



WESLEY
THEOLOGICAL SEMINARY

**COURSE OF STUDY STUDENT
HANDBOOK**

2014 - 2015

TABLE OF CONTENTS

Over View.....	3
Administration	3
Academics	4
Registration.....	4
Pre-class preparation	4
Purchasing textbooks	5
Library.....	6
Institutional Technology.....	6
Photo IDs	6
Blackboard	6
Email	7
Mail Delivery	7
Financial Information	7
July Intensive Program	8
Weekend/Satellite Program.....	8
Paying your bill.....	8
Financial Aid	9
Howes/Larsen Fund	9
Course of Study Curriculum.....	10
Enrichment	13
Advanced Course of Study.....	13
Wesley Theological Seminary Policies.....	14
Course of Study Program Policies	15
Course Schedule	16
July Intensive Program	16
Weekend/Satellite Program.....	17
Living Arrangements.....	18
Housing	18
Meals	19
Campus Map	20
Community Life	21
Student Government.....	21
Special Events.....	23
Course of Study Staff Contact information	23

OVERVIEW

The Course of Study is a year-round experiential and classroom learning process for licensed Local Pastors facilitated by the General Board of Higher Education and Ministry. Wesley Theological Seminary is designated as the school to serve the Northeast Jurisdiction of the United Methodist Church. The five-year program meets in both the summer for an intensive program (for full-time and part-time local pastors) and consists of two terms of two weeks each, with two classes taken per term and on weekends (for part-time local pastors only). The weekend program consists of 2 weekend sessions of 10 contact hours each weekend scheduled approximately a month apart. Each course requires pre-work which includes reading and writing a paper submitted in advance of the classroom attendance. Students should try to take courses in sequence from Year 1 to Year 5. Course instructors include both full-time and adjunct faculty of Wesley Theological Seminary as well as clergy from the surrounding area. The Course of Study School intensive program takes place each summer beginning with the Monday after the fourth of July and runs the four weeks following. Weekends courses are scheduled by term; winter, spring, summer and fall with students taking one course each term. Beginning in the fall of 2014 Wesley is adding a satellite school in the New England Annual Conference. This school will hold classes twice during the year and may move locations to be near the largest concentration of students.

ADMINISTRATION

DIRECTORS

There are currently two directors for the Wesley Course of Study, a Faculty Director and Managing Director. The Faculty Director is tasked with general oversight of hiring faculty and reporting to the seminary. The Managing Director manages the day-to-day operations of the program and is the first line of information for students. Both Directors report to the Assistant General Secretary at the GBHEM and to the Dean for Wesley Theological Seminary.

BOARD OF ADVISORS

The Board of Advisors for the Wesley Course of Study school is made up of representatives from the immediately surrounding conferences and consists of faculty, students, local pastor registrars, alumni and seminary staff. The board meets several times a year both via phone conferences and in person to discuss issues relating to the school and to engage in visioning for the future of the school. A larger gathering that incorporates the Board and additional local pastor registrars takes place each July at the conclusion of the July Intensive summer program.

ACADEMICS

ENROLLMENT

Completion of the Course of Study is required by The United Methodist Church for candidates for ministry who are following the local pastor route and who have not attended seminary. Students following the local pastor route shall have been certified as candidates for ordained ministry, completed the requirements for license as a local pastor, and received the endorsement of the annual conference Board of Ordained Ministry prior to enrollment in the Course of Study. In all but exceptional cases, students are expected to be under appointment to a congregation with supervision by the district superintendent and a pastoral mentor. The full process leading to ordained ministry in the United Methodist Church is specifically set forth in *The Book of Discipline*¹ (§315.2.c), which should be read carefully and discussed with a member of the Conference Board of Ordained Ministry or a District Superintendent.

EDUCATIONAL REQUIREMENTS

Full-time local pastors are required by the Board of Higher Education and Ministry to complete four courses per year in a Course of Study School and upon completion of the five-year program are expected to be involved in continuing education. Part-time local pastors should complete two courses per year in a Course of Study School, but may take four if time and their congregation allows. It is expected that full-time local pastors will complete the full course of study curriculum within eight years and part-time local pastors within twelve years (see §319.3)

REGISTRATION

A registration form for enrollment may be obtained at www.wesleyseminary.edu/cos or by writing to: The Course of Study School, Wesley Theological Seminary, 4500 Massachusetts Avenue, NW, Washington, DC 20016. In order for students to be considered enrolled for the summer session, a completed application including applicable registration fee, must be received by the Course of Study office no later than April 1. Applications received after April 1 will require an additional \$50.00 late fee. Applications will not be accepted once classes have begun.

PRE-CLASS PREPARATION

July Intensive Program:

Upon submission of a completed application, students will receive a postcard to confirm receipt of their registration. In February the Course of Study Office will begin to send out registration confirmation paperwork including Blackboard access ID's and instructions. Pre-course assignments are posted on the Wesley Course of Study website in the fall and will be also posted to blackboard for each course held in July.

¹ All references are from *The Book of Discipline*, 2012.

Pre-course assignments should be turned in by posting to Blackboard by June 1 or as stated in the instructions on Blackboard. Students are expected to purchase and read their texts prior to the first session of class, as well as complete papers as designated by the pre-class study guide for each course. Students in years 2 - 5 are to turn in the first pre-course assignment no later than midnight June 1 by posting the paper on Blackboard. Instructions on posting to Blackboard are on the COS webpage. If you run into trouble, please contact blackboardsupport@wesleyseminary.edu and they will help you. If you are new to Course of Study at Wesley, please be sure to check Blackboard once you receive your logon information. Some faculty will use Blackboard heavily and some will not, but it is up to you as the student to check and see what is posted. You should have access to your courses in Blackboard no later than May 15.

