



*Two independent seminaries working in partnership*

## INSTRUCTOR INFORMATION

### WELCOME

We hope this information will make your experience as an instructor at Bethany Theological Seminary or Earlham School of Religion a little easier.

### COURSE DESCRIPTION

Please submit a one-paragraph course description to Academic Services immediately after you have agreed to teach a particular course. Email this description to Joanna Schofield, Director of Academic Services, at [schofjo@earlham.edu](mailto:schofjo@earlham.edu) or to Deb Gropp, Administrative Assistant Academic & Faculty Services, at [groppde@earlham.edu](mailto:groppde@earlham.edu).

### COURSE SYLLABUS

ESR Adjuncts, please post a course syllabus URL to WebDB six weeks in advance of your first class. Also send a copy to the Dean of your seminary.

Bethany adjuncts please submit an electronic copy of your syllabus to Enten Eller ([elleren@earlham.edu](mailto:elleren@earlham.edu)) eight weeks prior to the first class meeting date. Also send a copy to the Dean of your seminary.

### BOOK ORDERS

To order textbooks for your course, contact the Earlham Bookstore (**see attachment A**). Textbook orders are due three months in advance of your first class meeting. For the estimated number of students enrolled in your course for your book order, check the roster in WebDB or contact Academic Services (**see attachment B**).

### COURSE ROSTER

At the close of registration, each faculty member is able to view the class roster through WebDB. The roster contains the name and email address of each student registered for that particular course. This list may change as students add or drop courses. Please check revised rosters through WebDB following each of the add/drop deadlines. (See Academic Calendar on the Academic Services website at <http://sas.earlham.edu> for the add/drop period dates). The WebDB guide is enclosed in this packet of information. (**see attachment B**). Please contact the Registrar at (765) 983-1816 or [schofjo@earlham.edu](mailto:schofjo@earlham.edu), if you have any questions about WebDB content. Please contact Seminary Computing Services (765) 983-1568 or [erbauza@earlham.edu](mailto:erbauza@earlham.edu) if you are having difficulty logging in to WebDB.

### CLASS MEETING (DATE, TIME, PLACE) CHANGES

Class dates, times, and locations for both seminaries are arranged by the Registrar. You can view these in the WebDB Course Information search. If a faculty member would like to change any of these details, contact the Registrar immediately. The role of the Registrar is to ensure that classes do not conflict with one another in date, time and meeting place and also to be sure that all students know of the change. Please contact the Registrar at (765) 983-1816, or [schofjo@earlham.edu](mailto:schofjo@earlham.edu), to request changes.

## ATTENDANCE

### ***Bethany Attendance Policy***

The student handbook states,

**“All Bethany courses carry the expectation of regular, on-time participation in class sessions. Except in the case of illness and other emergencies, class absences should be negotiated with the instructor in advance. Cumulative absences exceeding 20% of the scheduled class sessions automatically result in a loss of credit for the course. In addition, an instructor may further limit the number of sessions that can be missed without jeopardizing course credit, and/or may require additional work to compensate for missed class sessions.”**

### ***ESR Attendance Policy***

Absences are negotiated with the professor before the particular class meets. Instructors are encouraged to include their own attendance policy in the syllabus, should they want to define their expectations more precisely.

For both schools it is important to keep attendance records. Students who are on the class roster but do not attend will fail the course. Students who are present but not on the class roster need to check with the Office of Academic Services to make sure they are indeed registered for the course.

## EVALUATION OF STUDENT COURSE WORK

### ***Policy and Philosophy of the Evaluation System***

Beginning September 1996, Bethany and ESR developed a joint Credit/No-Credit system of evaluating student course work. A notation of 'CR' indicates satisfactory completion of a course at a level considered by a standard 4.0 letter grade system to be a 'B-' worth 2.7 grade points or above. A notation of 'NC' indicates either unsatisfactory achievement or a student's withdrawal from the course without permission. At the end of each semester, faculty submit a written summary of course objectives and student performance based on those objectives for each course. These summaries, however, do not become a permanent part of the student's academic transcript. ESR and Bethany chose this evaluation system out of a commitment to an educational philosophy suited for adult education. ESR and Bethany maintain that optimal learning occurs when teacher and students are engaged and motivated, rather than responding to pressures to achieve certain pre-set standards. This system provides better opportunities for positive affirmation and constructive feedback in areas where weaknesses are noted. This type of learning environment is proving to be superior for ministry preparation.

