2018 STUDENT HANDBOOK

Western Jurisdiction Licensing School and

Western Jurisdiction Course of Study

**Session I: June 25 – June 30; Session II: July 2-7**

  

**Licensing School and Course of Study**

The purpose of the Licensing School and Course of Study is to educate students for pastoral ministry in the United Methodist Church. It’s an alternative to the seminary degree program. These programs of basic theological education have been established by the General Board of Higher Education and Ministry (GBHEM) of the United Methodist Church.

 The Course of Study is a five year curriculum. The Western Jurisdiction of the United Methodist Church in cooperation with the General Board offers the Course every summer. By successfully completing all four classes each summer, the student finishes one year of the five-year Course of Study Program.

**Western Jurisdiction Website**

Information about the Licensing School and the Course of Study can be found on our website. The address is [www.localpastor.org](http://www.localpastor.org). Please check it regularly.

**2018 Licensing School Schedule**

Licensing School students complete 80 hours of education. The classes are from June 25 to July 6 and are held at Claremont School of Theology. School starts at 8:00 am on June 25.

**2018 Course of Study Schedule**

Classes meet at Claremont School of Theology Monday through Saturday. COS begins on June25th at 8:00 am and ends on July 7th at 1:00 pm. There’s no class on Sunday, July 1.

 Although classes do not meet on Sunday, students are encouraged to remain in Claremont for community building and to complete school work. The library is open on Saturday. Even if you live in the area, please don’t plan to travel home for Sunday. Students are asked to find another person for their pastoral duties while attending COS.

**ACADEMIC GUIDELINES**

**Pre-Class Preparation for Course of Study**

 Students are to purchase and read the texts for their classes **before** arriving. Books can be purchased from websites, such as Cokesbury.com, Amazon.com and Barnes and Noble.com. Students must complete the pre-class assignments designated on each class syllabus for COS before attending classes. Pre-class assignments will also be sent to you with your acknowledgement letter and this Handbook.

**General Guidelines for Writing Pre-Class Papers**

When reading a book or article, make written notes as you read. Make an outline of the main points. It’s a good idea to make notes of questions you have or ideas that arise from the author’s writing, note also the page numbers that correspond to your questions and thoughts. Pay special attention to any of the author’s writing that helps you answer an instructor’s questions.

 After writing your answer, look back at the question to make sure you have responded appropriately. The instructor wants to see how well you think. Pieces copied from the author’s or another person’s work, even if they’re properly footnoted, don’t show what you understand.

 If you’re asked to give a summary of the author’s work, use your own words to restate what the author wrote. If you’re asked your opinion of a book or article; clearly state if you agree or disagree with the author and in what manner.

 All items taken from another person’s writings must be placed in quotation marks and credit given in a footnote. The footnote should include the author’s name, title of the book, and the page number from which the quote was taken. Even if a person’s words are paraphrased credit must be given in a footnote. When another person’s words are used or rephrased without credit given to them, this is plagiarism. **Any incident of plagiarism will be reviewed by a faculty committee and may result in the student failing the class.**

**Attendance Policy**

Students are expected to attend all classes on time. Except in an emergency absences are not permitted. Please discuss your emergency situation with the instructor of your class and the director. The policy of GBHEM is that **a student missing more than two hours of a class period will not receive credit for the course.**

**Grades for Course of Study**

Grades are the assessment of each Faculty member on completion of the entire class work. Grades are given on the basis of A to F. “A” is for excellent class work and scholarship; work above what is expected. “B” is for good class work and scholarship at the level of a high-quality student. “C” is given for average to poor class work and scholarship, “D” is given for poor class work below what’s expected of a COS student. “F” is given for failure.

A student may receive an “I” for incomplete (the “I” will change to an F on August 30, 2018 if work remains incomplete), and a “W” for withdrawal. All incomplete work must reach your instructor by August 25, so there’s time to grade the work by August 30. There must also be an agreement with the member(s) of the Faculty that you will receive an incomplete and an agreement on the date that the Faculty member will receive your work. Faculty aren’t required to grant an incomplete.

A student’s grades will be sent to their District Superintendent and Board of Ordained Ministry Local Pastor Registrar.

**Licensing School Evaluations**

Written evaluations will be given to all Licensing School students. Comments and helpful advice will also be given with a pass/fail grade. These evaluations will be sent to a student’s District Superintendent, as well as the Board of Ordained Ministry Local Pastor Registrar.

