



Asbury Theological Seminary Syllabus

**DM 910B: Habits that Sustain Ministry - Two
2.00 Credit Hours
Extended Learning/Online course
2020 Fall Session/Sep 8, 2020 – Dec 18, 2020**

PROFESSOR INFORMATION

Name: Dr. Chris Kiesling
Title: The Rev'd Prof. Chris Kiesling
Email: chris.kiesling@asburyseminary.edu
Office Location: Beeson Center 328
Office Hours: Best if made appointment during the summer term
Office Phone: 859.858.2382

Name: The Rev'd Prof. Michael Matlock
Title: Professor of Inductive Bible Studies, Old Testament, and Early Judaism
Email: michael.matlock@asburyseminary.edu
Office Location: Beeson Center 317
Office Hours: please email me for an appointment
Office Phone: 859.858.2075

COURSE DESCRIPTION

This course is foundational to the Asbury Seminary D.Min. experience. The course's design is built on this claim: lasting ministry is an effect of the Spirit-filled life. This course focuses on spiritual vibrancy in the life of ministry leaders as a means and end of

sustainable lifelong ministry. Participants deepen their hermeneutical practices with an eye toward inviting God's transformative activity in experimental projects, such as examen retreats, lectio divina (contemplative) and lectio continua (continual) biblical readings, formation in-common experience with ministerial peer groups and in-ministry journey partners, and autobiographical reflection resulting in a durable rule of life.

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.

REQUIRED STUDENT LEARNING OUTCOMES

By the end of DM910A, students will have a *accomplished to exceptional* ability to:

1. Articulate hermeneutical, exegetical, formational and homiletical assumptions that have informed practices for life-long ministry sustainability. (PLO #1)
2. Integrate theological and theoretical options for implementing a biblically-conscious spiritual formation strategy that fosters sustainable missional practice. (PLO # 2)
3. Create a spiritual formation plan that includes an appreciation of the means of grace and specific strategies for growth, retreat, and ministry. (PLO #2)
4. Identify various formative expressions of community that contribute to the spiritual, social and professional well-being of the leader over a lifetime. (PLO #

3)

ADDITIONAL STUDENT LEARNING OUTCOMES

1. Develop and renew a hunger for particular virtues that provide moral vision and incentive for sustaining practices of ministry. (PLO #1)

COURSE INTRODUCTION

We know that the global church is currently undergoing a remarkable time of change and growth. As the church changes, leadership must change as well. As church leaders seek new pathways to the future, three elements must remain stable. First, the central message of the Gospel as the abiding truth of God is eternal. Second, the need for a deep abiding faith in the heart, mind, and will of the ministry leader remains a consistent and essential need if the church is to move forward in fidelity to God's nature and the church's calling. Third, ministers who do well and finish well must be marked by deep habits (personal and in community) equal to their calling, gifts and entrustments.



Welcome to Habits that Sustain Ministry! The information below provides an introduction to your teaching team.

Chris Kiesling, Ph.D. Dr. Kiesling is professor of Human Development and Christian Discipleship and earned his B.A. in General Studies and Ph.D. from Texas Tech University and a M.Div. from Asbury Theological Seminary.

He is co-author, with David Setran of a book titled, *Spiritual Formation in Emerging Adulthood: A Practical Theology for College and Young Adult Ministry*; contributor to *Does the Shape of Families Shape Faith?* and author of a number of articles in academic and clergy journals. He has served as Acting Dean of the School of Practical Theology at Asbury Seminary and as President of the Society of Professors in Christian Education. He is an ordained elder in the United Methodist Church through the Northwest Texas Annual Conference. Dr. Kiesling teaches a variety of courses the intersection faith development and the lifespan including: Family Development and Discipleship; Young and Middle Adult Development and Discipleship; Foundations of Campus Ministry; Gospel

Catechesis; Lifespan Human Development; Models of Children's Ministry; and Women's Development and the Journey of Faith. He has also involved with the Lexington Leadership Foundation offering fatherhood classes to inmates.

Prior to teaching at Asbury Seminary, Dr. Kiesling was the pastor at Manchester United Methodist Church in Arkansas from 1989 to 1993, and associate pastor at First United Methodist Church in Lubbock, Texas from 1993 to 1998. He also served as campus minister at Henderson State/Ouachita Baptist Universities from 1989 to 1993. While serving these campuses he served as an adjunct professor in the Philosophy department at Henderson State teaching a Humanities class that examined the great questions that have shaped Western civilization.

Dr. Kiesling and his wife, Suzanne, have two sons.

