

**Asbury Theological Seminary Syllabus**

**DM(PLE) 916A: Seminar Two: Communicating To and For the Church**
**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. Dave Ward

**Title:** Professor of Homiletics and Practical Theology

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

**Office Location:** Marion, Indiana – email me

**Office Hours:** Conversations scheduled by email on Tuesdays primarily.

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| COURSE DESCRIPTION |

"Communicating To and For the Church" focuses on the pastoral task of speaking to and for the church the narrative of Scripture that determines its existence and makes it possible to fulfill its vocation as God's people in the world. The course assumes that pastoral ministry is intrinsically prophetic, in that the means that are peculiar to the church's ministry serve to remind the community of the canonical witness that makes the vocation of the whole community prophetic. Exploring the prophetic witness of pastoral ministry will include identifying the particular kind of imagination and judgment necessary for the faithful preaching of the Word as a means of grace by which the Spirit builds up the church to be a holy people in the world. This course is designed for pastors and will be conducted as an extended conversation that encourages credibility and courage in reading and speaking the Word of God for the purpose of forming faithful communities that bear witness to the Kingdom revealed in the calling of Israel and the life, death, and resurrection of Jesus Christ. Preaching will be defined as an act of worship offered to the Triune God who by the power of the Spirit continues to speak and enact his gracious promises in Christ through the witness of the Prophets and Apostles.

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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)916A, students will have a *developing* ability to:

1. Demonstrate the formational capacity to practice prophetic judgment in assessing the life and witness of the Church in the 21st century. (PLO #1)
2. Demonstrate the formational capacity to prepare sermons in light of the prophetic witness of the whole canon of Scripture that centers in the ministry of Jesus Christ, especially as this practice deepens the witness of congregations and ministry communities. (PLO #2)
3. Demonstrate the missional leadership capacity to preach prophetic sermons that address and call the church to live in faithful obedience to the Word in the power of the Spirit. (PLO #3)

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| ADDITIONAL STUDENT LEARNING OUTCOMES |

*N/A*

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| COURSE INTRODUCTION |

The tension between the pastoral and the prophetic is at the center of this course. Students will recall the necessity of four core homiletical virtues: centered humility, compassionate empathy, participatory wisdom, and courageous justice. These ways of being hold one another in balance and keep the humble pastor from avoiding all conflict, or the courageous pastor from offending all parties needlessly. We will seek to define the various ways "prophetic" preaching is imagined as well as adjust the modern homiletical argument that prophetic only equals "social justice." Pastors need to bring a relevant word from the Lord, not just a dry exegesis of the ancient texts. I look forward to journeying with you toward a better understanding of what it means to preach pastorally and prophetically both in our individual home contexts, and cross culturally.



Welcome to Communicating To and For the Church! The information below provides an introduction to your faculty.

**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 |

**Reading for summer, “A” course:**

Brueggemann, Walter. *The Practice of Prophetic Imagination: Preaching an Emancipating Word*.

 Fortress Press, 2012. (Read pages 1 – 150; 150 pages)

 $25.00 Hardcover, ISBN: 978-0-800698973

 $13.80 Kindle, ASIN: B00APJRMVQ

Brueggemann, Walter. *The Prophetic Imagination*. Fortress, 2018. (Read Chapters 1 – 5; 100 pages)

 $13.68 Paperback, ISBN: 978-1-5064-4930-2

 $9.17 Kindle, ASIN: B07CC4G5KN

Davis, Ellen. *Biblical Prophecy: Perspectives for Christian Theology, Discipleship, and Ministry.*

WJK, 2014. (Read all but the final chapter: 230 pages)

 $29.59 Hardcover, ISBN: 978-0-664-23538-3

 $15.12 Kindle, ASIN: B00O29RO1S

Johnson, Luke Timothy. *Prophetic Jesus, Prophetic Church: The Challenge of Luke - Acts to*

 *Contemporary Christians*. Wm B. Eerdmans Publishing, 2011. (Read pages 1 – 186; 186 pages)

 $22.62 Paperback, ISBN: 978-0-802803900

 $9.99 Kindle, ASIN: B0064MTO6E

Proctor, Samuel D. *The Certain Sound of the Trumpet: Crafting a Sermon with Authority.* Judson

