

**Asbury Theological Seminary Syllabus**

**DM(PLE) 915A: Seminar One: The Pastor Formed through Preaching - 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:** Dr. Jeffrey Frymire

**Title:** Associate Professor of Preaching

**Email:** jeffrey.frymire@asburyseminary.edu

**Office Location:** Florida campus, second floor

**Office Hours:** Most Tuesdays and Fridays. Others by appointment

**Office Phone:** 407-482-7669; cell phone 559-284-5790

**Name:** Dr. David Ward

**Title:** Professor of Theology and Ministry, Indiana Wesleyan University

**Email:** dave.ward@asburyseminary.edu

**Office Location:** N/A

**Office Hours:** N/A

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| COURSE DESCRIPTION |

This course is foundational for the "Shaping Prophetic Communities" cohort, a cohort theme that explores the intersections between spiritual formation, leadership and the prophetic witness of preaching. The course revisits foundations of preaching ministry by facilitating critical understanding and competence in view of the following: 1. Preaching as witness to the Gospel of Jesus Christ revealed in Christian Scriptures and 2. Preaching as both a gift of the Holy Spirit and a human vocation which serves the creation of a community called to worship the Triune God as revealed through the narrative of the whole biblical canon. This course approaches formation of preachers in the following ways: 1. As a theological and formational practice and from a perspective shaped by the Wesleyan tradition; 2. It is informed by a conscious integration of doctrinal and biblical exegesis and the practice of theological hermeneutics. Emphasis is placed on the life-long task of formation of practical habits appropriate for cultivating judgment required for faithful communication of the biblical witness in service of the Word of God, as an act of Christian worship and within the context of personal, social and cultural challenge and change.

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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(PLE)915A, students will have a *developing* ability to:

1. Demonstrate the capacity to prepare sermons using exegetical and hermeneutical skills acquired in biblical studies classes. (PLO # 1)
2. Demonstrate a capacity for delivering sermons appropriate to Christian service in the church and world. (PLO #2)
3. Exercise theological and pastoral judgment in the practice of preaching. (PLO # 3)

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| ADDITIONAL STUDENT LEARNING OUTCOMES |

*N/A*

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| COURSE INTRODUCTION |

 

Welcome to The Pastor Formed through Preaching! The information below provides an introduction to your teaching team.

**Jeffrey W. Frymire, Ph.D.** Dr. Frymire spent the first 30+ years of his vocational calling in pastoral ministry in the Church of God, Anderson. He pastored congregations in Pennsylvania, Florida, Indiana, and California. He is a graduate of Anderson University with a major in Biblical Studies. He has an M.A. Rel. and a M.Div. from Anderson School of Theology. He received his Ph.D. in Practical Theology with an emphasis in Homiletics from Fuller Theological Seminary in 2010. After graduating, he spent two years teaching Preaching and Speech Communication at Princeton Theological Seminary. Since August of 2012 he has been the Associate Professor of Homiletics at Asbury Theological Seminary’s Florida campus and was appointed Dean of the Chapel there in the summer of 2013. He is married to Rev. Joan Frymire and has three sons: Doug, Jonathan, and Joel. All three of his children are serving in full-time pastoral ministry. He is the author of the book, Preaching the Story: How to Communicate God’s Word Through Narrative Sermons.

**David Ward, Ph.D.** The Rev. Dr. David B. Ward is an ordained minister in The Wesleyan Church. Rev. Ward led a church of 650 in northern Indiana; trained itinerant preachers for a parachurch organization in Denver, Colorado; served as the Dean of Theology and Ministry; has served on the preaching team for churches in Michigan and Indiana; and is a regular preacher in conferences, camps, and universities. Rev. Ward received his bachelors in Christian Ministries from Indiana Wesleyan University; his M.Div. from Asbury Theological Seminary; and his Ph.D. from Princeton Theological Seminary in Homiletics in 2012. He keeps his hand in the local church by preaching regularly and providing preaching coaching to pastors of churches of all sizes. Dr. Ward is the author of *Practicing the Preaching Life*.

