Emory University, Candler School of Theology
Course of Study School

Student Handbook
Emory Course of Study School
Student Handbook

Advanced, Summer, and Saturday School

The information included in this Student Handbook can be found on our website, and you will see links below to take you to each of those sites. If you have questions please email or call the COS Office at 404.727.4587 or michelle.levan@emory.edu.

Emory COS Websites

All program information can be accessed at: http://www.candler.emory.edu/programs/cos/index.cfm
- Summer School Policies and Procedures
  http://www.candler.emory.edu/programs/cos/policiesandprocedures.cfm
- Summer Schedule and Precourse Work
  http://www.candler.emory.edu/programs/cos/precourse-summer.cfm
- Saturday School Policies and Procedures
  http://www.candler.emory.edu/programs/cos/saturday-cos.cfm
- Saturday School and Weekend Intensive Precourse Work
  http://www.candler.emory.edu/programs/cos/precourse-saturday.cfm
- Advanced COS Program Information, Policies, and Precourse Work
  http://www.candler.emory.edu/programs/cos/acos.cfm

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Course of Study School

The Course of Study School (COS) educates and trains local pastors in The United Methodist Church. To be admitted, students must be certified candidates for ordained ministry, have completed the requirements for license as a local pastor, have been tested in language skills proficiency through a process determined by the annual conference, and received endorsement of the annual conference Board of Ordained Ministry.

The Course of Study School at Emory is sponsored by The United Methodist Church Board of Higher Education and Ministry, the Southeastern Jurisdictional Administrative Council, and Candler School of Theology.

Curriculum

The Basic Five-Year Course of Study is a year-round experiential and classroom learning process. This process assumes cooperation between the instructors in the Course of Study Schools and clergy mentors in the annual conferences. Each Regional Course of Study School shall offer all 20 courses of the Basic Five-Year COS following the objectives and guidelines established by the Division of Ordain Ministry. The Course of Study shall seek to meet the needs of both full-time and part-time local pastors and may be offered in languages other than English.

Normally courses are to be taken in the sequence prescribed by the COS curriculum. At a minimum, students are expected to take first year courses in the first year of study and fifth year courses in the final year of study. Students will be more successful in the Course of Study by working through each year verses taking courses out of sequence.

Courses are available by correspondence through the Division of Ministry. Students who wish to apply for associate or provisional membership in the annual conference many only take four (4) courses by correspondence or online via the Internet.

Basic Five-Year Course Descriptions

The titles, descriptions, and objectives that follow were formulated by the directors of the Course of Study schools in conjunction with staff from the General Board of Higher Education and Ministry of The United Methodist Church. These titles, descriptions, and objectives were then reviewed by faculty who teach these courses and by board members who oversee these programs. Subsequently they were revised by those who initially wrote them. The titles represent the twenty courses that comprise the five-year program of the Course of Study schools. Each year includes four courses, two of which are foundational (the biblical and theological courses) and two of which are functional. These courses are designed to relate to each other within a given year, as well as in sequence through the years. The first year is
introductory, the second through fourth years are developmental, and the fifth year is both integrative and serves as a bridge to continuing education.

The course descriptions and objectives represent the focus of the subject matter and the areas that receive attention in both the teaching and the taking of the course. The descriptions summarize the overall thrust while the learning objectives delineate particular concerns that shape the parameters of the course. Since each course is limited to twenty contact hours (in addition to work completed before the course begins), that which is described for each course serves as a desired end, although its full accomplishment cannot be attempted. Those who teach and those who take each course seek to accomplish as high a level of learning as is reasonable given inherent components.

First Year (Foundational and Functional Courses)

COS 111—The Pastor as Interpreter of the Bible

This course introduces the role of the United Methodist pastor in biblical interpretation. Attention is given to the formation and function of the canon and to the development of a methodology of interpretation consistent with the nature of scripture. The importance of the Bible as a witness to the life and faith of ancient Israel and early Christianity is illustrated from a survey of representative biblical materials (focusing on Genesis, Hosea, Amos, Mark, and Philippians).

Objectives:

- Exploration of the role of the pastor as interpreter of the Bible in the life of the congregation
- An understanding of the formation of the canon and its function within the community of faith, past and present
- A critical introduction to historical, literary, and theological approaches to scripture while keeping in mind the experimental dimension of biblical interpretation
- Development of an exegetical methodology consistent with the nature and authority of the Bible
- A survey of representative materials from both the Hebrew Bible and the New Testament as identified in the course description
- Development of the ability to understand what was meant historically and to interpret what it means today

COS 112—Theology in the Wesleyan Spirit

This course considers the role and responsibility of the pastor as an interpreter of the gospel, with emphases on the Wesleyan heritage and the student’s own growing sense of theological identity. Basic terms, tasks, and methods of Christian theology are introduced, and representative classical themes are defined and illustrated.
Objectives:

- Challenging students to reexamine their understanding of faith
- Critical consideration of theological methods and the Wesleyan use of scripture, tradition, experience, and reason
- Introduction to the problems inherent in issues such as theodicy, revelation, Christology, law, and grace
- Development of the pastor’s identity as a theologian
- Utilization of theology as a resource for pastoral functions

COS 113—Pastoral Care for Spiritual Formation

This course explores the caring presence and actions of the pastor as a form of spiritual leadership and formation. Skills of effective pastoral care are presented and practiced, including effective listening and response, awareness of cultural differences, timely intervention, and appropriate referral. Students are encouraged to reflect on their personal strengths, their need for growth in developing relational skills, their self-care, and the development of personal spiritual practices—all in the context of the community of faith.

Objectives:

- Developing the pastor’s identity as a spiritual leader and caregiver, with emphasis on the need for continuing spiritual and professional growth
- Instruction, practice, and feedback in basic communication skills, including verbal and nonverbal communication
- Examination of basic methods for dealing with developmental issues and life crises, including when and how to refer a person to other sources of assistance
- Exploration of ethical issues, including confidentiality, personal and professional boundaries, and the pastor’s legal responsibilities
- Introduction to a Wesleyan understanding of spirituality and spiritual practice

COS 114—Pastoral Leadership and Administration

This course focuses on the pastor’s formation and competency in fulfilling the role of pastoral administrator, so that a unity is achieved between the pastor’s doing and being. The development of administrative skills in keeping with the theology and polity of The United Methodist Church is addressed.

Objectives:

- Examination of the nature of the church as foundational for the development of mission statements, administrative decisions, and leadership styles
- Clarification of the respective leadership roles of laity and pastors
- Introduction to planning, coordinating, decision making, conflict management, and evaluation in the church setting
- Development of skills for, and understanding of, the dynamics involved in the small church and multiple-charge setting
- Enhancement of the student’s understanding of United Methodist structures and administrative procedures
Second Year (Foundational and Functional Courses)

COS 211—Hebrew Bible I

This course interprets the developing institutions and traditions of Israel and examines the varying ways in which the Hebrew people understood critical events of their history as acts of God. Attention is given to the earliest covenants, the Exodus, the rise of the monarchy, and other events up to the eighth-century prophets.

Objectives:
- Formation of a historical overview of the life and faith of ancient Israel
- Exegesis of selected passages that illustrate crucial turning points in the history of Israel
- Correlation of exegesis with its utilization in preaching and other pastoral functions
- Reflection upon ways in which God has been at work in the lives of people in these biblical materials
- Ongoing development of an exegetical methodology
- Application of these studies to the concerns and issues of the present day

COS 212—Theological Heritage: Early & Medieval

This course reflects critically on significant individuals, decisive events, and fundamental tenets of the Christian faith as found in the early church and in medieval Christianity. Utilizing the categories of grace and faith as focusing lenses, the student appropriates the Christian heritage and enters into the church’s ongoing task of interpreting, articulating, and enacting the gospel for contemporary life. There is some use of primary sources.

Objectives:
- Examination of an emerging Christian orthodoxy in dialogue and debate with Gnosticism, Montanism, Marcionism, and Greek philosophy
- Study of major theologians and church leaders whose writings focus on key doctrinal issues (for example, Origen, Tertullian, Ireneaus, Augustine, Aquinas, Pseudo-Dionysius)
- Engagement with pivotal theological concerns in their historical context (for example, faith and reason, authority of predestination, eschatology)
- Focus upon the distinctive aspects of Eastern Orthodox theologies compared with Roman Catholicism
- Exploration of major theological developments in medieval Christianity
- Appreciation and appropriation of the relevance of historical theology for pastoral ministry

COS 213—Formation for Discipleship

This course examines the ministry of the church as a means of nurturing faith, Christian values, and ways of life among members of the congregation and community. Skills for evaluating, planning, and designing educational experiences are stressed, as well as the pastor’s role as mentor and servant.
Objectives:

- Emphasis on pastor’s identity as servant and mentor, highlighting the need for pastors to be both teachers and learners
- Examination of faith development in the light of location, economics, gender, ethnicity, age, generation, and human relationships
- Survey of the major methodologies for educating Christians, with special stress on developing small-group ministries and on teaching scripture, confirmation, and the basic doctrines of the Christian faith
- Reflection upon the work of the church as formative for Christian discipleship (personal piety and social justice) and development of an action plan for transforming the life of discipleship and the congregation and community
- Development of the ability to critically assess curricular materials for theological content and appropriateness to ministry setting

COS 214—Practice of Preaching

This course focuses on preaching the gospel. Central concerns are the utilization of biblical exegesis, sermon preparation and delivery, and evaluation of the pastor’s preaching.

Objectives:

- Utilization of biblical exegesis for preaching with reference to the lectionary
- Awareness of and skills for understanding the context for preaching (congregation and community)
- Evaluation of sermons for biblical authenticity, theological soundness, and contemporary relevance
- Appropriation of insights gained from the evaluation of the student’s sermons
- Analytical participation in the evaluation of the sermons of classmates
- Development of skills in the ordering and delivery of a sermon

Third Year (Foundational and Functional Courses)

COS 311—New Testament I

This course presents a panoramic view of the content, main characteristics, and message of the books of the New Testament in light of their historical, political, socioeconomic, cultural, and religious environment, as well as their importance as literary expressions of the faith and history of the early church. The practice of exegesis is again emphasized, with special focus on Luke, Acts, Romans, 1 Corinthians, and Galatians.

Objectives:

- Review of the nature, scope, and purpose of the New Testament
- Review of the origin and formation of the New Testament canon
- Description of the historical and social background out of which the New Testament emerged
- Development and practice of an exegetical methodology that is appropriate and helpful to the study of the New Testament
• Articulation of an introductory explanation of the origin, formation, development, and expansion of the Christian faith during the first century
• Examination of some of the ways in which the early church interpreted the life, ministry, death, and resurrection of Jesus, and how this interpretation informed how its members lived out their faith in various social circumstances
• Reflection on the meaning and significance of the message of the New Testament for the faith and mission of the church in its contemporary context

**COS 312 — Our Theological Heritage: The Reformation**

This course is a critical reflection upon the individuals, decisive events, and theological developments during the period of the Protestant Reformation. Utilizing the categories of *grace* and *faith* as focusing lenses, the student appropriates the Reformation heritage and enters into the church’s ongoing task of interpreting and enacting the gospel for contemporary life. Attention will be given to selected primary sources.

**Objectives:**
• Reflection upon movements and events in the period prior to the beginning of the Protestant Reformation (for example, mysticism, nominalism, the Renaissance, the Papal Schism, and the martyrdom of Huss and Savonarola)
• Examination of the Reformation on the European continent, with due attention to the theologies of Luther, Zwingli, Calvin, and the Anabaptists
• Engagement with pivotal theological concerns in their historical context, including the relationship of faith and reason, justification by grace through faith, sacramental theology, ecclesiology, and Christology
• Analysis of the Catholic Reformation as reflected in the Council of Trent and such figures as Ignatius Loyola, Teresa of Avila, John of the Cross, and Blaise Pascal
• Analysis of the English Reformation of the sixteenth century and the rise of Puritanism in the seventeenth century
• Understanding and appreciating the historical development and context of Christian theology
• Continued growth and development of the pastor’s identity as theologian

**COS 313 — Our Mission from God: Evangelism**

This course analyzes the theology of evangelism and our faithfulness to God’s call. It also examines various strategies for and approaches to the church’s evangelistic task in the heritage of United Methodism, stressing the proclamation and the enactment of the gospel.
**Objectives:**

- Significant reference to the biblical roots of evangelism, with particular attention to New Testament foundations as illustrated in the scriptures examined in COS 311
- Interpretation of the Wesleyan heritage of evangelism
- Survey of strategies and models for evangelism in the past, present, and future life of the church
- Analysis of contemporary issues in evangelism, such as debates on church growth methodologies, the relationship of evangelism and mission, evangelism in relation to personal and social transformation, evangelization and liberation theologies, and revivalism
- Focus on evangelism in and use for the local congregation, with emphasis on such issues as preaching evangelistically, organizing and training laity for evangelism, relating evangelism to Christian education (including evangelism in confirmation classes), and planning for long-range evangelistic efforts in communities
- Critical analysis of and appreciation for electronic media as instruments of evangelism

**COS 314—Pastoral Care and Counseling**

This course focuses on the pastor’s understanding of human nature with attention to methods and skills in pastoral care and counseling. Students participate in an assessment of their personal interactive styles.

**Objectives:**

- Examination of basic styles and types of pastoral care and counseling
- Analysis of pastoral-care experiences through such methods as case studies, verbatim, incident reports, and tapes
- Practice in the skills of pastoral care and counseling with classes, feedback, and appropriation of insights gained
- Focus on the counseling process from initial contact to completion, including referral as appropriate
- Formation of pastoral theology through reflection on the uniqueness of the pastoral dimensions of care and counseling
- Sensitivity to the life situations and relationships of individuals receiving care and counseling

**Fourth Year (Foundational and Functional Courses)**

**COS 411—Hebrew Bible II**

This course continues to examine the Word of God as it was expressed through some of Israel’s prophets, selected psalms, and passages from the Book of Job.

