

**STUDENT HANDBOOK**

**For**

**The Robert E. Webber Institute for Worship Studies**

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## INTRODUCTION

### ➤ **A Message from the President**

### ➤ **Mission Statement**

The Institute for Worship Studies forms servant leaders in Christian worship renewal and education through graduate academic praxis, grounded in biblical, historical, theological, cultural and missiological reflection in community.

### ➤ **Vision Statement**

The vision of the Institute for Worship Studies is situated in the Divine Narrative. It seeks to serve God's action in history to express his lordship over all creation through worship. Accordingly, it aspires to be an institution that:

1. Focus. Emphasizes God's story of creation, incarnation and recreation through which God brings the entire cosmos under the reign of Christ.
2. Theology. Draws on the classical interpretation of Scripture, affirmed by the Apostles Creed, the Nicene Creed, and the Council of Chalcedon, together with the affirmation of an evangelical grounding and ecumenical outreach.
3. Culture. Offers an ongoing critical appraisal of Christian worship, with an open mind and heart to an authentic faith and practice in the twenty-first century, **speaking to the culture but not being molded by it**.
4. Ethos. Remains a small, self-sacrificing, simple school of students involved in an intense spiritual interaction with each other, unencumbered by building ownership, big budgets and a large full-time staff.
5. Influence. Seeks to "teach those who teach," continuing to raise up leaders around the world whose ministries are grounded in intentional theological reflection.
6. Technology. Pursues its vision through an educational methodology that combines an on-campus experience of spiritual community, distance learning components and up-to-date technology.

### ➤ **Statement of Faith**

The Institute for Worship Studies, its administration and its faculty confess the historic Christian faith. We affirm the centrality of Jesus Christ and the authority of Scripture in all matters of faith and practice. Thus, we confess with the whole church the summary of faith handed down throughout history and affirmed by all Christians everywhere **in** the Apostles' Creed.

### ➤ **Accreditation Status**

The Institute for Worship Studies holds applicant status with the Commission on Accreditation of the Association of Biblical Higher Education, 5575 S. Semoran Blvd., Orlando, Florida 32822, (407) 207-0808. Applicant status is a pre-membership status granted to those institutions that meet the COA—ABHE Conditions of Eligibility and that possess such qualities as may provide a basis for achieving candidate status within four years.

➤ **Nature of this Handbook**

This Student Handbook is a guide to matters impacting on student life at IWS; it is not a contract or the offer of a contract. Therefore, IWS reserves the right to make any changes to the handbook, including changes to policies, without prior notice. The most recent information may usually be found on the IWS website.

## **STUDENT LIFE**

➤ **Community**

Believing that “the triune God is in the business of creating community,” Chaplain Darrel A. Harris has pledged “to do everything I can to lead us to offer ‘elbow room’ to the Holy Spirit for the creation of community.” Because the entire IWS shares this value of community, it strongly promotes community involvement for all of its constituencies. This is best exemplified during the one-week on-campus intensives, when students, faculty and administrators study together, worship together, eat together, fellowship extensively and experience community based on honest and open relationships. In addition, they interact on the IWS message boards and through emails. In fact, the on-campus experience is intentionally quasi-monastic to create a strong sense of community among all the participants.

To enrich these relationships, participants include men and women, young and not so young, and the broad diversity of ethnic groups represented in the institute.

Community Meals. All meals during our intensive weeks are eaten together in the dining hall (refectory) on campus for the purpose of building a strong sense of community.

Eating together is one of the most important things we do to establish and express community. Eating is one of the contexts for establishing relationships and transforming casual relationships into deep lifelong commitments.

There is no **stratification in our seating arrangement for eating**. Sometimes a student will eat with a particular faculty member, but mostly students and faculty members sit down at the nearest table to talk and to get better acquainted with persons from different classes.

Great conversations develop around the tables: conversations about faith, ministry in the academy and ministry in the church. Sometimes discouraged hearts are lifted; other times a word of wisdom and direction is heard; but most of all, deep bonds are established and wounds are healed as people talk through ministry issues and learn from each other. Ministries are empowered. Lifelong relationships are made. Fellowship, even fun, is experienced by all.

