

**Asbury Theological Seminary Syllabus**

**DM(ORG) 915A: Seminar One: Kenotic Leadership - One**  
**2.00 Credit Hours**  
**Extended Learning/Online course**  
**2020 Summer Session/Jun 1, 2020** - **Aug 21, 2020**

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| PROFESSOR INFORMATION |

**Name:** David Gyertson, Ph.D.

**Title:** Professor of Leadership Formation and Renewal

**Email:** david.gyertson@asburyseminary.edu

**Office Location:** Beeson International Center

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| COURSE DESCRIPTION |

Paul's admonition to "have this same mindset as Christ Jesus" in our relationships provides the fertile soil out of which has grown popular theories of servant leadership. This course digs deeper into that rich humus to better understand kenosis on an individual and corporate level. Using a Wesleyan theological bias towards orthopraxy, students will integrate their biblical and theological wisdom to create robust models of kenotic leadership that form stakeholders and influence societies. Particular emphasis will be given to fostering kenosis-in-community in complex settings.

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| PROGRAM LEARNING OUTCOMES |

By the time students complete the D.Min Program, they will have an accomplished or exceptional ability to:

1. Revisit foundations for sustainable ministry.

* Being immersed in explicit Wesleyan practices of community-based formation around the priorities of scripture, reason, tradition and experience, participants will discover transformational habits for sustainable ministry lifestyles.

2. Foster ministry leadership vision, ethic and practice relevant to their ministry context and world.

* By deeply engaging in analysis of one significant theme from their unique ministry context, participants establish a trajectory for life-long contribution.

3. Appreciate transformational demands within contemporary ministry organizational contexts such as congregations, non-profits and marketplace engagements through various analytic means of biblical, theological, social and cultural exegesis.

* Participants must add to their biblical and theological exegesis, cultural- situational exegesis that informs ministry leadership practice on a daily basis.

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| REQUIRED STUDENT LEARNING OUTCOMES |

By the end of DM(ORG)915A, students will have a *developing* ability to:

1. Demonstrate an integration of Wesleyan theology in leadership practice. (PLO #1)
2. Understand how a kenotic perspective integrates the four dimensions of the Anatomy of Leadership to inform students’ life’s calling. (PLO #2)
3. Articulate how kenotic leadership will reinforce, change and/or enhance students’ leadership motivations and practices within the context of their current or anticipated leadership role and identify the disciplines needed to ensure “leading like Jesus” for a lifetime. (PLO #3)

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| ADDITIONAL STUDENT LEARNING OUTCOMES |

*N/A*

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| COURSE INTRODUCTION |



Welcome to Kenotic Leadership! The information below provides an introduction to your faculty.

**David Gyertson, Ph.D.** Dr. Gyertson is Distinguished Leader in Residence as Asbury Theological Seminary. Previously he served as Professor of Leadership Formation and Renewal, Associate Provost and Founding Dean of the Beeson School of Practical Theology. His areas of specializing include Christian leadership, applied theology, communication theory & practice, church history and higher education.

Gyertson has served as the president of three Christian universities, as a senior pastor in Methodist and Presbyterian congregations, and held executive leadership positions in religious, charitable and media environments in international and cross-cultural settings. He researches, publishes, teaches and coaches in the fields of leadership development, executive transitions, and organizational governance.

The admonition to “have the same mindset as Christ Jesus” in our relationships and responsibilities provides the foundation for this course upon which we evaluate and apply theories of leadership to your own callings and contexts. Using a Wesleyan theological perspective, we explore the anatomy of effective leadership by examining and then integrating theory/theology (mind), motivations (heart), relevant skills (hands), and life- long disciplines (habits) to understand Jesus’ kenotic\* leadership model (Philippians. 2). Students are challenged to cultivate related biblical and theological understandings to create a personalized model that informs their leadership calling, serves stakeholders and transforms their organizations.

Note: there are two resources uploaded in your online classroom that should be read first to better understand the emerging thinking on how kenosis informs a more integrated model of faith-based leadership - Gyertson’s “Foundations of Christian Leadership” and Bekker’s “The Philippians Hymn.”