**Objectives:**

- A focus on the biblical message as a whole by integrating this year’s study with previous study of the Bible
- Greater familiarity with a number of the great passages in the designated books
- Continuation of exegetical practice
- Exploration of the assigned passages as relevant for preaching, mission, and ministry by today’s pastor and congregation
COS 412 — The Wesleyan Movement

This course is a critical reflection on significant individuals, decisive events, and fundamental tenets of the Christian faith as found in the development of United Methodism. Utilizing the categories of grace and faith as focusing lenses, the student appropriates particulars of the Wesleyan heritage and enters into the church’s ongoing task of interpreting, articulating, and enacting the gospel in contemporary life.

Objectives:
- A review of the factors in the English Reformation, the Puritan revolution, and German Pietism that illuminate the Evangelical Revival
- Introduction to John, Charles, and Susanna Wesley, with emphasis upon the ministry and theology of John Wesley and the development of Methodist societies within eighteenth-century Anglicanism
- Consideration of significant theological and historical developments in Methodism and in the Evangelical United Brethren tradition in nineteenth and twentieth-century America
- Reflection upon pressing theological and church polity issues facing contemporary United Methodism
- Appreciation for and appropriation of the contributions of historical theology
- Continued growth of the pastor’s identity as theologian

COS 413 — Worship and Sacraments

This course examines the sacraments, rites, and liturgy of The United Methodist Church and the pastor’s role as worship leader.

Objectives:
- Examination of the church year and its historical and theological grounding
- Examination of the theology and practice of the sacraments
- Review of the rites of Christian marriage, death and resurrection, and other occasional services, including appropriate counseling methods
- Reflection on worship practices, including use of nontraditional liturgies, media, music, and lay leadership
- Development, for reflection and evaluation, of a sample service of worship

COS 414 — Personal and Social Ethics

This course analyzes the biblical and theological bases for Christian behavior—personal, professional, and social. Emphasis is given to the acquisition of pastoral skills in moral discernment and ethically responsible decision making and action.

Objectives:
- Exploration of biblical and theological bases for ethical thinking and activity
- Survey of major approaches to ethical reasoning
- Examination of the Social Principles of The United Methodist Church as a frame of reference for ethical decision making
- Exploration of ways to deal with ethical dilemmas inherent in such issues as war and peace, hunger, poverty, political tyranny, domestic violence, substance abuse, racism, sexism, AIDS, and biomedical technology
• Reflection on case studies that challenge pastors to examine carefully their ethics and responsibilities
• Focus on pertinent issues for personal and professional life, with indication of guidelines for ministerial ethics
• Delineation of and reflection upon essential guidelines for Christian identity and moral behavior

**Fifth Year (Foundational and Functional Courses)**

**COS 511—New Testament II**

This course continues the third-year New Testament course, but focuses on the exegesis of assigned texts. It emphasizes the integration of previous learning in exegesis and biblical studies with contextualization in the practice of ministry.

Special emphasis includes the books of Matthew, John, James, and Revelation.

**Objectives:**

• Improvement of the student’s ability to effectively use scripture in the preparation of sermons and Bible studies
• Deepening of the student’s understanding of the various assigned biblical studies
• Strengthening of the student’s skills in using critical methods for biblical study
• Development of a rationale for the hermeneutical task
• Relating of the process of exegesis with sound hermeneutical methods for the student’s pastoral role
• Assisting the student in relating the eternal biblical message to the context of ministry

**COS 512—Contemporary Theology**

This course critically reflects on significant individuals, movements, events, and fundamental tenets of the Christian faith that have shaped contemporary theologies in the past century or so. Through study of varied theological expressions in the modern and postmodern decades, the student enters into the church’s enduring task of interpreting, articulating, and enacting the gospel for contemporary life. Attention will be given to selected primary sources.

**Objectives:**

• Consideration of nineteenth-century theological issues that form the backdrop for twentieth-century developments
• Examination of the liberal-conservative split of the late-nineteenth and early twentieth centuries, as well as ensuing neo-evangelical movements, orthodox theologies, and liberal developments
• Analysis of the Barthian/neo-Orthodox traditions
• Interpretation of theologies of history and eschatology (for example, Niebuhr, Pannenberg, and Moltmann)
• Reflection upon Black, Hispanic/Latino, and Native American liberation theologies, with due reference to ethnic, feminist/womanist/mujerista, and class expressions
• Exploration of other significant theological movements, such as feminist, ecumenical, contemporary Roman Catholic, post-Enlightenment, postmodern, evangelical, Eastern Orthodox, and process theologies
• Appreciation for contemporary African, Asian, and Latin American theologies

**COS 513—Our Mission from God: Transforming Agent**

The mission of the church is to serve God and neighbor by proclaiming the gospel for the redemption of the world. Redemption is God’s holy activity that transforms individuals, societies, and all of life. When faithful to its mission, the church serves as an agent of God’s transforming redemption. Based upon this understanding of the nature of the church and its mission, this course seeks to help pastors gain theological understanding and practical ministry skills for leading congregations to carry out the mission of the church as God’s agents of transformation.

**Objectives:**

• Development of a biblical and theological framework for Christian mission
• Consideration of the Wesleyan understanding of personal piety and social holiness
• Examination of unjust social realities—such as racism, sexism, and classism—that impact society and thus impact the mission of the church
• Exploration of the growing influence of social, economic, and political globalization in the world and its implications for the mission of the church
• Exposure to United Methodist ecumenical, interreligious, and community programs that model effective social transformation in the spirit of the gospel
• Analysis of the context of ministry in local congregations for the development of strategies and leadership skills for the transforming mission of the church

**COS 514—Theology and the Practice of Ministry**

This course emphasizes the integration of the role of the practicing pastor with the church’s theological heritage and its particular Wesleyan expression. The course also stresses theology as an ongoing task of critical reflection for the purpose of action. Consideration is given to issues, events, and institutions that form the context within which the pastor is required to think, speak, and act with theological clarity.

**Objectives:**

• Continued growth of the pastor’s identity as theologian and the development of his or her own credo (a written statement of the pastor’s own understanding of Christian doctrine)
• Focus upon thinking theologically about everyday activities and contemporary events in the political, economic, and social areas of life
• Reflection upon a variety of theological perspectives in order to apply a faithful critique to persons who claim to be God’s voices in our time
• Integration of the pastor’s theological understanding in the practice and evaluation of ministry
• Encouragement of lifelong theological reading, reflection, and growth
The following policies and procedures apply to all Course of Study and Advanced Course of Study programs at Candler School of Theology, Emory University. There are additional policy and procedure sections that apply to Summer, Saturday, and ACOS specifically. Please review all the policies and procedures that are applicable to the program(s) in which you are a participant.

**Cancellation Policy**

In the event that you cannot attend the COS or ACOS classes as planned, you must contact the Course of Study School office at least 5 business days before the summer session you are registered to attend. Students must attend the entire two weeks of each summer school session course to complete the course and be eligible to receive credit.

If you are attending a Weekend ACOS, or Saturday/Weekend Intensive COS you must contact the COS office at least 48 hours before the first class meeting. Saturday school requires you attend all three Saturdays to receive credit and Weekend Intensive requires the entire weekend for both basic and advanced students. Weekend ACOS requires the participation in all three weekend sessions (Fridays and Saturday) to complete the course.

All registration fees are non-refundable and non-transferable. Annual conferences will be charged the entire course fee for any student who begins a course, even if they do not complete the course. Conferences will not be charged for students who register and cancel prior to the start of class. No credit hours will be earned for cancelled or withdrawn classes.

**Transcript Requests**

The academic records of all Course of Study Schools are kept by the Director under the guidelines developed by the Division of Elders and Local Pastors and the General Council of Finance and Administration. A report of the progress of each student shall be sent to the Division of Elders and Local Pastors, where grades will be recorded on the student’s permanent record. Copies of this permanent record will be sent to the Boards of Ordained Ministry by the Division of Elders and Local Pastors. Grade reports will also be sent to the appropriate Annual Conferences and to the students by the COS School. If you need a transcript of all your academic work, you will need to contact the General Board of Higher Education and Ministry at 615.340.7416.

**Attendance Policy**

Each student is expected to attend every class session. All absences require an emailed excuse the COS Office and the faculty member. Students are responsible for the materials covered and make up work may be assigned at the discretion of the instructor. Unexcused absences may lead to loss of credit or dismissal from the school. A student who misses more than twenty (20%) percent of the classroom work shall not receive a grade for that class.
Incomplete Policy

An incomplete may be granted to students who, because of special circumstances, are not able to complete the required work during a given session. To receive an incomplete, the student must submit the appropriate form (available from the COS office) and receive written permission from both the faculty member and the assistant director of the Emory COS School before the end of the session for which the incomplete is being requested. The completed work must be sent to and received by the instructor no later than 30 days after the last class. The instructor will send the grade and completed work to the assistant director. If the work is not received within 30 days of the last class session, the incomplete will automatically be changed to an "F".

Grading Policy

Grades reflect a professor’s evaluation of the quality and comprehension of a student’s work in a course. Grades give feedback to the student and to the organizations to which the student and professor are accountable.

Faculty members have the freedom to design assignments in a variety of ways in order to better “capture” an understanding of a student’s growing competence. Faculty members also have the freedom to assign numerical scales in line with the type of assignment (such as an exam) and desired outcomes of the course.

Course of Study grades are reported to the General Board of Higher Education and Ministry, to the student’s conference local pastor registrar, and to the student. They are used by conferences, in combination with other factors, to determine “appointability” of a local pastor. To our knowledge, no annual conference in the Southeast Jurisdiction gives credit for a grade less than a “C” (meaning they do not accept a “C-”) toward the completion of the Course of Study. Please check with your annual conference to verify the accepted grading policy. If a COS student decides to attend Candler School of Theology, up to nine credits worth of courses in which a student has made a B or higher, are transferable as elective credit (although assigned an “S” rather than transferring the grade).

Assignments to be graded are designed to lead students toward the comprehension and accomplishment of specific outcomes. The General Board of Higher Education and Ministry establishes these outcomes for each course in the Course of Study.

If following a course a student is not satisfied with the grade received she or he may submit in writing a formal request to the COS Assistant Director for the grade to be reviewed. This request should include detailed reasons and copies of any graded materials returned to the student. The COS Assistant Director will set a meeting of the Academic Review Committee and the course materials submitted and the grade issued will be reviewed in consultation with the faculty member. Once the committee has reached a decision the Assistant Director will inform the student in writing of the decision. If the grade is to be changed the Assistant Director will
also notify the General Board of Higher Education and Ministry and the Annual Conference of grade change.

**Grading Scale**

Below are the general grade parameters established by the Candler School of Theology basic and advanced Course of Study faculty members.

<table>
<thead>
<tr>
<th>Grade</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehension</td>
<td>Superior</td>
<td>High</td>
<td>Good</td>
<td>Evidence of exposure</td>
<td>Gives no evidence of exposure or understanding material</td>
</tr>
<tr>
<td>Ability to Interpret Material</td>
<td>Consistently excellent and creative; superior ability to interpret material</td>
<td>Good, but less evidence of ability to interpret</td>
<td>Mix of strengths and weaknesses; moderate level of analysis and interpretation</td>
<td>Inability to interpret material</td>
<td>Incomprehensible</td>
</tr>
<tr>
<td>Written and Oral Assignments</td>
<td>Strong and interesting; able to interpret theses and points of view of others in his or her own words.</td>
<td>Interesting, exhibiting a high level of analysis and interpretation; theses are predictable or too broad; may not be fully supported</td>
<td>These are too obvious or vague; introductions, conclusions are not very effective; grammar, word choice, and spelling errors present.</td>
<td>Has not followed directions or has failed to present what has been asked for. Unclear or lacking thesis, arguments, and/or evidence. Extremely &quot;quote dependent&quot;</td>
<td>Unreadable, unrecognizable or missing. Evidence of Plagiarism</td>
</tr>
<tr>
<td>Grammar, Spelling</td>
<td>Clear, without errors in grammar, spelling, and diction</td>
<td>Clear, without errors in grammar, spelling, and diction</td>
<td>Contains some errors in grammar, word choice, and spelling</td>
<td>Contains many errors in grammar, word choice, and spelling</td>
<td>Indecipherable</td>
</tr>
<tr>
<td>Class Participation</td>
<td>Contributes significantly and appropriately to growth and learning of whole class</td>
<td>Contributes somewhat to the growth and learning of the whole class</td>
<td>Speaks up in class occasionally, but contributes little to growth and learning of the class</td>
<td>Student is present but does not participate</td>
<td>Inappropriate, incomprehensible, or absent</td>
</tr>
</tbody>
</table>

**Student Honor and Conduct Code**

Candler School of Theology is a professional school of Emory University that seeks to educate men and women for professional competence in ministry and the theological disciplines. In keeping with its mission, Candler expects all members of its community to maintain academic integrity and to conduct themselves in a manner appropriate to the professional character of the ministry and consistent with the standards of Emory University.

**Student Academic Honor**

Candler School of Theology, Course of Study School requires that all material submitted by a student in fulfilling his or her academic requirements be the original work of the student. Violations of academic honor include any action by a student indicating dishonesty or a lack of
integrity in academic ethics. Violations in this category include but are not limited to cheating, plagiarism, or knowingly misrepresenting another’s work as one’s own. Cheating includes seeking, acquiring, receiving, or passing information about the content of an examination prior to its authorized release or during its administration. Cheating also includes seeking, using, giving, or obtaining unauthorized assistance in any academic assignment or examination.

Plagiarism is the act of presenting as one’s own work the work of another person, whether published or unpublished (including the work of another student). A writer’s work should be regarded as his or her own property. Any person who knowingly uses a writer’s distinctive work without proper acknowledgment is guilty of plagiarism. In addition, papers, or portions of papers, submitted for academic credit in one course cannot be submitted for credit in another course without the express permission of the instructors of both courses.

Student Conduct Candler School of Theology requires all members of its community to conduct themselves with dignity and integrity and in conformity with the established policies and standards of Emory University and Candler School of Theology.

**Professional Integrity**

Professional integrity for theological students is defined by the standards of integrity common to all professions and is further specified by those virtues of character required by Christian ministry. A person of integrity acts in a way that is congruent with what is professed in words and intended in thought, displays especially the virtues of truth and fairness, exhibits a consistent character over time, and takes responsibility for his or her actions.