Weekend and Satellite School:

Upon submission of a completed weekend program application, students will receive a letter to confirm receipt of their registration. Pre-course assignments are posted on the Wesley Course of Study website as they are received from faculty. Check back often to see what has been added.

Pre-course assignments are listed on the website. We do not use Blackboard for weekend courses *unless it is a hybrid course*. Some sessions will be offered half online and half in class. Students enrolled in hybrid weekend courses will receive their Wesley log on information as part of the registration confirmation packet.

Papers are due at the beginning of each weekend session that meets face to face. In addition, some faculty may require assignments in formats other than papers. You may be required to keep a journal, create a piece of art, or participate in a group project. The types of assignments are left up to the faculty to determine.

PURCHASING TEXT BOOKS

Textbook lists are posted both on the Course of Study website and on the Wesley ebookstore through Amazon. Student may wish to order books directly from Amazon or log on to the Cokesbury website to order their textbooks. The Wesley ebookstore URL is: www.wesleyseminary.edu/textbooks or Cokesbury: www.cokesbury.com. Student may also choose to buy or borrow textbooks from other students.

In addition, during the July term a book swap is set up with a freewill offering. Anyone may drop off books or pick up books during the four weeks of the July Intensive program. The freewill offering will be added to the total collection for the Howes/Larsen scholarship fund, benefiting the local pastors who attend during the summer.

Textbook lists will be posted as they are received from the faculty. Our goal is to have both textbook and pre-course assignments available three months prior to the start of class.

LIBRARY

The Library at Wesley Theological Seminary offers a variety of resources and services to meet the teaching and learning needs of those within and affiliated with the Wesley community. The Library strives to be your partner in theological education. It is not simply a storehouse of information, but a place to enter into dialogue with the vast treasury of the Christian theological tradition.

Course of Study students have library privileges while they are on campus. They may check out books, use the library reading room and references collection and use the e-book collection. Details on these collections can be found here: <http://wesleyseminary.libguides.com/> Or go to the library homepage at www.wesleyseminary.edu/library .

INSTITUTIONAL TECHNOLOGY

Institutional technology encompasses the use of all matters of technology in the teaching and learning that takes place in our classrooms. Each class room is outfitted with a computer and LCD projector.

Wesley Theological Seminary generates a user ID and school email for each student who is enrolled in courses. Students will receive this information as part of their registration confirmation packet prior to classes.

PHOTO ID CARDS

Each student will be given a Wesley student ID card. The ID card will also be used for purchasing meals in the refectory, dorm access for those living on campus, and checking out books from the library. ID cards will be generated during on-campus registration at the beginning of each session.

BLACKBOARD

Blackboard is a digital learning tool used by Wesley Theological Seminary. For the Course of Study Program it is used to disseminate material to students, collect pre-course assignments and when a course is taught online, used as the primary mode of teaching and communication for the course. Each student will receive logon consisting of a user ID and password with their registration confirmation prior to class. Once you receive a logon, it is used for the entire time you are a student at Wesley. *Note: We typically do not use Blackboard for the weekend or satellite programs.*

Students needing help using Blackboard should contact Blackboard support by sending an e-mail to blackboardsupport@wesleyseminary.edu and outlining the issue they are having.

Tutorials are also available on line by going to the MyWesley page of the website and clicking Blackboard Support. There is additional helps on Blackboard for each course you are enrolled in under "help".

To log on to Blackboard, go to the MyWesley page and log on as a student by entering the user ID and password provided by the school and clicking the purple button . Once you see the greeting, “Welcome *Your Name*”, click the Blackboard button to the right. This will take you directly into your courses. You will see the courses you have registered after your registration has been processed by the Course of Study Office. We must first physically register you for the course for you to view the material on Blackboard.

Once you begin to use Blackboard you will have access to all courses you have been enrolled in addition to any courses you are currently enrolled. You have the ability to manage your courses and hide the ones that you have completed. Please see the helps section of the course for instructions.

EMAIL

Each student will be assigned a Wesley Seminary email address. It is seminary policy that all official correspondence is generated using the students’ Wesley email address. Students should use only Wesley Seminary email addresses when contacting faculty either through Blackboard or regular e-mail. Students may email faculty by clicking on their name on the COS website or through Blackboard. This will open a new email window. Faculty e-mails are also included on the study guides.

MAIL DELIVERY

Students living on campus during the July Intensive Program may receive cards and letters in the mail from their families and congregations. Mail should be addressed to:

Your Name
Wesley Course of Study
4500 Massachusetts Avenue, NW
Washington, DC 20016

Mail pick-up will be set-up on the lower level of the Trott Building near the choir room.

FINANCIAL INFORMATION

Students attending the Course of Study at Wesley are responsible for paying their bill in full directly to the seminary when they arrive to campus. Wesley bills students differently for the July Intensive program and the Weekend/Satellite program.

Charges for the July term include

- Registration fee due with the registration application
- Facilities fee (pays for parking, and other overhead expenses)
- Housing and meals, if applicable

Charges for the Weekend/Satellite Program includes:

- Registration fee due with the registration application

- Tuition

A schedule of applicable fees is available on the Course of Study website.

