

**Asbury Theological Seminary Syllabus**

**DM(ORG) 916A: Seminar Two: Coaching Complex Systems - 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. Bryan Sims

**Title:** Associate Professor of Leadership, Director of Asbury Institutes

**Email:** bryan.sims@asburyseminary.edu

**Office Location:** BC105

**Office Hours:** By Appointment

**Office Phone:** 859-858-2333

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| COURSE DESCRIPTION |

This course examines biblically-informed principles that shape coaching leaders and organizations in complex contexts. The course is designed to describe and analyze the principles and processes of organizational development with a focus on use of various resources to come alongside leaders and teams to effectively reach their mission in Christ-centered, Spirit-led ways. In light of the adaptive challenges that churches, organizations, and movements are facing, the course equips students to develop coaching processes that meet these challenges with real solutions addressing those complexities. Special emphasis is given to understanding the coach's role as a change agent of sustainable organizational 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(ORG)916A, students will have a *developing* ability to:

1. Demonstrate a theologically robust coaching model for organizational development. (PLO #1)
2. Create a set of disciplines that nurture sustainable coaching objectivity that includes assessment tools like the Enneagram, Emotional Intelligence, etc. (PLO #2)
3. Design a coaching plan for an organizational context that accommodates adaptive leadership and complexity. (PLO #3)

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| ADDITIONAL STUDENT LEARNING OUTCOMES |

*N/A*

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| COURSE INTRODUCTION |



Welcome to Coaching in Complex Systems! The information below provides an introduction to your faculty.

**Dr. Bryan D. Sims** is Associate Professor of Leadership and Lay Equipping at Asbury Theological Seminary and the Director of Asbury Institutes and Lay Mobilization. His expertise relates to team leadership, equipping, leading change, adaptive spiritual leadership, and the link between leadership and discipleship. As director and designer of the Lay Mobilization Institute (LMI), he has launched cohorts of churches into the 18-month coaching process in multiple states, including KY, TN, WV, FL, MS, OH, and GA. As director of Asbury Institutes, he leads a team launching new Institutes through Asbury Seminary, often in partnership with other organizations and churches, with focus in areas like Leadership, Wesleyan Theology, and Multiplication. He has also worked since 2001 as a Leadership and Organizational Change Coach with Spiritual Leadership, Inc. (SLI) where he has trained and coached leaders, teams, churches, and organizations over extended periods of time to bring spiritual awakening and missional effectiveness.

Bryan is a graduate of West Texas A&M University (1998) and Asbury Theological Seminary (M.Div., 2003) and has a Ph. D. in Organizational Leadership from Regent University (2009). He is currently writing a book on shared spiritual leadership within adaptive challenges to be published by 100M Publishing in 2020. In addition, he has a authored a chapter in *Leadership the Wesleyan Way*(Emeth Press, 2016), co-authored a book on worship, discipleship, and mission, published multiple articles, and he was co-author on version 2 & 3 of the *L3 Leadership Incubator* Materials developed in partnership with *Discipleship Resources* and SLI (2008, 2010). He and his wife MyLinda have been happily married since 1997 and have four children: Isaiah, Luke, Silas, and Lydia.

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| REQUIRED TEXTBOOKS |

Bolsinger, Tod. *Canoeing the Mountains: Christian Leadership in Uncharted Territory.* InterVarsity Press, 2015. (225 pages)

$16.35 Hardcover, ISBN: 9780830841264

$12.99 Kindle, ASIN: B07CP74N87

Cloud, Henry. *Necessary Endings: The Employers, Business, and Relationships that All of Us Have to Give Up in Order to Move Forward.* HarperCollins, 2010. (238 pages)

$18.21 Hardcover, ISBN: 9780061777127

$16.49 Kindle, ASIN: B0049B1VO0

Friedman, Edwin H. *A Failure of Nerve: Leadership in the Age of the Quick Fix.* Church Publishing, 2017. (252 pages)

$20.51 Paperback, ISBN: 9781596272798

$14.57 Kindle, ASIN: B071R6P7MJ

Heifetz, Ronald, Marty Linsky, et al. *The Practice of Adaptive Leadership: Tools and Tactics for Changing Your Organization and the World.* Harvard Business Press, 2009. (326 pages)

$17.49 Hardcover, ISBN: 9781422105764

$16.62 Kindle, ASIN: B004OC071W

Lencioni, Patrick. *The Advantage: Why Organizational Health Trumps Everything Else in Business.* Jossey-Bass, 2012. (207 pages)