**Violations of Academic Honor Code**

Instances involving an alleged violation of academic honor (including plagiarism) should be reported to the COS assistant director, who will conduct a preliminary investigation of the alleged violation. The assistant director will decide if the case has sufficient merit for a possible honor code violation, whether the case should be resolved using the informal process, or if the case is of sufficient gravity to proceed directly to the formal process.

**Informal Process**

The assistant director, associate dean of Methodist Studies, faculty involved, and whomever the assistant director deems appropriate will review the facts of the offense. In the case of a first offense, they may recommend any of the following penalties depending on the severity of the offense:

- warning
- require the work to be done again
- a grade of D or F for the assignment
- a grade of F for the course
Formal Process

The case will be heard by Academic Honor Code Committee comprised of the following: assistant director of Course of Study, associate dean of Methodist Studies, three faculty members, and one person not directly connected to COS. The assistant director will be a nonvoting member of the committee. The associate dean of Methodist Studies will serve as the chair of this committee. After thorough review of the case, a majority vote of the committee will suffice for a finding of guilt. If the person is found guilty, the committee may decide one or more of the following actions or such other action as the committee deems appropriate:

- a grade of F for the course
- suspension for the remainder of the term
- dismissal from the Emory Course of Study School

If the student is guilty of a prior offense, the penalty will be much more severe. Upon review of the committee’s recommendations, the assistant director and associate dean will notify the student of the committee’s decision. For both the informal and form process and for each offense, a letter will be sent to the student’s District Superintendent and Board of Ministry Representative alerting them to the Academic Honor Code violation.

Appeal

A student who wishes to appeal the decision of the committee must make such a request in writing to the associate dean of Methodist Studies. The appeal must be made within ten days of the assistant director and associate dean’s notification to the student. In the letter to the associate dean, the student must indicate the reasons for the appeal and supply any relevant documents supporting the appeal.

After reviewing the request for appeal, the associate dean may deny the request for an appeal, may render a new decision in the case, or may increase or decrease the severity of the action taken. The associate dean will render a final decision on the appeal and inform the student of his or her decision.

Student Conduct Violations

Student conduct violations consist of but are not limited to the following actions.

- Dishonesty through misrepresentation or withholding of pertinent factual information in a student’s personal dealings with other students, faculty, or staff of the University or organizations or agencies of the University. This also includes falsification of information for the purpose of registration to the Course of Study School or admission to the Advanced Course of Study program.
- Infractions of rules and regulations established by any appropriate University authority for the purpose of protecting the interests of the University community.
- Infractions of public law. Conduct that is the basis for an allegation or charge of violation of public law may also subject a student to an allegation of a student
conduct violation. Candler School of Theology reserves the right to proceed with
deciding the matter of such an alleged student conduct violation without awaiting
the disposition of any criminal charges by a court of law.

- Actions contrary to the standards of Candler School of Theology and Emory
  University, including actions that are deliberately demeaning to other human beings
  or that violate the dignity and integrity of other members of the University.

**Procedures for Student Conduct Code Violations**

Alleged breaches in non-academic student conduct should be reported to the assistant
director of the Course of Study School, who will conduct a preliminary investigation. The
assistant director may then appoint an ad hoc committee consisting of faculty and students and
chaired by the associate dean of Methodist Studies. If such a committee is appointed, the
chairperson will inform the accused person in writing of the charges against him/her, the
name(s) of those who reported the charges, and the date, time, and place of the hearing on these
charges. The accused will be allowed a reasonable time to prepare a defense and will be granted
the privilege of an adviser to be chosen by the student from the Course of Study faculty. The
adviser shall assist the student in the process.

In all hearings, the accused will have the right to be present at all times during the hearing
except when the committee retires to deliberate and makes its decision. Evidence shall be
admitted without regard to the rules of evidence in courts of law. The accused student may
present evidence to the committee. After thorough review of the case, the committee will decide
whether the accused is guilty or not guilty of the charges. A majority vote of the committee will
suffice for a finding of guilt. If the person is found guilty, the committee may recommend one
or more of the following actions or such other action as the committee deems appropriate:

- Issue the student a warning.
- Place the student on probation.
- Suspend the student for the remainder of the term.
- Dismiss the student from school. Upon review of the committee’s recommendations,
  the associate dean will take such action as may be deemed appropriate, will notify
  the student of such action, and may notify University authorities of that action.

**Appeal of Decisions Regarding Conduct Violations**

A student who wishes to appeal the decision of the ad hoc committee must make such a
request in writing to the associate dean of Methodist Studies. The appeal must be made within
ten days of the associate dean’s notification to the student. In the letter to the associate dean of
the school, the student must indicate the reasons for the appeal and supply any relevant
documents supporting the appeal.

After reviewing the request for appeal, the associate dean of the school may deny the
request for an appeal, may render a new decision in the case, or may increase or decrease the
severity of the action taken. The associate dean of the school will render a final decision on the appeal and inform the student of his or her decision.

**Emory University Discrimination Policy**

Emory University is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, gender expression, veteran’s status, or any factor that is a prohibited consideration under applicable law. Emory University does not discriminate in admissions, educational programs, or employment on the basis of any factor outlined above or prohibited under applicable law. Students, faculty, and staff are assured of participation in University programs and in the use of facilities without such discrimination.

Emory University complies with all applicable equal employment opportunity laws and regulations, and follows the principles outlined above in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training.

For issues or questions regarding Emory’s non-discrimination policy, contact the Office of Equal Opportunity Programs, 201 Dowman Drive, Administration Bldg., Suite 305, Atlanta, GA 30322-4250; phone: 404.727.9867; web: http://www.eop.emory.edu/index.html

**Sexual Harassment Policy**

Students, faculty and employees of the Course of Study come under the jurisdiction of their own annual conference policies on sexual harassment. However, while the person is at the Course of Study School the following policy shall also apply.

The Course of Study School is committed by Christian faith to justice for all persons and does not tolerate any behavior, verbal or physical, by any person associated with the school, which constitutes sexual harassment against any other person associated with the school. Any person of the Course of Study School community who believes that he or she has been subjected to sexual harassment should immediately report the situation to the assistant director of the Course of Study School. When reporting a complaint, the individual should be prepared to furnish accurate information (i.e., date, name and facts). All such complaints will be treated in a confidential manner to the extent feasible, while permitting the school to investigate the complaint thoroughly and to take appropriate action.

The school expects the cooperation of all members of the school community with respect to avoiding such harassment. The school will investigate all complaints. If it is determined after an investigation, that a member of the school community has violated this policy, he or she will be subject to appropriate disciplinary action up to and including suspension or termination from the school. In addition, a full report will be made to that person’s annual conference or judicatory body.
Definition of sexual harassment:
Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made, either explicitly or implicitly, a term of condition of an individual’s employment or academic standing; or
- submission to or rejection of such conduct by an individual is used as the basis for employment or academic standing decisions affecting such an individual; or
- 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.

Racial Harassment Policy
Persons enrolled in the Course of Study come under the jurisdiction of their own annual conference policies on racial harassment. However, while the person is in the Course of Study School the following policy shall also apply.

The Course of Study School is committed by Christian faith for justice for all persons and does not tolerate any behavior, verbal or physical, by any person associated with the school, which constitutes racial harassment against any other person associated with the school. Any person of the Course of Study School community who believes that he or she has been subjected to racial harassment should immediately report the situation to the Director of the Course of Study School. When reporting a complaint, the individual should be prepared to furnish accurate information (i.e., date, name and facts). All such complaints will be treated in a confidential manner to the extent feasible, while permitting the school to investigate the complaint thoroughly and to take appropriate action.

The school expects the cooperation of all members of the school community with respect to avoiding such harassment. The school will investigate all complaints. If it is determined after an investigation that a member of the school community has violated this policy, he or she will be subject to appropriate disciplinary action up to an including suspension or termination from the school. In addition, a full report will be made to that person’s annual conference or judicatory body.

Definition of Racial Harassment
Any conduct directed against a person with the effect of insulting, degrading or abusing him/her because of his/her racial background.

Allegations Procedures
The Course of Study School is committed to using the process outlined below to deal with allegations of sexual and racial harassment within the school community. A sexual or racial harassment allegation may be resolved on an informal basis. Any member of the school
community who wishes to make a formal complaint must submit a written description of the incident to the Director.

Allegations are thoroughly investigated by a Sexual or Racial Harassment Committee composed of the Director and two members of the faculty. The investigation shall include a meeting with the person alleged to have engaged in the harassment. The accused and/or the complainant may bring a trusted colleague (other than an attorney), committed to maintaining confidentiality, with him/her to such a meeting.

If the Sexual or Racial Harassment Committee decides inappropriate behavior has occurred, after completing the investigation, the Director takes appropriate disciplinary and/or other action related to the accused person’s participation in the Course of Study School on that campus. In addition, the Director will inform the accused person’s annual conference or judicatory body of the action taken.

The Course of Study School takes steps to ensure that a person against whom such a complaint is brought is treated appropriately and has adequate opportunity to respond to such accusations.

The complainant and the person complained against are notified of the disposition of the complaint. If the disposition involves any ongoing process the Director keeps the complainant informed until the process is complete.

**Appeal Process**

If the accuser or the accused is not satisfied with the action taken by the Course of Study School, s/he may express such dissatisfaction, in writing to the Director of Board of Ordained Ministry Relations, Division of Ordained Ministry, General Board of Higher Education and Ministry, within 15 days after receiving notification of the disposition of the complaint.

**Confidentiality**

Every effort will be made to ensure confidentiality to the extent feasible, while permitting the school to investigate the complaint thoroughly and to take appropriate action. The school will not tolerate retaliation against any member of the school community who complains of sexual or racial harassment.

**Explanatory Notes**

If the person alleged to have engaged in sexual or racial harassment is the Director, then the person bringing the complaint shall notify one or two faculty members who serve on the Sexual or Racial Harassment Committee. The two faculty members shall ask the president of the seminary at the host school to appoint an administrative officer to serve as chairperson of the Sexual or Racial Harassment Committee and to function as the Director in the process outlined above.
**Emory University Tobacco Policy**

Emory University recognizes the serious health implications of both direct use of tobacco products and indirect exposure to the use of tobacco products. In order to create an atmosphere that is consistent with Emory’s mission and commitment to improve the health and wellness of members of the Emory community, Emory University and Emory Healthcare (collectively “Emory”) prohibit the use or sale of tobacco products in or on Emory owned or Emory leased property effective January 1, 2012. The entire policy can be found at: [http://policies.emory.edu/4.113](http://policies.emory.edu/4.113)

Compliance with this policy is the responsibility of all members of the Emory community (faculty, administrators, management, staff, and students). Repeated violations of this policy may result in disciplinary action under the Student Code of Conduct, Emory Human Resources Policies and Procedures, or other applicable Emory regulations or policies. Emory visitors are expected to comply with Emory’s tobacco free environment.

**Pitts Theology Library**

Pitts Theology Library is one of the premier theology libraries in North America. It contains a carefully cultivated collection of theological materials, providing rich historical resources, as well as training on the latest digital and online offerings. Among its 589,000 volumes are more than 126,000 rare items. These include the Richard C. Kessler Reformation Collection of imprints and manuscripts, and the English and American Hymnody and Psalmody Collection with about 15,000 items dating from the 16th to the 20th century. The library also administers an online digital image archive of 42,000 rare illustrations, which opens up some of the finest aspects of the Pitts’ collections to the world.

**Blackboard**

Blackboard is licensed by Emory University to be its official internet-based learning environment. The Blackboard Learning System is a course management system that provides online elements (such as downloadable readings, discussion boards, uploadable assignments, virtual tests, etc.) for courses that are traditionally face-to-face.

Within Candler School of Theology’s COS program Blackboard is typically used in two ways. First, every enrolled student and faculty has access to the general Blackboard site. This is where you can download general information, forms, and even podcasts pertinent to registration and navigating the COS program. Second, some COS courses use Blackboard as an easy tool for students to download articles, handouts, lectures, and other course elements from wherever they are and whenever they like. The purpose is to make course materials readily available to students. This is simply a supplemental resource for the course to make the exchange of information easier, ongoing, and paperless.
**Program Costs**

The registration fees vary for each program and are listed on the appropriate registration form however; here is a quick summary of all programs and fees.

<table>
<thead>
<tr>
<th>Basic Summer School</th>
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</thead>
<tbody>
<tr>
<td><strong>Registration Fees</strong></td>
</tr>
<tr>
<td><strong>Late Registration Fees</strong></td>
</tr>
<tr>
<td><strong>Course Fees</strong></td>
</tr>
</tbody>
</table>

**Housing Information for Basic and Advanced Summer School Students**

<table>
<thead>
<tr>
<th>Housing Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Students commuting or staying in shared housing and completing two courses during two weeks or four courses during four weeks will have no additional housing fees. Students taking less will have the following housing fees.</strong></td>
</tr>
<tr>
<td>- four weeks/three classes $110</td>
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<tr>
<td>- four weeks/two classes $220</td>
</tr>
<tr>
<td>- two weeks/one class $110</td>
</tr>
<tr>
<td>- four weeks/three classes commuting $50</td>
</tr>
<tr>
<td>- four weeks/two classes commuting $75</td>
</tr>
<tr>
<td>- two weeks/one class commuting $50</td>
</tr>
</tbody>
</table>

**Advanced Course of Study**

| Course Fees | $500 per-course, all courses all formats |
| Registration Fees | $200 Friday/Saturday Courses |
|                  | $225-$550 Weekend Intensive |
|                  | $300 Two Week Summer Session |
|                  | $400 Four Week Summer Session |
|                  | $25 per course fee for registering after the deadline applies to all formats |

**Saturday School**

<table>
<thead>
<tr>
<th>Saturday/Summer Weekend</th>
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<tbody>
<tr>
<td><strong>Registration Fees</strong></td>
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<tr>
<td><strong>Late Registration Fees</strong></td>
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<tr>
<td><strong>Weekend Intensive</strong></td>
</tr>
<tr>
<td><strong>Registration Fees</strong></td>
</tr>
<tr>
<td><strong>Course Fees</strong></td>
</tr>
</tbody>
</table>

The Annual Conferences are invoiced for the course fee or the maximum the scholarship they offer if it is less than $240 fee. Any outstanding balance will be paid by the student.
Guidelines for Written Assignments

- All papers should be typed, double-spaced, on 8 ½” by 11” paper. Font should be Times New Roman or something similar and no larger than size 12. Margins are to be 1” on all four sides of each page.
- All papers must include a page number and the last name of the student in either the header or footer of every page.
- All papers should provide citations for all quoted material. You may use MLA, Turabain, APA or Chicago Style.
- Punctuation should be consistent; clarity of meaning is the primary purpose of punctuation. Edit and retype material as needed and check spelling in a standard dictionary.
- All papers should attempt to eliminate discriminatory language—for example: racism, ageism, sexism, classism, and prejudicial usage concerning handicapping conditions.