Michael D. Matlock, Ph.D. rejoined the faculty of Asbury Theological Seminary in 2008 after previously serving on the faculty from 1998-2001 after completing his Ph.D. in Hebrew Bible (Hebrew Union College – Jewish Institute of Religion). He currently serves as the department chair of Inductive Biblical Studies and is a co-director of the Anglican Studies and Formation program. He understands his calling at Asbury Seminary is to teach Scripture for the sake of God's church and world, and he endeavors to instill a love for the study of Scripture in his students.

Professor Matlock teaches hermeneutical courses in the Pentateuch, Historical Books, Psalms, the Book of Daniel, Minor Prophets, Gospel of Matthew, and Gospel of Mark. He also teaches Second Temple Judaism courses in the doctoral and masters programs as well as a biblical theology course.

Professor Matlock is engaged in biblical and theological scholarship for both the church and the academic guild. He has published two books, *Discovering the Traditions of Prose Prayers in Early Jewish Literature* (T&T Clark) and a devotional commentary on Daniel 1-6 (Seedbed). He is currently writing two technical commentaries, *1 Chronicles* and *2 Chronicles and the Prayer of Manasseh* for the Septuagint Commentary Series (Brill Publishers). He has written articles for such publications as the *Journal for the Study of the Old Testament*, *New Interpreter's Dictionary of the Bible*, *Encyclopedia of the Bible and Its Reception*, *T&T Clark Companion to Second Temple Judaism*, and the *Global Wesleyan Dictionary of Biblical Theology*. He has also written essays for collections in the *Library of New Testament Studies* (T&T Clark), *Deuterocanonical Books and Cognate Literature* (De Gruyter), and *Ancient Israel and Its Literature* (SBL) as well as for stand-alone volumes published by Baker Academic and Eisenbrauns.

An Anglican priest, Fr. Matlock serves as an assisting priest at St. Andrew's Anglican Church. He is married to Robin, and they have one daughter, Madeline, and two sons, Raleigh and Isaac.

REQUIRED TEXTBOOKS

Bloom, Anthony. *Beginning to Pray*. Paulist Press, 1970. (114 pages)

\$9.23 Paperback, ISBN: 978-0809115099

Not available on Kindle.

Dawn, Marva. *Keeping the Sabbath Wholly: Ceasing, Resting, Embracing, Feasting*. Eerdmans, 1989. (217 pages)

\$19.77 Paperback, ISBN: 978-0802804570

\$9.99 Kindle, ASIN: B001QPHNSA

Gaventa, Beverly Roberts. *When in Romans: An Invitation to Linger with the Gospel According to Paul*. Baker Academic, 2018. (140 pages)

\$14.29 Paperback, ISBN: 978-1540960719

\$11.99 Kindle, ASIN: B01N59VNZE

Hall, Christopher A. *Living Wisely with the Church Fathers*. IVP Academic, 2017. (274 pages)

\$19.65 Paperback, ISBN: 978-0830851881

\$13.49 Kindle, ASIN: B076C17DWT

Macchia, Stephen A. *Crafting a Rule of Life: An Invitation to the Well-Ordered Way*. IVP Books, 2012. (187 pages)

\$13.82 Paperback, ISBN: 978-0830835645

\$9.99 Kindle, ASIN: B007EMDRE8

Oden, Thomas C. *John Wesley's Teachings, Volume 4: Ethics and Society*. Zondervan Academic, 2014. (Read pages 27-53, 17-310; 157 pages)

\$21.58 Paperback, ISBN: 978-0310587187

\$12.99 Kindle, ASIN: B00DL1HY90

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

\$14.17 Hardcover, ISBN: 978-1587433801

\$9.99 Kindle, ASIN: B012H10K3G

Starling, David Ian. *Hermeneutics as Apprenticeship: How the Bible Shapes Our Interpretive Habits and Practices*. Baker Academic, 2016. (240 pages)

\$17.75 Paperback, ISBN: 978-0801049392

\$14.49 Kindle, ASIN: B01L0K1NYU

Wheeler, Sondra Ely. *Sustaining Ministry: Foundations and Practices for Serving Faithfully*. Baker Academic, 2017. (135 pages)

\$15.71 Paperback, ISBN: 978-0801098369

\$12.99 Kindle, ASIN: B06XBQ34TX

Willard, Dallas. *Renovation of the Heart: Putting on the Character of Christ*. NavPress: 2012. (272 pages)

\$13.83 Paperback, ISBN: 978-1615216321

\$10.99 Kindle, ASIN: B00IDHW708

Wright, N. T. *After You Believe: Why Christian Character Matters*. HarperOne, 2012. (307 pages)

\$10.99 Paperback, ISBN: 978-0061730542

\$1.99 Kindle, ASIN: B0038B99M8

———. *The Meal Jesus Gave Us: Understanding Holy Communion*. Westminster John Knox Press, 2015. (86 pages)

\$10.99 Paperback, ISBN: 978-0664261290

\$2.99 Kindle, ASIN: B014G2TGNV

Total pages: 2,339

REQUIRED RESOURCES

Please note that for the Oden textbook, only specific pages are required to be read.