➤ **Daily Schedule**

|                        |                                      |
|------------------------|--------------------------------------|
| <b>7:30-8:15 a.m.</b>  | Breakfast                            |
| <b>8:30-9:00</b>       | Morning worship                      |
| <b>9:00-12:00</b>      | Morning class sessions               |
| <b>12:00-1:15 p.m.</b> | Lunch                                |
| <b>1:15-4:15</b>       | Afternoon class sessions             |
| <b>4:15- 5:30</b>      | Free time                            |
| <b>5:30-6:30</b>       | Supper/dinner                        |
| <b>6:45-7:30</b>       | Practicum or lecture with discussion |
| <b>7:45-8:30</b>       | Fellowship/Social time               |

Each on campus school session begins with an orientation for new students and a presidential address. Each session also has an opening convocation. This is a worship service and includes a celebration of the Lord's Table. A reception follows the opening convocation in the refectory (Benedict Hall).

Sundays. There are no scheduled IWS Sunday morning worship services. All are more than welcome to attend services at Grace Church. A suggested list of other area churches is provided as well. You are encouraged to attend a church in a tradition different from your own.

Sundays in June only.

|                  |                        |
|------------------|------------------------|
| <b>4:00 p.m.</b> | Commencement rehearsal |
| <b>5:00</b>      | Choir rehearsal        |
| <b>6:00</b>      | Commencement           |

➤ **Location**

Orange Park is a rapidly growing suburb of Jacksonville, FL. It is situated on the west bank of the St. John's River in the historic First Coast region of Northeast Florida. Its location in the Jacksonville metropolitan area and its proximity to area lakes, beaches, world-class golf courses and other outdoor attractions have made this community a popular locale for both residents and visitors. Nearby historic attractions include St. Augustine (the nation's oldest city), Ft. Caroline National Monument (settled by the French Huguenots in 1564), Kingsley Plantation (Ft. George Island, built in 1792) and the Golden Isles of southeast Georgia (Cumberland Island, Jekyll Island, and St. Simons Island).

➤ **Facilities**

- The Florida campus is housed primarily on the serene campus of Grace Episcopal Church of Orange Park, a suburb of Jacksonville. The church is located on Kingsley Avenue just east of US 17 (two miles south of I-295), one block west of the picturesque St. John's River. Grace's serene campus is reminiscent of "old Florida," canopied by centuries-old live oak trees draped with Spanish moss.

- Classrooms. Classes are convened in various classrooms around the Grace campus and at the Presbyterian and Methodist churches whose property is adjacent to Grace.
- Worship space. Morning chapel services, evening worship practica, opening convocations, graduations, presidential addresses, and other activities as needed are held in the main church building.
- Housing. Students and faculty have two options for housing while on campus. 1) They may choose to stay at hotels at which IWS has reserved blocks of rooms (some at reduced rates), or 2) in the homes of church members who have offered to host students.

If the former is chosen, an email will be sent to all new and returning students three months prior to the on-campus sessions, describing the hotel options. Students are not limited to those options—they may choose a different hotel if they so wish. Students are responsible for making their own reservations and paying their hotel bills. Some students elect to share a hotel room with another student and thereby reduce their hotel costs.

For those who choose the latter, members of area churches have offered to host students in their homes. A limited number of home-stays will be available during each session on a first come, first served basis. Students wanting to take advantage of this opportunity should email the Director of Housing at or call the Florida office phone number for applications. Arrangements should be requested no later than one month prior to the start of the on-campus session. Home stays will be free of charge, however transportation to and from campus should must be provided by the student.

- Dining. Normally, Grace church's fellowship hall serves as the dining hall and activity hub. Karen Lewis, the food service director, together with her family and others, provide homemade meals. On occasion, meals may be served at the United Methodist church dining hall/gymnasium. There are a number of grocery stores, shops, malls and restaurants nearby, some within walking distance of the campus.
- Bookstore. At the on-campus bookstore most of the books written by the IWS faculty are available as well as a limited selection of other titles. The IWS discount is 20% off the retail price. Also available is an assortment of IWS products such as shirts and hats.
- Internet. Wireless internet service is available at some locations on campus and at some of the hotels. There is generally no charge.
- Parking will be addressed in the welcome packet that is distributed upon arriving on campus.
- Security. IWS has a comprehensive liability insurance policy to protect all personnel in the event of harm or loss while on campus.

➤ **Transportation**

Students are responsible to provide their own transportation to and from campus. Those who need rides from the airport can post a ride request on the message board (at iwsfla.org), giving arrival time and flight information. Emailing classmates is also a viable option. There is a church van which makes runs to the airport to transport faculty on the day before the sessions commence, as well as on the last day of the sessions. Students may make arrangements to catch a ride in this van. The van schedule is posted on the message board before each class session.

