CMLT Policies and Procedures

This document includes the programmatic policies for the Center for Ministry and Lay Training. Each course syllabus will contain additional guides and classroom policies to follow. If you need clarification or have concerns, please contact the Senior Director, Leslie LeSieur (leslie.lesieur@ptstulsa.edu, 918.270.6471).

- **Center for Ministry and Lay Training Course Participation**
  Regular 'attendance', completion of required readings, and constructive contributions to class discussion are required. If you do not engage meaningfully/participate in your CMLT class materials (including original discussion, discussion forum responses, quizzes, and/or written assignment) for up to two weeks, you will be dropped from the course.

  Participation requires that a student complete all reading assignments (including lectures/Power point presentations) and all written work for each week's class. As an online class, participation will be measured primarily by a student's engagement with the weekly discussion board forum on Canvas.

- **Center for Ministry and Lay Training Tuition Aid Ineligibility**
  If you receive a failing grade or are administratively dropped from any CMLT course due to lack of participation, you will be ineligible for the tuition aid grant to retake that course. Full tuition cost for the CMLT courses currently is $375.

- **Center for Ministry and Lay Training Withdrawal Policy**
  If you have need to withdraw from or drop a course, you may do so within the first six weeks of the eight-week term. You will be subject to the following criteria:
  - You may withdraw from any course offering and receive a full refund if you do so before or within the first week of course work. Your transcript will not reflect enrollment for this type of withdrawal.
  - You may withdraw from any course between weeks two and eight with no refund. Your transcript will show a withdrawal, not a letter grade. This type of withdrawal will not make you ineligible for tuition aid.
    - Please note that refunds may be given in extreme medical and family emergencies.
  - The Senior Director will evaluate and determine all refunds requestions as it pertains to the withdrawal policy.

- **Center for Ministry and Lay Training Audit Policy**
  At times, students may choose to participate in the CMLT as an auditor. Auditors are still required to complete reading assignments and provide constructive contributions to class discussions (original posts as well as responsive posts).

  Auditors will not be required to complete any tests, quizzes, and/or papers/projects. If an auditing student chooses to submit this type of work the instructor is not required to give

a letter grade but should provide comments/feedback. Auditing students' transcripts will only reflect their participation in the course with the "Satisfactory Audit" or "Unsatisfactory Audit" designation under the grade received.
Auditors will be subject to all policies listed in this document.

- **Center for Ministry and Lay Training Academic Honesty Policy**
    - o The students of the CMLT are engaged in learning ministry skills in a Christian environment of *respect* and *honesty*. This includes respect and honesty when using others' ideas in written work, sermons, and other assignments.
    - o **Plagiarism is unacceptable**. Plagiarism is defined as taking another person's ideas and words and passing them off as one's own. Examples include:
        - ▪ Presenting the exact words of an author without citing the source and without putting those words in quotation marks.
        - ▪ Using another person's ideas without acknowledging the source of those ideas. This is also plagiarism, even when you re-arrange the words.
        - ▪ "Cutting and pasting" information from websites and submitting it as one's own work.
    - o Instructors are to treat all cases of academic dishonesty as opportunities to impart knowledge, teach skills, and promote the value of academic honesty. The instructor has wide latitude in responding to plagiarism.
        - ▪ He or she may choose such options as asking the student to redo an assignment (perhaps with a lowered grade); giving the student a 0 on the paper or assignment; or failing the student in the class. The instructor must notify the Director of Educational Ministries of the issue and the actions taken.
    - o Expectations regarding written work:
        - ▪ Give the source of every fact, idea, or argument which is not your own.
        - ▪ Set off by quotation marks all significant words, phrases, sentences, and multi-sentence quotes which are borrowed from another and cite their source.
    - o Instructors are expected to remind students of this academic honesty policy and to include in their syllabi the expectations for documenting sources.

