

## **SUSQUEHANNA VALLEY MINISTRY CENTER COURSE POLICIES**

### **CREATING A CULTURE OF RESPECT IN THE CLASSROOM**

Courses are designed to be settings of mutual respect in which:

- Scripture, as the authoritative and inspired word of God, is the foundation of our work together.
- Training for ministry occurs through topic presentation and dialogue among instructors and students.
- We respect and hear one another even though our views may differ.
- We work within the framework of Annual Conference statements.
- Students and instructors who have concerns should contact the Executive Director who will communicate with the appropriate district executive.

### **RECORDING COURSE LECTURES**

Students must ask for and receive permission from the instructor and fellow students prior to recording any portion of course lectures and discussions. Asking permission is both a courtesy and a matter of ethical consideration. Any instances of recording without permission will be communicated to the appropriate district executive.

### **PLAGIARISM**

Integrity is central to life in community. In the academic community, integrity means giving proper credit to people for the ideas and information we receive from them. It also means that the work we submit and represent as our own is really work we ourselves have done.

Plagiarism is using the work of other people without giving them credit, whether in written assignments or formal oral presentations. A glaring example of plagiarism would be submitting an entire essay written by someone else and claiming it was your own. It is also plagiarism to use, without giving credit, someone else's ideas or phrases.

This definition applies to words and images, to manuscripts, and to ideas gleaned from spoken communication. For further examples and appropriate ways to cite, please see the most recent edition of Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations: Chicago Guides to Writing, Editing, and Publishing* (Chicago: University of Chicago Press), especially sections 4.2.3, 7.9, and 25.1.

Plagiarism is a matter of ethical misconduct for licensed and credentialed clergy. The consequences for plagiarism will vary according to the extent of the offense, but even minor instances are considered serious enough to incur penalties. These may range from rewriting the assignment, non-crediting the assignment, or non-crediting the course, up to dismissal from the program.

Any instances of plagiarism will be reported by the instructor to the student, and the Executive Director of SVMC. The Executive Director will discuss the instance with the appropriate District Executive.

### **COURSE EVALUATION FROM STUDENTS**

Following the completion of each course, ACTS students are encouraged to complete an online evaluation of the course. A link to this evaluation will be emailed to each student by SVMC. Student reflections on the courses assist SVMC in future course planning. All responses remain anonymous unless the student wishes to share their name. SVMC will share evaluation results with instructors and SVMC's Executive Director.

*(Adapted from Bethany Theological Seminary Student Handbook. See also the Church of the Brethren 2008 Annual Conference Ethics in Ministry Relations Paper, Part III. The Code of Ethics for Ministerial Leaders states: "I will give credit for all sources quoted or extensively paraphrased in sermons and prepared papers. I will honor all copyrights" (p. 8, letter M).*