*\*In Christian theology, kenosis (Greek: κένωσις, kénōsis, lit. [the act of emptying]) is the 'self-emptying' of Jesus' own will and becoming entirely receptive to God's divine will. The word ἐκένωσεν (ekénōsen) is used in Philippians 2:7, "[Jesus] made himself nothing...". Note also that the leadership focus for kenosis in chapter 2 is more about doing the will of the Father and meeting the needs of the led than serving the needs and preferences of the leader. Jesus made Himself of no reputation and identified with those He came to serve in order to fulfill His redemptive mission.*

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| REQUIRED TEXTBOOKS |

Blanchard, Ken, Phil Hodges, and Phyllis Hendry. *Lead Like Jesus Revisited.* Thomas Nelson, 2016. (272 pages)

$13.86 Paperback, ISBN: 978-0718077259

$10.99 Kindle, ASIN: B019AI9CG0

Dockery, David S., ed. *Christian Leadership Essentials: A Handbook for Managing Christian Organizations.* B&H, 2011. (368 pages)

$26.87 Hardcover, ISBN: 978-0805464771

$14.74 Kindle, ASIN: B004T0AB5G

Dunnam, Maxie. *Christian Leadership: Speaking to God for the People, Speaking to the People for God.* Abingdon, 2019. (144 pages)

$12.98 Paperback, ISBN: 978-1501883118

$9.99 Kindle, ASIN: B07FB1NL96

Garrido, Ann M. *Redeeming Administration: 12 Spiritual Habits for Catholic Leaders in Parishes, Schools, Religious Communities, and Other Institutions.* Ave Maria, 2013. (192 pages)

$11.41 Paperback, ISBN: 978-1594714283

$9.99 Kindle, ASIN: B01N7CUODW

Gorveatte, Mark L. Lead Like Wesley*: Help for Today’s Ministry Servants.* Wesleyan, 2016. (192 pages)

$22.28 Paperback, ISBN: 978-1632571250

$9.99 Kindle, ASIN: B01CF09NXM

Northouse, Peter G. Introduction to Leadership: Concepts and Practice. 4th ed. Sage, 2018. (368 pages)

$53.53 Paperback, ISBN: 978-1506330082

$48.59 Kindle, ASIN: B07C6LQYW1

Perry, Aaron, and Bryan Easley, eds. Leadership the Wesleyan Way: An Anthology for Forming Leaders in Wesleyan Thought and Practice. Emeth, 2016. (450 pages)

$36.00 Paperback, ISBN: 978-1609471026

$9.99 Kindle, ASIN: B07H6XLSF7

Rodin, Scott. The Steward Leader: Transforming People, Organizations and Communities. InterVarsity Press: 2013. (200 pages)

$19.00 Paperback, ISBN 978-0830838783

$13.86 Kindle, ASIN: B00HAF9SU6

Total pages: 2,220

REQUIRED RESOURCES

**The Anatomy of Kenotic Leadership**

Kenotic leadership, which is the focus of this course, is based on the Jesus model of leadership as gleaned from Philippians chapter 2. Kenotic leaders are willing to empty themselves (κένωσις, kénōsis) of their rights, privileges, opportunities, needs and personal agendas to ensure the fidelity of the mission they have been given and the well- being of those through whom the mission will be accomplished.

Kenotic leaders think deeply about the theories and theologies that inform their leadership callings. They evaluate and keep current with the major theoretical constructs that emerge from valid research. For those who believe that leadership is a God-given, spiritually enriched and sacred calling, they explore the theological implications of leading as communicated in and modeled by the major teachings and figures of the Christian Scriptures.

Kenotic leaders examine the character and motivations at the heart of leadership - the who and why of their leadership calling. They believe character counts as an essential foundation. And they know that what drives them as leaders determines the legacy that will persist after they have left their positions of authority and influence. In particular, a desire to “lead like Jesus” is informed by the kenosis motivation that willingly sets aside privileges and perks as described in Philippians 2 to focus more on the needs of the led than on the needs, preferences, agendas or predispositions of the leader.