Housing provided to students by Wesley for the July Intensive Program is billed by and payable to Wesley; Housing provided for the Weekend/Satellite programs is paid directly to the hotel by the student. Wesley contracts with the hotel to provide housing, and we will make your reservation for you, but we do not bill you for the Weekend Programs. Students make payment directly to the hotel for these programs.

July Intensive Program:

There is currently no tuition charged to attend the Course of Study School at Wesley Theological Seminary for the summer intensive program. Tuition is paid directly to the seminary by the GBHEM. Students may obtain financial aid from their annual conferences; however, the amount of aid varies from conference to conference. Students are encouraged to check with their local pastor conference registrar to be sure they understand the policies and procedures of their annual conference for reimbursement. Students are required to pay Wesley directly and be reimbursed by their conferences for their financial aid.

Wesley provides students with the option to have Wesley arrange housing or to make arrangements on their own. Students who are housed by Wesley are required to take the meal plan. Students who arrange their own housing may choose whether to take the meal plan or not and should indicate their preference on the registration form.

A current fee schedule is available on the WTS website. Rates are updated each February after the Wesley Board of Governors has approved the fee schedule.

Weekend and Satellite Program:

Tuition is required for the weekend and satellite program. Wesley does not receive scholarship funds from the GBHEM for this program. Rates are posted on the website.

PAYING YOUR BILL

Students are required to pay all of their charges in full on first day of class. If you wish to pay your account in full, here are your payment options:

On the Web (requires log on information for Wesley)

1. Log in to MyWesley
2. Access WesleyWeb
3. Once logged in, navigate to 'Account Information'.

Pay-by-Phone Service

Phone Number: 1-866-498-4011

When using this service, **please have your student ID number** and the amount you wish to pay available before you begin the call. You can pay by check or credit card. We accept Master Card and VISA. This service is free of charge.

NOTE: Please make sure to wait for a confirmation number or the payment will not be applied to your student account.

Pay in the Business Office

Regular office hours:

9AM- 4:30PM M-F.; Closed 12:00-1:00 for lunch

The business office accepts cash, checks and Visa/Mastercard.

Contact Us

Shannon Strang

Student Accounts Coordinator

Phone: (202) 885-8662

E-mail: businessoffice@wesleyseminary.edu

FINANCIAL AID

Many students are able to receive scholarship funds from their conferences and their churches. Students should inquire with their local pastor conference registrar on the process for receiving these funds. Some students have also had the benefit of organizations such as DAR, Eastern Star or the United Methodist Women. You should contact any outside entities yourself to see if there are scholarship dollars available. In addition, the Wesley Course of Study offers the Howes/Larsen scholarship fund specifically to benefit the local pastors who come to Wesley. Please see below for information on applying for this scholarship.

Howes/Larsen Fund

Wesley Theological Seminary Course of Study is fortunate to have had established many years ago a scholarship fund specifically for Course of Study students who attend the summer intensive program. The scholarship is named for the first two Directors of the program, John Baxter Howes and Ellis Larsen who together directed the COS for more than sixty years.

Funds for the scholarship fund are raised by the student body each summer and redistributed back to the students. This is a needs based scholarship fund. Applications are available online or from the COS office once students are on campus. A student may apply once during the four week July Intensive program. Scholarships are decided by a panel made up of the student body officers and the COS Directors. Students will receive a letter of award from the school towards the end of the each term. Funds awarded are posted to the student's Wesley account.

Advanced COS

Students enrolled in the Advanced COS may apply for scholarship funds through the General Board of Higher Education and Ministry. Please see the GBHEM website for information.

www.gbhem.org

Course of Study Curriculum

The curriculum for the Course of Study is created and maintained by the GBHEM and approved by the Division of Ordained Ministry. The curriculum consists of 20 courses in four areas; Bible, Theology, Congregational Life and Pastoral Identity. Course descriptions are provided below. Access to booklists and pre-class assignments for each course may be obtained by going to the Wesley Theological Seminary website www.wesleyseminary.edu/cos. Listed below are the courses, course descriptions and goals approved by the Division of Ministry in October 2013 for implementation beginning August 1, 2014.

FIRST YEAR

COS 121- Bible I: Introduction

This course introduces biblical interpretation. Attention is given to the inspiration, formation, and function of the canon and to the development of a methodology of interpretation consistent with the nature of scripture. The importance of the Bible as a witness to the life and faith of ancient Israel and earliest Christianity will be emphasized.

Students will be able to:

1. Articulate the place of scripture in the life of the congregation and the role of the pastor in interpretation.
2. Understand the inspiration and formation of the canon and its authority within the community of faith.
3. Understand and apply historical, literary, and theological approaches to various types of literature in scripture using Genesis, Hosea and Amos, Mark, and Philippians.
4. Develop a method of exegesis consistent with the nature and authority of the Bible.

COS 122 – Theological Heritage I: Introduction

This course introduces the student to theological reflection in the Wesleyan tradition. Basic terms, tasks, and methods of Christian theology will be introduced. Representative classical themes will be defined and illustrated. The course provides a foundation for further historical and theological study.

Students will be able to:

1. Examine their understanding of faith, sin, salvation, grace, and the place of doctrine in the life of the Church.
2. Use and understand classical theological terms and themes.
3. Critically consider the sources of theological reflection, including scripture, tradition, experience and reason.
4. Reflect theologically as a resource for pastoral ministry.

COS 123- Formation and Discipleship

This course grounds the student in the theology and core practices of personal and congregational formation and discipleship.