$14.49 Hardcover, ISBN: 9780470941522

$13.77 Kindle, ASIN: B006ORWT3Y

Pasmore, Bill. *Advanced Consulting: Earning Trust at the Highest Level*. Berrett-Koehler Publishers, 2020. (240 pages)

$27.95 Hardcover, ISBN: 9781523088065

$19.22 Kindle, ASIN: B07Y3YWN4Z

Quinn, Robert E. *Change the World: How Ordinary People Can Accomplish Extraordinary Results.* Jossey-Bass Publishers, 2000. (272 pages)

$19.63 Hardcover, ISBN: 978-0787951931

$18.65 Kindle, ASIN: B001C4PLIE

Simpson, Michael K. *Unlocking Potential: 7 Coaching Skills That Transform Individuals, Teams, & Organizations.* Grand Harbor Press, 2014. (149 pages)

$7.34 Paperback, ISBN: 9781477824009

$0.00 Kindle, ASIN: B00IO7QAI2

Whitmore, John. *Coaching for Performance: The Principles and Practice of Coaching and Leadership*. Nicholas Brealey, 2017. (240 pages)

$20.37 Paperback, ISBN: 978-1473658127

$13.99 Kindle, ASIN: B0047T7MQ0

Total pages: 2,149

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| REQUIRED RESOURCES |

Regarding *The Practice of Adaptive Leadership*by Heifetz et al., familiarize yourself with Chapters 1-3, 5, 9, 11-18 prior to the intensive dates; read the remainder at your convenience.

A word on the required course readings: As an experienced practitioner, it is quite possible that you have read one of more of the required texts. If so, we are ready to work with you to exchange the text(s) in the syllabus with alternative readings that serve your learning needs well while aligning with the learning outcomes of the course. Please contact the professor early in the course to negotiate the changes.

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| RECOMMENDED TEXTBOOKS |

The Arbinger Institute. *Anatomy of Peace: Resolving the Heart of Conflict.* Berrett-Koehler Publishers, 2006. (257 pages)

$10.58 Paperback, ISBN: 9781576753347

$9.86 Kindle, ASIN: B00SGET4BS

Block, Stephen R. *Why Non-Profits Fail: Overcoming Founder’s Syndrome, Fundphobia and Other Obstacles to Success.* Jossey-Bass Publishers, 2003. (208 pages)

$33.00 Paperback, ISBN: 978-1118642078

$31.35 Kindle, ASIN: B000PY4A5C

Bridges, William. *Managing Transitions: Making the Most of Change.* Perseus Publishing, 2009. (144 pages)

$9.49 Paperback, ISBN: 9780738213804

$12.99 Kindle, ASIN: B01L6SLKJO

Cron, Ian Morgan and Suzanne Stabile. *The Road Back to You: An Enneagram Journey to Self-Discovery*. IVP Books, 2016. (240 pages)

 $14.40 Hardback, ISBN: 978-0830846191
 $13.49 Kindle, ASIN: B01CNZG896

Grenny, Joseph et al. *Influencer: The New Science of Leading Change.* McGraw-Hill, 2013. (336 pages)

$10.19 Paperback, ISBN: 9780071808866

$10.77 Kindle, ASIN: B00BPO7710

Harkavy, Daniel S. *Becoming a Coaching Leader: The Proven Strategy for Building Your Own Team of Champions.* Thomas Nelson, 2007. (224 pages)

$12.03 Paperback, ISBN: 978-1595559753

$6.99 Kindle, ASIN: B007FZOY1E

Harrison, Michael I. *Diagnosing Organizations: Methods. Models and Processes, 3rd ed.* Sage Publications, 2005. (189 pages)

$53.70 Paperback, ISBN: 978-0761925729

$36.90 Kindle, ASIN: B07C66K735

Harvard Business Review. *HBR’s 10 Must Reads on Change Management.* Harvard Business Review, 2011. (224 pages)

$37.13 Hardcover, ISBN: 978-1633694514

$13.25 Kindle, ASIN: B004JF5YQM

Heifetz, Ronald and Marty Linsky. *Leadership on the Line: Staying Alive Through the Dangers of Change.* Harvard Business School Press, 2002. (288 pages)

 $23.39 Hardcover, ISBN: 978-1633692831

 $19.24 Kindle, ASIN: B01N1XCO0S

Herrington, Jim et al. *Leading Congregational Change: A Practical Guide for the Transformational Journey.* Jossey-Bass Publishers, 2000. (240 pages)

