



Western Seminary – Portland Campus

Course Number: MFM 500H

Course Title: Discovering & Developing Your Ministry Potential (Hybrid)

Instructor: Ron Marrs, PhD.

Credit Hours: 2 – Fall 2014

E-Mail: rmarrs@westernseminary.edu, **Phone:** 503-517-1887

COURSE MEETING SCHEDULE

- Wednesday, October 15, 1:00 p.m.-5:00 noon
- Thursday, October 16, 8:00 a.m.-5:00 p.m.
- Friday, October 17, 8:00 a.m.-5:00 p.m.

COURSE DESCRIPTION

This personal assessment course uses a wide variety of tools that will enable you to gain greater insight into how your gifting, personality, passion, and background might best be matched with potential ministry opportunities. Substantial attention will also be given on how to gain maximum profit from formal and informal ministry training. Additional materials fees may be charged. Required of all MA (BTS), MA (ML) and M.Div. students during their first year of studies. 2 credits.

Course Format: This course is offered as residential hybrid in an in-ministry format. That means that students are required to participate in class sessions on the Portland campus, from 1:00 pm, October 15th, through 5:00 pm, October 17th, 2014. The course itself, however, begins September 1st and ends December 12th. Within the first week of the course students are required to login to the online classroom, and thereafter complete assignments as detailed in the syllabus in preparation for the Portland classroom meetings. Following the face-to-face sessions, students will be required to complete the remaining assignments of the course and, in the final week, submit the online course evaluation. Students who complete course assignments before the end of the course are still required to submit the evaluation in that last week to satisfy federal regulations.

COURSE OBJECTIVES

Identifying key elements of your individuality and how that contributes to community can greatly assist you to both discern an appropriate ministry role and further develop your capabilities to fulfill that role effectively. Upon completion of this course, therefore, you should be able to:

1. Articulate how God has designed you for ministry in light of your unique passions, gifts, talents, learning styles, leadership styles, temperament, and experiences.

2. State your ministry direction, given your unique divine design.
3. Formulate a personal development plan which reflects an approach to life-long learning and theological reflection and leads to personal growth and development while integrating both formal and informal training and the involvement of mentors in shaping and guiding you.
4. Interact with people in the Christian community with interpersonal skills which lead to mutual ministry development.
5. Participate in mentoring relationships which enhance personal growth and ministry development.

ONLINE LEARNING CENTER

Before the end of the first Friday of the semester, you need to log into the course online learning center (www.westernseminary.edu/olc/), download the syllabus for the course and complete and upload the course affirmation file. By federal law, we now need to ensure that students participate in classes for the full length of the semester. So failure to complete the online orientation on time may result in a grade penalty and may impact your financial aid eligibility.

FINAL COURSE EVALUATION

Before the end of the last Friday of the semester, you will receive an email with a link to the final course evaluation. By federal law, we now need to ensure that students participate in classes for the full length of the class. Failure to complete the final course evaluation on time will result in a grade penalty and may impact your financial aid eligibility.

COURSE ASSIGNMENTS

- Notes and handouts will not be distributed in class. Please download and print all required materials from the online classroom prior to each class session.
- If you have problems accessing the course Online Learning Center, please contact Jon Raibley, first, jraibley@westernseminary.edu and contact Ron Marrs second.
- You will receive a letter grade for this course. Please note the grading scale below.
- It is important that you come to the classroom intensive prepared to participate fully. Points, therefore, will be deducted for each assignment that is submitted after the scheduled due date (10% of the total points will be deducted for each day the assignment is late).

1. Required Reading and exercises in the texts

The following texts are to be read (all are on reserve in the library):

Aubrey Malphurs, [*Maximizing Your Effectiveness*](#) (2nd Edition). 2006, Baker Books, ISBN 0-8010-6612-3. Retail price: \$18.00.

Gary Thomas, [*Sacred Pathways*](#), 2000, Zondervan Publishing, ISBN 0-310-24284-3. Retail price: \$12.26. (It is OK to purchase the 2010 edition or the Kindle Edition).