- **Center for Ministry and Lay Training's Artificial Intelligence (AI) Policy**
    - o With all CMLT academic work, the ideas and contributions of others must be appropriately acknowledged and work that is presented as original must be, in fact, original. Using an artificial intelligence (AI) content generator (such as ChatGPT) to complete coursework without proper attribution or authorization is a form of academic dishonesty and will be treated as plagiarism. If you are unsure about whether something may be plagiarism or academic dishonesty, please contact Leslie LeSieur or your instructor to discuss the issue.
    - o Faculty, students, and administrative staff all share the responsibility of ensuring the honesty and fairness of the intellectual environment. There are tools that are utilized by CMLT Faculty and Administration through programs like Grammarly, Turn It In, and GPTZero that can assist in detection of AI technology use.

- **Center for Ministry and Lay Training's Culture of Mutual Respect**
    - o Students and instructors come to our program from a wide range of backgrounds with various theological points of view and opinions on scriptural interpretation. With that understanding, ***all*** our discussions and interactions must demonstrate mutual respect,

motivated by love.

- o Phillips Theological Seminary offers Christian education in service of intelligent, just, and compassionate religious and civic communities. We welcome students to a safe space for truth-seeking conversations about the Bible, Jesus and faithful living.
- o If there are violations of this expectation, the student may be administratively removed from the courses and program.

- **Center for Ministry and Lay Training Helpful Information for Academic Success**
  - o Students should have reliable access or own a laptop or PC for optimal success in this program.
  - o Students should have reliable access to high-speed internet for viewing the course, lectures, and access other activities.
  - o Google Chrome and Mozilla Firefox are the preferred browsers for these courses.
  - o Access to a media player, Adobe reader, and word processing program such as Microsoft Word is recommended.
  - o Proficiency in reading and writing in English is required for this program.

Phillips' Professional Behavior and Netiquette

- All those engaged in teaching and learning in the Phillips Theological Seminary community deserve respect as they participate in critical theological reflection and ecumenical conversations on the range of issues enlivening contemporary discernment and debate within the church and the broader society. Among the critical dynamics of respect and open space is learning to keep confidences, which is hopefully understood as a primary ministerial skill. All the expectations and practices under which the seminary currently operates in its teaching/learning functions apply to both on campus and online courses.
- Participants in the online discussions do not have available the same visual and auditory clues as those in traditional classrooms for interpreting the tone and substance of contributed comments. It is, therefore, especially important that the following guidelines concerning appropriate 'netiquette' – i.e. etiquette for written communication shared via the internet – should be consistently observed. Although individual professors may have unique standards or procedures regarding class etiquette that are specific to their course design and learning goals, members of the seminary community should attend to the following general institutional standards:
- In online discussion, statements of disagreement and alternate understandings are welcomed, and even encouraged among participants. Yet disparaging personal ad hominem attacks cannot be permitted, even if purported to be intended light- heartedly. Overt references or those by innuendo that violate the seminary's anti- discrimination policy will not be tolerated.
- Rude, offensive, or abusive comments are entirely inappropriate.
- "Flaming" (typing words in capitals) or an excessive use of exclamation marks must always be avoided because they are widely understood to signal expressions of anger, hostility, or disrespect.
- Attempts to use humor, and especially sarcasm, to advance one's position in online discussions are most generally confusing and ineffectual. In addition, the seeming innocence of jokes can be lost in transmission.
- Participants should be attentive to maintaining a professional style of communication. Posted contributions on discussion boards should be free of misspelled words and other distracting

technical errors. As with written papers, it is essential to properly cite sources.

- There are different modes of communication for online classes, e.g. discussion boards and chat rooms—formal and informal—where the standards may be nuanced accordingly to fit the class situation. However, when communicating online, *participants should carefully review what they have written before they actually send or post it*, making certain that chosen modes of expression convey what they want to say and how they want to say it.

- Finally, members of the seminary community are to avoid forwarding any type of junk mail (e.g. advertisements, solicitations, or sexually explicit materials) to others. Moreover, they should not violate the privacy of others by divulging email addresses and comments outside of the class without express permission.