Kenotic leaders develop those skills and techniques relevant to their respective callings and contexts. Their hands know what to do and how to do it examining results against their organization’s stated goals and values. Evaluating the appropriateness of both means as well as ends is the focus of their leadership practices and strategies.

 Finally, kenotic leaders master the essential habits that guide their thinking, guard their hearts and continuously equip their hands for the leadership mission they have accepted.

For DM(ORG)915A & B the required readings assignments assume that you will scan every page and participate in exercises, inventories or reflections as provided. The goal is to discover the theses presented and demonstrate mastery of the concepts. This may mean that some materials will read faster than others.

The supplemental resources are provided for those who want to explore other materials beyond the required texts to address your specific interests. These are not required but worth having in your bibliography for future reference. There usually are short summaries on the worldwide web of the contents, chapter headings as well as reviews that can help you explore relevance.

You also are encouraged to look for distinctive materials that speak more specifically to your own organizational or cultural contexts and employ these in the assignments as helpful. For our international students in particular, exploring leadership authors within your cultural context will be important to adapting a predominantly “western perspective” in the currently available research to your particular setting.

As you read, take time to determine where in the four quadrants of the Leadership Anatomy, as described in the instructions for the reflection paper below, these themes and concepts fit. Annotating will facilitate your contributions to the online forums, inform the major project(s) that will be due, and enhance your participation in the residency experience – saving you considerable backtracking.

**NOTE**: First read these two documents, found as PDF files in your online classroom, to gain a general understanding of the Kenotic Leadership model.

* Bekker, Corne J. The Philippians Hymn (2:5-11) as an early mimetic Christological model of Christian Leadership in Roman Philippi
* Gyertson, David. The Foundations of Kenotic Leadership

RECOMMENDED TEXTBOOKS

Collins, Kenneth. *The Theology of John Wesley: Holy Love and the Shape of Grace.* Abingdon, 2007. (423 pages)

$31.19 Paperback, ISBN: 978-0687646333

$23.49 Kindle, ASIN: B0056455F0

Gorman, Michael J. *Becoming the Gospel: Paul, Participation and Mission.* Eerdmans, 2015. (351 pages)

$19.27 Paperback, ISBN: 978-0802868848

$15.99 Kindle, ASIN: B00WIVFQDK

Greer, Peter, and Chris Horst. *Rooting for Rivals: How Collaboration and Generosity Increase the Impact of Leaders, Charities, and Churches.* Baker, 2018. (240 pages)

$10.19 Hardcover, ISBN: 978-0764231254

$0.00 Kindle, ASIN: B079BYP6GW

Hunter, James Davidson. *To Change the World: The Irony, Tragedy, and Possibility of Christianity in the Late Modern World.* Oxford UP, 2010. (368 pages)

$32.92 Hardcover, ISBN: 978-0199730803

$17.92 Kindle, ASIN: B003TWNDVY

Lindsay, D. Michael, with M. G. Hager. *View from the Top: An Inside Look at How People in Power See and Shape the World.* Wiley and Sons, 2014. (206 pages)

$19.79 Hardcover, ISBN: 978-1118901106

$15.19 Kindle, ASIN: B00JT8K39C

Smith, James Bryan. *The Good and Beautiful Community: Following the Spirit, Extending Grace, Demonstrating Love.* IVP, 2010. (237 pages)

$17.29 Hardcover, ISBN: 978-0830835331

$14.74 Kindle, ASIN: B00APKGLU8

Smith, James K. A. *You Are What You Love: The Spiritual Power of Habit.* Brazos, 2016. (210 pages)

$14.17 Hardcover, ISBN: 978-1587433801

$9.99 Kindle, ASIN: B012H10K3G

RECOMMENDED RESOURCES

*N/A*

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| ASSIGNMENTS AND RUBRICS OR EVALUATION CRITERIA |

To successfully complete this class, students must satisfactorily complete and submit all assignments on time and actively participate and contribute to the learning community.