Citation Information and Guidelines

A critical component of the Course of Study Program is an explicit prohibition against plagiarism. Therefore, students are expected to follow the guidelines of one of the four major citation styles: MLA, Turabian, APA, or Chicago Style.

Citations are the means of giving credit to the sources of your information. It is the way you disclose where you knowledge and thoughts come from and reveal who is informing your thinking, understanding, and the facts you are using. If you are reading a book, article, essay, chapter, etcetera and you quote, allude to, paraphrase, or simply re-use an idea in your own papers, you MUST cite the source. You are required to tell your reader where that idea, information, or statement originated.

Below is a brief overview of these four different citation types. No one is better than the other. The different styles are all viable options. Some faculty prefer you use one specific citation, while others have no preference. The key to citations is consistency. Pick one of the four approved citation styles and stick to it.

We also strongly encourage all new and returning students to review the citation and plagiarism podcasts available on the general Course of Study Blackboard site.

MLA Citations (Parenthetical Citations and Works Cited Page)

MLA Citation style stands for the Modern Language Association. It is the standard citation form for many humanities and social science fields. It is known for its two-part parenthetical system, in which “in-text” parenthetical citations points to an alphabetized Works Cited list (located at the end of your paper). If you have a parenthetical citation in your paper, then you MUST have a Works Cited page at the end of your paper that documents the full bibliographic information of your source according to the MLA guidelines.
This information included within the body of your paper that is included within parenthesis is:
(1) Author’s last name; and, (2) page number. The Works Cited page includes the complete
bibliographic information. For more examples and instructions, see this website:
http://www.library.cornell.edu/resrch/citmanage/mla

Book Parenthetical Citation
Example: “One of the major goals in the book is to explore the religious theological
dimensions of the New Testament writings” (Holladay 2).

Book Works Cited Reference
*(Basic Format is: Last Name, First Name. Title of Book. Place of Publication: Publisher,
Year of Publication. Medium of Publication.)
Example: Holladay, Carl R. A Critical Introduction to the New Testament: Interpreting the

Article Parenthetical Citation
Example: One provocative statement that describes biblical exegesis is: “The task of the
exegete is, first and foremost, an historical one” (Malherbe 169).

Article Works Cited Reference

Bible Parenthetical Citation
*(In your first scriptural citation, you want to make sure to indicate which Bible version you are using. If
you continue to use the same version throughout, there is no need to indicate again the Bible version. Just
indicate the book, chapter, and verse in parenthesis for other passages.)
Example: Leviticus reminds its readers to the importance of caring for the foreigner
when it says, “The alien living with you must be treated as one of your native-born.
Love him as yourself, for you were aliens in Egypt. I am the LORD your God” (New

Bible Works Cited Reference
Chicago and Turabian Citations (Note and Bibliography Citations)

Although often referred to as either the Chicago style or Turabian style, these two formatting styles are one in the same. The humanities field often follows the Chicago/Turabian format. Within religious studies, this is often the format of choice.

The Chicago/Turabian style is typically thought of as a note and bibliography system. It places citations at either the bottom of a page (known as footnotes) or at the end of the paper (known as footnotes). The footnote or endnote is indicated in the body of the paper at the end of the sentence after the final punctuation, with a superscript number. The superscript corresponds to the footnote/endnote reference that gives the full bibliographic information. Note, there is a slight difference between the format of the footnote/endnote reference and its appearance in your bibliography. Although you have the information in the endnote or footnote, you are still required to at least include a full bibliography that lists all the sources referenced or consulted during the creation of the assignment. For more examples and instructions, see this website: http://www.chicagomanualofstyle.org/tools_citationguide.html

Book Footnote/Endnote Citation (Chicago/Turabian)

Example: “One of the major goals in the book is to explore the religious theological dimensions of the New Testament writings.”


Book Bibliography (Chicago/Turabian)


Article Footnote/Endnote Citation (Chicago/Turabian)

Example: One provocative statement that describes biblical exegesis is: “The task of the exegete is, first and foremost, an historical one.”


Article Bibliography (Chicago/Turabian)

APA Citations (Parenthetical Citations and Reference Page)
The APA style stands for American Psychological Association citation format. Therefore, it is primarily used in the social sciences field, such as in psychology or sociology courses. It is another parenthetical system, which means the citations appear in the body of your text and the full citation on the reference page. The parenthetical citation always includes the author’s last name and work’s date of publication. The third piece of information, the page number, only appears in a citation to a direct quote.

For more examples and instructions, see this website: http://writing.wisc.edu/Handbook/DocAPAOrientation.html or the APA Style official tutorial: http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx

Book Parenthetical Citation (APA)
Example: “One of the major goals in the book is to explore the religious theological dimensions of the New Testament writings” (Holladay, 2005, 2).

Book Reference (APA)

Article Parenthetical Citation (APA)
Example: One provocative statement that describes biblical exegesis is: “The task of the exegete is, first and foremost, an historical one” (Malherbe, 1961, 169).

Article Reference (APA)
Directions to Candler School of Theology

You can visit the following link for a campus map http://www.map.emory.edu/mappdf/gis_map/MainCampus_Name.pdf to assist you in your travels to campus. Candler School of Theology is number 2043 and the Peavine Visitor Lot is number 3262. Parking is free on Saturdays even though the gate entrance requires you to take a ticket, and you will need that ticket to exit the lot. There are a number of parking spaces directly across from the Candler building, these are labeled ‘Faculty/Staff Parking’ and you can park there on Saturdays only, however, please reserve those for the folks who really need a closer parking space, as there are only 2 accessible parking spaces by the building. Again, if you can make the walk from the Peavine Visitor Lot, please consider parking there and leaving the spaces in front of the Candler Theology School for those who need accessibility parking. Only park in those spaces that are truly parking spaces, do not park in the service vehicle or reserved spaces, as you are subject to a ticket by the Emory Parking Police. They will ticket for fire lane and service vehicle violations on Saturdays.

From Interstate 20 Eastbound

Take exit 60-B, the Moreland Avenue exit. Turn right on Moreland and follow it approximately 3 miles. Moreland will change to Briarcliff Road once it crosses Ponce de Leon Avenue. Continue straight on Briarcliff approximately 2 miles to North Decatur Road. Turn right and follow North Decatur one mile, passing through one roundabout; at the second roundabout take the fourth exit which is Oxford Road. Follow Oxford to the first street on the right, Eagle Row and turn Right onto Eagle. At the second stop sign you will find the Peavine Visitor Lot (27 Eagle Row, Atlanta, GA 30322) on your Left and Dickey Drive to your right. The Candler School of Theology is located at 1531 Dickey Drive, or the third building on the right from the stop sign.

From Interstate 20 Westbound

Take exit 60, the Moreland Avenue North exit. Turn right on Moreland and follow it approximately 3 miles. Moreland will change to Briarcliff Road once it crosses Ponce de Leon Avenue. Continue straight on Briarcliff approximately 2 miles to North Decatur Road. Turn right and follow North Decatur one mile, passing through one roundabout; at the second roundabout take the fourth exit which is Oxford Road. Follow Oxford to the first street on the right, Eagle Row and turn Right onto Eagle. At the second stop sign you will find the Peavine Visitor Lot (27 Eagle Row, Atlanta, GA 30322) on your Left and Dickey Drive to your right. The Candler School of Theology is located at 1531 Dickey Drive, or the third building on the right from the stop sign.
From Interstate 75 North or South
Take exit 248-C, the Freedom Parkway exit. Cross Boulevard; continue on Freedom Parkway; veer left at split; continue until it ends at Ponce de Leon Avenue; then turn right. Off Ponce, turn left on Briarcliff Road. Go approximately 2 miles to North Decatur Road. Turn right and follow North Decatur one mile, passing through one roundabout; at the second roundabout take the fourth exit which is Oxford Road. Follow Oxford to the first street on the right, Eagle Row and turn Right onto Eagle. At the second stop sign you will find the Peavine Visitor Lot (27 Eagle Row, Atlanta, GA 30322) on your Left and Dickey Drive to your right. The Candler School of Theology is located at 1531 Dickey Drive, or the third building on the right from the stop sign.

From Interstate 85 North and Hartsfield-Jackson Atlanta International Airport
The airport is located in the southwest section of the city, approximately 25 minutes from the Emory University campus. Visitors driving from the airport should take I-85 North. To Emory from Interstate 85 North, take exit 248-C, the Freedom Parkway exit. Cross Boulevard; continue on Freedom Parkway; veer left at split; continue until it ends at Ponce de Leon Avenue; then turn right. Off Ponce, turn left on Briarcliff Road. Go approximately 2 miles to North Decatur Road. Turn right and follow North Decatur one mile, passing through one roundabout; at the second roundabout take the fourth exit which is Oxford Road. Follow Oxford to the first street on the right, Eagle Row and turn Right onto Eagle. At the second stop sign you will find the Peavine Visitor Lot (27 Eagle Row, Atlanta, GA 30322) on your Left and Dickey Drive to your right. The Candler School of Theology is located at 1531 Dickey Drive, or the third building on the right from the stop sign.

From Interstate 85 South
Take exit 91, the Clairmont Road exit. Turn left (east) on Clairmont and follow it approximately 3 miles to North Decatur Road. Turn right and follow North Decatur approximately one mile to the Emory campus and the Oxford Road roundabout. Take second exit which is Oxford Road. Follow Oxford to the first street on the right, Eagle Row and turn Right onto Eagle. At the second stop sign you will find the Peavine Visitor Lot (27 Eagle Row, Atlanta, GA 30322) on your Left and Dickey Drive to your right. The Candler School of Theology is located at 1531 Dickey Drive, or the third building on the right from the stop sign.

Emory University Campus Maps
University Maps can be located at http://map.emory.edu/PrintableMaps.html as well as on pages 31 and 32 of this handbook.
Directions to the Clairmont Campus – Summer Housing Complex

Please visit our Blackboard Site for directions and maps or review the following maps containing directions from each major direction to the Clairmont Campus on pages 33 through 46.

University Shuttle System

Cliff Shuttles

Emory’s Cliff shuttle system serves the University’s main campus, Emory University Hospital and clinics, and the Clifton Corridor.

The fleet is 100% alternatively-fueled, fully accessible, and equipped with bicycle racks.

See the list of routes below.

Campus Routes

- **A route** - Woodruff Circle / Wesley Woods
- **B route** - Woodruff Circle / Briarcliff campus / Campus Crossing apts.
- **C route** - Clairmont campus / Woodruff Circle
- **D route** - Woodruff Circle / main campus loop / Peavine decks
- **DX route** - Express service between Peavine decks and Woodruff Circle
- **E route** - Clairmont campus / Lowergate decks / Law School
- **Loop** - Clairmont campus / Law School Clinic Bldg B / main campus loop / Peavine deck / Eagle Row / Woodruff Circle / Uppergate
- **M route** - Michael Street deck / Rollins campus / Law School / Lowergate decks
- **NightOwl** - Expanded late night service: Clairmont campus / main campus / Peavine decks / Woodruff Circle / Michael Street deck
- **1525-VA route** - Clairmont campus / Uppergate / 1525 Clifton (Student Health Center) / Woodruff Circle / Clairmont campus / VA Medical Ctr

Commuter Routes

- **CCTMA** - Clifton Corridor / Decatur MARTA Station
- **Executive Park** - Clifton Corridor / Briarcliff Rd / Executive Park Medical Offices
- **North DeKalb Mall**
- **South DeKalb Mall**

Other routes

- **Emory Publix** - weekday evenings
- **Toco Hill Shopping Center** - Sat-Sun only
Directions to 2445 Dooley Dr, Decatur, GA 30033
2.3 mi – about 8 mins
Dickey Dr, Druid Hills, GA

<table>
<thead>
<tr>
<th>Step</th>
<th>Directions</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Head <strong>west</strong> on Dickey Dr toward Eagle Row</td>
<td>go 0.1 mi</td>
</tr>
<tr>
<td></td>
<td></td>
<td>total 0.1 mi</td>
</tr>
<tr>
<td>2.</td>
<td>Turn left onto Eagle Row</td>
<td>go 499 ft</td>
</tr>
<tr>
<td></td>
<td></td>
<td>total 0.2 mi</td>
</tr>
<tr>
<td>3.</td>
<td>Turn left onto Oxford Rd NE</td>
<td>go 0.2 mi</td>
</tr>
<tr>
<td></td>
<td></td>
<td>total 0.4 mi</td>
</tr>
<tr>
<td>4.</td>
<td>At the traffic circle, take the 3rd exit onto N Decatur Rd</td>
<td>go 1.2 mi</td>
</tr>
<tr>
<td></td>
<td>About 3 mins</td>
<td>total 1.6 mi</td>
</tr>
<tr>
<td>5.</td>
<td>Turn left onto Clairmont Rd</td>
<td>go 0.6 mi</td>
</tr>
<tr>
<td></td>
<td>About 2 mins</td>
<td>total 2.2 mi</td>
</tr>
<tr>
<td>6.</td>
<td>Turn left onto Starvine Way</td>
<td>go 154 ft</td>
</tr>
<tr>
<td></td>
<td>About 1 min</td>
<td>total 2.3 mi</td>
</tr>
<tr>
<td>7.</td>
<td>Turn right onto Dooley Dr</td>
<td>go 7 ft</td>
</tr>
<tr>
<td></td>
<td>Destination will be on the left</td>
<td>total 2.3 mi</td>
</tr>
</tbody>
</table>