RECOMMENDED TEXTBOOKS

Anderson, Gary A. *Charity: The Place of the Poor in the Biblical Tradition*. New Haven: Yale University Press, 2013. 978-0300198836 \$20 (222)

Bauer, David R., and Robert A. Traina. *Inductive Bible Study : A Comprehensive Guide to the Practice of Hermeneutics*. Grand Rapids: Baker Academic, 2011. 978-0801097430 \$28 (462)

Beach, Lee. *The Church in Exile: Living in Hope After Christendom*. Downers Grove, IL: InterVarsity Press, 2015. 978-0830840663 \$19 (240)

Benedict, St. *The Rule of Saint Benedict*. Edited by Timothy Fry. Reprint edition. New York: Vintage, 1998. 978-0375700170 \$12 (112)

d'Elbée, Jean C. J. *I Believe in Love: A Personal Retreat Based on the Teaching of St. Thérèse of Lisieux*. 2nd ed. Manchester, NH: Sophia Institute Press, 2001. 978-1928832287 \$17 (280)

DeYoung, Rebecca Konyndyk. *Glittering Vices: A New Look at the Seven Deadly Sins and Their Remedies*. Grand Rapids: Brazos Press, 2009. 978-1587432323 \$14 (205)

- Dreher, Rod. *The Benedict Option: A Strategy for Christians in a Post-Christian Nation*. New York: Sentinel, 2017. 978-0-735213296 \$12 (262)
- Ford, Leighton. *The Attentive Life: Discerning God's Presence in All Things*. Downers Grove, IL: IVP Books, 2008. 978-0830835997 \$14 (229)
- Goldingay, John. *A Reader's Guide to the Bible*. Downers Grove, IL: IVP Academic, 2017. 978-0830851744 \$14 (190)
- Gosnell, Peter W. *The Ethical Vision of the Bible: Learning Good from Knowing God*. Downers Grove, IL: IVP Academic, 2014. 978-0830840281 \$16 (411)
- Hand, Thomas A. *Augustine on Prayer*. New York: Catholic Book, 1986. 978-0899421711 \$6 (143)
- Harrington, Daniel J., and James F. Keenan. *Jesus and Virtue Ethics: Building Bridges Between New Testament Studies and Moral Theology*. Lanham, MD: Sheed & Ward, 2002. 978-1580511254 \$30 (216)
- Herman, Nicholas (Brother Lawrence). *The Practice of the Presence of God*. Springdale, PA: Whitaker House, 1982. 978-0883681053 \$5 (42)
- Howard, Evan B. *A Guide to Christian Spiritual Formation: How Scripture, Spirit, Community, and Mission Shape Our Souls*. Grand Rapids: Baker Academic, 2018. 978-0801097805 \$19 (288)
- Jones, L. Gregory, and Kevin R. Armstrong. *Resurrecting Excellence: Shaping Faithful Christian Ministry*. Grand Rapids: William B. Eerdmans Pub. Co, 2006. 978-0802832344 \$15 (182)
- Kreeft, Peter. *Prayer For Beginners*. San Francisco: Ignatius Press, 2000. 978-0898707755 \$12 (130)
- Kreider, Alan. *The Patient Ferment of the Early Church: The Improbable Rise of Christianity in the Roman Empire*. Grand Rapids: Baker Academic, 2016. 978-0801048494 \$18 (321)
- Leithart, Peter J. *The Baptized Body*. Moscow, ID: Canon Press, 2007. 978-1591280484 \$12 (136)
- . *The End of Protestantism: Pursuing Unity in a Fragmented Church*. Grand Rapids, Michigan: Brazos Press, 2016. 978-1587433771 \$15 (225)
- Litfin, Bryan M. *Early Christian Martyr Stories: An Evangelical Introduction With New Translations*. Grand Rapids, MI: Baker Academic, 2014. 978-0801049583 \$18 (188)
- MacIntyre, Alasdair C. *After Virtue: A Study in Moral Theory*. 3rd ed. Notre Dame, IN: University of Notre Dame Press, 2007. 978-0268035044 \$28 (286)
- Matlock, Michael D. *Daniel 1-6*. Franklin, TN: Seedbed, 2015. 978-1628242324 \$15 (182)
- McGowan, Andrew B. *Ancient Christian Worship: Early Church Practices in Social, Historical, and Theological Perspective*. Grand Rapids, MI: Baker Academic, 2014. 978-0801097874 \$20 (312)
- McKnight, Scot. *It Takes a Church to Baptize*. Grand Rapids, MI: Brazos Press, 2018. 978-1587434167 \$12 (144)
- Muller, Wayne. *Sabbath: Finding Rest, Renewal, and Delight in Our Busy Lives*. New York: Bantam Books, 2000. 978-0553380118 \$12 (256)
- Okholm, Dennis L. *Monk Habits for Everyday People: Benedictine Spirituality for Protestants*. Grand Rapids, Mich: Brazos Press, 2007. 978-1587431852 \$13 (144)