➤ **Other Information**

Student ID. All students are issued an IWS student ID which may be presented in establishments which offer student discounts on products and services.

Dress Code. There is no dress code for the on-campus weeks. Florida is hot and humid in June and cool (sometimes even cold) in January, so students should dress accordingly. All of our buildings are well air-conditioned in the summer and heated in the winter.

## **STUDENT FORMATION**

➤ **Spiritual Values and Spiritual Formation**

While the Institute for Worship Studies is an academic program rather than a church, it is founded upon and guided by deeply held spiritual values. In pursuit of these the Institute has, since its inception, started each class-day with a morning chapel worship service and has included a chaplain on its staff.

Morning chapel is based on the traditional threefold monastic model, in that it consists of the components of sung praises, ministry of the word and corporate prayers. The service is liturgical, in that it has a “dependable” structure, including brief memorized verbal exchanges and prayers. It is evangelical, by virtue of the daily proclamation of the Gospel via the public reading of the scripture, the Chaplain’s morning devotional talk and the concluding community acclamation, “Christ has died; Christ is risen; Christ will come again.” And the service is ecumenical, in that it seeks to be non-exclusionary by welcoming and honoring the various denominational traditions of students, faculty and staff. Finally, and perhaps most importantly, the form and content of the service seeks to be both intentionally Trinitarian and Christo-centric.

When used, the quaint historical architecture of the nineteenth-century chapel at Grace Church enhances our quest to unite our hearts and voices in praise of Father, Son and Holy Spirit with those of the saints of every age who have gone before us.

## ADMINISTRATIVE SERVICES

### ➤ **Academic Dean**

The Academic Dean is the Dean of the Faculty and Chief Academic Officer. H/she provides leadership in all aspects of academic programs, policies and procedures; the academic budget; and all other academically related functions and services. He/she oversees all academically related personnel and reports to the President.

### ➤ **Vice President/Dean of Administration** (presently unfilled)

The Vice President/Dean of Administration is responsible for overseeing the day to day operation of IWS including, but not limited to, supervising the offices of Registrar, Director of Admissions, Director of Distance Learning Technology/Webmaster, Comptroller, Food Service Director, Alumni Director, and Housing Coordinator. He/she is responsible for the implementation and/or facilitation of all policies and procedures in these areas as directed by the governing Board and/or President of IWS. In addition, he/she serves as the liaison between IWS and the host church and local community. The Vice President/Dean of Administration may be contacted in person on campus or by phone, or by e-mail at [dean@iwsfla.org](mailto:dean@iwsfla.org).

### ➤ **Chaplain**

The Chaplain serves as a pastor in the “virtual community” of the IWS, with primary responsibilities for planning and leading each day’s morning chapel worship service, giving the morning devotional talk, being an available “pastoral presence” on campus while IWS is in session and being available as a pastoral resource to the community (via e-mail, telephone etc.) during the interims between sessions. The Chaplain offers the community a confidential place to go with pastoral concerns, be they professional, moral, marital, or emotional. The Chaplain serves as a prayer-partner and a networking resource if counseling or other support is appropriate, along with accountability through personal follow-up.

### ➤ **Director of Admissions**

The Director of Admissions assists in recruitment and is responsible for the application and admission of new students. He/she serves as administrative staff person to the Admissions Committee and assists the Registrar in some functions. The Director is accountable to the Vice President/Dean of Administration and may participate in faculty meetings with voice but not vote.

#### ○ Admission Services

The Director of Admissions takes the lead in processing application forms and is a voting member of the Admissions Committee. He/she is accountable to the Vice President/Dean of Administration.

#### ○ Standards and Procedures

The admission requirements for the MWS are set forth in the *Catalog*, p. 27 as are admission requirements for the DWS, *Catalog*, p. 25.

Admission procedures are presented on the same pages. These requirements and procedures are also presented on the website, [www.iwsfla.org](http://www.iwsfla.org).

➤ **Registrar**

The Registrar generates and services reliable academic records for all students and alumni/ae, in keeping with standards set by ABHE and other regulatory bodies. In addition, he/she, assists in evaluating academic credentials for admissions; registers students each term; generates class lists; helps implement academic policies and procedures, in concert with the faculty; keeps students informed of their academic progress or lack thereof; issues academic transcripts; and helps to ensure that the academic information in the institute's catalog is current and accurate. The Registrar is the person to contact for information about these matters.