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| REQUIRED TEXTBOOKS |

**Historical/Theological Texts:**

Eslinger, Richard. *The Web of Preaching: New Options in Homiletic Method*. Abingdon Press, 2002. (312 pages)

$22.60 Paperback, ISBN: 978-0687012978

$17.27 Kindle, ASIN: B008MPB67Q

Old, Hughes Oliphant. *The Reading and Preaching of the Scriptures in the Worship of the Christian Church, Volume 1: The Biblical Period*. Wm. B. Eerdmans, 1998. (383 pages)

 $32.94 Paperback, ISBN: 978-0802843562

 $29.60 Kindle, ASIN: B004GNF4SK

Ong, Walter J. *Orality and Literacy: The Technologizing of the Word*. Routledge, 2012. (264 pages)

 $25.37 Paperback, ISBN: 978-0415538381

 $26.13 Kindle, ASIN: B00BMUGOHA

**Foundational/Cultural Texts:**

Brooks, Phillips. *Lectures on Preaching, Delivered Before the Divinity School of Yale College in January and February, 1877*. Andesite Press, 2017. (298 pages) **NOTE:** This text can often be found in total on the Internet at sites such as <https://archive.org/details/lecturespreachin00broouoft>. You only need to read Lecture #1 concerning “truth through personality,” pages 1-34.

$12.90 Paperback, ISBN: 978-1375759601

$9.90 Kindle, ASIN: B01C7VEM62

Long, Thomas G. *The Witness of Preaching*. Westminster John Knox Press, 2016. (240 pages) **NOTE:** Purchase of text is not required. Students are responsible for Chapters 3 & 4 only (48 pp.). Chapters 3 & 4 will be posted in PDF format in online, academic classroom.

 $21.50 Paperback, ISBN: 978-0664261429

 $13.39 Kindle, ASIN: B01MA1S42H

Peterson, Eugene. *Eat This Book: A Conversation in the Art of Spiritual Reading*. Wm. B. Eerdmans Publishing, 2009. (200 pages)

 $13.41 Paperback, ISBN: 978-0802864901

 $3.99 Kindle, ASIN: B001DL6G3U

**Additional Foundational/Cultural Texts – Choose any two:**

Florence, Anna Carter. *Preaching as Testimony*. Westminster John Knox Press, 2007. (208 pages)

 $16.69 Paperback, ISBN: 978-0664223908

 $15.86 Kindle, ASIN: B005C7GU1O

González, Justo and Pablo A. Jiménez, eds. *Púlpito: An Introduction to Hispanic Preaching*. Abingdon Press, 2005. (156 pages)

 $14.81 Paperback, ISBN: 978-0687088508

 $12.99 Kindle, ASIN: B0052EFVJY

Kurewa, John Wesley Zwomunondiita, *Preaching & Cultural Identity: Proclaiming the Gospel in Africa.* Abingdon Press, 2000. (236 pages)

 $19.47 Paperback, ISBN: 978-0687090310

 Not available on Kindle.

LaRue, Cleophus James. *More Power in the Pulpit: How America’s Most Effective Black Preachers Prepare Their Sermons*. Westminster John Knox Press, 2009. (216 pages)

 $15.48 Paperback, ISBN: 978-0664232788

 $9.99 Kindle, ASIN: B004ASOXX8

**Art of Preaching Texts:**

Brown, Teresa Fry. *Delivering the Sermon: Voice, Body, and Animation in Proclamation*. Fortress Press, 2008. (96 pages)

$14.97 Paperback, ISBN: 978-0800604479

$9.99 Kindle, ASIN: B003ODJ18C

Frymire, Jeffrey W. *Preaching the Story: How to Communicate God’s Word Through Narrative Sermons*. Warner Press, 2000. (160 pages)

 $9.95 Paperback, ISBN: 978-1593171315

$9.99 Kindle, ASIN: B072LP3J45

Lowry, Eugene L. *The Homiletical Plot, Expanded Edition: The Sermon as Narrative Art Form*. Westminster John Knox Press, 2000. (162 pages)

 $15.99 Paperback, ISBN: 978-0664222642

 $10.49 Kindle, ASIN: B00SLHGXEQ

Ward, Dave. *Practicing the Preaching Life*. Abingdon Press, 2019. (212 pages)