**1. Online Discussion Forum: “Key Constructs of the Anatomy of Kenotic Leadership: Contributions of the Wesleyan Perspective” (20 points)**

Due Date: June 1-15, 2020  
Points/Percentage: 20  
Learning Outcome: 1, 2

On the first day your online classroom opens (June 3), you will find a discussion forum waiting there for you. Already organized by Legacy Groups, students will respond to the questions by posting reflections, reading group members’ thoughts, and responding to their posts as outlined for you in the assignment. This conversation will assist you in writing the first reflection paper.

**2. Reflection Paper: “Kenotic Leadership and Wesleyan Perspectives for Times Like These” (60 points)**

Due Date: June 29, 2020  
Points/Percentage: 60  
Learning Outcome: 1, 2

In addition to scripture, draw insights and supportive examples from the Required Reading to address the four dimensions of kenotic leadership. Discuss, where relevant, how your understandings of the historic Wesleyan perspectives contribute to a kenotic leadership model that integrates head, heart, hands, and habits in ways that address the leadership challenges and opportunities for times like these. Your paper is to be organized with the following headings addressing the stated questions:

* **Head – Stretching the Leader’s Understandings:** What major themes and insights from your readings and reflections are important to becoming a well informed and continuing learner in the theory and theology of leadership? Identify those elements you believe are reinforced by historic Wesleyan thought and practice that encourage kenotic leadership.
* **Heart – Sanctifying the Leaders Character & Motivations:** What aspects of Wesleyan thought and practice speak particularly to the character and motivations of a kenotic leader? What theories of leadership (note Northouse) seem to be most compatible with these perspectives and why?
* **Hands – Enhancing the Leader’s Skills and Capabilities:** What skill sets are needed for effective kenotic leadership in times like these? Do these differ from past skills? If so, how and why?
* **Habits – Developing Lifelong Disciplines for Effective Kenotic Leadership:** What spiritual and professional disciplines are needed to be a kenotic leader in times like these? How do you see these guiding the mind, guarding the heart and developing the skills needed for a lifetime of growth in kenotic leadership?

Write 2-3 pages for each of the four categories (total of 8-12 pages; not to exceed 15 pages). See Additional Assignment Guidelines section for more details.

**3. Course Participation (20 points)**

Due Date: June 20 - 24  
Points/Percentage: 20  
Learning Outcome: 3

Complete all reading assignments before you arrive for residency. Be prepared to demonstrate consistent engagement with peers, faculty, guest speakers and planned activities throughout the residency.

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| Assignments | | | | |
| Assignment Description | SLO | Method of Assessment | Value /Due Date | Evaluator |
| **Assignment #1:**  Online Discussion Forum: “Key Constructs of the Anatomy of Kenotic Leadership: Contributions of the Wesleyan Perspective” | #1, 2 | Online forum post responses | 20%  Due Date:  6/1-15/2020. | Faculty |
| **Assignment #2:**  Reflection Paper: “Kenotic Leadership and Wesleyan Perspectives for Times Like These” | #1, 2 | 8-12 pages; 12-pt font, double-spaced | 60%  Due Date:  6/29/2020.  Upload to online classroom. | Faculty |
| **Assignment #3:**  Course Participation | #3 | Peer, faculty, guest speaker, planned activities engagement | 20%  Due Date:  7/20-24/2020. | Faculty |

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| COURSE SCHEDULE |

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| ADDITIONAL ASSIGNMENT GUIDELINES |

**Reflection Paper: “Kenotic Leadership and Wesleyan Perspectives for Times Like These”:** Your paper will be evaluated using the following criteria:

* The paper must include a thoughtful reflection on all four dimensions of the kenotic anatomy, responding to the questions listed. Identify specific and properly referenced insights for each dimension avoiding broad generalizations for each of the four dimensions. Note, where applicable, discuss how a Wesleyan perspective informs these insights. (6 points for each dimension = 24 points)
* The student uses the identified insights reflecting on how these inform a commitment to and application of kenotic leadership to the challenges and opportunities of times like these. Uses specific examples to illustrate an application to a current leadership context. (6 points for each dimension = 24 points)
* Quality of Writing: Paragraphs contain one main theme with support and examples. The transitions between paragraphs make it easy for the reader to follow the student’s reflections. Sentences have a clear subject and express just one point. The paper is free of repeated grammatical problems and gives proper credit to authors when their work is cited for support. Microsoft Word is the preferred processor. Use the MLA style template. (12 points)

Exemplary = 55-60 points  
Accomplished = 50-54 points  
Developing = 44-49 points  
Beginning = 37-43 points

**Fear Not!**

At this point you may be somewhat overwhelmed and perhaps even intimidated by the tasks before you. For most of our students, Doctoral level studies represent a new and demanding challenge in their preparations to take the next steps in their callings. “Eat this elephant a bite at a time!” Step by step will get you to the end of this journey. And your faculty and the Doctor of Ministry team are praying for and readily available to take each step with you! Take hold of I Thessalonians 5:23-24 – be at peace, God has promised that He is faithful and He will provide all that you need to fulfill this next important step in your equipping.

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| **Student Learning Outcomes** | **Method of Assessment** | **Exemplary=4** | **Accomplished=3** | **Developing=2** | **Beginning=1** | **Evaluator** |
| **SLO #1:** Demonstrate an integration of Wesleyan theology in leadership practice. | Online Discussion Forum | *Demonstrates, at an exemplary level, an integration of Wesleyan theology in leadership practice* | *Demonstrates, at an accomplished level, an integration of Wesleyan theology in leadership practice* | *Demonstrates, at a developing level, an integration of Wesleyan theology in leadership practice* | *Demonstrates, at a beginning level, an integration of Wesleyan theology in leadership practice* | Faculty |
| **SLO #2:** Understand how a kenotic perspective integrates the four dimensions of the Anatomy of Leadership to inform students’ life’s calling. | Reflection Paper | *Demonstrates, at an exemplary level, a three-year plan for deepening spiritual and organizational formation in the student’s context.* | *Demonstrates, at an accomplished level, a three-year plan for deepening spiritual and organizational formation in the student’s context.* | *Demonstrates, at a developing level, a three-year plan for deepening spiritual and organizational formation in the student’s context.* | *Demonstrates, at a beginning level, a three-year plan for deepening spiritual and organizational formation in the student’s context.* | Faculty |

**Attendance/Participation**: To progress satisfactorily and achieve learning outcomes in this class, students must meet the course requirements. Students are responsible for notifying instructors of the reason for any absences as soon as possible and are accountable for all assignments. Makeup quizzes or exams are generally not permitted unless previously arranged with the instructor. Each faculty member will provide a written attendance policy for each class and also go over that policy on the first day of class for the course. Refer to the ATS Student Handbook for additional information regarding attendance policies and excused absences.

**Late Assignments:** Any assignment submitted after the due date and time will be reduced two numerical points for every day late. For example, two days late would reduce the grade from a 90 to an 86, unless the student talks to the professor ahead of time and receives permission to turn in the assignment late, based upon a legitimate excuse (such as illness).

**Format of Papers**: Students must use MLA academic style for completing papers; this is also the required style for your dissertation.

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| INCOMPLETE WORK POLICY |

**Incomplete Work:** “A grade of ‘I’ denotes that course work has not been completed due to an unavoidable emergency. Delinquency or attending to church work or other employment does not constitute an unavoidable emergency. Without an approved ‘I,’ a letter grade will be recorded based on grades received for completed work and an ‘F’ grade assigned to incomplete work” (ATS 2015-16 Student Handbook, page 67).