The Registrar may be contacted in person during the classroom sessions and at [registrar@iwsfla.org](mailto:registrar@iwsfla.org) during the rest of the year.

➤ **Director of Distance Learning Technology/Webmaster**

The Director of Distance Learning Technology is the person to contact in regard to: issues pertaining to the IWS website, IWS Moodle message board, databases (including changes of address, e-mail or other contact information, and access to matriculation status), on-campus internet access and matters related to improving the use of technology in distance education.

The email address is [webmaster@iwsfla.org](mailto:webmaster@iwsfla.org).

➤ **Financial Services**

Bills are issued by the Comptroller and all payments need to be sent to the Comptroller on time. IWS does not accept credit cards. The comptroller may be contacted at [comptroller@iwsfla.org](mailto:comptroller@iwsfla.org).

## **OTHER STUDENT SERVICES**

➤ **Registrar's Services and Procedures**

○ Policy Concerning the Confidentiality of Student Educational Records

Because IWS regards student educational records as highly confidential, it is committed to follow The Family Educational Rights and Privacy Act (FERPA), Revised Edition, 1995.

○ Retention of Records

Third party letters of recommendation received for admission purposes are not considered formal student records. Consequently, they are destroyed after they have served their purpose, as indicated on the Application Form.

The Registrar maintains the student's other application materials and permanent academic records during and following a student's active

status. Other materials, such as requests for extensions or records of disciplinary action, are destroyed after graduation.

➤ **Student Advising and Mentoring**

- Advising Guidelines. There is no formal, structured student advising offered at IWS. Faculty members and administration, however, are generally readily available to students for advising during on-campus class sessions and by electronic means between sessions, especially as related to courses, the thesis project, pastoral concerns and career related decisions. To facilitate the process, students should schedule meetings or electronic exchanges in advance, when possible. If either student or faculty member can not keep the appointment, he/she should notify the other party with as much lead time as possible. Processing issues with fellow students also holds great potential, because most students are already in some form of ministry.
- Mentoring Guidelines. Mentoring is an important but informal aspect of the student-faculty and student-student relationships. It is accomplished during each on-campus session through face-to-face interaction in the classroom, between classes, at meals and other gatherings, and between sessions through distance interaction on the message boards, through e-mail and by phone. To facilitate the process, students should schedule meetings or electronic exchanges in advance, when possible. If either student or faculty member can not keep the appointment, he/she should notify the other party with as much lead time as possible.

➤ **Review and Assessment.**

Measures and procedures to be used for the evaluation of students beyond what occurs in individual courses are still being developed. However, at present the faculty review and discuss those students who raise a red flag for some reason or have received a course grade lower than a B (3.0). All students who have completed DWS 703 are reviewed by the faculty and must be approved before entering the thesis process. Designated faculty members closely monitor the thesis process. Further, the faculty has adopted procedures for monitoring all students' progress in their programs by utilizing a student portfolio and is considering conducting occasional surveys of students and recent graduates, involving on-site supervisors in the evaluation process, and surveying student employers for indications of improved student performance during and following their programs.

➤ **Alumni Association**

The IWS Alumni Association exists to celebrate and maintain the unique community established among the students and faculty while on campus in Orange Park. Our aim is to encourage, edify and inspire the alumni. Several key resources work to that end: 1) *Anamnesis*, the IWS Alumni Newsletter is published quarterly to keep the IWS community informed and connected through information on fellow graduates, faculty members and IWS activities;

2) the alumni Web site facilitates communication and ongoing renewal with tools that include directory information, worship resources, and audio files from the most recent sessions; 3) annual post-graduate courses are offered in a seminar setting taught by respected scholars; and 4) regional alumni gatherings are being established across the United States and beyond where graduates and friends meet for mutual growth and encouragement.

## FINANCIAL INFORMATION

### ➤ Tuition Rates and Fees

To make its programs affordable to all eligible applicants, IWS seeks to keep tuition and fees as low as possible. Tuition is \$275.00 per semester hour or \$1,650.00 per 6-hour course and \$2,200.00 for the 8-hour thesis. (Canadian residents pay tuition on par with the US dollar, which means they pay with Canadian dollars, but their account is credited as if they had paid in US dollars.) The total cost of the doctoral program is \$8,750.00. The total cost of the master's program is \$8,250.00.

