# BL101: In Him

#### Instructors

Dr. Gerald Brooks

Julian McMillian

## Phone no.

972-322-0306

#### **Email address**

info@gbsl.org

# **Campus Location**

5000 W. Parker Rd.

Plano, TX 75092

# **Office Hours**

8:30am - 5:00pm

Mon-Thurs

#### **Course Hours**

Tuesdays, 6:30pm

#### **Course Overview**

This course teaches us who we are in Christ as leaders and how to experience the power of walking daily in these truths; moreover, to understand the transformational work Jesus has performed inwardly so that it can be seen outwardly.

Additionally, this course will serve as the introduction in the School of Leadership. This will allow Dr. Gerald Brooks to share his vision and purpose behind the creation and development of the School of Leadership

# **Required Text**

In Him, Kenneth Hagin

# Requirements

- Come to class with your Bible and be prepared to take notes and participate (25% of grade).
- Complete assigned reading and submit book report.
- Submit written summary of assigned Gerald Brooks Leadership podcast.

# Resources

Each night at GBSL we will be taking a deeper dive into Biblical Leadership. Podcasts are required for each student. Their completion and participation of each podcast will be reflected in the student's final grade. For this course, podcasts make up 50% of the final grade.

- GBSL.org/podcast
- The Gerald Brooks Leadership Podcast

Week	Session 1	Session 2
Week 1 – 8/22/23	Leadership 101	What do people look for in a leader?
Week 2 – 8/29/23	Getting Leadership Right	Leading the way Jesus led
Week 3 – 9/5/23	Myths about Leadership	Calling
Week 4 – 9/12/23	Becoming a Well-Rounded Leader	The Reluctant Leader

# **Podcast Schedule**

Come to class prepared to discuss the podcast of that week.

<b>Due Date</b>	Podcast Title	
8/22/23	n/a	
8/29/23	The Growth Factor (released May 18, 2021)	
9/5/23	The Dynamics of Growth (released January 4, 2021)	
9/12/23	The Internals of Leadership (released July 18, 2022)	

# **Homework Policy**

For this course, your homework is reflected in your participation in the podcast discussion and assignments. As well as your completion of the "In Him Write Up."

# "In Him Write Up"

The Due date for the "In Him Write Up" is Friday SEPTEMBER 8th 2023.

Each student will write a 3-5 page write up of their reading of "In Him", by Kenneth Hagin. THIS ASSIGNMENT IS WORTH 25% OF YOUR FINAL GRADE.

The student is expected to read the book as well as provide personal reflections. This paper should be comprised of 3 sections. 1.) General takeaways 2.) Section 2 should be reflection of this question: "Who are you in Christ?" 3.) Scripture that stands out to you. Additionally, there are over 130 scriptures about who we are "In Him". The student will pick three of them (see back of book) that speak the most to them and why.

This class follows the Academic Guidelines and uses the standard grading scale of The School of Leadership found in the Student Handbook.

# **BL102: Biblical Leadership**

#### Instructors

Dr. Gerald Brooks

Julian McMillian

#### Phone no.

972-322-0306

## **Email address**

info@gbsl.org

# **Campus Location**

5000 W. Parker Rd.

Plano, TX 75092

# **Office Hours**

8:30am - 5:00pm

Mon-Thurs

# **Course Hours**

Tuesdays, 6:30pm

## **Course Overview**

*Biblical Leadership* will allow the student to examine the Word of God and extrapolate leadership principles from The Bible.

The course is an examination of the qualities of a biblical servant leader, essential character qualities for effective leadership, and principles for ethical decision-making.

# **Required Text**

The Holy Bible, (your preferred version)

Narrative of the Life of Frederick Douglass: The Original 1845 Edition, *Frederick Douglass* 

# Requirements

- Come to class with your Bible and be prepared to take notes and participate (25% of grade).
- Complete assigned readings and submit book report.
- Complete assigned Bible reading.
- Submit written summary of assigned Gerald Brooks Leadership podcast.

# Resources

Each night at GBSL we will be take a deeper dive into Biblical Leadership. Podcasts are required for each student. Their completion and participation of each podcast will be reflected in the student's final grade. For this course, Podcasts make up 25% of the final grade.