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| **Letter** | **Lowest** | **Highest** |
| A | 94.00% | 100.00% |
| A- | 90.00% | 93.99% |
| B+ | 87.00% | 89.99% |
| B | 84.00% | 86.99% |
| B- | 80.00% | 83.99% |
| C+ | 77.00% | 79.99% |
| C | 74.00% | 76.99% |
| C- | 70.00% | 73.99% |
| D+ | 67.00% | 69.99% |
| D | 64.00% | 66.99% |
| D- | 60.00% | 63.99% |
| F | 0.00% | 59.99% |

The unit of credit is a semester hour, which is defined as one hour of classroom work per week for one semester, or its equivalent. The 4.00 point system is used to compute grade point standing. The grading system is:

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| GRADE | EVALUATION CRITERIA |
| A | Exceptional work: surpassing outstanding achievement of course objectives |
| B | Good work: strong, significant achievement of course objectives |
| C | Acceptable work: basic, essential achievement of course objectives |
| D | Marginal work: inadequate, minimal achievement of course objectives |
| F | Unacceptable work: failure to achieve course objectives |

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| GRADING |

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| **Assignment** | **Weight/Point Value** |
| Online Discussion Forum: “Key Constructs of the Anatomy of Kenotic Leadership: Contributions of the Wesleyan Perspective” | 20 |
| Reflection Paper: “Kenotic Leadership and Wesleyan Perspectives for Times Like These” | 60 |
| Course Participation | 20 |
|  | **Total:** 100 |

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| CANVAS (LEARNING MANAGEMENT SYSTEM) |

Canvas is the learning management system used for Asbury seminary classes. Log into <http://connect.asburyseminary.edu> and click on the **flashing cube** (upper right corner) to access a link to the Canvas website. Once you have logged in, it is recommended that you bookmark this page for easy access. The courses that you are enrolled in should appear as “course cards” on your Dashboard. You may navigate to your desired course here. If you do not see your course, or there is nothing in your course, please contact your professor.

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| COURSE EVALUATIONS |

Course evaluations are a vital part of Asbury Seminary’s efforts to achieve excellence in the classroom. At the end of the semester, you will receive an email with information and directions for completing course evaluations. Your responses are completely anonymous, and your participation is greatly appreciated. If you have questions or encounter problems accessing the evaluations, contact the Help Desk at [helpdesk@asburyseminary.edu](mailto:helpdesk@asburyseminary.edu) or by phone at 859.858.2100 or toll-free at 800.2ASBURY.

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| TECHNOLOGY REQUIREMENTS & SUPPORT |

To take an online or hybrid class, you should be comfortable using e-mail, web browsers, word-processing software and be able to download files and create attachments. You will need the following in order to participate online:

* A computer with Windows 7 or MAC OS 10.6 or above
* An account with or regular access to an internet service provider (ISP)
* Reliable, high-speed internet (recommended)
* Word processing software
* A webcam (built-in or external) for video conferences, as needed
* A headset with microphone (preferable)

Contact the Help Desk for technical assistance accessing the online class, using electronic resources, or with other technical issues related to Asbury Seminary coursework.

* Email: [helpdesk@asburyseminary.edu](mailto:helpdesk@asburyseminary.edu)
* Phone: 859.858.2100 or 800.2ASBURY (toll free)

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| LIBRARY RESOURCES |

Library resources, research support, and library loan are available via:

* Website: [asbury.to/library](https://guides.asburyseminary.edu/home)
* Email: [helpdesk@asburyseminary.edu](mailto:helpdesk@asburyseminary.edu)
* Phone: 859.858.2100 or 800.2ASBURY (toll free)

**Materials Requests**

Use the links on the library website to search the library catalog for available materials. Students on the Kentucky or Florida campuses can use their student ID cards to check out materials in person. Books can be returned or mailed to the library at either the Kentucky or Florida campus.

Students may request books, photocopies, or emailed attachments of journal articles or portions of reference books from the library. Allow 3-10 business days for requests to be filled. Contact the library for costs and instructions on how to make requests, or view the online tutorial at [guides.asburyseminary.edu/libraryloan](https://guides.asburyseminary.edu/libraryloan).

**Online Resources**

* Asbury Scholar – Find library books, ebooks, journal articles, and other media at [asbury.to/library](https://guides.asburyseminary.edu/home).
* Databases – Access links to online resources including the library catalog, online journal databases, encyclopedias, and more at [guides.asburyseminary.edu/az.php](https://guides.asburyseminary.edu/az.php).