- Ryken, Leland, Philip Graham Ryken, and Todd A. Wilson. *Pastors in the Classics: Timeless Lessons on Life and Ministry from World Literature*. Grand Rapids, MI: Baker Books, 2012. 978-0801071973 \$17 (184)
- Sanders, Fred. *Wesley on the Christian Life: The Heart Renewed in Love*. Theologians on the Christian Life. Wheaton, IL: Crossway, 2013. 978-1433515644 \$16 (272)
- Setran, David P., and Chris A. Kiesling. *Spiritual Formation in Emerging Adulthood: A Practical Theology for College and Young Adult Ministry*. Grand Rapids: Baker Academic, 2013. 978-0801039560 \$25 (280)
- Shaw, Mark. *Work, Play, Love: A Visual Guide to Calling, Career and the Mission of God*. Downers Grove, IL: InterVarsity Press, 2014. 978-0830836734 \$18 (240)
- Sheriffs, Deryck. *The Friendship of the Lord: An Old Testament Spirituality*. Eugene, OR: Wipf and Stock, 2004. ISBN: 978-1573833967, \$27 (380)
- Sittser, Gerald L. *Water from a Deep Well: Christian Spirituality from Early Martyrs to Modern Missionaries*. IVP Books, 2007. \$18 (364)
- Thompson, Marjorie J. *Soul Feast: An Invitation to the Christian Spiritual Life*. Rvsd. Louisville, KY: Westminster John Knox Press, 2014. ISBN: 978-0664239244, \$14 (200)
- Torrell, Jean Pierre. *Saint Thomas Aquinas, Vol. 2: Spiritual Master*. Translated by Robert Royal. Rvsd. Washington, DC: The Catholic University of America Press, 2003. 978-0813213163 \$29 (422)
- Turkle, Sherry. *Reclaiming Conversation: The Power of Talk in a Digital Age*. New York: Penguin Press, 2015. 978-0143109792 \$12 (436)
- Van Kaam, Adrian L. *The Roots of Christian Joy*. Denville, NJ: Dimension Books, 1985. 978-0871932419 \$10 (219)
- Willard, Dallas. *The Allure of Gentleness: Defending the Faith in the Manner of Jesus*. Reprint edition. New York: HarperOne, 2016. 978-0062114099 \$11 (208)

RECOMMENDED RESOURCES

N/A

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. Rule of Life Review and Application to a Faith Community (50 points)

Due Date: September 21, 2020

Points/Percentage: 50

Learning Outcome: 3

This paper intends to provide you space to review and rework your Rule of Life (ROL), revising it based on your completed reading and participation in the first section of class. By the time this paper is due, you should have had several months in which to "try on"

your initial ROL and discover what is life-giving and/or what feels unrealistic given your daily demands.

There are **three parts** to this assignment and your grade will reflect how well you complete each part of this assignment. Aim at 4-6 pages of double-spaced reflection per part.

First, provide a detailed review of your experience trying to implement the ROL from the first class. Where have you experienced life - a deeper sense of the presence of God? What gains have been made in righteousness and fruitfulness for ministry? Report as well on places where you have not been able to live into the rhythms you set as an ideal in your ROL and what you might discern about yourself from these challenges. (Our attempt here is not to impose guilt, but to encourage sustaining habits that honor your unique personality, are reasonable for the season of ministry and life you are in, and illuminate where you may be trying to live a life beyond “the pace of grace.”)

