25th, 10:30 am - 12:00 pm** (*Details to follow*)

Oct 29/Round 2.3: Opening the Eyes of Our Heart: Images & Imagination

- Reading: Miller, Ch 5-6
- Prayer Guide, #52: *When Jesus Calls, Year C, 314ff*

Nov 5/Round 2.4: Supervision 2 - by appointment

- Preparatory work (per class guidelines) sent to Supervisor **Oct 31st**
- Reading: Bakke, Ch. 11
- Prayer Guide, #53: *True Humanity, Year C, 319ff*

Nov 12/Round 3.1: Stages of Faith; Awakening, Sin, Purgation

- **DUE:** Reflection Paper + Horizon Analysis 2 (email to Instructor). Note Section H. Guidelines. Include your results from Spiritual Gifts and Sacred Pathways.
- Reading: Hagberg, Ch. 3 & 4 (also pages 162-169); Miller, Ch.7-8

- Prayer Guide, #54: *A Resurrection People*, Year C, 325ff

Nov 19/Round 3.2: Prayer and Praying

- Reading: Bakke, Ch. 12
- Prayer Guide, #55: *Faithful Witness*, Year C, 331ff

RDL closing (details to follow)

- **Saturday, Nov 29th, 10:30 am -12:00 pm.**

Nov 26/Round 3.3: Ways of Knowing: Interior Dialogue (CRF)

- Reading: Bakke, Ch 13
- Prayer Guide, Advent 1 **Year A**; #1: *Waiting and Watching*, 23ff

Dec. 3/Round 3.4: Supervision 3 - by appointment

- Preparatory work (per class guidelines) sent to Supervisor **Nov 28th**
- Reading: Bakke, Ch. 9, 15, 16
- Prayer Guide, Advent II, #2, Year A, *Getting Ready*, 30ff

Dec 10:

- **DUE.** 2-part Term Paper (Reflection Paper + Horizon Analysis 3 AND Research Paper)
Email 2 clearly named attachments to Instructor per Section H. Guidelines)
- Prayer Guide, Advent III, #3, Year A, *Good News*, 36ff
- Prayer Guide, Advent IV; #4, Year A, *When God Comes*, 42ff. (read over term break)
 - o #5, Year A, *God's Greatest Gifts*, 47ff
 - o #6, Year A, *Chosen by God*, 52ff
 - o # 7, Year A, *God's Eternal Purpose*, 58ff

SPIR 0711 - Winter 2026

Note: [check for further readings posted to the Course Page on Moodle.](#)

Jan 14/Round 4.1: "We begin again"; Repetition and Resistance

- Reading: Johnson, Ch 1-3; Hagberg & Guelich, Ch 5, 6 (also pages 169-175), Miller, Ch.9-10
- Prayer Guide, #8: Year A, *Following Jesus*, 65ff
- Moodle: [Guidelines for Final Paper](#). Review [SD Competencies 2025-2026](#)

Jan 21/Round 4.2: Forgiveness and healing

- Reading: Johnson, Ch. 9
- Prayer Guide, #9: Year A, *The Call of God*, 72ff

Jan 28/Round 4.3: The Wall/Nights

- Reading: Hagberg & Guelich, The Wall, Ch. 7, 13. Also pages 202-208; 224-226.
- Reading: Johnson, Ch. 7 & 8
- Prayer Guide, #10: Year A, *The Power of God's Word*, 78ff
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Feb 4/Round 4.4: Supervision 4, by appointment

- CRF sent to Supervisor **Jan 30th**
- Reading: Johnson, Ch. 5
- Prayer Guide, #11: Year A, *The Meaning of Discipleship*, 85ff

Feb 11/Round 5.1: Transference/Countertransference

- **DUE:** Reflection paper + Horizon Analysis 4 (Email to instructor)
- Reading: Hagberg & Guelich, (Chapter 11, plus pages 175-178, 232-250); Bakke Ch 15; Miller Ch 11-12, Johnson Ch 10
 - Prayer Guide, #12: Year A, *Choose Life*, 91ff.