**Academic Integrity**

Theological education is a witness to our faith. We expect persons involved in such education to act with integrity, honesty, and respect toward all others. All students must submit their own work. They must not cheat or act dishonestly nor may they help another person to act fraudulently. By registering with COS students agree to the highest integrity in all their work and actions and to the policies established by the Western Jurisdiction COS and the GBHEM of the United Methodist Church. Any complaint of cheating, theft, plagiarism, or other dishonesty will be investigated. The proper disciplinary action will be taken if the complaint is found to be true.

**Plagiarism and Other Disciplinary Policy**

Students may not plagiarize others’ work. According to the Merriam-Webster Online Dictionary to plagiarize means: 1. To steal and pass off the ideas or words of another as one’s own; 2. To use another’s work without crediting the source; 3. To commit literary theft; and 4. To present as new and original an idea or product derived from an existing source.[[1]](#footnote-1)

 The Faculty of COS has adopted a Plagiarism Policy that’s now in effect. This is a three- step program, which is as follows: 1. First offense of plagiarism: a student will receive a failing grade on the paper or test and the Faculty member will explain what the student has done wrong. This may result in the student failing the course. 2. The second offense, which may occur in the same calendar year, will be brought before a Committee of the Director and two COS Faculty Members. If the student is found guilty, the student will fail the course and his or her District Superintendent will be notified. 3. A third offense of plagiarism if the student is found guilty will result in the Faculty Committee asking the student to leave COS permanently. The student’s District Superintendent and the Annual Conference Board of Ordained Ministry will be notified. Other offenses will come before a Faculty Committee with the same disciplinary practices.

**Harassment**

The catalogue of Claremont School of Theology states that “*human community is created in God’s image and that its individual members have, therefore, equal value and dignity regardless of their race, ethnic identity, gender, sexual orientation, or age*.” No form of harassment by students, faculty, or employees will be accepted at COS. The school will investigate any complaint and the proper disciplinary action will be taken.

 Definition of sexual harassment[[2]](#footnote-2): “*Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when 1. Submission to such conduct is made, either explicitly or implicitly a term or condition of an individual’s employment or academic standing; or 2. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or study performance or creating an intimidating hostile or offensive working or studying environment*.”

 Definition of racial, sexual orientation, age or ethnic identity harassment: Any conduct directed against a person with the effect of insulting, degrading or abusing her or him, because of her or his race, gender, sexual orientation, age, or ethnic origin.

**Substance Abuse**

Students, Faculty, or employees of the school who are found to be intoxicated by any substance during school hours or in the dormitories or library are subject to an investigation. If the investigation finds that a member of the school has violated this policy, the person will be subject to the appropriate disciplinary action including suspension or termination.

**Smoking**

 We strive to be a “*Smoke-free*” campus. Please refrain from smoking during class sessions, even on breaks.

**Inclusive Language**

Inclusive language is strongly encouraged and is expected in the written and spoken work of COS. Inclusive language excludes both the writing and speaking of persons and of God in terms that are exclusively masculine/feminine. Those who are inclusive will also not use color terms like “*black*” to refer to “*evil*” or “*white*” to refer to “*purity*” in the avoidance of fostering racism or terms that describe those with disabilities like “*deaf*” and “*blind*” as equivalent to “*sin*.”

**COURSE OF STUDY EVENTS**

**Student Council**

Two Student Council representatives are chosen by the students from every class of COS. The Student Council helps to set policy for the school. If you have problems or suggestions bring these to your representative or to the Director of COS for action.

**Worship Services**

Worship services will be held in the Chapel at 11:45 am on these days: **Tuesday, June 26, Friday, June 29, Monday, July 2, and Thursday, July 5.** These are part of the community building/learning experience of COS. All students and faculty are encouraged to attend.

**Lunch**

Students and Faculty gather for lunch and fellowship daily. Lunch is included in the COS fees. Lunch will be served at 12:15 p.m.

**Auction, Ice Cream Social**

The Auction and Ice Cream Social is **Tuesday, July 3.** Auction proceeds help the COS Family where needed (i.e.: hospital bills/medical care/transportation). Please plan to bring auction items with you. Donations to the fund without a purchase are also welcome. Even if you don’t plan to buy anything come for the fun and fellowship.

**Graduation and Luau**

The Luau will be **Thursday, July 5 at 5:30 pm** in the courtyard outside the Colwell Building. There will be Polynesian food, dancing, and songs. **The event is free**. All students are encouraged to share in this time of celebration and fun**.**

Graduation is **Saturday, July 7 at 11:15 a.m.** A cake and snack celebration will follow.