Second, make any adjustments to your (ROL) and offer reflection about what may be needed for this to become more central and more life-giving? Focus especially on what you were hoping to become through these practices and how they are serving to create this in you. For example, “I want to practice more of the presence of God in my life and maintaining a space and time for prayer is as critical for me as breathing. Therefore, I will become a person of prayer by....)” or, “I do not want my family to feel like they are in a tug of war with God for my time, so to ensure I am fully present to them on a regular basis I will...”

Third, address in this section how you might help a faith community develop a ROL. What rhythms and events would be important for a faith community to practice together? How would you discern what would be an important practice for them? What are they trying to become through these practices? How would you lead those in your ministry context to begin to embody such a ROL? What is the connection between the practice of your own ROL and your capacity to reproduce this in the lives of others? Keep drawing from class readings, presentations and even from your integrative paper wherever these resources are applicable for this assignment. Note especially chapter 12 in Macchia's book, *Context of a Spiritual Community* as a helpful guide.

2. Integrative Paper (50 points)

Due Date: October 23, 2020

Points/Percentage: 50

Learning Outcome: 2

You will submit an integrative paper containing approximately 4,500-5,000 words in length that draws upon the insights gleaned from the Bible study videos, required textbooks, class sessions, and an expanded bibliography. It is to be a biblical, theological, social, and cultural exegesis. Please carefully attend to these strict formatting guidelines: 1-inch margins, 12-point Times New Roman font, double spaced, page numbered, name

on each page; word count does not include bibliography. The instructors will provide additional clarification regarding the specific format and various options of focus during the in-class sessions. A grading guide will be available in the DM910B online classroom.

Assignments				
Assignment Description	SLO	Method of Assessment	Value /Due Date	Evaluator
Assignment #1: Rule of Life Review and Application to a Faith Community	#3	12-18 pages (1-inch margins, 12-point Times New Roman font, double-spaced, page numbered, name on each page)	50% Due Date: 9/21/2020. Upload to online classroom.	Faculty
Assignment #2: Integrative Paper	#2	4,500 – 5,000 word (18 - 20-page) paper (1-inch margins, 12-point Times New Roman font, double-spaced, page numbered, name on each page; word count does not include bibliography)	50% Due Date: 10/23/2020. Upload to online classroom.	Faculty

COURSE SCHEDULE

N/A

ADDITIONAL ASSIGNMENT GUIDELINES

See next pages.

Student Learning Outcomes	Method of Assessment	Exemplary=4	Accomplished=3	Developing=2	Beginning=1	Evaluator
SLO #2: Integrate theological and theoretical options for implementing a biblically-conscious spiritual formation strategy that fosters sustainable missional practice.	Integrative Paper	<i>Integrates, at an exemplary level, theological and theoretical options for implementing a biblically-conscious spiritual formation strategy that fosters sustainable missional practice.</i>	<i>Integrates, at an accomplished level, theological and theoretical options for implementing a biblically-conscious spiritual formation strategy that fosters sustainable missional practice.</i>	<i>Integrates, at a developing level, theological and theoretical options for implementing a biblically-conscious spiritual formation strategy that fosters sustainable missional practice.</i>	<i>Integrates, at a beginning level, theological and theoretical options for implementing a biblically-conscious spiritual formation strategy that fosters sustainable missional practice.</i>	Faculty
SLO #3: Create a spiritual formation plan that includes an appreciation of the means of grace and specific strategies for growth, retreat, and ministry.	Rule of Life Review and Application to a Faith Community	<i>Creates, at an exemplary level, a spiritual formation plan that includes an appreciation of the means of grace and specific strategies for growth, retreat, and ministry.</i>	<i>Creates, at an accomplished level, a spiritual formation plan that includes an appreciation of the means of grace and specific strategies for growth, retreat, and ministry.</i>	<i>Creates, at a developing level, a spiritual formation plan that includes an appreciation of the means of grace and specific strategies for growth, retreat, and ministry.</i>	<i>Creates, at a beginning level, a spiritual formation plan that includes an appreciation of the means of grace and specific strategies for growth, retreat, and ministry.</i>	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.

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).

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:

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

GRADING

Assignment	Weight/Point Value
Rule of Life Review and Application to a Faith Community	50
Integrative Paper	50
	Total: 100

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.

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.

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)

LIBRARY RESOURCES

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

- Website: asbury.to/library
- 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.

Online Resources

- Asbury Scholar – Find library books, ebooks, journal articles, and other media at asbury.to/library.
- Databases – Access links to online resources including the library catalog, online journal databases, encyclopedias, and more at 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
- 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
 - 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.

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/

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.

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 (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.

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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.

N/A

SAMPLE