Feb 18: Reading Week**Feb 25/Round 5.2: Dreams and Unconscious**

- Reading: Hagberg & Guelich, Ch.8 (also pages 179-184)
- Take [Spiritual Life Inventory](#)
- Prayer Guide, Lent 2 #17: Year A, *What God has Promised*, 120ff

Mar. 4/Round 5.3: A Discerning Heart: discerning and deciding

- Reading: Johnson, Ch. 13; Hagberg & Guelich; Ch. 12
- Prayer Guide, Lent 3. #18, Year A, *Meeting God Face to Face*, 125ff

Mar 11/Round 5.4: Supervision 5 - by appointment

- CRF to be sent to Supervisor **March 6th**
- Reading: Johnson, Ch. 15; Hagberg & Guelich, Ch. 10
- Prayer Guide, Lent 4. #19: Year A, *The God Who Seeks*, 131ff

Mar 18/Round 6.1: Spiritual Direction: "For the sake of others"

- **DUE.** Reflection Paper + Horizon Analysis 5. Include results of Spiritual Life Inventory (see Moodle, Feb. 25th) Email to Instructor.
- Reading: Johnson, Ch. 6; Hagberg & Guelich, Ch 9 (also p226-229); Miller Ch. 13
- Prayer Guide, Lent 5 #20, Year A, *Power to Give Life*, 137ff

Mar 25/Round 6.2: Suffering; Stations of the Cross

- Reading: Johnson, Ch. 14; Hagberg & Guelich Ch. 14
- Prayer Guide, Palm Sunday #21: Year A, *The Right Choices*, 143ff

Apr 1st/Round 6.3: Discerning the practice of spiritual direction

- Reading: Johnson, Ch. 12.
- Prayer Guide, Easter Sunday , #22 Year A: *The Living Christ*, 148ff

April 8/Round 6.4: Supervision 6 - by appointment

- Reading: Johnson, Ch. 15
- Prayer Guide, #23: Year A: *Life in Christ*, 153ff
- CRF sent to Supervisor **April 3**

April 10: 3-part Final paper DUE (Reflection + Horizon Analysis 6, Research, CRF/Competencies)

April 13-17: Competency interview (by appointment)

V. SELECTED BIBLIOGRAPHY

Anderson, Keith, and Randy D. Reese. *Spiritual Mentoring; A Guide for Seeking and Giving Direction*. Downers Grove, IL: InterVarsity, 1999.

Baker, Howard. *Soul Keeping; Ancient Paths of Spiritual Direction*. Colorado Springs, CO: NavPress, 1998.

Bakke, Jeannette. *Holy Invitations*. Grand Rapids: Baker, 2000.

Barry, William A., and William J. Connolly. *The Practice of Spiritual Direction*. Harper San Francisco, 1984.

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Barton, Ruth Haley. *Invitation to Solitude and Silence*. Downers Grove, IL: InterVarsity, 2010.

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- _____. *Surrender to Love*. Downers Grove, IL: InterVarsity, 2004.
- _____. *The Gift of Being Yourself*. Downers Grove, IL: InterVarsity, 2004
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- _____. *Spiritual Rhythms for the Enneagram; A Handbook for Harmony and Transformation*. Downers Grove, IL: IVP, 2019.
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- _____. *Christ-shaped Character*. Downers Grove: IVP, 2014.
- Chandler, Diane. *Christian Spiritual Formation*. Downers Grove: IVP, 2014.
- Conroy, Maureen. *Looking into the Well: Supervision of Spiritual Directors*. Chicago: Loyola Press, 1995.
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[Journal of Spiritual Formation & Soul Care](#).

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On-line devotionals

Ruth Haley Barton. transformingcenter.org

[Henri Nouwen Society](#).

[Imago Dei Christian Community](#). Rob Des Cotes. Subscribe to weekly meditations.

[Sight Psalms](#). The Upper Room. A daily, online photo and line from the Psalms for reflection through the use of images.

Apps

[3 minute retreat](#). Loyola Press, A Jesuit Ministry. Daily: Scripture followed by brief commentary and 2 questions for personal reflection.

[PrayerMate](#). A wide range of options for organizing one's prayer life.

VI. GENERAL REQUIREMENTS FOR ALL COURSES

A. EQUITY OF ACCESS

Students with permanent or temporary disabilities who need academic accommodations must contact the [Accessibility Services](#) at the [Centre for Academic Excellence](#) to [register](#) and discuss their specific needs. *New students* must self-identify and register with the Accessibility Office at the beginning of the semester or as early as possible to access appropriate services. *Current students* must renew their plans as early as possible to have active accommodations in place.

B. REQUIREMENTS FOR LIVESTREAM INTERACTION (SYNCHRONOUS ONLINE COURSE ONLY)

- Livestream attendance for the entire duration of the class at announced times
- Headphones (preferred), built-in microphone, and web-camera
- Well-lit and quiet room
- Stable high-speed internet connection, preferably using an Ethernet cable over Wi-Fi
- Full name displayed on Zoom and Microsoft Teams for attendance purposes*
- A commitment to having the camera on to foster community building*

**exceptions with permission from professor*

C. GUIDELINES FOR INTERACTIONS

Tyndale University prides itself in being a trans-denominational community. We anticipate our students to have varied viewpoints which will enrich the discussions in our learning community. Therefore, we ask our students to be charitable and respectful in their interactions with each other, and to remain focused on the topic of discussion, out of respect to others who have committed to being a part of this learning community. Please refer to “Guidelines for Interactions” on your course resource page at classes.tyndale.ca.