#### ○ Other fees and expenses include:

|                        |  |
|------------------------|--|
| ▪ Application fee      | \$25.00  |
| ▪ Audit fee            | ½ the cost of full tuition                       |
| ▪ Late tuition payment | 25.00  |
| ▪ Extension fee        | 100.00 for one month only                        |
| ▪ Incomplete fee       | 200.00 for one semester only                     |
| ▪ Continuation fee     | 300.00 per semester beyond<br>the one-year limit |
| ▪ Meals                | 208.00 per term                                  |
| ▪ Late meal payment    | \$15.00  |
| ▪ Graduation fee       | 300.00   |
| ▪ Transcript           | 5.00 each  |
| ▪ Campus usage fee     | 100.00 per term                                  |

### ➤ Payment of Accounts

Tuition and related fees are due for the January session on December 1<sup>st</sup>. They are due for the June session on May 1<sup>st</sup>. All payments for tuition, meals, extension fees, incomplete fees, continuation fees, and graduation fees should be sent to:

Dana Brodsky, Comptroller  
The Institute for Worship Studies  
Florida Campus  
151 Kingsley Ave.  
Orange Park, FL 32073

Students who owe money from the previous course will not be permitted to register or attend classes for the next course until their account is paid in full.

### ➤ Refunds

Reimbursement for courses dropped is as follows:

- Before the course session begins – 100 % of the total cost,

- During the week of the course at any time – 50% of the total cost,
- At any time after the week of the course but before the deadline for assignments – 10% of the total cost.

➤ **Scholarships**

- A scholarship of \$300 per course is given to enrolled missionaries and students residing in countries other than the United States and Canada.
- A scholarship is extended to Canadian students in that the Institute exchanges Canadian money on par with US currency.
- If you need financial assistance, contact the Vice President/Dean of Administration. From time to time donors committed to IWS assist with specific financial needs.
- Because the school is young, we have not yet been able to establish additional scholarships. We hope to in the future. If you would like to establish a scholarship in your name, in the name of some other person, or if you know of someone who would like to establish a scholarship, please contact the President.

➤ **Meals**

The cost of the meals for the week will be communicated to students by e-mail two months prior to the on-campus sessions. (*Canadians must pay the Canadian dollar equivalent at the effective exchange rate.*) Meal payments are due on the first of the month preceding the month in which the course is held (*either May 1 or December 1*). A late fee of \$15 will be assessed for meal payments postmarked after that date. Since our meal service director prepares for a set number of people each day, partial meal payments are not allowed. However, in special cases (such as early departing flights) and with adequate advanced notice, arrangements may be made for a meal to go. Please note – checks should be made payable to “The Institute for Worship Studies” and noted “IWS” meals. Meal payments should be sent to:

The Institute for Worship Studies  
 Attn: Dana Brodsky, Comptroller  
 Florida Campus  
 151 Kingsley Ave.  
 Orange Park, FL 32073

➤ **Late Payments**

Students are urged to view the financial obligations of their education from the perspective of responsible Christian stewardship. Therefore, a plan for the payment of these obligations is strongly advised. That plan should evidence a careful balance of faith and financial responsibility and not unfairly burden the Institute or individual members of its community.

## **ACADEMIC INFORMATION**

IWS offers two degree programs, the Doctor of Worship Studies (DWS) and the Masters of Worship Studies (MWS). Both deal specifically with worship and “reflect on worship through the disciplines of Scripture, history, theology, communication theory and cultural analysis.” Further details may be found below and in the Institute’s Academic Catalog.

### ➤ **Educational Philosophy**

Every attempt has been made to align our educational goals with our mission statement. These goals reflect the commitment of IWS to an organic understanding of a story-formed approach to the Christian faith. We are committed not only to the unity of all knowledge of God’s story in history but also to all ministry as applied theology. We do not sever ministry from God’s story, but situate it in God’s story through reflection in the biblical, historical, theological, cultural and missiological disciplines. We seek therefore to form all ministry by the Divine narrative, not the cultural narrative.

### ➤ **Program Outcomes for the DWS and MWS Programs**

Because both IWS programs are specifically graduate studies in worship, the institutional program outcomes are applicable to students in both programs, though naturally DWS students are expected to do more work and achieve the outcomes with a higher level of competence. These goals are encapsulated in the following Program Outcomes for both the MWS and DWS degree programs.