Press, 1994. (130 pages)

 $16.99 Paperback, ISBN: 978-0817012021

 $15.00 Kindle, ASIN: B002QUYZF8

Quicke, Michael J. *360 Degree Preaching: Hearing, Speaking, and Living the Word.* Baker

Academic, 2003. (209 pages)

$20.00 Paperback, ISBN: 978-0801026409

$16.00 Kindle, ASIN: B0093I64T6

Tisdale, Leonora Tubbs. *Prophetic Preaching: A Pastoral Approach.* Westminster John Knox, 2010. (155 pages)

 $15.49 Paperback, ISBN: 978-0664233327

 $9.99 Kindle, ASIN: B004T4WC5Y

Ward, David B. *Practicing the Preaching Life.* Abingdon Academic: 2019. (177 pages)

 $18.89 Paperback, ISBN: 978-1501854941

 $16.99 Kindle, ASIN: B07G5MM7FD

Yong, Amos. *In the Days of Caesar: Pentecostalism and Political Theology.* Eerdmans, 2010. (Read pages 86-354; 268 pages).

 $24.86 Paperback, ISBN: 978-0802864062

 $18.50 Kindle, ASIN: B004GJWAJA

**Reading for fall, “B” course:**

Forbes, James. *The Holy Spirit and Preaching.* Abingdon, 1989. (111 pages)

 $14.84 Paperback, ISBN: 978-0687173099

 $9.99 Kindle, ASIN: B0052EFW48

Goldsworthy, Graeme. *According the Plan: The Unfolding Revelation of God in the Bible.* InterVarsity Press, 1991. (251 pages)

$18.49 Paperback, ISBN: 978-0830826964

$15.39 Kindle, ASIN: B00CWB7FV2

Old, Hughes Oliphant. *The Reading and Preaching of the Scriptures in the Worship of the Christian Church*, *Vol. 7 Our Own Time*. Eerdmans, 2010. (Read pages 1-16, 61-86, 173-296, 355-384, 565-668; 296 pages)

 $42.78 Paperback, ISBN: 978-0802817716

 $36.00 Kindle, ASIN: B004JMZGZ4

Total pages:  2,263

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| REQUIRED RESOURCES |

Please note that for several textbooks, only specific pages or chapters are required to be read.

The Forbes, Goldsworthy, and Old texts should be read for the fall, “B” course only.

Also, it is important to remember that at the doctoral level, we do not assign books we agree with completely. The professor expects you to (and hopes you will) disagree with some elements of the reading.

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| RECOMMENDED TEXTBOOKS |

Storey, Peter John. *With God in the Crucible: Preaching Costly Discipleship*. Abingdon

 Press, 2010. (155 pages)

 $14.50 Paperback,ISBN: 978-0-687052530

 $10.00 Kindle, ASIN: B0052EFW2A

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| RECOMMENDED RESOURCES |

For your "B" course: A basic Korean phrasebook of your own choosing. You will want to know how to greet, thank, request, accept, decline, appropriately bow, and apologize before boarding the plane. Use the previous sentence as a Korean culture preparation check list.

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| ASSIGNMENTS AND RUBRICS OR EVALUATION CRITERIA |

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

**1. Online Class Discussions (20 points)**

Due Date: June 8 – July 27, 2020

Points/Percentage: 20

Learning Outcome: 1, 2, 3

Four times between June 8 and July 27, the class will be directed to engage in online class discussions. Each student will make an initial post to the professor’s prompts and each student will respond to two other student’s contributions to the discussion.

A rubric for posting discussion responses will be posted in the online classroom.