Students will be able to:

1. Articulate a theological basis for the Wesleyan emphasis on spiritual disciplines and practice them as means of grace.
2. Explain and implement the General Rules and the practices of small groups in a congregation.
3. Educate and resource a congregation in the disciplines Christian formation.
4. Organize congregations to help people discern their callings and gifts for ministry.

COS 124- Transformative Leadership

This course forms the student's identity as pastoral leader and change agent in congregations, The United Methodist Church, and the world.

Students will be able to:

1. Identify and understand the attributes of good leaders, biblically and theologically.
2. Evaluate and strengthen their own identities and skills as pastoral leaders.
3. Explain and reflect on the nature of change in the local congregation and wider society.
4. Implement visioning, strategizing, and planning processes in their local congregations.

SECOND YEAR

COS 221- Bible II: Torah, and Israel's History

This course interprets the critical events, developing institutions, and traditions of Israel. Attention is given to the earliest Covenants, to the Exodus, to the rise of the monarchy, and to other events up to the eighth century prophets.

Students will be able to:

1. Articulate a historical overview of the experience and faith of ancient Israel.
2. Exegete selected passages that illustrate crucial turning points in the history of Israel.
3. Apply exegesis to preaching, other pastoral responsibilities, and issues of the present day.

COS 222 – Theological Heritage II: Early Church

This course focuses on the history and theology of the Church through the first five centuries. Using primary sources, students will reflect on significant individuals, events, and the articulation of the Christian faith during this period.

Students will be able to:

1. Understand and articulate the doctrine of the Trinity, and the historical debates in the early Church around the person and nature of Christ.
2. Understand and articulate a doctrine of salvation in light of the controversies of the early church.
3. Understand the history and significance of the creeds and ecumenical councils.
4. Appropriate historical theology for pastoral ministry.

COS 223 - Worship and Sacraments

This course examines worship within The United Methodist Church including liturgy, sacraments, and special services. Attention will be given to the pastor's role as leader in worship.

Students will be able to:

1. Articulate a theology of worship consistent with the Wesleyan tradition, including reflection on the theology and rhythm of the Christian year.
2. Articulate a Wesleyan theology of the sacraments and be competent in their administration.
3. Interpret theologically the rites of Christian marriage, and of Death and Resurrection, and be able to lead such services well.
4. Construct a worship service, and reflect theologically on the use of hymns, media, contemporary music, and lay leadership.

COS 224- Polity and Administration

This course focuses on developing the student's competency as an administrator in a United Methodist congregation.

Students will be able to:

1. Articulate a biblical and theological understanding of polity.
2. Understand and explain the polity of The United Methodist Church, including conferencing, oversight, and discipline.
3. Articulate the nature of stewardship biblically and theologically.
4. Identify techniques and develop skills as effective administrators of local churches, including financial management.

THIRD YEAR

COS 321- Bible III: Gospels

This course focuses on the content and message of the Gospels, as well as the theological perspectives of the Gospel writers. The practice of exegesis will be emphasized.

Students will be able to:

1. Understand the origin, message, and purpose of each Gospel.
2. Exegete this form of literature.
3. Apply exegesis to preaching, other pastoral responsibilities, and issues of the present day.

COS 322 – Theological Heritage III: Medieval through the Reformation

This course focuses on major movements and events beginning with the split between Eastern and Western forms of Christianity and continuing through the Reformation. Using primary sources, students will reflect on individuals, decisive events, and theological developments.

Students will be able to:

1. Understand major theological developments in medieval Christianity leading up to the reformation.
2. Distinguish the theological characteristics of Luther, Zwingli, the Anabaptists, Calvin, the English Reformation, and Puritanism.
3. Understand and articulate reformation era debates around justification, sanctification, the sacraments, and church unity.

COS 323 - Congregational Care

This course introduces students to practices of congregational care and the pastor's responsibility in care-giving.

Students will be able to:

1. Implement and oversee appropriate types of care in varieties of settings, including

- prisons, hospitals, nursing facilities, and homes.
2. Organize caring ministries within the congregation.
 3. Discern and implement appropriate boundaries, knowing when and to whom to refer people, and when and when not to share information.
 4. Reflect on and practice skills of sensitive care-giving, using role play and analysis case studies.

COS 324 - Preaching

This course focuses on preaching the gospel from the Old and New Testaments.

Students will be able to:

1. Articulate a theology of proclamation.
2. Exegete a variety of biblical passages for preaching.
3. Evaluate sermons for biblical integrity, theological soundness, internal logic, and delivery, and appropriate insights gained from the evaluation of their own sermons.
4. Develop plans for ordering and delivering sermons in their congregational and communal context.

FOURTH YEAR

COS 421 - Bible IV: Prophets, Psalms, and Wisdom Literature

This course examines God's Word as expressed through Israel's prophets, selected Psalms, and selected passages from Wisdom literature.

Students will be able to:

1. Understand the origin, history, and use of these forms of biblical literature among God's people.
2. Exegete these forms of biblical literature.
3. Apply exegesis to preaching, other pastoral responsibilities, and issues of the present day.

COS 422 – Theological Heritage IV: Wesleyan Movement

This course covers the significant individuals, decisive events, and theology of the Methodist movement. Utilizing categories of grace, faith, and holiness, the student will appropriate the Wesleyan heritage.