### **SUBMITTING "GRADES" (THE CREDIT/NO-CREDIT NOTATION)**

Toward the end of the course you will receive a Grade Roster from Academic Services. Completed grade rosters must be submitted to Academic Services by the date noted on the academic calendar for the corresponding semester. If the student's performance warrants credit, as defined above, place a CR in the final grade column (FGrd). If the student performance does not warrant Credit as defined above, please place a NC in the final grade column (FGrd) **(see attachment E).**

## **SUBMITTING WRITTEN SUMMARY EVALUATIONS OF THE STUDENT'S WORK**

For each course faculty must submit a written summary evaluation of each student's work. This summary consists of an approximately 40-word course objectives section and a 40 word evaluative summary of the student the student's work. Each summary is submitted to Academic Services via the electronic form located at: <http://scs.earlham.edu/summary-course-evaluation>. This personalized feedback provides both the student and the student's advisor with valuable information. The written summary evaluations must be submitted by the deadline noted in the academic calendar for each semester (**see attachment F**).

## **EVALUATION OF INSTRUCTOR**

At the end of the course, each student has the opportunity to fill out an evaluation of each course and instructor. The instructor will not see the evaluations students have completed until grades have been submitted for the course.

***Bethany instructor evaluation forms***, along with instructions for completion, will be provided to the Bethany faculty by the Office of the Academic Dean (**see attachment C**).

***ESR instructor evaluation forms*** will be provided to the ESR faculty by the ESR Office of the Dean (**see attachment D**).

## **MEDIA RESOURCES**

Faculty members have access to a variety of media equipment at Bethany and ESR. The equipment includes: VCR/TV unit, VHS video camera, overhead transparency projector, projector for computer screen, and computer unit. Please contact Academic Services at (765) 983-1821 to request media equipment well in advance of the date(s) equipment is needed in order to insure availability.

## **LIBRARY RESOURCES**

### ***Lilly Library***

Bethany uses the library facilities and services of Earlham College. Information about services, policies, staff, and access to the Earlham Libraries' electronic resources, can be found at this website: <http://www.earlham.edu/library/>. In addition, information about resources and services of special interest to seminary students and faculty can be found within the site here: <http://www.earlham.edu/library/content/resources/seminaries/index.html>. These services include access to the broad array of electronic resources, and Document Delivery, through which we can mail books to you. You can read about these services on the website mentioned, as well as finding answers to common problems people have in using and accessing the electronic resources. Please be in touch with the theological librarian if you have questions.

All Bethany faculty (full-time and adjunct) and students will need an Earlham/Bethany email account in order to make full use of library services and resources. It functions as your login for using subscription electronic resources from off-campus. Also, creation of your email account indicates that other information about you and your institutional status has been sent to the library, resulting in you being entered into the library database. This will enable you to get a library card for checking out books. The library will not automatically generate a library card for you, but will do so either when you request one on your first Document Delivery request, or when you bring your new campus ID to the circulation desk. If your email account has not yet been created, or the library received no information about you, please contact the Academic Dean's office. If you have previously had a library card with us, contact Jeanie Lindsey in Library Circulation to have your account reactivated.

## **SUSQUEHANNA VALLEY MINISTRY CENTER (SVMC) AFFILIATED LIBRARIES**

### ***Juniata College***

The Susquehanna Valley Ministry Center, as well as Bethany Theological Seminary faculty and students, have access to the Beeghly Library of Juniata College. Faculty are given special consideration with membership so that they can use the collection, technology and online databases of Juniata College. More about library resources available to SVMC can be found at <http://services.juniata.edu/library/>. The Library Staff look forward to working with SVMC students and faculty each year for all of their needs, including especially circulation and reference help with the various databases, books, and large periodical holdings of Juniata College. In addition, Juniata College has a large holding of Church of the Brethren publications, College Archives, some Church of the Brethren Archives, and a good collection of religion books and databases. We also have one of the best German-American rare book collections in the country. All of these have been used by students and faculty in the past.