**ENROLLMENT AND HOUSING**

**Enrollment**

Students may enroll in the Western Jurisdiction Licensing School and the Western Jurisdiction COS by completing and mailing the Registration Form. The Registration Form may be printed from the COS website; the Claremont School of Theology web site ([www.cst.edu](http://www.cst.edu) under Course of Study) or may be obtained by request from the Course of Study office at 909-447-2573. All Registration Forms must be signed by the student, the District Superintendent and Local Pastor Registrar before being mailed to COS.

 Students following the Local Pastor route to ministry in the United Methodist Church must have completed Licensing School and be a Certified Candidate for Ministry to take COS.

 Full-time Licensed Local Pastors are required by the United Methodist Discipline to complete **four courses per year** through a Regional Course of Study School or the correspondence/on-line curriculum of the GBHEM. Only with the approval of GBHEM, the student’s Conference Board of Ministry, the student’s District Superintendent and the Director of the WJ COS may a student take more than four courses during a calendar year. Full-time Local Pastors must complete the entire COS curriculum within eight years.

Part-time Licensed Local Pastors are required to take two courses per year in a COS School and must complete the COS curriculum within twelve years. It’s suggested that part-time Local Pastors take more than the two courses per year, so their time at COS is utilized well.

**Housing**

 Students may apply for CST campus/commuter housing. (Contact Judy Little jlittle@cst.edu for the link to the Housing form.) Decisions regarding CST campus housing will be available by April 1, 2018. Those staying in Commuter housing will share with a roommate. Bathrooms are across the hall. A kitchen is available at each end of the housing. The cost of this housing is $50 a night. It’s available on a first come first serve basis.

 Housing at the Harvey Mudd Atwood Dorm will be available. The price isn’t known at this time. All taxes and fees will be included in the price. Sometimes it’s necessary for two people to share a dorm room. Check with your Annual Conference for shared payment arrangements. Some Conferences will only pay for the half the dormitory housing. Checks for fees, Harvey Mudd College dorms, and CST housing should be made out to the Western Jurisdiction Course of Study.

 Motels in the area are available at varying prices. Students must be prepared to pay the hotel for their stay. Some of the Conferences will only reimburse you afterwards.

**Location of Claremont** **School of Theology**

The school is located 35 miles east of Los Angeles. Major highway routes are:

Freeway I-10 (San Bernardino),

Freeway 57 (Orange),

Freeway U.S. 60 (Pomona), and

Freeway I-210 (Foothill)

CST does not provide local travel from major transportation centers. The nearest airport is Ontario, from which you may catch a commuter shuttle. Taxis are also available

**Claremont School of Theology Library**

The Library is located in the main square of CST to the west of the Chapel. During COS, the computer lab in the library can be accessed at all hours with your library ID card. The Library will remain open until 8 pm on most class evenings.

A Library Orientation for COS will be given following the first day of class, June 25. Librarians will answer questions and give demonstrations about the Library and the Computer Lab. Students who want more information may stay after the initial presentation.

**Returning students are expected to bring their library cards from the previous years.** Newly issued library cards can be picked up at Registration. New cards or cards from previous years cannot be used to check out books until a sticker has been put on the card from the COS Office. This shows that a student’s fees have been paid. A fee may be charged for lost cards.

**Writing Center**

The Writing Center is located on the ground floor of the Craig Building to the south of the classrooms, #104. You may drop by the Writing Center for an answer to a quick question or may make an appointment for a longer session. Priority will be given to those who have an appointment. The writing tutor will be available on most days after class for two hours in the afternoon. All beginning students must see the writing tutor at least once during their time at Claremont.

 Papers may be submitted to the Writing Center for evaluation before classes begin by email at writingcenter@cst.edu. Please identify yourself as a COS student.

**Questions or Assistance**

 Please contact Faith J. Conklin, Director of Course of Study, at fconklin@cst.edu or leave a message at 909-447-2573. Please feel free to email/call about any questions. You can also text Faith at 760-443-9664.

Judy Little, Course of Study Assistant, can be contacted at jlittle@cst.edu or at 909-447-6338.

***You are in our prayers. We look forward to sharing this time with you.***

1. Merriam-Webster Online Dictionary, www.merriam-webster.com. [↑](#footnote-ref-1)
2. The U.S. Equal Employment Opportunity Commission Section 1604.11 of Title29. Words in italics are added to make this applicable to a school environment. [↑](#footnote-ref-2)