Students will be able to:

1. Understand and reflect on the movements, major figures, and events that led to the eighteenth century revivals, especially the lives and ministries of John and Charles Wesley.
2. Understand and articulate the vision of holiness and the theology of grace as it

- shaped the Wesleys, and the structures of the Methodist movement.
3. Identify and discuss significant theological and historical developments in American Methodism, including ordination and episcopacy.
 4. Reflect theologically on their Wesleyan heritage and identity.

COS 423 – Mission

This course introduces the theology and scope of mission, and the pastor's role in leading congregations in their mission as agents of God's transforming redemption.

Students will be able to:

1. Articulate a biblical and theological framework for Christian mission.
2. Explain the Wesleyan relationship of personal piety and social holiness.
3. Examine and reflect on unjust social realities and the response of the church locally and globally.
4. Analyze their ministry context and develop strategies for transforming mission.

COS 424 - Ethics

This course introduces the biblical and theological bases for Christian behavior, emphasizing the pastoral skills needed for moral leadership in the congregation and community.

Students will be able to:

1. Articulate a biblical and theological basis for ethical thinking and moral behavior, and distinguish major approaches to ethical reasoning.
2. Comprehend the relationship between their personal stories, pastoral vocation, local contexts, and responsibility as moral leaders.
3. Develop a Christian framework for moral reason and action, and apply it to the use of power and the setting of boundaries in ministry.
4. Demonstrate familiarity with and make use of the Social Principles of The United Methodist Church as a resource for ethical reflection and action.

FIFTH YEAR

COS 521 – Bible V: Acts, Epistles, and Revelation

This course focuses on the content and context of these writings, and the theological emphases of their writers. In addition to Acts and Revelation, Romans, 1 Corinthians, Hebrews, James, and 1 John will receive special attention. Students will articulate a theology of scripture.

Students will be able to:

1. Distinguish these genres of biblical literature, and understand the major theological themes in these writings.
2. Faithfully exegete these forms of biblical literature.

3. Apply exegesis to preaching, other pastoral responsibilities, and issues of the present day.
4. Articulate the unity and authority of Scripture as a whole.

COS 522 – Theology in the Contemporary Church

This course covers significant individuals, movements, events, and theological developments from the nineteenth century to the present. Students will read selected primary sources.

Students will be able to:

1. Understand the origins and theological tenets of liberalism from the early 19th century to the present, including its influence on ecumenism and process theology.
2. Understand and distinguish reactions to liberalism, including Fundamentalism, Neo-Orthodoxy, and Evangelicalism.
3. Understand the historical development and theology of the Holiness Movement, Pentecostalism, and the Charismatic Movement.
4. Understand the origins and tenets of Liberation and Contextual theologies.

COS 523 - Evangelism

This course introduces students to the theology and practices of evangelism as an expression of the mission of God.

Students will be able to:

1. Reflect on and articulate the meaning of the Gospel and an understanding of the Church as bearers of God's Word to the world.
2. Ground a theology of evangelism in scripture, the Gospel, and the mission of God.
3. Interpret of the Wesleyan heritage of evangelism.
4. Reflect on and implement strategies and models for evangelism by the congregation.

COS 524 – Theological Reflection on the Practice of Ministry

This course is the capstone to the student's basic course of study. Its focus is the integration of the biblical, theological, and practical aspects of ministry.

Students will be able to:

1. Articulate a Trinitarian theology for the practice of ministry.
2. State clearly the nature and mission of the Church and its relation to pastoral ministry.
3. Demonstrate the ability to reflect theologically.
4. Develop a plan for lifelong theological reading, reflection, and growth.

WESLEY THEOLOGICAL SEMINARY

POLICIES

ACADEMIC STANDARDS

Students are expected to comply with all academic regulations and requirements, both of the Seminary and of the classes in which they are enrolled. Academic honesty is expected and required. Plagiarism is regarded as a serious offense and will result in substantial penalties, including the possibility of academic dismissal. The Faculty regards the following as forms of plagiarism or dishonesty:

- copying from another student's paper
- giving or receiving unauthorized assistance to or from another student during an examination
- using unauthorized material during an examination
- borrowing and presenting as one's own (i.e., without proper attribution) the composition or ideas of another.

The mutilation, defacement, or stealing of library materials are examples of academic dishonesty and/or professional misconduct and are also subject to disciplinary action.

PLAGIARISM

When a professor recognizes plagiarism in a student's work, that faculty member should notify the Directors of the program. The Directors will contact the student to discuss the incident. In most cases the student is given a chance to correct the paper within a specified time frame. If this is not done to the satisfaction of the Directors, the student will receive an "F" for the course. In extreme cases of plagiarism the Directors will notify the student's conference registrar and/or their District Superintendent.

Students who would like help with their writing can view the following source:

<https://owl.english.purdue.edu/>²

Students should make themselves familiar with the MLA style (Modern Language Association) for citation and use this throughout their COS career. The purchase of a writing handbook such as *A Pocket Style Manual* by Diana Hacker might be helpful.

ATTENDANCE POLICY

Students are expected to attend all class sessions during Course of Study. There are no excused absences from Course of Study classes. Absences may affect class participation grades, and therefore a student's over all performance at Course of Study. Per the policy set by the Board of Higher Education and Ministry, a student missing more than three hours of any one course shall not receive a grade for the course. *It is expected that student will make arrangements to*

² <https://owl.english.purdue.edu/> viewed 3/6/2014

have the needs of their congregations met during their absence, or schedule weddings and funerals when it will not conflict with class time.