·**June 8 – 15**: *The Nature of Prophetic Preaching.*The discussion will be based on the pre-class reading assignments of:

o Brueggemann, *The Practice of Prophetic Imagination*(pp. 1 – 149)

o Brueggemann, *The Prophetic Imagination* (pp. 1 – 79)

o Davis (pp. 1 – 197)

o Ward (pp. 1 – 60)

·**June 16 – 29**: *Jesus’ Prophetic Ministry . . . and Yours.*

o  Brueggemann, *The Prophetic Imagination* (pp. 81 – 132)

o  Johnson, (pp. 1 – 186)

o  Tisdale (pp. 1 – 155)

o  Ward (pp. 61 – 177)

o  Yong, (pp. 86 – 120)

·**June 30 – July 13**: *The Triune God at the Center of Prophetic Proclamation.*

o Quicke, (pp. 1 – 209)

o Yong, (pp. 187 – 354)

·**July 14 – 27:***The Possibilities, Practicalities, and Risks of Prophetic Preaching.*

o  Proctor (pp. 1 – 130)

**2. Old Testament Prophetic Preaching Sermon Series (20 points)**

Due Date: July 21, 2020

Points/Percentage: 20

Learning Outcome: 1, 2

In order to prepare for this assignment, read the following:

·Brueggemann, *The Practice of Prophetic Imagination*(pp. 1 – 149)

·Brueggemann, *The Prophetic Imagination* (pp. 1 – 79)

·Davis (pp. 1 – 197)

·Ward (pp. 1 – 177)

Using these books, create a four-week prophetic preaching series based on Old Testament texts. Prepare the series as if you were going to preach it in your primary ministry context.

You do not have to create the sermons, but you do have to provide the following information for each sermon in the series:

·**Title** for the series

·An **overall theme** of the series and why you have chosen that theme (1-2 paragraphs)

·A **description of your primary ministry context**. Here you will describe your preaching context to assist the professor in being able to “see” your ministry context. Include such matters as: the denominational/theological context, demographic data, brief description of the worship service including the typical sermon length, as well as prominent cultural or sociological dynamics that shape the preaching context.

·Information on each proposed sermon, including:

o Title of each sermon. Each title should relate to the overall title of the series. If you need to explain the title, do so in a single paragraph.

o Text that will be preached. Each sermon must have a text that will form the basis of the preaching event. You have your choice of any Old Testament text.

o Prophetic nature of the sermon. Give a brief overview of the prophetic nature/theme/idea of each and the general direction you anticipate your sermon taking.

o Preaching sentences for the sermon. These should include a focus (sermon as noun or content), function (sermon as verb or action), and future statement (sermon as vision or a desired effect). It is assumed you have done your inductive/exegetical work for this sermon prior to developing these sentences.

o A short paragraph about why you chose this particular text for the sermon/series.

The total series submission for all four sermons should not exceed 1,500 words.

**3. Sermon Preparation and Preaching from Luke or Acts (40 points)**

Due Date: August 4, 2020

Points/Percentage: 40

Learning Outcome: 2, 3

Prepare a prophetic sermon for your primary ministry context from a text in Luke or Acts (as you are choosing a text, please read Johnson).

There are three components to this assignment:

a) Complete a **Sermon Preparation Report**.

o Details will be placed in the online classroom.

b) Prepare a **Sermon** from Luke or Acts.

o Upload a full manuscript of the sermon (in English).

o Preach this sermon and have it recorded in front of a gathering of people in your ministry context. The sermon can be preached and recorded in a worship service or some other small group gathering.

o Make arrangements to preach and record the sermon between June 26 – July 31, 2020 (just the sermon, not the entire worship service). There will be a place for you to post a link to your sermon in the online classroom along with your sermon manuscript.

o Length of sermon is 15 – 25 minutes.

c) Complete a **Sermon Self-Evaluation.**

o After you preach your sermon, you will view the sermon recording and complete a *Sermon Self-Evaluation Form.* The form will be uploaded to the online classroom and discussed by the professor in early June.

o In order for you to receive written feedback on your sermon, you must complete the self-evaluation.

**4. Sermon Peer Feedback (20 points)**

Due Date: August 18, 2020

Points/Percentage: 20

Learning Outcome: 2, 3

You will be placed in reflection groups for the purpose of viewing each other’s sermons and providing feedback in light of the course readings.

Instructions for providing feedback on colleague’s sermons will be placed in the online classroom.