Gary McIntosh and Samuel D. Rima, [*Overcoming the Dark Side of Leadership*](#), 2007, Baker Books, ISBN 978-0-8010-6835-5, Retail Price: \$11.52

Reading: At a projected rate of reading 45 pages per hour (and allowing an additional five hours to complete the various exercises in Malphurs), this reading should take you approximately 9 hours.

Exercises: Listed in the class schedule will be the exercises you are to complete from these two texts for that particular day. These completed exercises do not need to be turned in but you will be asked to report on-line if you have completed them. The personal information gathered from these exercises will be used in the preparation of other assignments.

You are encouraged to purchase these titles through the Amazon.com associate program; you may use the links provided above, or the search option found on the Western website under "Current Students/Portland":
<http://www.westernseminary.edu/CurrentStudents/PDX/index.htm>.

2. Membership and Ministry Profile Assessment

Complete the **Membership and Ministry - Combining 23 Spiritual Gifts & 4 DISC Profile** by Mels Carbonell and Stanley R. Ponz. DUE Sept 26, 2014, 8 am.

It can be purchased on-line from Uniquely You Resources at the following address for \$15:

<https://www.uniquelyyou.com/results.php?category=17>

Recommended Reading

Ruth Haley Barton, *Strengthening the Soul of your Leadership* (Downer's Grove, Illinois: InterVarsity Press), 2008.

John Bradley and Jay Carty, *Discovering Your Natural Talents* (Colorado Springs, Colorado: NavPress), 1991.

G. McIntosh and Samuel Rima, Sr. *Overcoming the Dark Side of Leadership* (Grand Rapids, Michigan: Baker Books), 1997.

Roy Oswald and Otto Kroeger, *Personality Type and Religious Leadership*.

Donald C. Palmer, *Managing Conflict Creatively-A Guide For Missionaries & Christian Workers* (Pasadena, California: William Carey Library), 1990.

Alfred Poirier, *The Peace Making Pastor* (Grand Rapids, Michigan: Baker Books), 2006.

Ken Sande, *The Peace Maker-A Biblical Guide To Resolving Personal Conflict* (Grand Rapids, Michigan), 2004.

Richard Swenson, *Margins-Restoring Balance to Busy Lives* (Colorado Springs, Colorado: NavPress), 2004

Richard Swenson, *The Overload Syndrome: Learning to Live Within Your Limits* (Colorado Springs, Colorado), 1998.

Bill Thrall, Bruce McNicol, and Ken McElrath, *The Ascent of A Leader-How Ordinary Relationships Develop Extraordinary Character and Influence* (San Francisco: Jossey-Bass Publishers), 1999.

SPECIFIC ASSIGNMENTS

The weeks prior to the on-campus intensive will be demanding in light of how the in-class days are situated. The overall homework load should fit within the parameters of a two-hour course, but more work will need to be done prior to the classroom meetings than would normally be expected. This is important to note as you consider the demands of the course in conjunction with your schedule.

1. Online Orientation and Reading (15 min.)

Due By	Points	Estimated Time For Assignment
6 pm, September 5, 2014	3	.5 hours

Before noon on Friday, Jan. 11, you need to log onto the learning center, download the syllabus for the course, and complete the affirmation file indicating that you have read and understand the course requirements. By federal law, we now need to ensure that students participate in classes for the full length of the class. So failure to complete the online orientation on time will result in a grade penalty and may impact your financial aid eligibility. Instructions for the on-line classroom are above.

Read "Creating a Learning Community". This handout is found on the on-line classroom site.

2. Malphurs Reading, Exercises, Membership and Ministry Profile

Due By	Points	Estimated Time For Assignment
5 pm, September 12, 2014	14	5 Hours

Report that you have completed this assignment at the on-line classroom prior to class.

2.1. Reading: Complete Reading Malphurs chapters 1-4.

- 2.2. Answer question 2 on page 170 in *Maximizing Your Ministry Effectiveness*. For those using an electronic version of Malphur's book, the pages with questions are provided on the online learning center.
- 2.3. Complete Appendix D Temperament Indicator 2 in *Maximizing Your Ministry Effectiveness*, page 196-200.
- 2.4. Complete the *Membership and Ministry Profile Assessment*. Details on p. 2 of this syllabus.