2445 Dooley Dr, Decatur, GA 30033

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2012 Google

Directions weren't right? Please find your route on maps.google.com and click "Report a problem" at the bottom left.
Augusta, GA

1. Head **northeast** on Hickman Rd toward Summer Ridge Dr  
   - go 463 ft  
   - total 463 ft

2. Sharp left onto **Walton Way**  
   - About 1 min  
   - go 0.2 mi  
   - total 0.3 mi

3. Take the 1st right onto **Milledge Rd**  
   - About 2 mins  
   - go 1.0 mi  
   - total 1.3 mi

4. Turn left onto **Broad St**  
   - About 2 mins  
   - go 0.3 mi  
   - total 1.6 mi

5. Take the ramp onto **Washington Rd**  
   - About 4 mins  
   - go 2.6 mi  
   - total 4.3 mi

6. Slight right to merge onto **I-20 W** toward Atlanta  
   - About 2 hours 20 mins  
   - go 140 mi  
   - total 144 mi

7. Take exit **60 for US-23/Moreland Ave**  
   - go 0.2 mi  
   - total 144 mi

8. Turn right onto **US-23 N/Moreland Ave SE**  
   - About 4 mins  
   - go 1.9 mi  
   - total 146 mi

9. Turn right onto **Ponce De Leon Ave NE**  
   - About 5 mins  
   - go 2.2 mi  
   - total 148 mi

10. Continue onto **Scott Blvd**  
    - About 1 min  
    - go 1.0 mi  
    - total 149 mi

11. Turn left onto **GA-155 N/US-23 N/Clairemont Ave**  
    - Continue to follow GA-155 N/US-23 N  
    - About 3 mins  
    - go 1.1 mi  
    - total 150 mi

12. Turn left onto **Starvine Way**  
    - About 1 min  
    - go 154 ft  
    - total 150 mi

13. Turn right onto **Dooley Dr**  
    - Destination will be on the left  
    - go 7 ft  
    - total 150 mi

2445 Dooley Dr, Decatur, GA 30033

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Map data ©2012 Google

Directions weren't right? Please find your route on maps.google.com and click "Report a problem" at the bottom left.
Birmingham, AL

1. Head southeast on 24th St N toward 4th Ave N
   go 0.3 mi
   total 0.3 mi

2. Turn left onto 1st Ave N
   About 5 mins
   go 3.7 mi
   total 4.0 mi

3. Turn right onto 61st St S
   go 0.1 mi
   total 4.1 mi

4. Turn left onto 1st Ave S
   go 0.1 mi
   total 4.2 mi

5. Take the ramp onto Interstate 20 E
   Entering Georgia
   About 2 hours 23 mins
   go 144 mi
   total 148 mi

6. Take exit 60B for US-23 N/Moreland Ave
   go 0.2 mi
   total 148 mi

7. Merge onto US-23 N/Moreland Ave SE
   About 4 mins
   go 2.0 mi
   total 150 mi

8. Turn right onto Ponce De Leon Ave NE
   About 5 mins
   go 2.2 mi
   total 152 mi

9. Continue onto Scott Blvd
   About 1 min
   go 1.0 mi
   total 153 mi

10. Turn left onto GA-155 N/US-23 N/Clairemont Ave
    Continue to follow GA-155 N/US-23 N
    About 3 mins
    go 1.1 mi
    total 154 mi

11. Turn left onto Starvine Way
    About 1 min
    go 154 ft
    total 154 mi

12. Turn right onto Dooley Dr
    Destination will be on the left
    go 7 ft
    total 154 mi

2445 Dooley Dr, Decatur, GA 30033

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Map data ©2012 Google

Directions weren't right? Please find your route on maps.google.com and click "Report a problem" at the bottom left.
1. Head east on E M L King Blvd toward Market St
go 75 ft
total 75 ft

2. Take the 1st right onto Market St
About 4 mins
go 1.2 mi
total 1.3 mi

3. Take the ramp onto I-24 E
About 8 mins
go 6.3 mi
total 7.5 mi

4. Take exit 185A to merge onto I-75 S toward Atlanta
Entering Georgia
About 1 hour 49 mins
go 106 mi
total 113 mi

5. Take exit 251 on the left for I-85 N toward Greenville
go 0.2 mi
total 113 mi

6. Keep right at the fork, follow signs for Interstate 85 and merge onto I-85 N
About 7 mins
go 5.8 mi
total 119 mi

go 0.2 mi
total 119 mi

8. Merge onto I-85 Access Rd NE
go 374 ft
total 119 mi

About 5 mins
go 3.1 mi
total 123 mi

10. Turn right onto Starvine Way
go 154 ft
total 123 mi

11. Turn right onto Dooley Dr
Destination will be on the left
go 7 ft
total 123 mi

2445 Dooley Dr, Decatur, GA 30033

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Map data ©2012 Google

Directions weren't right? Please find your route on maps.google.com and click "Report a problem" at the bottom left.
Directions to 2445 Dooley Dr, Decatur, GA 30033
139 mi – about 2 hours 22 mins
1. Head northeast on N Church St toward E Elford St  
go 0.2 mi  
total 0.2 mi

2. Turn right onto N Academy St  
go 0.2 mi  
total 0.4 mi

3. Turn right onto East North Street  

go 469 ft  
total 0.5 mi

4. Slight right onto Beattie Pl  

go 0.1 mi  
total 0.7 mi

5. Take the 1st left onto N Church St  

About 3 mins  

go 1.5 mi  
total 2.2 mi

6. Continue onto US-29 S/Mills Ave  

About 1 min  

go 1.0 mi  
total 3.2 mi

7. Continue onto I-185 S  

About 3 mins  

go 2.5 mi  
total 5.7 mi

8. Take exit 14B to merge onto I-85 S/US-29 S toward Atlanta  

Continue to follow I-85 S  

Entering Georgia  

About 2 hours 6 mins  

go 130 mi  
total 136 mi


go 0.1 mi  
total 136 mi

10. Merge onto I-85 Frontage Rd  

go 335 ft  
total 136 mi

11. Slight right to stay on I-85 Frontage Rd  

go 466 ft  
total 136 mi

12. Take the 1st left onto GA-155 S/US-23 S/Clairmont Rd  

About 7 mins  

go 3.2 mi  
total 139 mi

13. Turn right onto Starvine Way  

go 154 ft  
total 139 mi

14. Turn right onto Dooley Dr  

Destination will be on the left  

go 7 ft  
total 139 mi

2445 Dooley Dr, Decatur, GA 30033

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Map data ©2012 Google

Directions weren't right? Please find your route on maps.google.com and click "Report a problem" at the bottom left.
Macon, GA

1. Head **north** on **Mulberry St** toward **Walnut St Ln**
   go 312 ft
   total 312 ft

2. Continue onto **Spring St**
   About 2 mins
   go 0.4 mi
   total 0.5 mi

3. Slight right onto the **Interstate 16 W** ramp
   go 0.3 mi
   total 0.8 mi

4. Merge onto I-16 W
   About 1 min
   go 0.8 mi
   total 1.6 mi

5. Keep right at the fork, follow signs for **I-75 N/Atlanta** and merge onto I-75 N
   About 1 hour 18 mins
   go 82.8 mi
   total 84.4 mi

6. Take exit **248C** to merge onto **Freedom Pkwy** toward GA-10 E/Carter Center
   About 4 mins
   go 2.1 mi
   total 86.4 mi

7. Turn right onto **Ponce De Leon Ave NE**
   About 7 mins
   go 2.8 mi
   total 89.2 mi

8. Continue onto **Scott Blvd**
   About 1 min
   go 1.0 mi
   total 90.2 mi

9. Turn left onto **GA-155 N/US-23 N/Clairemont Ave**
   Continue to follow GA-155 N/US-23 N
   About 3 mins
   go 1.1 mi
   total 91.3 mi

10. Turn left onto **Starvine Way**
    About 1 min
    go 154 ft
    total 91.3 mi

11. Turn right onto **Dooley Dr**
    Destination will be on the left

2445 Dooley Dr, Decatur, GA 30033

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Map data ©2012 Google

Directions weren't right? Please find your route on maps.google.com and click "Report a problem" at the bottom left.
Montgomery, AL

1. Head **north** on **S Union St** toward **Nicrosi St**
   - go 167 ft
   - total 167 ft

2. Turn right to merge onto I-85 N
   - Entering Georgia
   - About 2 hours 33 mins
   - go 161 mi
   - total 161 mi

3. Take exit **248C** to merge onto **Freedom Pkwy** toward **GA-10 E/Carter Center**
   - About 2 mins
   - go 1.3 mi
   - total 162 mi

4. Take the exit toward **Georgia 42 E**
   - go 0.2 mi
   - total 162 mi

5. Merge onto **Freedom Pkwy**
   - About 2 mins
   - go 0.6 mi
   - total 163 mi

6. Turn left onto **Moreland Ave NE**
   - go 0.3 mi
   - total 163 mi

7. Turn right onto **Ponce De Leon Ave NE**
   - About 5 mins
   - go 2.2 mi
   - total 165 mi

8. Continue onto **Scott Blvd**
   - About 1 min
   - go 1.0 mi
   - total 166 mi

9. Turn left onto **GA-155 N/US-23 N/Clairemont Ave**
   - Continue to follow **GA-155 N/US-23 N**
   - About 3 mins
   - go 1.1 mi
   - total 167 mi

10. Turn left onto **Starvine Way**
    - About 1 min
    - go 154 ft
    - total 167 mi

11. Turn right onto **Dooley Dr**
    - Destination will be on the left
    - go 7 ft
    - total 167 mi

2445 Dooley Dr, Decatur, GA 30033

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Map data ©2012 Google

Directions weren't right? Please find your route on maps.google.com and click "Report a problem" at the bottom left.
Summer COS Policies

The five-year Course of Study School is conducted in two, two-week modules each summer for part- and full-time pastors. Successful completion of both modules fulfills one year of study. After completion of this program, students are eligible to apply for the advanced Course of Study School.

Classes meet Monday through Friday from 8:00am-10:00am and 11:20am-1:20pm, with a daily break and worship. The daily worship services provide opportunities for students to participate from music, alter designs, liturgist, preacher, or the rarely experienced worship participant. There are many afternoon and evening activities and workshops sponsored by the Student Fellowship or the COS Office. Each student can participate as much or as little in the activities beyond class, but we encourage all students to develop collegial relationships that will help nurture them through their ministry, and to take advantage of the resources that are available while on campus.

Registration Policy

After completing the appropriate registration form, obtain the signatures of your District Superintendent and the Board of Ministry Local Pastor Registrar for your Annual Conference. Both signatures are necessary and required for registration and financial assistance. Mail your completed registration form (with the signatures), a copy of your valid License to Preach certificate (both sides), Covenant of Integrity and Authenticity, and payment to the Course of Study Office. You will need to also submit the Housing Form if you plan to stay on campus, otherwise you will not be housed on campus during Summer COS. You will officially be enrolled in COS when the registration paperwork and fees ($150 two-weeks or $300 four-weeks) have been submitted and processed by the COS Office. The registration date is always March 31st for Summer School, and precourse work is always due May 1st. If you register after March 31st deadline late fees charges will be applied to your registration costs, please include the appropriate amount ($200 two-weeks or $400 four-weeks). Precourse work is always due May 1st no matter the date of registration.

Course Load

The maximum number of courses a student may take in the basic Course of Study School, regardless of the school(s) attended is four courses per year. Under unusual circumstances, students may be granted permission to take additional courses with the combined approval of the Board of Ordained Ministry, the Director of the Course of Study School, and by the Assistant General Secretary of the General Board of Higher Education and Ministry. Advanced Course of Study does not have a yearly limit.
Precourse Policy

Reading and written assignments are required of all students for each course. Some of these assignments may be done in cooperation with an Annual Conference mentor. Assignments will include textbook work as well as practical experience in pastoral ministry. It is important that precourse assignment sheets for the current session be used, and only the ones for the course you have registered to attend. Faculty and assignments change from year to year and consequently, assignment sheets from previous years will be invalid, as well as assignment sheets from different sessions. Appropriate assignment sheets will be sent to you as soon as your registration forms and fees are received, or you can download them in advance from our website at www.candler.emory.edu/programs/cos/precourse-saturday.cfm.

Summer

This policy has been made effective for the 2010 and all following sessions of the Course of Study Summer School at Emory. In fairness to all students, the following policy will apply to all SUMMER PRECOURSE assignments:

- All precourse work must be submitted to the Course of Study Office via email no later than May 1st.
- Late work will be accepted only until June 20th, but there will be the following penalties:
  - Assignments received between May 2nd and June 1st will receive a one letter grade deduction
  - Assignments received between June 2nd and June 20th will receive two letter grade deduction
- No precourse assignments will be accepted after June 20th for students attending either Session A or B. Students will not be able to check-in if precourse assignments were not submitted by June 20th deadline. Students will be dropped from any course for which assignments have not been received. For students attending ONLY Session B, again no precourse materials will be accepted after June 20th.
- In cases where the student has registered late the same precourse policy applies.

Directions to Email Precourse Assignments

Please read all the directions below before emailing your assignments to the COS Office, any emails received that do not follow the directions below will not be accepted. You will receive an email confirmation of receipt and if your email is not submitted correctly an email indicating you will need to resend your assignments.

1. Email only michelle.levan@emory.edu, do not email instructors.
2. Email must be received no later than 11:59pm on the deadline of May 1st.
   a. Please note that the cut off time is EASTERN STANDARD TIME zone, so email your assignments accordingly.
   b. Any precourse work received after May 1st at 11:59pm will be subject to a late penalty.