CONDUCT OF STUDENTS

The Course of Study expects and requires all students continuing loyal cooperation in developing and maintaining high standards of scholarship and conduct. Wesley Theological Seminary expects Course of Study students to participate in a community of shared concern for growth in life appropriate to Christian faith and to the dignity of their calling.

HARASSMENT

Harassment of any kind is not acceptable at Wesley Theological Seminary. It is inconsistent with the seminary's commitment to excellence and respect for all individuals. Wesley is also committed to the free and vigorous discussion of ideas and issues, which the seminary believes will be protected by this policy.

INCLUSIVE LANGUAGE

Using inclusive language that expands and enriches our understanding of God includes the practice, when writing and speaking of persons or God, of using precise language and explicit pronouns; referring to collective and abstract nouns without gender; and avoiding the exclusive use of either masculine or feminine pronouns for God.

ALCOHOL AND SMOKING POLICY

Open containers of alcohol are not permitted in any common areas on campus. This means alcohol is restricted to the interior of dorm rooms for those living on campus. Open or closed containers of alcohol may not be kept in -- or consumed in -- community space, including community kitchens, lounges, or study areas. Smoking is not permitted in any Seminary building. Any resident smoking must stand at least 25 yards from any campus building. There is a designated smoking area in the seating area surrounded by hedges in the parking lot near the end of Straughn Hall and the Library.

NON-DISCRIMINATION POLICY – *Approved by the Board of Governors – 5/16/14*

Wesley Theological Seminary (the "Seminary") is committed to complying fully with all applicable federal and District of Columbia non-discrimination laws. In accordance with this commitment, the Seminary shall not discriminate against any individual in the provision of educational services (admission, financial aid, etc.), student housing or employment, including but not limited to, by reason of that individual's actual or perceived race, color, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familiar status, family responsibilities, genetic information, disability, or political affiliation.

COURSE OF STUDY PROGRAM POLICIES

PRE-COURSE ASSIGNMENTS

Pre-course assignments are required for the July Intensive, Weekend and Satellite school programs. Assignments are posted on the COS website under the term and course number. Assignments for the July term are generally available to students by mid-October. Assignments for the weekend and satellite program will be posted as soon as they are available from the faculty. Our goal is to have these assignments posted three months in advance of the first class meeting.

July Intensive Program:

The pre-course assignment for the July Intensive Program is split into two components, each about ten pages in length. The first paper is due June 1 (if late marked down one letter grade) and the second paper is due the first day of class (if late marked down one step in grade level e.g. A to A minus). **Both assignments are to be posted to Blackboard.** It is in the student's interest to set time aside early on for study so that these deadlines can be met. **The drop-dead date for turning in coursework is the last day of class. No coursework will be accepted after that date and the student will fail the course.**

Weekend and Satellite Program:

There is a pre-course assignment due at the beginning of each weekend or satellite school session. Pre-courses assignments will be posted to the website as soon as they are received from the faculty along with book lists. Papers must be turned in on time at the beginning of each class session to receive credit for the course. Papers that are not turned in will result in a failing grade for the course.

GRADES

Grades are assigned by faculty following completion of all coursework. Grades range from "A" to "C-". Those who do not turn in pre-course work or who perform in a substandard manner will receive a grade of "F" and will be required to re-take the course. Grade reports for the July Intensive program are mailed from Wesley Theological Seminary once a year in mid - late October. Weekend grades are mailed out as soon as all the grades have been reported each term. Grades are sent to the student, student's conference registrar and to the COS registrar in Nashville, TN.

TRANSCRIPTS

Official transcripts for Course of Study work are available through the General Board of Higher Education and Ministry, Box 34007, Nashville, TN 37203-0007. Students should send an e-mail to cosregistrar@gbhem.org to request their transcript.

COURSE SCHEDULE

JULY INTENSIVE

The July Intensive Program consists of two 2-week terms beginning the Monday after the Fourth of July. Each term includes a day for registration and orientation followed by eight days of instruction. There are no classes held on Saturday or Sunday. Students typically take two courses each term and also engage in worship and enrichment courses. Fellowship over meals, in the dorms and around campus is a big part of the experience. A typical two week schedule would look like this:

Sunday

- Students arrive to campus beginning Sunday evening

Monday

- 1pm-3pm Registration and Orientation
- 5pm Dinner
- 7pm – Class meetings

Tuesday - Friday

- 7am Breakfast
- 8:30- 10:45am morning class
- 11am choir rehearsal
- 11:30 chapel
- 12:30 lunch
- 1:30 afternoon class
- 3:45pm enrichment (on selected days)
- 5:30 dinner
- 7pm evening events (on selected days)

Saturday & Sunday

- Free time to read, study or explore Washington DC
- There is no meal service on campus Saturday or Sunday

Monday - Thursday

- 7am Breakfast
- 8:30- 10:45am morning class
- 11am choir rehearsal
- 11:30 chapel
- 12:30 lunch
- 1:30 afternoon class

- 3:45pm enrichment (on selected days)
- 5:30 dinner
- 7pm evening events (on selected days)

Students must attend all classes to receive credit for the course. There are no excused absences. *Students should arrange events of their parishes around their scheduled courses.* Course schedules are posted five years in advance on the website.