 $18.89 Paperback, ISBN: 978-1501854941

 $16.99 Kindle, ASIN: B07G5MM7FD

Total pages: 1,871 plus two additional texts; no more than 2,339

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| REQUIRED RESOURCES |

*N/A*

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| RECOMMENDED TEXTBOOKS |

*N/A*

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| 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. Reading Integration Essay 1: Historical/Theological Background for Preaching (15 points)**

Due Date: June 15, 2020
Points/Percentage: 15
Learning Outcome: 3

Using all of the texts listed above in the “Historical/Theological Texts” section, write a 6-8-page essay (double spaced, 12-point font, one inch margins) reflecting on your reading related to:

1. The theological and historical background of Christian preaching.
	* Your paper should present a clear thesis with substantiation regarding Christian preaching’s defining characteristics and the shifts in Christian preaching across time.
	* It should demonstrate a strong integrative grasp of the reading material combined with your unique perspective on Christian preaching.

**2. Reading Integration Essay 2: Foundational/Cultural Background for Preaching (15 points)**

Due Date: June 29, 2020
Points/Percentage: 15
Learning Outcome: 3

The study of preaching, homiletics, deals with core concepts of Christian interpretation and communication as well as contextual wisdom in and across diverse cultures. Three books are required for all students (Brooks, Long, and Peterson). Rather than attempt to cover the cultural diversity of Christian preaching in a unified reading, this course offers an approved list of textbooks from which you may choose to finish out this section. We ask that you choose at least one textbook that differs from your primary cultural context, though we recognize that we cannot cover each and every one of the contexts represented by our diverse D.Min cohorts. These are foundational texts written from diverse perspectives.

Using all of the required textbooks and your two books from the “Additional Foundational/ Cultural texts – choose any two” section, write a 6-8 page essay (double spaced, 12-point font, one-inch margins) reflecting on your reading related to:

1. The fundamental formation of the preacher for the preaching task.

* Your essay should present a clear thesis with substantiation regarding the formation of the person of the preacher including the Christian formation of the preacher, the practice of homiletical habits/skills, and engagement with diverse cultures/contexts.

2. It should demonstrate a strong integrative grasp of the reading material mixed with your unique perspective on the formation of the pastor in relation to the practice of preaching.

**3. Reading Integration Essay 3: Art of Preaching: Performance, Theology, and Creativity in Preaching (15 points)**

Due Date: July 13, 2020
Points/Percentage: 15
Learning Outcome: 3

The art of preaching is artistic and not simply scientific. Preaching involves the performative, theological, and creative disciplines and actions.

Using the all of the texts listed in the “Art of Preaching” section above, write a 6-8-page essay (double spaced, 12-point font, one-inch margins) reflecting on your reading relating to:

1. Preaching as a formative and theological art.

* Your paper should make substantiate claims related to the skillful craft of preaching.
* It should also show connections between your substantive claims on the art of preaching with the foundational and cross-cultural essay written before.
* Finally, your paper should detail how your own preaching practice can/will change as a result of your reading (you may concentrate on this section or on the entirety of the reading for the course).

**4. Sermon (30 points)**

Due Date: July 27 - August 14th, 2020
Points/Percentage: 30
Learning Outcome: 2

You will be assigned a preaching group for which you will preach at some time during the dates listed above. Due to the diversity of contexts, time zones, and group leaders the deadlines will be set by your group leader. It is ideal to preach this sermon in front of a live group, even if a small gathering. More details and suggestions will be given as the course progresses.

Guidelines:

1. Choose a biblical narrative text from either Ruth or Acts. You need not check with professors or anyone else about which pericope you will use in your sermon. (If multiple students choose the same text, it will be interesting to see how each approaches the text.)
2. Use the form and approach suggested by Eugene Lowry in *The Homiletical Plot*. Your professors will be looking for an effective “Oops!” and a connective “Aha!” from each sermon. Follow all the steps outlined in Lowry. All students will be preaching a Lowry Loop.
3. Follow the exegetical process outlined in Tom Long’s book *The Witness of Preaching* – especially as is contained in Ch. 3-4.

**5. Exegetical Journal (15 points)**

Due Date: July 27 - August 14th, 2020
Points/Percentage: 15
Learning Outcome: 1

Exegetical Journals should be comprised of not more than 4 – 6 pages. Your Journals should follow the 11-step process found in Long’s *Witness of Preaching*. A modified version of this process will be posted in the online classroom. You may follow either the modified guidelines (online classroom) or the full guidelines (textbook). Failure to follow the guidelines may cause the student to have to redo the Journal in order to comply with the guidelines.