1. Precourse work received between May 2 – June 1 is 1 letter grade deduction.
2. Precourse work received between June 2 – June 20 is 2 letter grade deductions.
3. You will be drop from any course for which precourse work has not been received after June 20th. No precourse work will be accepted at check-in.
3. The course number and the phrase “precourse work” should be the subject of your email:
   Example - Precourse Work 113
   a. You will need to send a separate email for each course you are registered to attend.
4. Precourse work must be sent as an attached document and not in the body of the email.
   a. Any version of Microsoft, Works, or WordPerfect will be accepted. PDF and MacPages documents are not acceptable.
5. Your FULL name, phone number and email, should all be clearly included at the beginning of your email. Example: Michelle Levan
   404.727.4587
   michelle.levan@emory.edu
6. Plagiarism Policy and Plagiarism Defined paragraphs must be included in the body of your email (both are below), not within your precourse work. The inclusion of the policy and definition in the body of the email, verifies that you agree to it and your email will represent your signature (which is a requirement on the COS Cover Sheet). If the email does not include the plagiarism policy and definition it will not be accepted. Your email, with the plagiarism policy and definition will be printed and used as the Cover Sheet for your precourse work, because it has the verification of date and time received, and your agreement to the plagiarism policy and definition.
   **Plagiarism Policy**
   I have read the plagiarism definition below and verify that this assignment represents my own work, except where credit is given. I have also made copies of this assignment and I will bring them with me to class in the event that any of my work is misplaced.
   **Plagiarism Defined**
   “You plagiarize when, intentionally or not, you use someone’s words or ideas but fail to credit that person. You plagiarize even when you do credit the author but use his exact words without so indicating with quotation marks or block indentation. You also plagiarize when you use words so close to those in your source, that if your work were placed next to the source, it would be obvious that you could not have written what you did without the source at your elbow. When accused of plagiarism, some writers claim I must have somehow memorized the passage. When I wrote it, I certainly thought it was my own. That excuse convinces very few.” From page 167 of The Craft of Research by Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams, published in 1995 by The University of Chicago Press in Chicago.
7. If you do not follow the procedure your precourse work WILL NOT BE ACCEPTED!
**Orientation for New Students**

All students attending summer Session A and B or just Session A for the first time will need to attend the New Student Orientation. Orientation meets on the Sunday before classes begin at 9:30am outside of the H-Space. Orientation includes attending Glenn Memorial United Methodist Church for worship and lunch. A variety of speakers will share information and opportunities for student involvement during the two or four weeks of summer school. The time will conclude with a campus tour.

For those attending only Session B there will be an Orientation session on the first Monday afternoon of Session B.

All new summer students are assigned to a ‘Shepherd’. COS Shepherds are returning students who volunteer to serve as orientation leaders. New Students will be assigned a Shepherd during April, and they can expect to hear from the Shepherd several times before Orientation.

**The Emory Course of Study School Fellowship**

The purpose of the Fellowship is to promote the development of a more effective ministry through fellowship and education. All who enroll in the Emory Course of Study School are welcome to attend meetings, to vote on all issues, to participate in all activities, and to seek and hold office. The Fellowship holds weekly meetings, usually prior to the Wednesday evening chapel services. The fellowship conducts a special offering the first week of both Course of Study sessions to be used for classmates with emergency needs. Requests for emergency funds are made through your Conference Representative.

The fellowship hopes to make the Emory Course of Study School as full an experience as possible. The Fellowship will coordinate the weekend life at Emory for those staying on campus by supplying the names and locations of ministries in the Atlanta area where one can volunteer service—in prison ministry, soup kitchens, or a local shelter. Offices in the Student Government include President, First Vice President, Second Vice President, treasurer, Secretary, and Parliamentarian.

**On Campus Resources**

- **Pitts Theology Library**: open Monday through Friday, 7:30am–5:00pm and Closed weekends during the summer. To check their year round hours call 404.727.4166.
- **Woodruff University Library**: open Monday-Thursday 8am–10pm, Friday 8am– 6pm, Saturday 9am– 6pm, Sunday 1pm–10pm; 404-727-6868
- **The Michael C. Carlos Museum**: located on the main quadrangle. Open Tuesday, Wednesday, Friday, and Saturday 10am–5pm, Sunday 12pm–5pm.
- **Student Activities & Athletics Center**: The “SAAC,” located on the Clairmont Campus, has facilities for swimming, tennis, basketball, volleyball, and strength & conditioning.
In addition, the Center is equipped with state-of-the-art classrooms and a café. For more info, please see http://www.emory.edu/HOUSING/CLAIRMONT/saac_fac.html. General Hours: Monday-Friday 6:30am–10pm, Saturday 7:30am-10pm; Sunday 9am–10pm. Outdoor Pool Hours: Monday, Wednesday, Thursday 10am–9pm, Tuesday, Friday 12pm–9pm; Saturday and Sunday 12pm–8pm

- **Woodruff Physical Education Center:** The “Woodpec,” located on the main campus, includes tennis, badminton, racquetball, basketball courts, indoor and outdoor running tracks, an Olympic size swimming pool, weight room, combative room, and dance studio. Center hours, policies, court reservation procedures, locker rental, and other information may be obtained online at http://www.wpec.emory.edu/. General Hours: Monday-Thursday 6:30am–9pm, Friday 6:30am–7:30pm, Saturday-Sunday 9am–6pm.

- **Candler Media Center:** located in the lower level of the Pitts Theological Library and is open Monday-Friday. All computers have the option of printing to a black & white laserjet or color inkjet printer for a minimal cost. Formatted disks and blank cds are available for purchase for purchase. The following software is installed on all computers: Microsoft Office 2002, Bible for Windows, Bible Works, and Eagle Services, which includes Internet Explorer, and Euclid (for library information). The staff in the computer lab is available to assist with computer questions.

- **Photocopies Copies:**
  - Photocopy machines are available to students in Pitts Library. Please do not ask the any of the COS office staff nor any other staff person to make copies for you.
  - Kinko’s is another photocopying option with photocopying. It is located at 2088 N Decatur Road and is open 24-hours a day. The phone number is 404.321.3990.

- **Emergency Numbers:**
  - University Police, 404-727-6111
  - DeKalb County Police, 9+911
  - Non-emergency, 404-294-2000
  - Emory University Hospital, 404-712-2000
  - Egleston Children’s Hospital, 404-325-6000
  - DeKalb Medical Center, 404-501-1000

- **Information Centers:**
  - Campus Information, 404-727-INFO (7-INFO when on campus)
  - Atlanta Convention and Visitor’s Bureau, 404-521-6688
  - DeKalb Convention and Visitor’s Bureau, 770-492-5000
Things To Do And See In and Around Atlanta

Students may purchase reduced priced tickets for movies, zoo admission, and other events at the Ticket Office located in the Dobbs University Center (DUC), and for more information call 404.727.8425.

- Visit the Georgia Aquarium [www.georgiaaquarium.org](http://www.georgiaaquarium.org)
- Tour The King Center [www.thekingcenter.com](http://www.thekingcenter.com)
- Stroll the Atlanta Botanical Garden [www.atlantabotanicalgarden.org](http://www.atlantabotanicalgarden.org)
- Visit Centennial Park [www.centennialpark.com](http://www.centennialpark.com)
- Eat at the Varsity [www.thevarsity.com](http://www.thevarsity.com)
- Catch a Show at the Fox Theater [www.foxtheather.com](http://www.foxtheather.com)
- Tour the Herndon Home [www.herndomhome.org](http://www.herndomhome.org)
- Stop by the Wren’s Nest [www.beentheresawhat.com](http://www.beentheresawhat.com)
- Picnic at Zoo Atlanta in Grant Park [www.zooatlanta.org](http://www.zooatlanta.org)
- Visit Stone Mountain [www.stonemountainpark.com](http://www.stonemountainpark.com)
- See your Imagination at the Children’s Museum [www.imagineit-cma.org](http://www.imagineit-cma.org)
- Laugh at the Center for Puppetry Arts [www.puppet.org](http://www.puppet.org)
- Visit Fernbank Museum [www.fse.fernbank.edu](http://www.fse.fernbank.edu)
- Eat doughnuts at Krispy Kreme [www.krispykreme.com](http://www.krispykreme.com)
- Visit the Carter Center for Leadership [www.cartercenter.org](http://www.cartercenter.org)
- Visit the Jimmy Carter Library [www.jimmycarterlibrary.org](http://www.jimmycarterlibrary.org)
- Visit the World of Coke [www.wocatlanta.com](http://www.wocatlanta.com)
- Visit Underground Atlanta [www.atlanta.citysearch.com/undergroundatlanta](http://www.atlanta.citysearch.com/undergroundatlanta)
- Experience Virginia Highlands [www.virginiahighland.com](http://www.virginiahighland.com)
- Visit the High Museum [www.high.org](http://www.high.org)
- Enjoy the Alliance Theater [www.alliancetheater.org](http://www.alliancetheater.org)
- Explore Mary Mac’s Tea Room [www.123atanta.net/dining/mary-mac-tea-room.html](http://www.123atanta.net/dining/mary-mac-tea-room.html)
- For more information on things to do in Atlanta see: [www.accessatlanta.com](http://www.accessatlanta.com)
- Callaway Gardens (approximately 1.5 hours) [www.callawaygardens.com](http://www.callawaygardens.com)
- Tennessee Aquarium (approximately 2 hours) [www.tnaqua.org](http://www.tnaqua.org)
- Helen, Georgia [www.discoverowntown.com/GA/helen](http://www.discoverowntown.com/GA/helen)
- Wild Adventures (3.5 hours) [www.savannahgeorgia.com](http://www.savannahgeorgia.com)
- Fort Discovery in August, GA [www.nationalsciencecenter.org](http://www.nationalsciencecenter.org)
- Augusta Riverwalk (2.5 hours) [www.augustaga.gov/departments/riverwalk](http://www.augustaga.gov/departments/riverwalk)
Saturday School Policies

EMORY Saturday School courses are designed for the part-time local pastors only and meet in three different models: Saturday only, Summer Weekend, and the Intensive. All courses meet for a required 20 classroom contact hours and student must attend the entire time to fulfill these hours. The Saturday and Summer Weekend courses meet at the Candler School of Theology located at 1531 Dickey Drive, Atlanta, Georgia 30322.

**Saturday School** meets three times from 9:00am – 5:00 pm over a six week period. Lunch is provided for all students the first Saturday of session, and there is the option to order lunches for the second and third at the student’s expense. Coffee and tea along with other light breakfast items are provided each Saturday morning and afternoon. We do not offer on campus housing but will gladly provide some local hotel information upon request. Worship is a vital part of our time together, so we will begin with Worship at 9:00am on the first Saturday. On the final Saturday together we will gather as a whole community for Holy Communion at 1:00pm followed by class, which will dismiss at 5:00pm. When we have students who are completing their basic COS we celebrate those graduates during worship and often they are our preacher or worship leader for the service.

**Summer Weekend** meets in conjunction with the summer four week program and meets from 3:00pm – 8:00pm on Friday and 9:00am-4:00pm on Saturday. Dinner is provided both Friday evenings and boxed lunches are available for purchase each Saturday. Coffee and tea along with other light breakfast items are provided each Saturday morning and afternoon. We do not offer on campus housing to those only attending the weekend but will gladly provide some local hotel information upon request. Those attending the weekend and the two-week summer school session it surrounds will be able to check into their summer housing early.

**The Weekend Intensive** is a three consecutive day event in which classes meet at a retreat facility and students can complete one course during the weekend. The registration fees for this event vary based on the retreat facility and the type of housing requested by the student. Each housing option is listed on the registration form. Student spouses are welcome to attend as well as students can attend for a personal retreat and not participate in any courses. Meals are included in the registration fee cost. While this format is held at a retreat facility it is three long days of intense class, and there is a significant amount of precourse work, and a post course assignment.

**Registration Policy-Saturday/Summer Weekend/Weekend Intensive**

After completing the appropriate registration form, obtain the signatures of your District Superintendent and the Board of Ministry Local Pastor Registrar. Both signatures are necessary and required for registration and financial assistance. Mail your registration form, Covenant of Integrity and Authenticity, and payment to the Course of Study Office. You will officially be
enrolled in COS when *all registration materials and course fees* have been submitted and processed by the COS Office. You will receive a confirmation via email once your registration is received and processed. The deadlines for Saturday COS are as follows: Winter–December 15th; Summer–May 1st; Fall–August 15th.

There is a nonrefundable and non-transferable **$65 registration fee** per course that you pay initially. Payment must be sent with the completed registration form to Emory by the appropriate registration deadlines. After that deadline, a late fee of $15 will be charged.

*The registration and late fees are not refundable for any reason.* The tuition fee for COS is **$240**. The signatures of the District Superintendent and the BOM Local Pastor Registrar ensure that you will receive your Annual Conference scholarship. *This scholarship can cover the entire cost of tuition depending on how much your annual conference contributes.*

**Course Load**

The **maximum number of courses** a student may take in the basic Course of Study School, regardless of the school(s) attended is four courses per year. Under unusual circumstances, students may be granted permission to take additional courses with the combined approval of the Board of Ordained Ministry, the Director of the Course of Study School, and by the Assistant General Secretary of the General Board of Higher Education and Ministry. Advanced Course of Study does not have a yearly limit.

**Precourse Policy**

Reading and written assignments are required of all students for each course. Some of these assignments may be done in cooperation with an Annual Conference mentor. Assignments will include textbook work as well as practical experience in pastoral ministry. It is important that precourse assignment sheets for the current session be used, and only the ones for the course you have registered to attend. Faculty and assignments change from year to year and consequently, assignment sheets from previous years will be invalid, as well as assignment sheets from different sessions. Appropriate assignment sheets will be sent to you as soon as your *registration forms and fees* are received, or you can download them in advance from our website at [www.candler.emory.edu/programs/cos/precourse-saturday.cfm](http://www.candler.emory.edu/programs/cos/precourse-saturday.cfm).

**Saturday Precourse Work**

The Precourse deadline is the first day of class unless noted differently on the precourse work. Many instructors will request precourse work be submitted via email 10 business days prior to the first day of class. EMAIL your precourse assignments to the COS Office by using the process included on the precourse assignment sheet or found on the website. All the assignments will be compiled together and distribute to the faculty, so it is extremely important that you send your materials directly to the assistant director, and not to the instructor! You will
receive an email confirmation once your assignments are received via email or the postal service. Any precourse work postmarked or emailed after the deadline is a subject to a letter grade deduction.