For further details in using the library, please contact John Mumford, Library Director, for general questions, and Lynn Jones, Circulation Supervisor, to be sure to have a membership card for library use.

### ***Elizabethtown College***

The Susquehanna Valley Ministry Center, as well as Bethany Theological Seminary faculty and students, have access to the High Library at Elizabethtown College. Seminary students are welcome to use the electronic and material resources of our collections without restriction. Each semester, they can stop by and receive borrower's cards that enable them to check out materials for regular loan periods (four weeks for books and CD's, one week for videos and DVD's). Library databases are available onsite, but not currently accessible off-campus. We also provide course reserve services to seminary faculty and students. For materials not available at High Library, students should use the interlibrary loan services of their local public libraries. We will be happy to help students identify those materials.

## **PHOTOCOPYING COURSE MATERIALS**

***Bethany Adjunct faculty***, please call the Administrative Assistant for Academic Services at (765) 983-1821. Request photocopying at least three days prior to the class date when materials are needed. Faculty members are also welcome to make copies themselves at any time. Please use copier code **1106#** (Bethany upstairs workroom copier).

***ESR Adjunct faculty***, please call the Support Secretary in the Barclay Center (765) 983-1423. Request photocopying at least three days prior to the class date when materials are needed. Faculty members are also welcome to make copies themselves at any time in the Barclay Center.

## **OFFICE SPACE**

Office Space and a computer is available to Bethany adjunct faculty while on campus. Please call the Administrative Assistant to the Dean at (765) 983-1815 for information and access to this office space. ESR adjunct faculty, please contact the Dean of ESR or the Assistant to the Dean to arrange office space.

## **ELECTRONIC COURSE ROSTER AND EMAIL LIST**

An electronic mailing list of class members is accessible through WebDB (**see attachment B**). If you have questions about list content please contact Academic Services at (765) 983-1821. If you have Login questions please contact Seminary Computing Services at (765) 983-1568.

## **PHONE ACCESS/AVAILABILITY**

### ***Bethany Building***

During night classes and weekend intensives, the phone at the front reception desk is not available. A support person is available at the desk to take emergency or expected calls on the phone located in the gathering area (765) 983-1826. To make local calls dial 9 and then the number.

### ***ESR Classroom Building***

A phone is located in the gathering area in the ESR classroom building. The phone number is (765) 983-1570. There is no support available for this phone; however, it is frequently answered by students who are studying nearby. To make local calls dial 9 and then the number.

## **HOUSING ACCOMODATIONS/TRANSPORTATION**

### ***Bethany Adjunct Faculty***

To make reservations for overnight accommodations please notify the Assistant to the Academic Dean at (765) 983-1815 at least 2-3 weeks prior to the time requested. Adjunct Faculty members are responsible for making their own travel arrangements.

### ***ESR Adjunct Faculty***

Contact the ESR Assistant to the Dean at (765) 983-1687 regarding availability of accommodations.

## **EXPENSES**

### ***Bethany Adjunct Faculty***

A Bethany Travel/Expense Voucher, supported with receipts, is required to request reimbursement for travel expenses. Obtain the form from the Bethany Business Office and turn the completed form in to the Assistant to the Academic Dean for processing.

### ***ESR Adjunct Faculty***

Contact the Earlham School of Religion Assistant to the Dean at (765) 983-1687 regarding reimbursement requests.

## **REFRESHMENT RESOURCES**

Refrigerators and microwaves are located in the kitchenette areas in the Bethany building, ESR classroom building and the ESR Barclay Center Annex. Vending machines are located in these areas in the Bethany building and ESR classroom building.