Note: The Exegetical Journal is an academic document. **Failure to cite sources within your paper; not using footnotes; and not having a bibliography will not be acceptable.**

The Exegetical Journal must be complete prior to your preaching of the sermon. It must be uploaded to the Canvas Classroom prior to your preaching date.

**6. Manuscript (10 points)**

Due Date: July 27 - August 14th, 2020
Points/Percentage: 10
Learning Outcome: 1

The production of a manuscript will ensure that each student has thought their way through the flow of the sermonic idea(s) in the text, and that they have determined the transitional statements needed to keep the sermon on track. The manuscript need not be used in the sermon; it may, but it is not required – it is the student’s choice. You do not need to cite sources in your manuscript.

The manuscript must be complete prior to your preaching of the sermon. It must be uploaded to the Canvas Classroom prior to your preaching date.

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| Assignments |
| Assignment Description | SLO | Method of Assessment | Value /Due Date | Evaluator |
| **Assignment #1:** Reading IntegrationEssay 1: Historical/Theological Background for Preaching | #3 | 6-8-page essay using “Historical/ Theological” texts (double spaced, 12 point font, one inch margins) | 15%Due Date: 6/15/2020.Upload to online classroom. | Course GraderFaculty-designed rubric attached. |
| **Assignment #2:** Reading IntegrationEssay 2: Foundational/Cultural Background for Preaching  | #3 | 6-8-page essay using required texts and two self-selected texts from “Additional Foundational/Cultural texts” section (double spaced, 12 point font, one inch margins) | 15%Due Date: 6/29/2020.Upload to online classroom. | Course Grader |
| **Assignment #3:** Reading IntegrationEssay 3: Art of Preaching: Performance, Theology, and Creativity in Preaching  | #3 | 6-8-page essay using “Art of Preaching” texts (double spaced, 12 point font, one inch margins) | 15%Due Date: 7/15/2020.Upload to online classroom. | Course Grader |
| **Assignment #4:** Sermon  | #2 | Biblical narrative from Ruth or Acts | 30%Due Date: 7/21-8/14/2020. Preached in class. | Faculty |
| **Assignment #5:** Exegetical Journal | #1 | 4-6 pages, using process in Long’s *Witness of Preaching* text | 15%Due Date: 7/21-8/14/2020. Upload to online classroom. | Faculty  |
| **Assignment #6:** Manuscript | #1 | Manuscript | 10%Due Date: 7/21-8/14/2020. Upload to online classroom. | Faculty |

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| COURSE SCHEDULE |

Please reserve the original dates for our intensive course for synchronous lectures and discussions. The schedule for these will be announced closer to the dates. The original dates for our intensive were July 20-24, 2020.

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| ADDITIONAL ASSIGNMENT GUIDELINES |

**Grading Rubric for Essays (3 essays, 15 points each = 45 points)**

Textbooks: Each student must cover, in some significant and measurable way, their understandings of the assigned reading for that paper. Failure to do so will significantly affect your grade. Please note: We are not asking for a book report. We’ve read the books and trust that you will read them, too! What we are looking for is clearly expressed in the assignment section.

We are looking for things like a “strong integrative grasp,” and a “clear thesis with substantiation.” We would prefer “substantive claims” rather than merely regurgitation of the authors’ words. In at least one case we are looking for your “current understanding” that can be substantiated by what you have learned and read. A mere book report will not suffice.

Writing: Your writing matters. We will be very interested in reading not only your grasp of the materials read, but also how you communicate those thoughts. Spelling, grammar, syntax, and vocabulary are not “extras.” They are at the heart of a preacher’s toolbox. We strongly believe that at a D.Min level, students should be proficient in their writing and eloquent in their speaking. We do not consider your writing to be ancillary to the tasks assigned. Therefore, write well, check your spelling, make sure your sentences are constructed well, and be proud of what you submit.

Delivery: It is expected that each assignment will be completed either on the due date or before. For preachers, there is no chance to “postpone” a sermon. Sunday comes with amazing regularity! Therefore, in this class, promptness of assignments is expected and lateness will be penalized. (See Late Assignments, below.)