3. Reflections on Malphurs

Due By	Points	Estimated Time For Assignment
5 pm, September 19, 2014	18	4 Hours

Report that you have completed this assignment at the on-line classroom prior to class.

- 3.1. What are you sure of about yourself?
- 3.2. What are you unsure of?
- 3.3. What new insights have you gained about yourself?
- 3.4. Read *Maximizing Your Effectiveness*, chapters 5-6 (page 101-129).
- 3.5. Complete questions 2-5 and 7-9 on pages 128-129 in *Maximizing Your Effectiveness*. Be ready to discuss your answers from pages 128-129 with your learning community.
- 3.6. Indicate the name of the person you will interview in order to complete assignment 11. Name and describe their ministry as well as their ministry role.

Be ready your answers to 3.1-3.3 in your learning communities on Oct.16th in class after reflecting on the results of your assessments in Malphurs and the *Membership and Ministry Profile*.

4. Malphurs Reading and Exercises

Due By	Points	Estimated Time For Assignment
5 pm, September 26, 2014	6	1.5

Report that you have completed this assignment at the on-line classroom prior to class.

- 4.1. Complete reading chapters 7-8 in *Maximizing Your Effectiveness* (pages 133-169).
- 4.2. Answer questions 3-6 on pages 170-171.

5. Video Presentations.

Due By	Points	Estimated Time For Assignment
5 pm, October 13, 2014	20	4 Hours

Report that you have completed this assignment at the on-line classroom prior to class.

5.1 Watch 5-part video presentation by Randy Roberts: Who am I?

Complete assignments #2, #3 and #4 before watching the video.

You will download these videos using the Integr@te program; links and instructions are available at www.westernseminary.edu/integrate

Spiritual Gifts
Topic 1: Gifts, Talents & Skills
Topic 2: Discovering Gifts
Personality Considerations
Topic 1: Multiple Intelligences
Topic 2: Temperament
Topic 3: Passion

As you watch the video, write down any questions you have for our class session on October 15th.

Handouts: Prior to watching the video, download the handouts indicated in the on-line classroom for this lecture.

5.2 Watch the video "The Coaching Process"

6. Learning Community Sharing

Due By	Points	Estimated Time For Assignment
8 am, October 16, 2014	6	1 Hour

Report that you have completed this assignment at the on-line classroom prior to class.

Be prepared to tell your learning community the responses to the following:

- 6.1 Illustrate from your life experiences the two most important aspects of who you are and what you plan to do.
- 6.2 What are your presents fears and hesitancies with regards to your future?
- 6.3 What obstacles do you feel you need to overcome now and in the future?
- 6.4 What excites you about life right now and in the foreseeable future?

7. *Sacred Pathways* reading, "You've Got Style" Inventory

Due By	Points	Estimated Time For Assignment
8 am, October 16, 2014	12	5 Hours

Report that you have completed this assignment at the on-line classroom prior to class.

- 7.1. Complete reading *Sacred Pathways* by today at the familiarity level (45 pages per hour)
- 7.2. Take the "You've Got Style" inventory at <http://common.northpoint.org/sacredpathway.html>

8. *Overcoming the Dark Side of Leadership* reading

Due By	Points	Estimated Time For Assignment
8 am, October 16, 2014	10	5 Hours

Report that you have completed this assignment at the on-line classroom prior to class.

Complete reading *Overcoming the Dark Side of Leadership* by today, pp. 1-222. This reading is at the familiarity level (45 pages per hour).

9. "Responding to conflict" inventory

Due By	Points	Estimated Time For Assignment
8 am, October 17, 2014	6	1 Hour

Read and complete the "Responding to conflict" inventory provided at the on-line classroom site. The context you should think about while completing the inventory is work or ministry. Ask your spouse or a good friend if the results of your inventory reflect how you respond to conflict.