**Directions to Email Precourse Assignments**

Please read all the directions below before emailing your assignments to the COS Office, any emails received that do not follow the directions below will not be accepted. You will receive an email confirmation of receipt and if your email is not submitted correctly an email indicating you will need to resend your assignments.

**Saturday/Weekend/Intensive** follows the same directions for emailing assignments but the due dates are different and the penalty dates for late papers are set differently. These are included on each applicable precourse assignment sheet.

**Winter Saturday Precourse Deadline**
- Email must be **received** no later than 11:59pm on the deadline of January 6, 2012.
  - Please note that the cut off time is EASTERN STANDARD TIME zone, so email your assignments accordingly.
  - Any precourse work received after January 6th at 11:59pm will be subject to a late penalty.
    - Precourse work received between January 7th–January 14th is 1 letter grade deduction.
    - Precourse work received between January 15th–January 21st is 2 letter grade deductions.
    - If you do not submit your precourse work by the beginning of class on the 21st you will be withdrawn from the course.

**Spring Intensive Precourse Deadline**
- Email must be **received** no later than 11:59pm on the deadline of March 12, 2012.
  - Please note that the cut off time is EASTERN STANDARD TIME zone, so email your assignments accordingly.
  - Any precourse work received after March 12th at 11:59pm will be subject to a late penalty.
    - Precourse work received between March 13th – March 18th is 1 letter grade deduction.
    - Precourse work received between March 19th – March 23rd is 2 letter grade deductions.
    - If you do not submit your precourse work by the beginning of class on the 23rd you will be withdrawn from the course.

**Summer Weekend Precourse Deadline** (if a student is attending the two/four week summer program then their precourse work is due May 1st)
- Email must be **received** no later than 11:59pm on the deadline of June 20, 2012.
  - Please note it is EASTERN STANDARD TIME zone, email your assignments accordingly.
  - Any precourse work received after June 20th at 11:59pm will be subject to a late penalty.
Precourse work received between June 21st – June 28th is 1 letter grade deduction.
Precourse work received between June 29th – July 5th is 2 letter grade deductions.
You will be drop from any course for which precourse work has not been received by July 5th, 2012. No precourse work will be accepted at check-in nor the beginning of class.

- The course number and the phrase “precourse work” should be the subject of your email:
  - Example - Precourse Work 113
    - You will need to send a separate email for each course you are registered to attend.
- Precourse work must be sent as an attached document and not in the body of the email.
  - Any version of Microsoft, Works, or WordPerfect will be accepted. PDF and MacPages documents are not acceptable.
- Your FULL name, phone number and email, should all be clearly included at the beginning of your email. Example: Michelle Levan
  - 404.727.4587
  - michelle.levan@emory.edu
- **Plagiarism Policy and Plagiarism Defined** paragraphs must be included in the body of your email (both are below), not within your precourse work. The inclusion of the policy and definition in the body of the email, verifies that you agree to it and your email will represent your signature (which is a requirement on the COS Cover Sheet). If the email does not include the plagiarism policy and definition it will not be accepted. Your email, with the plagiarism policy and definition will be printed and used as the Cover Sheet for your precourse work, because it has the verification of date and time received, and your agreement to the plagiarism policy and definition.

**Plagiarism Policy**

*I have read the plagiarism definition below and verify that this assignment represents my own work, except where credit is given. I have also made copies of this assignment and I will bring them with me to class in the event that any of my work is misplaced.*

**Plagiarism Defined**

“You plagiarize when, intentionally or not, you use someone’s words or ideas but fail to credit that person. You plagiarize even when you do credit the author but use his exact words without so indicating with quotation marks or block indentation. You also plagiarize when you use words so close to those in your source, that if your work were placed next to the source, it would be obvious that you could not have written what you did without the source at your elbow. When accused of plagiarism, some writers claim I must have somehow memorized the passage. When I wrote it, I certainly thought it was my own. That excuse convinces very few.” From page 167 of *The Craft of Research* by Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams, published in 1995 by *The University of Chicago Press* in Chicago.

- **If you do not follow the procedure your precourse work WILL NOT BE ACCEPTED!**
Advanced Course of Study

The Advanced Course of Study is a curriculum which will enable a local pastor to meet the educational requirements for provisional membership, full conference membership, and ordination as an elder in The United Methodist Church. It consists of 32 semester hours of graduate theological study or its equivalent as determined by General Board of Higher Education and Ministry (GBHEM) (see ¶ 324.6 of the 2012 Book of Discipline). There are other guidelines regarding Advanced Course of Study, and it is important to seek this information from the Annual Conference and GBHEM, Section of Elders and Local Pastors.

Provisional Membership requirements:

Local Pastors may fulfill the requirements for probationary membership and commissioning when they have:

- Reached 40 years of age;
- Satisfied all requirements of Sections 1-3 and 7-14 of ¶ 324;
- Completed the 5 year Course of Study for ordained ministry, of which no more than four courses may be taken by correspondence or Internet; and
- [Completed] an Advanced Course of Study consisting of 32 semester hours of graduate theological study or its equivalent as determined by the General Board of Higher Education and Ministry that shall include the areas of evangelism and United Methodist history, doctrine, and polity.

Application and Registration Procedure for Advanced Course of Study

- Complete the application for Admission to the ACOS program. This can be found on our website or request a copy by calling our office 404.727.4587.
- Admission requirements include
  - A completed application and application fee by the appropriate deadline.
  - Autobiographical statement
    A two–three paged typed, double-spaced autobiographical statement is a critical element in the evaluation of your application. Please consider your response carefully, attending to content, style, grammatical correctness, and organization of the essay. The statement is a way to introduce yourself to our Review Committee. With this in mind, write a reflective essay about your life that addresses the following topics.
    - Significant life experiences that have affected your view of self, God, and the world. Include references to family members and significant others, courses, and experiences in previous education, church, serviced-related activities, and employment.
    - Your plans following completion of Advanced Course of Study.
o Church history statement
   Our Review Committee would like to know more about your church journey. Please give a detailed list of appointments you have served since becoming a United Methodist Local Pastor. If you transferred to the UMC from another denomination please include a list of churches you served and what denomination those appointments were with. This outline should include:
   - Appointment name, location, and conference
   - Dates served
   - Position (Associate, Sr. Pastor, Youth Minister, Etc.)
   - One thing that really challenged you at each appointment

o COS Transcripts

o ACOS Transcript

- Once all materials are received, they will be reviewed for admission to the program. Once accepted, you will be registered for courses you have requested, and emailed precourse assignments.
- After admitted you will need to complete the Registration Form for each session you plan to attend (the application is only applicable for the first course), and obtain the appropriate signatures.

**Guideline for Advanced Course of Study by GBHEM**

A minimum of six semester hours of credit in United Methodist history, doctrine, and polity are required for this curriculum. These courses are available through correspondence with the General Board of Higher Education and Ministry, a University Senate approved seminary and some COS schools. All other specific course requirements listed in the Book of Disciple are met in the Basic Five-Year Course of Study.

Advanced Course of Study courses will not duplicate those included in the Basic Five-Year Course of Study Curriculum.

Course selected shall include both foundational and functional studies appropriate to each candidate. Foundational courses include studies in the area of theology, church history, biblical study, or church in society. Functional courses include advanced work in counseling, church administration, evangelism, preaching, teaching, or worship.

Graduate studies not taken in a theological school, which parallel courses offered for advanced studies, may be approved by GBHEM up to a maximum of nine (9) semester hours. Such studies must have been taken within the last 10 years.

One basic unit of Clinical Pastoral Education may be recognized as the equivalent of six (6) semester hours in Advanced Course of Study.

Students may complete no more than ten (10) hours of online or correspondence courses within the Advanced COS.
**Precourse Policy**

Reading and written assignments are required of all students for each course. Some of these assignments may be done in cooperation with an Annual Conference mentor. Assignments will include textbook work as well as practical experience in pastoral ministry. It is important that precourse assignment sheets for the current session be used, and only the ones for the course you have registered to attend. Faculty and assignments change from year to year and consequently, assignment sheets from previous years will be invalid, as well as assignment sheets from different sessions. Appropriate assignment sheets will be sent to you as soon as your registration forms and fees are received, or you can download them in advance from our website at www.candler.emory.edu/programs/cos/precourse-saturday.cfm.

**Directions to Email Precourse Assignments**

Please read all the directions below before emailing your assignments to the COS Office, any emails received that do not follow the directions below will not be accepted. You will receive an email confirmation of receipt and if your email is not submitted correctly an email indicating you will need to resend your assignments.

**Summer ACOS – Weekend ACOS** Assignments are due the first day of class unless otherwise noted on the precourse work.

- Email must be received no later than 11:59pm on the postmark deadline of June 20
  - Please note that the cut off time is EASTERN STANDARD TIME zone, so email your assignments accordingly.
  - You will be drop from any course for which precourse work has not been received after June 20th. No precourse work will be accepted at check-in.
- The course number and the phrase “precourse work” should be the subject of your email: Example - Precourse Work ACOS
- You will need to send a separate email for each course you are registered to attend.
- Precourse work must be sent as an attached document and not in the body of the email.
  - Any version of Microsoft, Works, or WordPerfect will be accepted.
  - PDF and MacPages documents are not acceptable.
- Your FULL name, phone number and email, should all be clearly included at the beginning of your email.
  Example: Michelle Levan
  404.727.4587
  michelle.levan@emory.edu
- **Plagiarism Policy and Plagiarism Defined** paragraphs must be included in the body of your email (both are below), not within your precourse work. The inclusion of the policy and definition in the body of the email, verifies that you agree to it and your email will
represent your signature (which is a requirement on the COS Cover Sheet). If the email does not include the plagiarism policy and definition it will not be accepted. Your email, with the plagiarism policy and definition will be printed and used as the Cover Sheet for your precourse work, because it has the verification of date and time received, and your agreement to the plagiarism policy and definition.

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- **If you do not follow the procedure your precourse work WILL NOT BE ACCEPTED!**
Course of Study and Advanced Course of Study Faculty

Reverend Dr. Anne Burkholder, Associate Dean of Methodist Studies and Professor in the Practice of Ecclesiology and Church Leadership, is an ordained elder in The United Methodist Church, has served most recently as the director of Connectional Ministries and District Superintendent in the Florida Conference. She has extensive experience in the redevelopment of congregations in Florida and North Carolina. She has served as executive director of Miami Urban Ministries, where she oversaw the development of faith-based social service ministries, including the Head Start program for Haitian children. She holds a PhD in ethics and society from Emory. Her current research interests include Pastoral Ethics and United Methodist Polity.

Ms. Julia Buckner is a layperson in the Western North Carolina Conference and a graduate of the Candler School of Theology, Emory University. She has dedicated the last 20 years to the Summer Volunteer Mission program at the Hinton Rural Life Center, in Hayesville, NC, as either the director or a summer staff member. Julia grew up in the Hayesville community and is passionate about local missions within the community and how our theology and hospitality blend in our faith traditions. Julia also spent 12 years as a high school science teacher while working summer with Hinton before finally leaving the education field to pursue ministry and work at Hinton full-time.

Reverend Dr. Elaine Crawford is an ordained elder in the North Georgia Conference of The United Methodist Church. She was appointed to the historic Cascade UMC in June of 2010 where she serves as the Pastor of Programs. Dr Crawford earned her Ph.D in Historical Theology from Union Presbyterian Seminary, Richmond VA. She has served in appointed positions at The Interdenominational Theological Center, and several local churches. She is adjunct faculty at ITC teaching in the areas of Theology and Ethics. She is vice-chair of North Georgia Black Clergy Women, and serves on the Advocacy Team of NGC as the chair of Committee on Race and Religion, Additionally she serves as the vice chair for Connectional Ministries for the Atlanta College Park district. Dr. Crawford has preached, lectured and taught extensively both nationally and internationally. Her extensive list of publications including, Hope in the Holler, was published by Westminster John Knox.

Reverend Dr. L. Wesley de Souza, Arthur J. Moore Associate Professor in the Practice of Evangelism, is an ordained elder in in the North Georgia Conference of The United Methodist Church. Dr. de Souza, a Luso-Brazilian born in Sao Paulo, is a founder of and visiting professor at South American Theological Seminary in Londrina, Brazil, where he also served as vice president of the seminary’s board of trustees. He was the founding director of the Jethro Institute, a ministry that focuses on research, ministry management, and leadership training for pastors and leaders serving in local churches and Christian organizations. In addition, he was president of the board of directors of the Paul Pierson Center for Global Mission, which works
with fourteen mission agencies from Latin and North America seeking the development of common actions and resources. He also serves on the editorial board of Vida Nova Publishing House, Sao Paulo, and on the editorial advisory board for The Asbury Journal. He completed Candler’s postdoctoral program in Practical Theology and Religious Practices in 2005, where his research focused on a comparison of Brazilian classical Pentecostalism, Methodism, and base ecclesial communities.

The Reverend Dr. Tom Elliott is an elder in the North Georgia Conference of The United Methodist Church where he serves as Senior Pastor of Cannon UMC (Snellville, Georgia). He is also an adjunct instructor in Evangelism and Methodist Studies at Candler School of Theology. Since 2000, he has been a part of the Course of Studies faculty teaching Wesleyan Movement (until 2007), and Preaching and United Methodist Polity in ACOS. Tom also teaches Theology of Stewardship in NICFA (Candler). Tom’s interests lie in evangelism/mission, stewardship and spiritual formation. He is also a singer, songwriter musician. A native Georgian, Tom is married and has two children.

The Reverend Debby Fox is an ordained deacon in the North Georgia Conference of The United Methodist Church. Besides serving several local congregations in this conference, Debby has served in the KY and West OH Conferences. Her ministry area of expertise is in Christian Education and she is certified by the United Methodist Church as an Associate in Christian Education. Currently, she is the Pastor of Christian Education and Discipleship at Gainesville First UMC, Gainesville, GA.