- GBSL.org/podcast
- The Gerald Brooks Leadership Podcast

Week	Session 1	Session 2
Week 1 – 9/19/23	Leading from the Inside Out	Leadership According to Philemon
Week 2 – 9/26/23	Leading When you Have to say No	Lessons We Can Learn from an Experienced Leader
Week 3 – 10/3/23	Leadership According to Acts	Elijah on Leadership
Week 4 – 10/10/23	Psalm 23 on Leadership	The Leadership Challenge: Moses

# **Podcast Schedule**

<b>Due Date</b>	Podcast Title	
9/19/23	Why Most Leadership Teaching Fails (released 7/31/2017)	
9/26/23	Leading in Proximity to a High Impact Leader (released 11/25/19)	
10/3/23	When Words aren't Enough (released 7/11/16)	
10/10/23	Praying Like a Leader (released 7/10/18)	

# **Bible Reading Schedule (due on the listed date)**

Read by	Bible Reading
Week 1	Read Psalm 15, Read Philemon
Week 2	Read Psalm 37, Read Acts 1-13
Week 3	Read Acts 14-28
Week 4	Read Psalm 23 in three different Bible versions.

- Read the *Narrative of the Life of Frederick Douglass: The Original 1845 Edition* by Frederick Douglass. A 750 1000 word book report will be due on **FRIDAY**, **October 6**<sup>th</sup> **2023**. (50% of grade). This book report should be a reflective assignment that focuses on what you have learned about yourself. You could write about any new thoughts and information you didn't know about the life of Frederick Douglass and the era in which he lived. You should also include key themes and messages, overall tone, and/ or the impact Frederick Douglass had on your leadership growth.
- Listen to assigned podcasts and submit your written sound-bite, take-away, applications, and question (25% of grade).
- Attendance and participation in classes on Tuesday nights (25% of grade). Bible readings have been provided to assist in your understanding of Biblical Leadership and are expected to be read prior to class.

# **BL103: Jesus on Leadership**

#### **Instructors**

Dr. Gerald Brooks

Julian McMillian

#### Phone no.

972-322-0306

#### **Email address**

info@gbsl.org

# **Campus Location**

5000 W. Parker Rd.

Plano, TX 75092

# **Office Hours**

8:30am - 5:00pm

Mon-Thurs

# **Course Hours**

Tuesdays, 6:30pm

## **Course Overview**

Examining the leadership attributes of Jesus Christ and applying them to our lives.

We will explore Jesus' relationship with the Father, His walk of personal obedience, His capacity to identify, train, equip, and send out leaders.

# **Required Text**

Jesus on Leadership, *Gerald Brooks* (to be read in full weekly)

# Requirements

- Come to class each week prepared to take notes and participate (25% of grade).
- Complete assigned reading and submit book report.
- Submit written summary to prove weekly growth disciplines.
- Submit written summary of assigned Gerald Brooks Leadership podcasts.

#### Resources

Each night at GBSL we will be taking a deeper dive into Biblical Leadership. Podcasts are required for each student. Their completion and participation of each podcast will be reflected in the student's final grade. For this course, podcasts make up 25% of the final grade.

- GBSL.org/podcast
- The Gerald Brooks Leadership Podcast

Week	Session 1	Session 2
Week 1: 10/17/23	Obstacles in Decision-Making	The Heart of a Leader
Week 2: 10/24/23	Leadership Equity	A Chosen People
Week 3: 11/7/23	Such as I Have	The Tapestry of Importance
Week 4: 11/14/23	Key to Leadership: Influence	The Great Commission

# **Podcast Schedule**

<b>Due Date</b>	Podcast Title
10/17/23	Questions Jesus Asked About Leadership (released 3/28/2022)
10/24/23	The Jesus Model (released 5/1/2017)
11/7/23	You Can't Fake Leadership (released 11/3/2020)
11/14/23	Leading with an Attitude (released 11/11/2019)

# **Homework Policy**

- Weekly read Jesus on Leadership, *Gerald Brooks*. A 1000 word book report on applying the principles in the book to your personal leadership growth is due November 10<sup>th</sup>, 2023 (25% of grade).
- Listen to assigned podcasts and submit your written sound-bite, take-away, applications, and question (25% of grade).
- Submit written summary of completed weekly service assignments & written summary to prove weekly growth disciplines (25% of grade).

# **BL104: FAITH 1**

#### **InstructorInstructors**

# **Course Overview**

Dr. Gerald Brooks

Julian McMillian

Phone no.