Report that you have completed this assignment at the on-line classroom.

10. Divine Design Reflection Paper

Due By	Points	Estimated Time For Assignment
8 am, November 3, 2014	40	10 Hours

Upload the paper to the on-line classroom by the due date.

Using information gleaned from the *Ministry and Membership Profile* and *Maximizing your Effectiveness Part 1 and 2*, prepare a five-page paper (double-spaced) explaining your understanding of yourself. The Malphurs material in section 10.3 does not count for the five page limit. You can go over 5 pages if necessary.

This should be in narrative form as found on page 160ff in Malphurs. Be sure to start with a cover page that is not numbered. (See "Format for Papers" for more details.)

10.1 My Divine Design

INCLUDE ALL OF THESE ITEMS. CREATE A HEADING FOR EACH: Brief personal history, testimony of salvation, present life context, spiritual gifts, passion, temperament, leadership role/style, evangelism style, natural gifts and talents, learning style, mission, vision, calling/vocation.

Headings Example:

Brief personal history

Testimony of Salvation

Present Life Context

Spiritual Gifts

And so on for all the topics listed above.

10.2 My Ministry Direction

10.2.1 Organizations

List two organizations in which you would like to serve. Write one paragraph for each one which explains how your divine design leads you to want to serve in these organizations.

10.2.2 Ministry roles

List the top three ministry roles you envision yourself fulfilling in the future. Consider duties, responsibilities and/or titles which you know are available to you. Write one paragraph for

each which explains how your divine design leads you to want to serve in these roles.

10.3 Malphurs Responses

Provide the responses to Malphurs from assignments 2, 3, and 4.

11. My Spiritual Pathway Reflection Paper

Due By	Points	Estimated Time For Assignment
8 am, November 10, 2014	20	4 Hours

Upload the paper to the on-line classroom.

Using the framework provided in Thomas' *Sacred Pathways* describe how your personality influences your approach to God in a 2-3 page paper. What are the spiritual disciplines that help shape your understanding of who you are, and who God is? What are the spiritual disciplines that you tend to avoid? This paper will be part of your personal portfolio.

12. Assignment #12 Ministry Interview and reflection paper

Due By	Points	Estimated Time For Assignment
8 am, November 17, 2014	20	6 Hours

Upload the paper to the on-line classroom.

Choose one individual who is currently performing (or has performed) the type of ministry role to which you are aspiring at this point in your life. Conduct at least a 30 minute interview with this individual; asking him/her the following questions (use these as guidelines to learn as much about the nature and demands of that role as possible):

- What types of tasks are involved in this ministry?
- What skills are needed to do this ministry well?
- What are the most frustrating and fulfilling aspects of your ministry?
- What advice would you give to someone beginning to train for this type of ministry?
- What type of organizations should I consider to fulfill the kind of ministry role to which I am aspiring?

After the interview reflect on these questions:

- How does your personality, gifts, and experience relate to this ministry?
- What implications does this have for future growth and development?

Spend at least 1.5 hours processing what you learned from this information with someone whom you trust (and who knows you reasonably well) This could be a spouse, friend, classmate, advisor, etc. This need not be confined

to one individual. After completing this interview and processing what you are learning with others, prepare and submit a 2 page (typed, double spaced) summary of what you are learning. Be sure to identify who you interviewed, the ministry role he/she represents, and the people with whom you processed this information. Report the responses of the people from whom you obtained feedback after the interview.

13. Personal Portfolio

Due By	Points	Estimated Time For Assignment
8 am, December 1, 2014	50	17 Hours

Upload the paper to the on-line classroom.

Your Personal Portfolio is a compilation of what you will “take away” from this course. It will help you assess what you have learned during the semester, and to evaluate areas of future growth and development. Include the following information:

1. **Divine Design Reflection Paper (5 pages)**

(This section was completed earlier in the semester.)

2. **Sacred Pathways Reflection Paper (3 pages)**

(This section was completed earlier in the semester.)