The Reverend Clarissa Youngblood Fuentes is an ordained elder in the United Methodist Church and a member of the Western North Carolina Conference. She completed her undergraduate studies at the University of North Carolina at Chapel Hill after which she volunteered for United Methodist Volunteers in Mission in Quetzaltenango, Guatemala. She returned to the states to obtain her Master’s of Divinity at Duke Divinity School. She is a Chaplain endorsed by United Methodist Higher Education and Ministry and has served as pastor of a local church, Trauma Chaplain at Grady Memorial Hospital, Director of First Parish Project, and currently as Director of Campus Ministry for Wesley Fellowship at the University of North Carolina at Asheville. She lives in Asheville with her husband Andres and their four year old son, Adrian. They all enjoy gardening and traveling together, especially to Latin America.

The Reverend Dr. David G. Garber, Jr. is Associate Professor of Old Testament and Hebrew at the McAfee School of Theology, Mercer University. A graduate of Emory University's Graduate Division of Religion, Dr. Garber’s research interests include studies of the Hebrew Bible prophetic literature, the use of the Hebrew Bible in reflecting upon issues of social justice, and
the use of trauma theory to understand ancient Judah’s experience of exile. As an ordained Baptist minister, Dr. Garber strives to bridge the perceived gap between the church and the academy, confronting the concerns of the contemporary world with the ancient biblical tradition.

The Reverend Dr. Brian Germano is an ordained elder in the North Georgia Conference of The United Methodist Church, where he has served appointments since 1989. He currently serves as Senior Pastor of East Cobb United Methodist church in Marietta, Georgia, and has taught in the Emory Course of Study school since 1994. His passion is for the development of vital 21st-century ministry in the Wesleyan tradition, in which he holds a Doctor of Ministry degree from Saint Paul School of Theology (Kansas City, MO).

The Reverend Dr. Paul ‘Skip’ Johnson is an ordained elder in the North Georgia Conference of The United Methodist Church. He has served local church appointments in Texas and the Atlanta area where he has had responsibilities for pastoral care ministries. Currently he is the Senior Lecturer for Pastoral Care and Pastoral Theology at Columbia Theological Seminary and also the Training Director for Pastoral Counseling with the Care and Counseling Center of Georgia. He is a Fellow in the American Association of Pastoral Counselors and a Licensed Professional Counselor in the state of Georgia.

The Reverend Dr. Rex Kaney is a native Georgian, having grown up in Macon, Georgia. His college and seminary education is from three United Methodist Colleges and Universities – Young Harris College, Birmingham Southern College, and Candler School of Theology, Emory University. He received his bachelor’s degree from Birmingham Southern and his M.Div. and D.Min from Candler. Rex has served congregations in the North and South Georgia conferences and retired from the North Georgia Conference in June 2011. He has taught for over 15 years in the Appalachian Local Pastor’s School and recently joined the Emory Course of Study faculty. Rex was married for thirty-five years to the late Ginger R. Kaney and they have three children.

The Reverend Dr. Beth LaRocca-Pitts is the senior pastor of Saint Mark United Methodist Church in the Atlanta Emory District, of the North Georgia Conference of The United Methodist Church. Her husband Mark is a chaplain with Crossroads Hospice in Tucker. Beth and Mark have two children; twins age 12, Ellie and Joe. Both Beth and Mark hold PhD’s in Old Testament Studies from Harvard University. Beth served six years as a professor of Old Testament at Duke Divinity School in Durham, North Carolina and taught for eight years in the Religion Department at the University of Georgia while living and serving in the Athens Elberton District. Beth has also served the Bishop Circuit as pastor, Athens First, and at Snellville United Methodist as associate pastor, and Watkinsville as senior pastor.
The Reverend Mary Gene Morris Lee is an Atlanta native who received her AB and MEd degrees from Georgia State University (1971 and 1975). She completed the Foundational Studies at Candler School of Theology, was consecrated a Diaconal Minister, and in 1997 was ordained as Deacon in Full Connection in The United Methodist Church. For over 25 years, Mary Gene served urban and suburban churches in the area of Christian education. She has led training events at the local, Conference, and national level. She served on the staff of the Conference Office of Connectional Ministries, was elected to the Board of the National Christian Educators Fellowship, and served as a delegate to General and Jurisdictional Conferences. Recently retired, she continues to lead workshops and consult with churches.

Ms. D. Michelle Levan is a layperson in the North Georgia Conference and a graduate of The Perkins School of Theology, Southern Methodist University. She joined the Course of Study staff in August 2005 as the Program Coordinator and is currently serving as the Assistant Director. Michelle is active in leading and participating in worship and Disciple Bible Study at St. Paul United Methodist Church. She is planning to pursue a Master of Business Administration degree at the Goizueta Business School, Emory University during 2013.

The Reverend Nancy L. Long, D. Min, is an ordained elder in the United Methodist Church and a member of the North Georgia Conference. She has served local church appointments in Atlanta area where she was appointed at Emory University as a Staff Chaplain and Director of the Ben Hill United Methodist Counseling Center from 2002 to 2009. Currently she is the Associate Director of Pastoral Services at Emory University Hospital Midtown. She is a Licensed Marriage and Family therapist (LMFT), a Licensed Professional Counselor in the state of Georgia and an approved LMFT supervisor. She is a Diplomate in the American Association of Pastoral Counselors.

The Reverend Dr. Bill McKoy is an ordained elder in the United Methodist Church and a retired member of the North Georgia Conference. He has served as conference director of youth work, a pastor in eight diverse churches (100-3500 members), and as a district superintendent. Bill and his spouse Martha enjoy traveling around the world when he isn’t teaching at Emory or one of the extension schools.

The Reverend Dr. Amy Morgan is an ordained elder in the North Georgia Conference where she has served both large and small churches. She completed her Master of Divinity Degree at the Candler School of Theology, Emory University, in 1986 and her Doctor of Ministry Degree at Columbia Theological Seminary in 1999. Her doctoral work focused on power of story and ritual in spiritual formation. Amy has served on numerous district and conference committees including Conference Trustees, Committee on the District Superintendency and the Conference
Board of Ministry. Amy has taught Preaching in Advanced Course of Study, and Worship and the Sacraments in basic Course of Study.

The Reverend Tavye Morgan is an ordained elder in the United Methodist Church and a member of the North Georgia Conference. She is a graduate of Candler School of Theology and received a Masters of Divinity. Currently she serves part-time as Minister of Congregational Care at Duluth First United Methodist Church. She also has a Spiritual Direction Practice and is in process of obtaining her Masters in Clinical Mental Health through Mercer University.

The Reverend Dr. Philip Ott is an ordained elder in The United Methodist Church and a member of the Indiana Annual Conference. While in graduate school at Princeton Theological Seminary (Th.M) and the University of Pennsylvania (Ph.D) he served appointments in the New Jersey Annual Conference. He spent his professional career at United Methodist colleges and universities, first at the University of Evansville in Evansville, IN as a faculty member, Chair of the Department of Philosophy and Religion, Coordinator of the World Cultures Program, and Interim Dean of the College of Arts and Sciences. After 28 years in Evansville he moved to Athens, TN where he held the position of Provost and Dean of the Faculty at Tennessee Wesleyan College. He retired in 2001 and took up residence in Savannah, GA. During the academic year of 2007-2008, he served as Interim Provost and Vice President of Academic Affairs at Pfeiffer University in North Carolina. His research and writing interests have focused on John Wesley and eighteenth century medicine.


The Reverend Elaine Puckett is an ordained elder in The United Methodist Church and a retired member of the North Georgia Annual Conference. She is a graduate of the Candler School of Theology where she was a Woodruff Scholar. Since 1988 she has served diverse appointments in the Atlanta area. Elaine has been an instructor at Emory University’s Candler
School of Theology teaching courses in Wesleyan theology and Women in Ministry and has been an instructor in the Emory COS since 1996.

The Reverend Dr. Richard Puckett is an ordained elder in the North Georgia Conference of The United Methodist Church. After receiving his doctorate in Biblical Studies, he served several local church appointments in North Georgia before being appointed as Director of Public Relations and Development at the United Methodist Children’s Home in Decatur, Ga. He has served on the board of the national United Methodist Association and is currently a member of the Association of Fundraising Professionals and the Georgia Planned Giving Council. Dr. Puckett also has a law degree and is a member of the State Bar of Georgia in the inactive category.

The Reverend Dr. Joy Samuels is an ordained deacon in the Tennessee Conference of The United Methodist Church. She is a licensed professional counselor (Mental Health Service Provider) in the State of TN. Supporting her active duty military spouse (GO NAVY, BEAT ARMY) has taken the family to duty stations across the United States and Europe, where she has served local churches as education minister, provided counseling services in both private practice and for the Department of Defense and has worked as a Hospice/Hospital Chaplain. Currently she is in private practice in Franklin, TN and teaches in the undergraduate and graduate psychology department at Lipscomb University.

The Reverend Shively T. J. Smith is a doctoral candidate in New Testament Studies at Emory University. Her research area includes studies in 1 Peter, Hellenistic Jewish Diaspora literature and studies, and call narratives. She is a minister in the African Methodist Episcopal Church. She has worked as both a student assistant and now faculty member for the Course of Study for several years. Shively teaches in the area of New Testament for the program. She is the wife of Rev. Brian R. Smith and mother of two beautiful little girls.

Mr. Kyle Tau is currently a PhD student in Emory University’s Graduate Division of Religion. He graduated from Point Loma Nazarene University with a BA in Theology and Philosophy and from the Candler School of Theology with an MTS degree. His core interests are in narrative theology, the doctrine of the human person (identity, desire, embodiment and sensory experience), liturgical and sacramental theology, and the thought of Hans Urs von Balthasar. He is an active associate member of Grace United Methodist Church in Atlanta.

The Reverend Virginia Tinsley is an ordained deacon in The United Methodist Church and currently serves as Director of the Housing and Homeless Council for the North Georgia Conference, where she has been appointed since 2003. She has been involved in ministries that serve poor and homeless people for more than thirty years. Her passion is to provide opportunities for people representing the church to get involved with poor people in ways that
are empowering for all the people involved. Before that she was Director of Action Ministries' programs in Atlanta.

**Dr. John B. Weaver** is the Dean of Library Services and Educational Technology at Abilene Christian University, providing leadership for ACU’s academic information resources and a consortium of libraries in the Abilene area. His responsibilities at ACU include The Brown Library, The Adams Center for Teaching and Learning, and The AT&T Learning Studio. Weaver’s current research includes work on Christian practices of receiving faith and transforming self and community through technology, especially virtuous habits related to hospitality, literacy, and pedagogy among churches in the ancient and modern world. Weaver is married to Vivi, and the couple has four children: Josephine, Adela, Thessaly, and Eben.

**The Reverend Dr. Brady Whitehead, Jr.** is a retired ordained elder of the Memphis Annual Conference of The United Methodist Church. He is also retired from Lambuth University in Jackson, Tennessee where he taught in the Religion Department for thirty-two years, serving also at various times as Chaplain, Vice President for Student Affairs, and Dean of the School of Humanities. He has served as Adjunct Professor of New Testament at Memphis Theological Seminary and as Adjunct Professor of Old Testament at The Evangelical Seminary of Almaty, Kazakhstan. He co-taught with Dr. Charles Page in the Holy Land on two occasions, has taught in the Emory Course of Study each summer since 1979, teaches Old and New Testament courses in both the Alabama COS and the Tennessee COS extension schools, and served as the first director of the latter. He has led Bible studies in churches and districts in thirty-six states and the District of Columbia. In 2008 he led the Bible Study at the meeting of the Memphis Annual Conference. "Of all the teaching I have done," said Brady, "teaching the ministers in the Course of Study has been the most rewarding."

**The Reverend Dr. Waite Willis** is the Edward J. Pendergrass Professor of Religion at Florida Southern College in Lakeland, Florida, where he also serves as the chair of the Humanities Division. Since 1992, Waite has taught in the COS at the Candler, where he earned his Masters of Divinity before attaining the Ph.D. in systematic and constructive theology from Emory’s Graduate School of Arts and Sciences. He is an ordained elder in the Florida Conference of The United Methodist Church and for twelve years served as a theologian on the Conference Board of Ordained Ministry. He has been the director of the Florida Conference Ministerial Licensing School since 2001 and now also serves on the Conference Board of Directors for Camping and Retreat Ministries. Waite is also a part-time staff person at First United Methodist Church in Lakeland, where he is the Director of Contemporary Worship and weekly leads the music and worship of the 9:30 service, which currently is averaging over 800 people. At Florida Southern, Waite has been honored by students and colleagues with various awards for teaching
excellence, including the Phi Eta Sigma Lover of Wisdom Award, the Omicron Delta Kappa Outstanding Teacher Award, and the Ben and Janice Wade Outstanding Teaching Award.

The Reverend Dr. Winston O. R. Worrell is an experienced evangelist, lecturer, administrator, pastor and preacher in national, international, multicultural, multi-ethnic, and multilingual settings worldwide. He serves as Director of the World Methodist Evangelism Institute, a ministry of Emory University and the World Methodist Council where he has served for twenty years. He holds a doctorate in evangelism from Emory University and a master’s degree in media communications from Georgia State University, and has served in pastoral positions in several countries. He is an ordained elder in the North Georgia Conference of the United Methodist Church, and a former circuit superintendent minister of the Methodist Church in the Caribbean. He has served in ministries in 55 countries.

**Course of Study Contact Information**

**Course of Study Staff**
Anne Burkholder, Associate Dean of Methodist Studies: anne.burkholder@emory.edu
D. Michelle Levan, Assistant Director, Course of Study: michelle.levan@emory.edu

**Mailing Address:**
Candler School of Theology, Course of Study School
1531 Dickey Drive
Atlanta, GA 30322

**Telephone:** 404.727.4587
**Fax:** 404.727.2494
**Website:** [http://www.candler.emory.edu/programs/cos/index.cfm](http://www.candler.emory.edu/programs/cos/index.cfm)

Summer School student can receive mail and packages while they are on campus but using the following mailing address:

Course of Study, Student’s Name
1531 Dickey Drive
Atlanta, GA 30322

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