972-322-0306

#### **Email address**

info@gbsl.org

# **Campus Location**

5000 W. Parker Rd.

Plano, TX 75092

#### **Office Hours**

8:30am - 5:00pm

Mon-Thurs

#### **Course Hours**

Tuesdays, 6:30pm

This course is designed to teach students how to not just be a leader *of* faith, but how to *apply* faith into the daily life of a leader. It examines the questions: "How do you lead in faith?" And "What does it practically look like to add faith to leadership?"

# **Required Text**

Anchors of Faith, Gerald Brooks

# Requirements

- Come to class with your Bible and be prepared to take notes and participate (25% of grade).
- Complete assigned reading and submit book report.
- Submit written summary of assigned Gerald Brooks Leadership podcast.

#### Course materials

Each night at GBSL we will be taking a deeper dive into Biblical Leadership. Podcasts are required for each student. Their completion and participation of each podcast will be reflected in the student's final grade. For this course, Podcasts make up 50% of the final grade.

- GBSL.org/podcast
- The Gerald Brooks Leadership Podcast

Week	Session 1	Session 2
Week 1 – 11/28/23	What Level of a Leader are you?	Leading in Faith
Week 2 – 12/5/23	Leading With Your Faith pt. 1	Leading With Your Faith pt. 2
Week 3 – 12/12/23	Lessons about Change	Better
Week 4 – 12/19/23	Why Leaders Fail	Be the Church

## **Podcast Schedule**

Come to class prepared to discuss the podcast of that week.

<b>Due Date</b>	Podcast Title
11/28/23	n/a
12/5/23	Leading with your Faith (released June 9, 2020)
12/12/23	What to do when you do not know what to believe (released March 9, 2020)
12/19/23	Fake Faithfulness (released March 10, 2019)

# **Homework Policy**

Each week students will receive a "homework" assignment. These assignments will be practical and situational in nature, meaning that it will most likely not require a write up. However, students are expected to complete the task and come to the next class prepared to share and participate in discussions.

# **Additional information**

Our spring semester is quickly approaching with a start date of January 9<sup>th</sup>. We are excited to start the next semester with BL105 Leading in Prayer. Our next semester will begin to put leadership in action. We are looking forward to having you join us.

Each student is expected to fill out the <u>End of Semester form</u>. (Will be available on December 12<sup>th</sup>) This form gives us a glimpse of what the next semester looks like. Please look at your financial status and invoice, if you have any questions, please contact Pastor Julian McMillian.

# **BL105: Leading In Prayer**

**Instructors** 

Dr. Gerald Brooks

Julian McMillian

Phone no.

972-322-0306

**Email address** 

info@gbsl.org

**Campus Location** 

5000 W. Parker Rd.

Plano, TX 75092

**Office Hours** 

8:30am - 5:00pm

Mon-Thurs

**Course Hours** 

Tuesdays, 6:30pm

#### **Course Overview**

Leading in Prayer looks at a leader's most effective characteristic and tool: Prayer. This course examines the skills and tools required for a leader to grow in his/her effectiveness. This course serves as the introduction to the spring semester and will be formable in the students journey here at the Gerald Brooks School of Leadership.

# **Required Text**

Lessons on Prayer, Dr. Gerald Brooks

Holy Bible

# Requirements

- Attendance: Come to class with your Bible and be prepared to take notes and participate (25% of grade).
- Complete assigned readings and submit book report. (50% of grade)
- Submit written summary of assigned Gerald Brooks Leadership podcast. (25% of grade)

#### Resources

Each night at GBSL we will be take a deeper dive into Biblical Leadership. Podcasts are required for each student at the School of Leadership. The Podcast provide additional opportunities for growth and development. Their completion and participation of each podcast will be reflected in the student's final grade. For this course, Podcasts make up 25% of the final grade.