3. **Journey Time Line (2-3 pages)**

Use the papers entitled “Constructing a Journey Time Line” and to complete this portion of the assignment. It is found in the on-line classroom.

4. Prepare a **summary of your interpersonal development** in the area of trust, confrontation/conflict, margins, and stress. This section is designed to assist you in reflecting upon how you integrate your individuality in a ministry community, while identifying areas for future growth and development. This portion of the Personal Portfolio will be an eight double-spaced pages.

4.1. After using the assessment tools provided, write a two page paper identifying ways in which you will develop and maintain trust and in relationships. Include some of the challenges that you will have to face. Spend at least one hour interacting with 2 people who know you well with regards to the outcome of your assessment in the area of trust prior to writing on this area. Include one paragraph which reports their responses to your assessment.

4.2. After using the assessment tools provided, write a two page paper reflecting upon what you are learning about managing conflicts and confronting. Include areas where you need to improve. Spend at least one hour interacting with 2 people who know you well with

regards to the outcome of your assessment in the area of confronting and managing conflicts prior to writing on this area. Include one paragraph which reports their responses to your assessment.

4.3. After using the assessment tools provided, write a two page paper describing the stressors in your life. What are your resources for handling stress? What do you need to change in your life with regards to how you handle stress? Spend at least one hour interacting with 2 people who know you well with regards to the outcome of your assessment in the area of stress prior to writing on this area. Include one paragraph which reports their responses to your assessment.

4.4. After using the assessment tools provided, write a two page paper describing the challenges your face in maintaining margins. How will you address these challenges? Spend at least one hour interacting with 2 people who know you well with regards to the outcome of your assessment in the area of margins prior to writing on this area. Include one paragraph which reports their responses to your assessment.

5. Create a **Personal Development Plan** which is targeted specifically at a Professional Competency Goal that will help your development in a next logical step for your ministry development plan. Use the framework provided in the paper entitled "Creating a Personal Development Plan" found in the on-line classroom. This includes an assessment of your need, a goal to be pursued, learning initiatives, and the mentors with whom you might interact to carry out this plan (2-3 pages).

6. Complete the assessment in *Overcoming the Dark Side of Leadership* on p. 239, Appendix E. After reflecting on the outcome and the material in the book write 1-2 pages which answers the following questions:

- What is your dark side profile?
- How does your dark side influence your leadership?
- What steps do you need to take to mitigate the effects of your dark side to prevent your dark side tendencies from impacting your ministry leadership?
- Who are the people in your life with whom you have shared your dark side profile?

14. Attendance and Participation (Completed by professor)

Due By	Points	Estimated Time For Assignment
Completed by the professor after the course concludes	20	20 Hours in Class

Any absence of more than one 2 hour-class session will result in a reduction of one point for each two-hour absence.

15. Final Course Evaluation (.25 hours)

Due By	Points	Estimated Time For Assignment
December 12, 2014	5	.5 Hours

Before the end of the last Friday of the semester, you will receive an email with a link to the final course evaluation. By federal law, we now need to ensure that students participate in classes for the full length of the class. So failure to complete the final course evaluation on time will result in a grade penalty and may impact your financial aid eligibility.

GRADING

The following scale is the standard Western Seminary scale:

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-
99-100%	95-98%	93-94%	91-92%	88-90%	86-87%	84-85%	81-83%	79-80%	77-78%	74-76%	70-73%

NO.	Required Assignments	Points	Estimated Time to Complete
1	On-line Orientation and Reading	3	.5 hours
2	Malphurs Reading, Exercises, Membership and Ministry Profile	14	5 hours
3	Reflections on Malphurs, exercises, <i>Name of interview person</i>	18	4 hours
4	Malphurs reading and exercises	6	2 hours
5	Video Presentations	20	5 hours
6	Learning Community Sharing	6	1 hour
7	<i>Sacred Pathways</i> Reading, "You've got style" Inventory	12	8 hours
8	<i>Overcoming the Dark Side of Leadership</i> Reading	10	6 hours
9	"Responding to Conflict" Inventory	6	1 hour
10	Divine Design Reflection Paper	40	10 hours
11	My Spiritual Pathway Reflection Paper	20	4 hours
12	Ministry Interview and Reflection Paper	20	6 hours
13	Personal Portfolio	50	17 hours
14	Attendance and Participation	20	20 classroom hours
15	Final Course Evaluation	5	.5 hours
	Totals	250	90 hrs.