$22.26 Paperback, ISBN: 978-1118446201

$21.15 Kindle, ASIN: B0027FF1TQ

Hirsch, Alan. *The Forgotten Ways: Reactivating Apostolic Movements.* Brazos Press, 2006. (295 pages)

 $14.17 Paperback, ISBN: 978-1587433863

 $9.99 Kindle, ASIN: B01L9IVGMC

Horibe, Frances. *Creating the Innovation Culture: Leveraging Visionaries, Dissenters, and Other Useful Troublemakers.* John Wiley and Sons, 2001. (253 pages)

 $19.98 Hardcover, ISBN: 978-0471646280

 $9.99 Kindle, ASIN: B01EIINWEA

Hurst, David K. *Crisis and Renewal.* Harvard Business School Press, 2002. (250 pages)

 $21.16 Paperback, ISBN: 978-1591408178

 Not available on Kindle.

Kegan, Robert and Lisa Laskow Lahey. *How the Way We Talk Can Change the Way We Work.* Jossey-Bass, 2002. (256 pages)

$13.39 Paperback, ISBN: 978-0787963781

$11.99 Kindle, ASIN: B003AU4DX2

Kegan, Robert and Lisa Laskow Lahey. *Immunity to Change: How to Overcome It and Unlock the Potential in Yourself and Your Organization.* Harvard Business Review Press: 2009. (340 pages)

 $18.89 Hardcover, ISBN: 978-1422117361

 $17.95 Kindle, ASIN: B004OEILH2

Kotter, John P. and Dan S. Cohen. *The Heart of Change: Real-Life Stories of How People Change Their Organizations.* Harvard Business School Press, 2002. (224 pages)

 $16.29 Hardcover, ISBN: 978-1422187333

 $15.51 Kindle, ASIN: B00A07FT6I

Lewis, Robert and Wayne Cordeiro. *Culture Shift: Transforming Your Church from the Inside Out.* Jossey-Bass Publishers, 2005. (229 pages)

 $23.34 Hardcover, ISBN: 978-0787975302

 Not available on Kindle.

Manz, Charles C., Kim S. Cameron, et al. *The Virtuous Organization: Insights from Some of the World’s Leading Management Thinkers.* World Scientific Publishing, 2008. (316 pages)

$116.80 Hardcover, ISBN: 978-9812818591

$83.00 Kindle, ASIN: B00LX9RMO4

Noonan, William. *Discussing the Undiscussable: A Guide to Overcoming Defensive Routines in the Workplace.* John Wiley and Sons, 2007. (288 pages)

$66.12 Paperback, ISBN: 978-0787986322

$48.79 Kindle, ASIN: B008NC0YNU

Patterson, Kerry et al. *Crucial Conversations: Tools for Talking When the Stakes are High.* McGraw-Hill, 2012. (272 pages)

 $10.39 Paperback, ISBN: 978-0071771320

 $9.87 Kindle, ASIN: B005K0AYH4

Quinn, Robert E. *Building the Bridge as You Walk on It: A Guide for Leading Change.* John Wiley and Sons, 2004. (256 pages).

 $9.90 Hardcover, ISBN: 978-0787971120

 $$13.20 Kindle, ASIN: B001C4MYOS

Rendle, Gil and Alice Mann. *Holy Conversations: Strategic Planning as a Spiritual Practice for Congregations.* The Alban Institute, 2003. (316 pages)

 $34.00 Paperback, ISBN: 978-1566992862

 $17.60 Kindle, ASIN: B00JYSHSMM

Schein, Edgar H. *Organizational Culture and Leadership.* Jossey-Bass, 2004).

 $46.49 Paperback, ISBN: 978-1119212041

 $38.49 Kindle, ASIN: B01MSYH6K8

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| RECOMMENDED RESOURCES |

*N/A*

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| ASSIGNMENTS AND RUBRICS OR EVALUATION CRITERIA |

**SEE BELOW FOR COURSE ADJUSTMENTS DUE TO COVID-19.**

**KEEP JULY 27-31, 2020 FREE FOR MEETING AS A CLASS.**

Due to the need to take this course online, all of the Zoom calls, **except during the week of July 27-31**, are optional. They will be recorded and posted to the Canvas page. The Dialogue Forums are not optional. You will need to post a response to the optional Zoom calls and reply to at least two other colleagues.