Weekend and Satellite Program

Each course taken in the weekend or satellite format consists of two weekend meetings of ten classroom hours each weekend. Each weekend is schedule approximately a month apart and is scheduled by season. For example, the Winter Term is held in January and February. A typical weekend program schedule looks like this:

Friday

- 10:30am – 1pm Registration (first weekend only)
- 1pm – Worship
- 1:30 – 5:30pm class
- 5:30 – 7pm dinner break
- 7pm – 9pm class

Saturday

- 8:30am gathering with coffee and continental breakfast provided
- 9am – 1pm class

Students must attend both weekends to receive credit for the course. There are no excused absences. *Students should arrange events of their parishes around the scheduled courses they are registered for.* Course schedules are posted five years in advance on the website.

LIVING ARRANGEMENTS

HOUSING

Wesley Seminary will place students in one of three living arrangements for the July Intensive Program;

- Straughn Hall – the original student dorm. This consists of dormitory rooms with a shared bath on each floor for men or women.
- The New Residence Hall – completed in 2013 the New Residence Hall’s rooms are arranged in “suites”; two rooms share a bath in the middle.
- Hotel – Wesley contracts with a nearby hotel for additional space to accommodate those we cannot house on campus.

Campus housing space is limited. All housing facilities are air-conditioned. Linens are supplied however, bring your own if you prefer. Housing confirmation letters will be mailed out in early June and will include a list of suggested items to bring. **Room assignments are made according to the information submitted on the applications.** Students with special health needs should indicate the nature of the need on the housing form and include a letter from their physician. A new doctor's note should accompany your registration form each year you attend Course of Study as situations may change.

Students may arrive beginning on the Sunday before classes begin each term and must depart by 9am on the Friday after classes end. Wesley Theological Seminary is a smoke-free campus. **PLEASE NOTE: We ask that spouses and family members not accompany students to COS. Unusual circumstances should be presented to the COS Director for approval prior to arriving on campus.**

CANCELLATION POLICY: Housing cancellations must be received in writing by June 8. Students will be held responsible for housing costs if cancellations are received after June 8.

MEALS

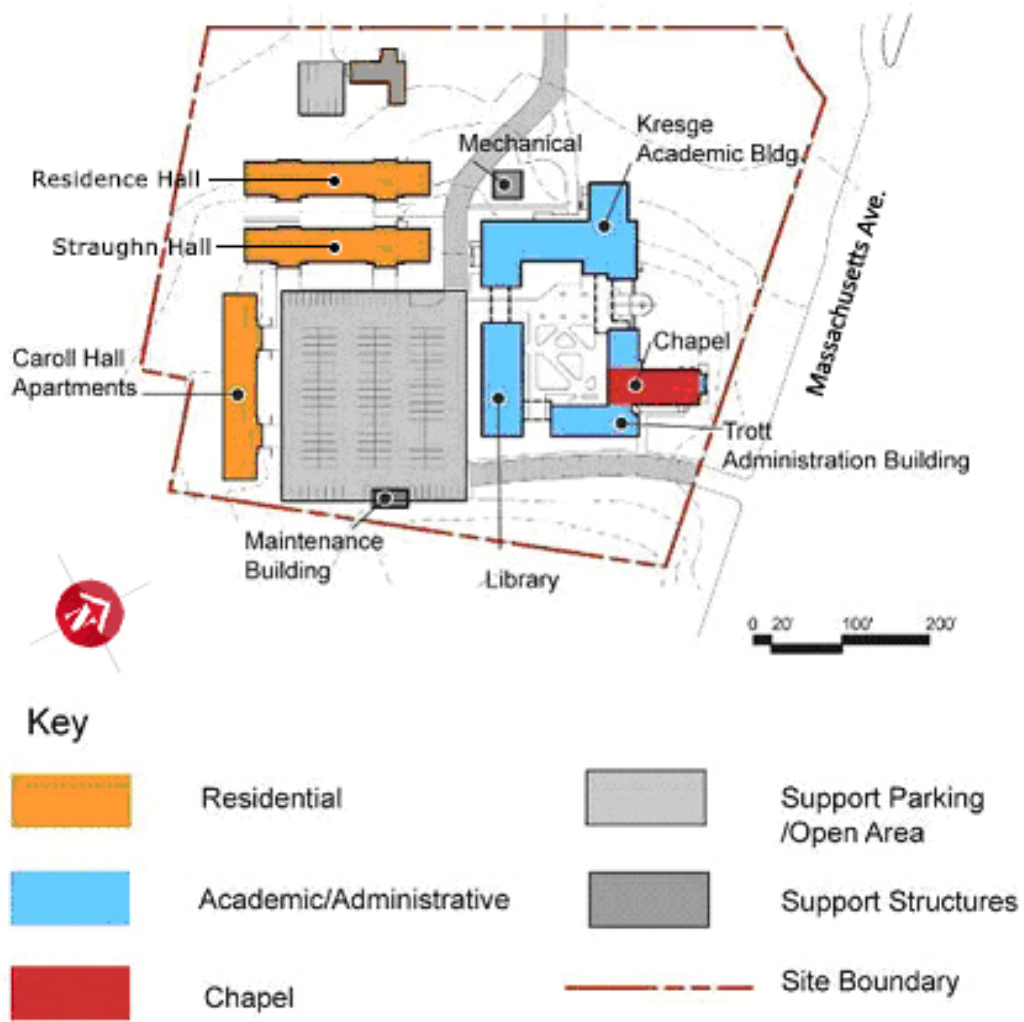
All students housed by Wesley either on campus at Wesley Theological Seminary or off-campus must purchase the meal plan. Students not staying in campus housing have the option of purchasing the meal plan. The meal plan includes three meals a day most days. Please refer to the program calendar found on the website for specific information.