- GBSL.org/podcast
- The Gerald Brooks Leadership Podcast

Week	Session 1	Session 2
Week 1 – 1/9/24	Myths of Leadership	The Process of Leadership
Week 2 – 1/16/24	The Forgotten Key of Leadership	Lessons about Prayer
Week 3 – 1/23/24	2020 Leadership	A Leader's Finest Moment
Week 4 – 1/30/24	ICED OUT	ICED OUT

# **Podcast Schedule**

<b>Due Date</b>	Podcast Title
1/9/24	n/a
1/16/24	Leading With Your Prayers (Published 1/2/19)
1/23/24	Why People Do Not Pray (Published 4/2/19)
1/30/24	How to Pray Tough Prayers (Published 7/12/21)

# **Homework Policy**

Weekly homework will be limited to listening to the assigned podcast and providing a write up. (Details listed above) Students are expected to upload the scheduled assignments to GBSL.populiweb.com using our online college management software Populi. A packet is available with instructions on how to navigate Populi. Homework expected to be "turned in" to Populi by 10:00pm on the due date. You will get the most out of the podcast by coming to class prepared to discuss the assignment.

# **Book Report**

Students are to read *Lessons about Prayer* by Dr. Gerald Brooks. This book is provided to you as a part of your tuition. As Pastor Garrett Hawfitch has mentioned in previous courses, there is power in rereading leadership material more than once. However, students are encouraged but not required to read this resource multiple times.

A 250 word essay is due on Friday January 26<sup>th</sup> 2024. This write-up should include the following: Your general takeaways. How did this book impact you? What new habits will you include to your daily life or how will you think differently in regards toward prayer. Or any soundbites that stood out to you.

# **BL106: Spiritual Leadership**

#### **Instructors**

Dr. Gerald Brooks

Julian McMillian

## Phone no.

972-322-0306

#### **Email address**

info@gbsl.org

## **Campus Location**

5000 W. Parker Rd.

Plano, TX 75092

#### **Office Hours**

8:30am - 5:00pm

Mon-Thurs

#### **Course Hours**

Tuesdays, 6:30pm

## **Course Overview**

A study of leadership principles in both the temporal and spiritual realms, presented from Scripture and lives of eminent men and women of God.

# **Required Text**

Spiritual Leadership, Principles of Excellence for Every Believer, *Oswald Sanders. Chicago, IL. 1976.* 

Holy Bible, version of your choosing. (Default version at GBSL is NKJV)

# **Requirements**

- Attendance: Come to class with your Bible and be prepared to take notes and participate (25% of grade).
- Complete assigned readings and submit book report. (50% of grade)
- Submit written summary of assigned Gerald Brooks Leadership podcast. (25% of grade)

#### Course materials

Each night at GBSL we will be taking a deeper dive into Spiritual Leadership. Podcasts are required for each student. Their completion and participation of each podcast will be reflected in the student's final grade. For this course, Podcasts make up 50% of the final grade.

- GBSL.org/podcast
- The Gerald Brooks Leadership Podcast

Week	Session 1	Session 2
Week 1 – 2/6/24	Crisis Management	What does a Mature Leader look like?
Week 2 – 2/13/24	Discussion - Activity	Essential Qualities of a Leader
Week 3 – 2/20/24	Questions every Leader needs to ask about their Organization	Cost of Leadership
Week 4 – 2/27/24	Leading on the Outside, While Dying on the Inside	Leading By Reflecting

#### **Podcast Schedule**

<b>Due Date</b>	Podcast Title
2/6/24	N/A
2/13/24	Questions a Leader Must Ask His Team (published 1/30/23)
2/20/24	Wisdom for Leaders (published 1/16/23)
2/27/24	Leading by Reflecting (published 12/12/22)

# **Homework Policy**

Homework in this course will be based on assigned readings from the required book, submissions of podcast, and the participation in classroom discussion. Each night come prepared to discuss assigned readings your personal takeaways. There will be NO book report or write up on reading. However, each night you must be accountable for the information and participation of reading.

Due 2/13/24 Chapter 1 – Chapter 8

Due 2/20/24 Chapter 9– Chapter 16

Due 2/27/24 Chapter 17 – Chapter 22

<sup>\*\*\*</sup>Chapter 13 (121, Sanders) deals with Leaders and Reading. May not be bad place to start for motivation.

# **BL107: Leading Outside the Pulpit**

#### Course Overview

#### **Instructors**

Dr. Gerald Brooks

Julian McMillian

#### Phone no.

972-322-0306

#### **Email address**

info@gbsl.org

# **Campus Location**

5000 W. Parker Rd.

Plano, TX 75092

# **Office Hours**

8:30am - 5:00pm

Mon-Thurs

# **Course Hours**

Tuesdays, 6:30pm

The objective of this class is to create a value of leadership that is independent of position or power. Our aim is to teach students of the power and skills of leading outside the C-Suite. Additionally, our hope is that the Christian Leader is connected to a local body of believers (a local church) and learns what it looks like to be a leader in their church.