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| Assignments |
| Assignment Description | SLO | Method of Assessment | Value /Due Date | Evaluator |
| **Assignment #1:** Online Class Discussions | #1, 2, 3  | See online classroom. | 20%Due Date: Mondays, 6/8-7/27/2020.Upload to online classroom. | Faculty |
| **Assignment #2:** Old Testament Prophetic Preaching Sermon Series | #1, 2 | 5-7page paper (double-spaced, 12-pt font, Times New Roman) | 20%Due Date: 7/21/2020.Upload to online classroom. | Faculty |
| **Assignment #3:** Sermon Preparation and Preaching from Luke or Acts  | #2, 3 | Sermon preparation report; see online classroom.15-25-minute sermonSermon self-evaluation; see online classroom.  | 10% - Report20% - Sermon10% - Self-evaluationDue Date: 8/4/2020.Upload to online classroom. | Faculty |
| **Assignment #4:** Sermon Peer Feedback  | #2, 3 | See online classroom.  | 20%Due Date: 8/18/2020.Upload to online classroom. | Faculty |

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| COURSE SCHEDULE |

*N/A*

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| ADDITIONAL ASSIGNMENT GUIDELINES |

See next pages.

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| **Student Learning Outcomes** | **Method of Assessment** | **Exemplary=4** | **Accomplished=3** | **Developing=2** | **Beginning=1** | **Evaluator** |
| **SLO #1:** Demonstrate the formational capacity to practice prophetic judgment in assessing the life and witness of the Church in the 21st century. | Old Testament Prophetic Preaching Sermon Series | *Demonstrates, at an exemplary level, the formational capacity to practice prophetic judgment in assessing the life and witness of the Church in the 21st century.* | *Demonstrates, at an accomplished level, the formational capacity to practice prophetic judgment in assessing the life and witness of the Church in the 21st century.* | *Demonstrates, at a developing level, the formational capacity to practice prophetic judgment in assessing the life and witness of the Church in the 21st century.* | *Demonstrates, at a beginning level, the formational capacity to practice prophetic judgment in assessing the life and witness of the Church in the 21st century.* |  Faculty |
| **SLO #2:** Demonstrate the formational capacity to prepare sermons in light of the prophetic witness of the whole canon of Scripture that centers in the ministry of Jesus Christ, especially as this practice deepens the witness of congregations and ministry communities. | Sermon Preparation and Preaching from Luke or Acts | *Demonstrates, at an exemplary level, the formational capacity to prepare sermons in light of the prophetic witness of the whole canon of Scripture that centers in the ministry of Jesus Christ, especially as this practice deepens the witness of congregations and ministry communities.* | *Demonstrates, at an accomplished level, the formational capacity to prepare sermons in light of the prophetic witness of the whole canon of Scripture that centers in the ministry of Jesus Christ, especially as this practice deepens the witness of congregations and ministry communities.* | *Demonstrates, at a developing level, the formational capacity to prepare sermons in light of the prophetic witness of the whole canon of Scripture that centers in the ministry of Jesus Christ, especially as this practice deepens the witness of congregations and ministry communities.* | *Demonstrates, at a beginning level, the formational capacity to prepare sermons in light of the prophetic witness of the whole canon of Scripture that centers in the ministry of Jesus Christ, especially as this practice deepens the witness of congregations and ministry communities.* |  Faculty |
| **SLO#3:** Demonstrate the missional leadership capacity to preach prophetic sermons that address and call the church to live in faithful obedience to the Word in the power of the Spirit. | Sermon Preparation and Preaching from Luke or Acts | *Demonstrates, at an exemplary level, the missional leadership capacity to preach prophetic sermons that address and call the church to live in faithful obedience to the Word in the power of the Spirit.* | *Demonstrates, at accomplished level, the missional leadership capacity to preach prophetic sermons that address and call the church to live in faithful obedience to the Word in the power of the Spirit.* | *Demonstrates, at a developing level, the missional leadership capacity to preach prophetic sermons that address and call the church to live in faithful obedience to the Word in the power of the Spirit.* | *Demonstrates, at a beginning level, the missional leadership capacity to preach prophetic sermons that address and call the church to live in faithful obedience to the Word in the power of the Spirit.* |  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** |
| Online Class Discussions | 20 |
| Old Testament Prophetic Preaching Sermon Series | 20 |
| Sermon Preparation and Preaching from Luke or Acts1. Preparation Report – 10 points
2. Sermon – 20 points
3. Sermon Self-Evaluation – 10 points
 | 40 |
| Sermon Peer Feedback | 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*