There are no meals served on Saturday or Sundays.

In addition to the seminary refectory (dining hall), there are a number of fast food options and restaurants close by. Fliers with restaurant lists are available once on campus and online. The New Residence Hall (opened 2013) has kitchen facilities on each floor. Straughn Hall, the dormitory at Wesley, has a kitchen on the lower level that is also open for students to use with limited pots and pans.

Students will also find dining options at nearby American University by walking out the Wesley entrance drive and up the hill of Massachusetts Avenue. During the summer months you will find a Subway and Starbucks in the tunnel under the Mary Graden Center as well as a bank, dry cleaner and hair salon.

CAMPUS MAP



COMMUNITY LIFE

WORSHIP

Worship services will be held every day classes are in session in Oxnam Chapel. The preachers and worship leaders include COS faculty and students. Different styles and genres of worship will be experienced. Attendance is strongly encouraged. In addition there is a student led morning prayer service each day as well as worship opportunities in the dorms.

CHOIR

Students are encouraged to join the COS choir. This is an opportunity to experience community as well as be a part of the worship experience. The student choir prepares an anthem for chapel services and provides special music for other occasions including the graduation ceremony. Choir rehearsals are scheduled daily prior to the daily mid-day worship service. All are welcome!

FELLOWSHIP

Many fellowship opportunities are scheduled during the Course of Study. Activities include ice cream socials, talent shows and other evening gathering events. A trip downtown to the museums and other sights of DC during the weekends students are on campus is encouraged.

STUDENT GOVERNMENT

Student officers and class representatives are elected annually. The officers work with the directors and seminary staff to help maintain the excellent opportunities for fellowship and learning at the school. Class representatives are elected the first evening of each session during the class meetings. Student Body representatives are elected during the Student Body meeting held the last Tuesday night of the summer session to serve during the next summer session.

A Class Officers' meeting is held every Wednesday during lunch in the Bess Jones dining room. Those in attendance include, the COS Directors, Student Body Officers, Class Presidents, Secretary and Treasurer and the newsletter editor.

Student Body Officers include President, Vice President, Secretary and Treasurer. A Newsletter editor is also elected. The duties for each office include:

President:	Is the leader for the student body chairing the weekly meetings, helping to lead orientation, working closely with the directors and seminary staff to ensure a smoothly run program.
Vice President:	To assist the President with their duties. In addition, the Vice President appoints a committee of fourth year students to help plan and run the reception following the graduation ceremony at the end of the fourth week.

Secretary:	Takes minutes for all student body or class officer gatherings and provides copies to the Directors for seminary files. Also, helps make sure the Newsletter editor has the information needed for the newsletter from each class.
Treasurer:	Works with the class treasurers to gather and count the funds generated for the Howes/Larsen fund. Reports on the fund raising effort at the weekly class officer meetings. Turns in these funds to the Director.
Newsletter Editor:	Produces a newsletter each week during the July term with information and news for the student body. Works with the mailroom to assure the newsletter is printed and distributed.

Class Officers are elected the first night of each term for each class – First Year, Second Year, etc. Students should elect the following officers: President, Treasurer, Secretary and Worship Leader. The duties for each office include:

President:	Primary contact between the class and the COS Directors. Brings any issues raised by the class to the weekly offer meetings so that the Seminary staff can be made aware and make corrections as appropriate.
Secretary:	Keeps any minutes for class meetings and works with the newsletter editor to make sure material from their class is included in the newsletter each week.
Treasurer:	Collects funds from class fundraiser for the Howes/Larsen scholarship fund keeping track of the progress and turning in the funds to the student body treasurer.
Worship Leader:	Works with the class to begin each class session with a short devotion, song or other worship. This person should not do all the worship themselves, but be the contact point for the class so that others can coordinate with them to lead in the classroom. Also, the worship leader should be in touch with the Choir Director regarding daily chapel. Each year will have the opportunity to assist with scripture reading and other liturgy within the context of daily worship. The choir leader will coordinate this effort.

SPECIAL EVENTS

ICE CREAM SOCIAL & TALENT SHOW

During each session of the July Intensive program the student body holds an ice cream social and talent show. Students are encouraged to bring musical instruments or other talents to share with the group. This is always a wonderful time of fellowship and building bonds with other local pastors and faculty.

ANNUAL CONFERENCE REGISTRAR DAY

On the fourth Wednesday of Course of Study, representatives from the annual conferences are invited to visit campus and to meet with the students from their conference as well as the COS Advisory Board. If they are able, they are also invited to attend graduation that evening. Time is allocated after classes for students to meet with their conference representatives.

COMMENCEMENT

The graduation ceremony is held on the last Wednesday of Course of Study School at 7:00 pm at Metropolitan Memorial United Methodist Church. Housing for families attending graduation should be arranged by the student. A list of hotels is available on the web site.

COURSE OF STUDY PROGRAM CONTACTS

Dr. F. Douglas Powe, Faculty Director

202-706-6842

dpowe@wesleyseminary.edu

Sara Sheppard, Managing Director

202-885-8688

ssheppard@wesleyseminary.edu

Business office

Shannon Strang

Student Accounts Coordinator

202-885-8662

businessoffice@wesleyseminary.edu

On-campus housing Inquires for July only

COShelp@wesleyseminary.edu

Pamela Fulton, Registrar GBHEM

cosregistrar@GBHEM.org

Wesley Seminary Course of Study website: **www.wesleyseminary.edu/cos**