# **Required Text**

Holy Bible

You Don't Need A Title to be a Leader by Mark Sanborn. Penguin Random House LLC. (New York, 2006)

# Requirements

- Attendance: Come to class with your Bible and be prepared to take notes and participate (25% of grade).
- Complete assigned readings and submit book report. (50% of grade)
- Submit written summary of assigned Gerald Brooks Leadership podcast. (25% of grade)

#### Resources

Each night at GBSL we will be take a deeper dive into Biblical Leadership. Podcasts are required for each student at the School of Leadership. The Podcast provide additional opportunities for growth and development. Their completion and participation of each podcast will be reflected in the student's final grade. For this course, Podcasts make up 25% of the final grade.

- GBSL.org/podcast
- The Gerald Brooks Leadership Podcast

Week	Session 1	Session 2	
Week 1 – 3/5/24	Keys to Leading from the Pews	Leading with Integrity	
Week 2 – 3/12/24	Act Like a Leader	Working through Tension	
Week 3 – 3/19/24	Guest Speaker – Randy Melville	Q&A with Randy Melville	
Week 4 – 3/26/24	The Comfort Zone	End of Course Discussion	

#### **Podcast Schedule**

Week	Subject
3/5/24	N/A
3/12/24	Leading When You're Not In The Limelight (Published 8/8/18)
3/19/24	Why People Leave A Church (Published 6/6/18)
3/26/24	Connecting as a Leader (Published 4/15/21)

# **Homework Policy**

Weekly homework will be limited to listening to the assigned podcast and providing a write up. (Details listed on page 1) Students are expected to upload the scheduled assignments to GBSL.populiweb.com using our online college management software Populi. A packet is available with instructions on how to navigate Populi. Homework is expected to be "turned in" to Populi by 10:00pm on the due date. You will get the most out of the podcast by coming to class prepared to discuss the assignment.

# **Book Assignment**

Students are to read *You Don't Need A Title to be a Leader by Mark Sanborn*. This book is provided to you as a part of your tuition. **Please note there is an additional pdf copy of this book located in Populi**.

This book is to be read by March 22, 2024. Please come to class prepared to discuss key takeaways. Each student will turn in on March 22, 2024 a one page summary of the assigned book before the start of class. This summary should include a confirmation that the book was read in its entirety, the key soundbite, and a personal application.

# **BL108: Leadership According to 1 Corinthians 13**

Instructors	Course Overview	
Dr. Gerald Brooks	Examining the leadership attributes Paul wrote to the church in Corinth and applying them to our lives.	
Julian McMillian	We will explore the necessity of love, self-control, being perceptive, maturity, and knowing how to manage tension points of leadership.	
Phone no.	knowing now to manage tension points of leadership.	
972-322-0306	Required Text	
Email address	Leadership According to 1 Corinthians 13, Gerald Brooks	
info@gbsl.org	The Bible: 1 Corinthians 13:1-13 (to be read weekly)	
<b>Campus Location</b>	Requirements	
5000 W. Parker Rd.	Come to class each week prepared to take notes and participate (25% of grade).	
Plano, TX 75092	Complete assigned reading and submit book reports.	
Office Hours	Submit written summary of assigned Gerald Brooks Leadership podcast.	
8:30am – 5:00pm	Resources	
Mon-Thurs	Each night at GBSL we will be take a deeper dive into Biblical Leadership. Podcasts are required for each student. Their completion and participation of each podcast	
<b>Course Hours</b>	will be reflected in the student's final grade. For this course, Podcasts make up 25% of the final grade.	
Tuesdays, 6:30pm	Each student is expected to listen to and write up a one-page summary of their learning including 1.) a single sentence sound bite, 2.) The student's general takeaways and personal applications, and 3.) A question that you have from the podcast. (Imagine your question being pointed to Pastor Brooks). Your takeaways and thoughts should be reflective of the following: "What stood out to me?" and the question "How I can apply this to my leadership development?"	