LATE WORK

5% of the points designated for the assignment will be subtracted for each day that an assignment is late.

Format for Papers

- Please use 12 pt., New Times Roman font, and number pages.
- Include a cover page, but do not number your cover page. The cover page is in addition to the required number of pages for each written assignment.
- All papers need to be uploaded digitally in Microsoft Word format to the on-line classroom.
- Use grammar check and spell check. The professor's pet peeve: It's "Bible" not "bible"!
- Assignments should be double-spaced.

Papers are written for your benefit, and for the benefit of others. You will want to make them as clear as possible. Imagine that you are telling someone about a ministry interview, your mini-retreat, or what you are learning about yourself. However, this is one of the first courses you will take in seminary so I will be looking closely to confirm that you are able to write at a graduate school level. Your Personal Portfolio will be submitted to your Faculty Advisor as well as your faculty mentor if you take Mentored Field Ministry.

COURSE SCHEDULE

10/15 Session 1a Course Introduction (1-3 pm)

Topics

1. Overview of Course
2. Review of Syllabus
3. Introduction to Learning Communities

Assignment Due Prior to this session: Assignment #1

Acknowledgement of completed assignment: Complete on-line.

Handout to have accessible: Obtain from the on-line classroom.

10/15 Session 1b: Discovering your Design-Reflection on Assessments (3-5 pm)

Topics

1. Reflections on Randy Roberts' presentation
2. Identity

Assignments due prior to this session: #2-5

Acknowledgement of completed assignment: Complete on-line.

Handouts: Obtain from the on-line classroom.

10/16 Session 2: Developing Your Plan (8 am – Noon)

Topics

1. Determining Ministry Direction
2. Call and Vocation
3. Ministry Organizations: Church/Parachurch
4. Ministry Matching/Ministry Projecting
5. Ministry Roles
6. Mission and Vision
7. Ministry Development Planning
8. The Mentoring Process
9. Spiritual Companionship Roles
10. Learning Community Sharing: Assignment #3 (3.1-3.3) and #6

Assignment due prior to this session: Assignments #6

Acknowledgement of completed assignment: Complete on-line.

Handouts: Obtain from the on-line classroom.

10/16 Session 3a: Sacred Pathways/The Dark Side of Leadership (1-3 pm)

Topics

1. Sacred Pathways
2. Overcoming the Dark Side of Leadership

Assignments Due Today: Assignments #7, 8

Acknowledgement of completed assignment: Complete on-line.

Handouts: Obtain from the on-line classroom.

10/16 Session 3b: The Importance of Building and Maintaining Trust (3-5 pm)

Topic

1. Divine Design, Emotional Intelligence and Interpersonal Development
2. The Prior Question of Trust
3. Trust Builders and Trust "Busters"
4. Environments of Grace/Relationships of Trust
5. Self-assessment: How am I at Building Trust?

Assignments due prior to this session: None

Handouts: Obtain from the on-line classroom.

10/17 Session 4a: Managing Conflicts (8-10 am)

Topics

1. Self Assessment: How am I at Confronting?
2. How am I Managing Conflict?
3. How am I at Helping Others Manage Conflict?

Assignment due prior to this session: Assignment #9

Acknowledgement of completed assignment: Complete on-line. (Upload paper)

Handouts: Obtain from the on-line classroom.

10/17 Session 4b: Managing Stress (10 am – Noon)

Topics

1. A Strategy of Handling Stress
2. Self Assessment: How am I am Managing Stress?

Handouts: Obtain from the on-line classroom.