The purpose of the Zoom calls will be shared learning rather than new content delivery. They will allow joint and small group discussions as we process the readings and real experiences in the field. The Zoom calls will last no more than 90 minutes and start times will vary to accommodate our international time zones represented in the cohort.

**We will meet during the Reserve Week, so keep your schedule open during July 27-31.** The week will include a blend of plenary Zoom meetings and group discussions. As with the optional Zoom calls the rest of the semesters, times will vary. Since this is a joint experience (as we would have done in London), there will be shared conversations throughout the week between the DM(PLE)918A "Leading Change" course and this course.

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. Disciplines of Sustainable Coaching Paper (80 points)**

Due Date: ­­­­­­July 10, 2020
Points/Percentage: 80
Learning Outcome: 2

To help you see how Dr. Tumblin's course, DM(PLE)918A, and this course fit together, review Dr. Tumblin’s "A" syllabus assignment, "Organizational and Personal Scan." Think integratively, as if it were one 20-24 page paper. Although you will share a section of the paper with a peer, the two papers (Tumblin’s "Organizational and Personal Scan" and this “Disciplines of Sustainable Coaching Paper”) are intended to be complimentary.

Write a 10 – 12 page, double-spaced integrative paper. Part One of the paper will summarize disciplines of sustainable coaching that promote objectivity. Part Two will outline results and reflections from personal assessments that you have taken (StrengthsFinder, Myers-Briggs, Emotional Intelligence, Enneagram, DiSC, etc.). Part Three will identify and describe two to three core strengths that you bring to coaching in a complex context and name two or three critical areas of needed growth for you personally in order to be an effective coach. Demonstrate use of as many of the course texts as are applicable. Citations are important. Integrating 10 or more outside sources (e.g., from prior courses or conferences) makes the paper much stronger.

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

Due Date: ­­­August 17, 2020
Points/Percentage: 20
Learning Outcome: 1

Demonstrate consistent engagement with your peers during the residency as well as throughout the course.

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| Assignments |
| Assignment Description | SLO | Method of Assessment | Value /Due Date | Evaluator |
| **Assignment #1:** Disciplines of Sustainable Coaching Paper | #2 | 10 – 12 page integrative paper (double-spaced, Times New Roman, 12-pt font) | 80%Due Date: 7/10/2020.Upload to online classroom. | Faculty |
| **Assignment #2:** Course Participation | #1 | Peer engagementDescription available online.  | 20%Due Date: 8/17/2020. | Faculty |

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| COURSE SCHEDULE |

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| ADDITIONAL ASSIGNMENT GUIDELINES |

Disciplines of Sustainable Coaching Paper:

DM(ORG)916A& B "Coaching in Complex Systems" and DM(PLE)918A & B "Leading Change" are complimentary courses. As organizational shepherds, we all aspire toward healthy Kingdom enterprises. The literature describes this as organizational development. Scripture frames the conversation around faithfulness and fruitfulness.

That is why these two courses were intended to be team taught during the 2020 London immersion experience. Drs. Sims and Tumblin will also integrate the pre- and post-immersion paper assignments. Both papers will be 20-24 pages long total, vs. four papers at 10-12 pages each. They will be written in two sections, as outlined below, with one section focused on the DM(ORG)916A & B themes and another focused on the DM(PLE)918A & B themes. Hopefully, the synergies will be fairly obvious.

Review the instructions for these papers in each syllabus. View the introductory video on the Canvas course pages that will walk you through the collaboration and shared assignments. We will position you for peer learning as well in how you will interact with each other around the papers

See next pages.

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| **Student Learning Outcomes** | **Method of Assessment** | **Exemplary=4** | **Accomplished=3** | **Developing=2** | **Beginning=1** | **Evaluator** |
| **SLO #2:** Create a set of disciplines that nurture sustainable coaching objectivity that includes assessment tools like the Enneagram, Emotional Intelligence, etc. | Disciplines of Sustainable Coaching Paper | *Evaluates, at an exemplary level, ministry organizations based on sustainability in the mission to which they are called.* | *Evaluates, at an accomplished level, ministry organizations based on sustainability in the mission to which they are called.* | *Evaluates, at a developing level, ministry organizations based on sustainability in the mission to which they are called.* | *Evaluates, at a beginning level, ministry organizations based on sustainability in the mission to which they are called.* |  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** |
| Disciplines of Sustainable Coaching Paper | 80 |
| 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 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*