• GBSL.org/podcast

• The Gerald Brooks Leadership Podcast

Week	Session 1	Session 2
Week 1 – 4/2/24	Approaching Problems as a Leader	Love & Leadership/ Your thermostat
Week 2 – 4/9/24	Lessons I Have Had to Learn	Reading Gauges/ Going Beyond Words
Week 3 – 4/16/24	Connecting with Entrenched People	Maturity
Week 4 – 4/23/24	Conflict	Tension

# **Podcast Schedule**

<b>Due Date</b>	Podcast Title	Podcast Title	
4/2/24	Paul's Instructions on Leadership (released 9/3/19)		
4/9/24	Being a Smart Leader (released 1/15/20)		
4/16/24	Keys to Staying Current (released 6/11/19)		
4/23/24	Leading in the Unexpected (released 5/28/19)		

# **Homework Policy**

- Read Leadership According to 1 Corinthians 13, *Gerald Brooks*. A 1000 word book report on applying the principals in the book to your personal leadership growth is due 4/19/2024 (15% of grade).
- Weekly read 1 Corinthians 13:1-13 from the Bible. A 500 word book report OR A 5 MINUTE AUDIO SERMON demonstrating a knowledge of who wrote the book, who the book was written to, what issues the target of the letter were going through, and a general understanding and context for 1 Corinthians as well as how it applies to your personal leadership growth & the growth of others is due 4/19/2024 (10% of grade)
- Listen to assigned podcasts and submit your written sound-bite, take-away, applications, and question (25% of grade).
- Submit written summary of completed weekly service assignments & written summary to prove weekly growth disciplines (25% of grade).

# **BL109: Paul on Leadership**

Instructors

Dr. Gerald Brooks

Julian McMillian

Phone no.

972-322-0306

**Email address** 

info@gbsl.org

**Campus Location** 

5000 W. Parker Rd.

Plano, TX 75092

**Office Hours** 

8:30am - 5:00pm

Mon-Thurs

**Course Hours** 

Tuesdays, 6:30pm

#### Course Overview

Two-thousand years ago the Apostle Paul began equipping leaders with the principles of leadership. These principles are relevant and powerful today to develop the heart of leadership. This course examines some of Paul's words and instructions to the early church in light of building leaders.

# **Required Text**

The Holy Bible

Paul on Leadership, Gerald Brooks D.D.

# Requirements

- Attendance: Come to class with your Bible and be prepared to take notes and participate (25% of grade).
- Complete assigned readings and submit book report. (25% of grade)
- Submit written summary of assigned Gerald Brooks Leadership podcast. (50% of grade)

## Resources

Each night at GBSL we will be take a deeper dive into Biblical Leadership. Podcasts are required for each student at the School of Leadership. The Podcast provides additional opportunities for growth and development. Their completion and participation of each podcast will be reflected in the student's final grade. For this course, Podcasts make up 25% of the final grade.

- GBSL.org/podcast
- The Gerald Brooks Leadership Podcast

Week	Session 1	Session 2	
Week 1 - 4/30/24	Leading When You're Tired	A Closer Look at Leadership	
Week 2 - 5/7/24	Leading by Example	Help	
Week 3 - 5/14/24	Leading by Listening	Getting a Grip on Your Gift	
Week 4 - 5/21/24	What Does it Take to Finish	What Paul Teaches Us About Leadership	

# **Podcast Schedule**

Week	Podcast
4/30/24	n/a
5/7/24	Leadership Skills (Published 9/19/22)
5/14/24	Quick hits on Leadership (Published 11/29/22)
5/21/24	Leadership Killers (Published 4/3/23)

# **Bible Reading Schedule**

Week	What Paul is Teaching about Leadership	Book/Chapter
Week 1	Chapter 1: What Paul would say to a New Leader	1 Corinthians 4
Week 2	Chapter 2: What Paul would say to a Growing Leader	1 Corinthians 9
Week 3	Chapter 3: What Paul would say to Every Leader	Philippians 3
Week 4	Chapter 4: What Paul would say to a Mature Leader	Titus

# **Book Assignment**

Students are to read *Paul on Leadership* by Gerald Brooks. This book is provided to you as a part of your tuition.

This book is to be read by May 17, 2024. Please come to class prepared to discuss key takeaways. Each student will turn in by May 17, 2024 a One Page Summary of the assigned book before the start of class. This summary should include confirmation that the book was read in its entirety, the key soundbite, and a personal application.