Wesley Theological Seminary

2 week Course of Study Guidelines for Students

Thank you for being part of the Course of Study family at Wesley Theological Seminary. To help you navigate the program we have prepared a few guidelines. As always, if you have any questions please contact either Doug Tzan, Faculty Director dtzan@wesleyseminary.edu or Sara Sheppard, Managing Director. ssheppard@wesleyseminary.edu 202-885-8688

Summer Basic Course of Study

The Summer COS program is a hybrid program with both online and face to face components. The face to face class time will begin July 6 and will take place over two week-long terms with five days of classes (Monday-Friday) for each term (Term 1: July 6-10; Term 2: July 13-17). The terms will begin with an orientation session on Sunday evening. Each day that we have class on campus we will also celebrate a service of Word and Table. Faculty members who are ordained are invited to participate by presiding over the table for these services. Students who have completed the twenty required courses or will so complete during the July session will be invited to present the Word.

In addition to the face to face class time, each summer course must also include 7.5 contact hours of online instruction. The online instruction may begin two weeks prior to the start of the first face to face term and extend two weeks after the end of the second face to face term (June 22-July 31). The distribution and arrangement of that online component is at the discretion of the instructor. That online component should be arranged in whatever way best meets the educational needs of the course, but all faculty are encouraged to offer opportunities for course and student introductions during the first online session and some summative assessment after the face to face weeks.

Asynchronous instruction is preferred for the online component so students with different work schedules can participate fully in the course. This preference does not preclude faculty from scheduling a common online session, such as a Zoom meeting, if all students in the course are able to participate. Guidelines and training for planning online instruction will be made available to faculty.

	Pre-course on-line	Face to face	Post-course on-line	Grades due
Term 1	June 22 – July 3, 2020	July 6 – 10, 2020	July 20 – 31, 2020	August 31, 2020
Term 2	June 22 – July 3, 2020	July 13 – 17, 2020	July 20 – 31, 2020	August 31, 2020

Booklists

Faculty are responsible for updating their booklists and syllabus returning it to the COS office **no later than September 15** so that it may be published by October 1.

Assignments

It is expected that students' complete assignments, papers and projects equivalent to 20 pages per course (12 pt font Times New Roman with one inch margins). Course work is due on dates determined by the instructor, but such deadlines must fall within the 6-week window of instruction. No work will be accepted after the last day of online instruction (July 31), and the student will receive an F for the course.

We ask our students to post their papers to Blackboard to give us a date stamp, so we know they turn it in on time. Once papers are received and grades are assigned, faculty are expected to return feedback to students with their grades. Since papers are submitted to faculty electronically, that feedback can be returned electronically (such as through Blackboard, comments on Word documents, or via email).

Instructors must make provisions for graduating students to submit all graded assignments before graduation.