10/17 Session 5a: Maintaining Margins (1-3 pm)

Topics

1. My Personal Ecology and the Need to Maintain Margins (emotional, physical, spiritual, and interpersonal)
2. Creating Spiritual, Emotional, Relational and Financial Reserves
3. The Importance of Balancing Life Demands
4. Developing a Healthy Life-style
5. Self Assessment: How am I at Maintaining Margins?

Assignment due prior to this session: none

Handouts: Obtain from the on-line classroom.

10/17 Session 5b: Course Reflection/Mentored Field Ministry (3-5 pm)

Topics

1. Course Reflection/Learning Community Closure
2. Mentoring Option for MABTS
3. Constructing a Journey Time Line
4. Creating a Personal Development Plan, Part 5 of Assignment #13, "Personal Portfolio"

Assignment due prior to this session: None

Acknowledgement of completed assignment: Not needed

Handouts: Obtain from the on-line classroom.

COURSE POLICIES

Attendance and Late Assignments: Students are expected to attend all class meetings. Students who miss class are responsible for missed work. Absences and tardiness may impact a student's grade. Students who anticipate an absence should discuss it in advance with the instructor. Students who miss more than 20% of the seat time for the class will not pass the course, without a request for and the completion of additional assignments. Assignments submitted after the due date and time will result in a reduction of the student's letter grade for that assignment.

Copyright Violation and Plagiarism: Research in secondary sources for the written project is permitted and welcomed. However, any appropriation of either ideas or wording taken from other sources, whether print or electronic, must be properly footnoted. Failure to do so constitutes plagiarism which can result in substantial grade reduction or failure. Any unauthorized copying or use of copyrighted materials, including downloaded files of various kinds, can result in criminal charges and fines. For a fuller explanation of these issues or WS's copyright policy, see the Copyright Issues and Cheating" section of the Student Handbook:

<http://www.westernseminary.edu/academic/handbook-copyright>.

Incompletes/Extensions: The final deadline for submitting all course work is the last day of the semester as noted in the Academic Calendar and in the class schedule. In the case of serious illness, family emergency, or similar extenuating circumstances, the student may request an extension. A 1-3 week extension is typical in all except the most extreme cases, and some penalty for late work may apply. Under no circumstances will the student be given more than 5 weeks to complete all required coursework except by petition and approval of the Administrative Committee. (Extensions longer than 5 weeks are rare and should only be requested under extreme circumstances.)

If students face a personal emergency that requires requesting an extension going beyond the end of the semester, it may affect their ability to receive financial aid in the next semester, and they may face the possibility that their next semester's course registrations will be cancelled. Please contact the Financial Aid Office for assistance.

Audit Students: Audit students are encouraged, but not obligated, to participate in assignments and class discussions. Professors are not obligated to grade participation for these students, but may opt to do so depending on class size.

Statement on WiFi Services: Our community at Western Seminary is defined by our membership in the body of Christ. As we share common resources, we wish to do so with respect and consideration for others. Our IT department has created a strong and secure wireless internet network at each of our campus locations to enhance the student learning environment. Some of the considerations in developing our Wi-Fi networks have included providing excellent security (better than you'll find at the local coffee shop) and doing so within a budget that does not significantly impact tuition costs. Keeping costs low means that we don't have an endless supply of bandwidth. We ask that you use the Wi-Fi network for academic purposes and avoid downloading large files or streaming video. Please be mindful that your internet use (both in class and on campus) can distract others or prevent them from accessing resources they need for their studies. We appreciate your participation in promoting thoughtful, considerate internet use on campus.

The Availability of Disability Services at Western Seminary: Western Seminary is committed to responding to the needs of students with disabilities as outlined in both the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Western students are assisted individually as their needs dictate. It is the responsibility of students with disabilities to identify themselves and the nature of the disability. Any student who has a disability should contact the seminary's Disability (Section 504) Coordinator, Ashley Mitchell, at 503-517-1819/1-877-517-1800, ext. 1819. Her office is at the Portland campus. Students at the northern California campuses may contact Student Services Coordinator – San Jose or Director of Student Services – Sacramento, or they may contact Ms. Mitchell directly. Appropriate forms will be provided and must be submitted to the Disability Coordinator's office.