**Grading Rubric for Sermon Components (Sermon, Exegetical Journal, Manuscript = 55 points)**

Sermon: The sermon will be evaluated along four lines:

* Content: (10 points)
	+ Is it biblical? Is the use of the text appropriate? Is the interpretation appropriate? Is it contextual and relevant?
	+ Is it theologically appropriate? Is the Gospel proclaimed?
	+ Is the basic structure relevant? Is the introduction engaging and the conclusion responsive to the points made?
	+ Is it contextually relevant? Is it timely, focused?
* Rhetoric: (10 points)
	+ Is the language and syntax appropriate? Is the pronunciation and word usage correct?
	+ Are there illustrations? Are they pertinent, well supported, vivid and sensory?
	+ Does the organization have movement, flow, logic, development, clarity and effective transitions?
	+ Did the sermon create interest? Was it engaging, compelling creative and have a proper use of humor or mood?
* Delivery: (10 points)
	+ How did the preacher use his/her voice? Did it have the proper volume, tone, inflection, variety, and pace?
	+ Was there appropriate eye contact? How did the preacher use his/her body? Gesture? Movement?
	+ Was the presentation fluid? Did the preacher have a real knowledge of the material?
	+ What was the preacher’s demeanor? Did they possess conviction, energy, passion, and authenticity?

Exegetical Journal: (15 points)

* Did the student follow the guidelines presented in Long?
* Was it possible to follow the movement from text to sermon?
* Did they cite their sources?
* Were there proper Focus and Function Statements?
* Was there a bibliography?

Manuscript: (10 points)

* Did the student turn in the manuscript on the day he/she preached?

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| **Student Learning Outcomes** | **Method of Assessment** | **Exemplary=4** | **Accomplished=3** | **Developing=2** | **Beginning=1** | **Evaluator** |
| **SLO #1:** Demonstrate the capacity to prepare sermons using exegetical and hermeneutical skills acquired in biblical studies classes. | Exegetical Journal | *Demonstrates, at an exemplary level, the capacity to prepare sermons using exegetical and hermeneutical skills acquired in biblical studies classes.*  | *Demonstrates, at an accomplished level, the capacity to prepare sermons using exegetical and hermeneutical skills acquired in biblical studies classes.*  | *Demonstrates, at a developing level, the capacity to prepare sermons using exegetical and hermeneutical skills acquired in biblical studies classes.*  | *Demonstrates, at a beginning level, the capacity to prepare sermons using exegetical and hermeneutical skills acquired in biblical studies classes.*  |  Faculty |
| **SLO #2:** Demonstrate a capacity for delivering sermons appropriate to Christian service in the church and world. | Sermon | *Demonstrates, at an exemplary level, a capacity for delivering sermons appropriate to Christian service in the church and world.*  | *Demonstrates, at an accomplished level, a capacity for delivering sermons appropriate to Christian service in the church and world.*  | *Demonstrates, at a developing level, a capacity for delivering sermons appropriate to Christian service in the church and world.*  | *Demonstrates, at a beginning level, a capacity for delivering sermons appropriate to Christian service in the church and world.*  |  Faculty |
| **SLO#3:** Exercise theological and pastoral judgment in the practice of preaching. | Reading Integration Essays | *Exercises, at an exemplary level,* *theological and pastoral judgment in the practice of preaching.*  | *Exercises, at an accomplished level,* *theological and pastoral judgment in preparation in the practice of preaching.*  | *Exercises, at a developing level,* *theological and pastoral judgment in the practice of preaching.*  | *Exercises, at a beginning level,* *theological and pastoral judgment in the practice of preaching.*  |  Course Grader |

**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** |
| Reading Integration Essay 1: Historical/Theological Background for Preaching | 15 |
| Reading Integration Essay 2: Foundational/Cultural Background for Preaching | 15 |
| Reading Integration Essay 3: Art of Preaching: Performance, Theology, and Creativity in Preaching | 15 |
| Sermon | 30 |
| Exegetical Journal | 15 |
| Manuscript | 10 |
|  | **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 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
* 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
* 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
* 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
	+ 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.

**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*