**Research Assistance**

Students should contact Research Services in the library for research assistance. Help is available for general research questions, including how to find course materials online or navigate library resources. Training for supported Bible software or bibliographic management software is also available. Appointments can be made via:

* Website: [asbury.to/library](https://guides.asburyseminary.edu/home)
* Email: [helpdesk@asburyseminary.edu](mailto:helpdesk@asburyseminary.edu)
* Phone: 859.858.2100 or 800.2ASBURY (toll free)

**The Writing Center**

* The goal of the Writing Center is to help students improve their graduate-level writing. Assistance is available both online and on the Kentucky campus to help with various aspects of the writing process, including structure and organization, grammar, punctuation, and citation formatting. Appointments can be made by contacting the library via:
  + Website: [asbury.to/writingcenter](https://guides.asburyseminary.edu/writingcenter)
  + Email: [helpdesk@asburyseminary.edu](mailto:helpdesk@asburyseminary.edu)
  + Phone: 859.858.2100 or 800.2ASBURY (toll free)
* Students can sign up for 30-minute sessions on the library website at [asbury.to/library](https://guides.asburyseminary.edu/home).

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| POLICIES |

Each student is responsible for being familiar with seminary policies. Asbury Seminary reserves the right to change policies when necessary. Below are brief descriptions of a few seminary policies. For more detailed information regarding school policies, please refer to the ATS Student Handbook at [asburyseminary.edu/students/student-services/student-handbook](https://asburyseminary.edu/students/student-services/student-handbook/)/

**Disability Accommodations**

Asbury Theological Seminary provides reasonable accommodation on an individualized basis for qualified students with disabilities. Students are required to provide documentation of a disability prior to receiving classroom accommodations. Since accommodations may require early planning before or at the start of the term and are generally not provided retroactively, students need to contact an Accommodations Officer as soon as possible. If you are a student with a disability and believe you require reasonable accommodations in this class, you will need to make an appointment with an Accommodations Officer in the Office of the Registrar on the Kentucky campus or in the Enrollment Management Office on the Florida campus. Students attending the Tennessee site should contact the Kentucky Registrar.

**Academic Integrity**

Academic integrity is expected of every student. Plagiarism, that is, “presenting … another’s ideas or writings as one’s own,” is considered a serious violation of integrity and is unacceptable. Detailed information, including the penalty for plagiarizing, is in the Student Handbook. For additional information about plagiarism, go to [plagiarism.org.](https://www.plagiarism.org)  
  
In this course we may utilize Unicheck, an automated system that compares students’ assignments with websites as well as a database of previously submitted student work. After the assignment is processed, instructors receive a report from [unicheck.com](https://unicheck.com) (through SpeedGrader™) that states if and how another person’s work was used in the assignment. For more information, see www.unicheck.com. If you have questions about academic honesty, please contact the library at [helpdesk@asburyseminary.edu](mailto:helpdesk@asburyseminary.edu).

**Copyright Information**

The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

By using online media resources, students are consenting to abide by this copyright policy. Any duplication, reproduction, or modification of this material without express written consent from Asbury Theological Seminary and/or the original publisher is strictly prohibited.

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| ZOOM |

Courses may use Zoom for synchronous online instruction. These sessions may be recorded by the professor and posted into the Canvas classroom. The recorded sessions will not be downloadable, and will not be used by the professor in future classes unless there is documented permission from all of the students in the recording. Chat rooms in a Zoom call are recorded and discretion should be exercised when using the chat feature, including in private rooms.

Video recordings may be considered educational records under the Family Education Rights & Privacy Act (FERPA) and will be protected as such by the Seminary. Zoom collects only minimal client information and ensures that information is kept secure (<https://zoom.us/docs/doc/FERPA%20Guide.pdf>).

Requests for accessibility accommodations related to Zoom will be dealt with on a case-by-case basis as described above under Disability Accommodations.

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| APPENDIX |

*N/A*