D. GUIDELINES FOR THE SUBMISSION OF WRITTEN WORK

Grading Rubric

Please consult the rubric provided for each assignment on your course resource page at classes.tyndale.ca.

Academic Integrity

Integrity in academic work is required of all our students. Academic dishonesty is any breach of this integrity and includes such practices as cheating (the use of unauthorized material on tests and examinations), submitting the same work for different classes without permission of the instructors; using false information (including false references to secondary sources) in an assignment; improper or unacknowledged collaboration with other students, and plagiarism (including improper use of artificial intelligence programs). Tyndale University takes seriously its responsibility to uphold academic integrity, and to penalize academic dishonesty. Please refer to the [Academic Integrity website](#) for further details.

For proper citation style, consult [Citation Guides](#) for different styles. Students are encouraged to consult [Writing Services](#).

Students should also consult the current [Academic Calendar](#) for academic policies on Academic Honesty, Gender Inclusive Language in Written Assignments, Late Papers and Extensions, Return of Assignments, and Grading System.

Turnitin Text-Matching Software

Tyndale has a subscription to Turnitin, a text-matching software that ensures the originality of academic writing and verifies the proper citation of all sources. The instructor for this course will use Turnitin for assignments submitted through your course resource page at classes.tyndale.ca. Upon submission, you will receive a summary that includes your submitted files along with a similarity report generated by Turnitin. Please be aware that Turnitin can also detect AI-generated content from tools like Grammarly, so students should be mindful of when using such software. It’s advisable to confirm with your instructor before using any AI tools into your assignments. Below are some useful resources:

- [Student](#) Guides for Turnitin via classes.tyndale.ca course resource page
- Interpreting Similarity ([Guide](#), [Video](#), [Spectrum](#))

Research Ethics

All course-based assignments involving human participants requires ethical review and may require approval by the [Tyndale Research Ethics Board \(REB\)](#). Check with the [Seminary Dean's Office](#) before proceeding.

Late Papers and Extensions Policy

All papers and course assignments must be submitted by the due dates indicated in the course syllabus. Unless the instructor already has a policy on grading late papers in the course syllabus, grades for papers submitted late without an approved extension will be lowered at the rate of two-thirds of a grade per week or part thereof (e.g., from “A+” to “A-,” from “B” to “C+”). Please note that some programs, such as cohort-based or intensive courses, may follow a different policy due to the nature of the program.

Faculty may not grant an extension beyond the last day of exams for the semester. Requests for extensions beyond this date must be addressed in writing to the Registrar by filling out the [Extension Request Form](#). The application will be considered only in cases such as a death in the family, medical emergency, hospitalization of oneself or immediate family member or prolonged illness requiring treatment by a physician. Factors such as assignments for other courses, holidays, and technology-related difficulties are insufficient grounds for requesting an extension.

A temporary grade of incomplete (“I”) may be granted by the Registrar. Once an extension is granted, it is the student’s responsibility to contact the instructor and make satisfactory arrangements to complete the outstanding work. A grade of “F” will be recorded for students who do not complete the outstanding work by the deadline.

E. COURSE EVALUATION

Tyndale Seminary values quality in the courses it offers its students. End-of-course evaluations provide valuable student feedback and are one of the ways that Tyndale Seminary works towards maintaining and improving the quality of courses and the student’s learning experience. Student involvement in this process is critical to enhance the general quality of teaching and learning.

Before the end of the course, students will receive a MyTyndale email with a link to the online course evaluation. The link can also be found in the left column on the course page. The evaluation period is 2 weeks; after the evaluation period has ended, it cannot be reopened.

Course Evaluation results will not be disclosed to the instructor before final grades in the course have been submitted and processed. Student names will be kept confidential, and the instructor will only see the aggregated results of the class.

F. LIBRARY RESOURCES

[Tyndale Library](#) supports courses with [e-journals, e-books](#), and the [mail delivery of books](#) and circulating materials. See the [Library FAQ page](#).

G. GRADING SYSTEM & SCALE

For each course's grading rubric, please refer to your course syllabus or classes.tyndale.ca. For general grading guidelines, refer to Seminary [Grading System & Scale](#).