#### **a. Biblical Foundation of Christian Worship**

- The student will demonstrate knowledge of and the ability to reflect on the biblical story of creation, incarnation and re-creation as the initiative of the Triune God
- The student will demonstrate and articulate how worship and spirituality are situated in the story of God and invite participation into the life of God
- The student will demonstrate the ability to plan and lead worship that “does God’s story” and results in personal and congregational embodiment of that story as witness to God’s rule of all creation

#### **b. Historical Development of Worship**

- The student will critically evaluate historical expressions of worship by the story of God
- The student will articulate knowledge of worship within the paradigms of the ancient, medieval, reformation, modern and post-modern history
- The student will articulate knowledge of the interaction of worship and culture within each paradigm of history
- The student will demonstrate the skills and articulate the knowledge required to critically evaluate and to correct worship content that departs from the foundation of worship in the biblical story

#### **c. Theological Reflection on Worship**

- The student will demonstrate understanding of theology as a “reflective discipline” of God’s continuing community, the church, and be able to discern between the consensus of the universal church and the particulars of the Catholic, Orthodox, and Protestant traditions
  - The student will articulate the knowledge, demonstrate the skills and model the spiritual discipline required to translate the theological consensus of the church into a worship that is indigenous to the local church one serves
- d. Cultural Reflection on Worship**
- The student will demonstrate the ability to distinguish between content, structure and style and recognize the influence of culture on the style of worship and spirituality
  - The student will develop and demonstrate the skills, knowledge and spiritual discipline needed to plan and lead worship that is rooted in the biblical, historical and theological disciplines, yet sensitive to a style that engages heart, mind, and body
- e. Missiological Reflection on Worship**
- The student will articulate knowledge of the view that the mission of worship and spirituality is to embody God’s truth about the world, its history, and the meaning and destiny of humanity
  - The student will demonstrate the ability to correct superficial views of mission, especially those that deny the unity of spirit and matter, the soul and the body into Gnostic life-denying forms of worship and spirituality
  - The student will articulate the missiological nature of baptism, Eucharist, the Christian year, and the arts for Christian formation
- f. Methodological Skills for Worship Studies**
- The student will articulate the knowledge and demonstrate the skills required to apply the action-research methodology in the practice of worship ministry
  - The student will articulate the knowledge, demonstrate the skills and model the spiritual development needed to produce a variety of materials that contribute to worship renewal in the church
- g. Ministerial Skills in Worship**
- The student will demonstrate the skills, knowledge and spiritual sensitivity needed to identify, analyze and correct problems of worship within faith communities
  - The student will improve his or her skills of worship leading through a deeper understanding of worship and broader knowledge of the church’s worship traditions.

➤ **Graduation Requirements**

To be recommended for an IWS degree the candidate must:

1. Have completed all required courses with no less than a B (3.0) cumulative GPA (effective with June 2006 entering class).

2. Have paid all financial obligations to IWS in full, or have negotiated a mutually acceptable payment schedule.
3. Give evidence of satisfactory formation in Christian maturity and skills in worship ministries (based on the criteria in the Program Outcomes).
4. Have satisfactorily completed all other degree program requirements.

➤ **Academic Policies and Procedures**

○ Faculty Responsibilities

Faculty members will treat students with the utmost of respect at all times. This includes meeting all scheduled classes on time, especially the first and last sessions of a module. When a faculty member needs to be absent from some class-time, he/she is responsible for notifying the team-instructor or the Academic Dean for arranging some means of keeping course work on schedule.

In addition, faculty members will:

- furnish each student with an adequate syllabus (including the required reading list) by November 1 for the January term and April 1 for the June term,
- come to each class prepared to conduct it at a graduate level,
- be accessible to students for reasonable amounts of time for consultation,
- return graded exams, papers and projects to students as soon as they are graded, and
- submit course grades to the Registrar by the deadline.

○ Student Responsibilities

Student, in turn, will treat faculty members with the utmost of respect at all times. This includes:

- being on time for all class sessions,
- being present for all class sessions (In the case of rare and extenuating circumstances, a student can miss no more than one day of the on-campus session and then only at the discretion of the professor.),
- complete reading assignments and submit all written assignments and tests by the deadlines given in the syllabi, and
- submit all written assignments and tests in legible, usually typed, form.

○ Update of Personal Profile

All IWS students are responsible for updating personal profile information on the web site on a semi-annual basis, or when there is a change in contact information (e.g., addresses, phone numbers, e-mail addresses, etc.). Go to the “Student Directory” page, choose your name, and click on the update button.

○ Transfer of Credit

Due to the unique nature of IWS’s curricula, there will be no transfer

of credit into IWS for application toward any of the MWS or DWS courses.

○ Textbooks

The Institute for Worship Studies has a limited but growing bookstore on campus. Books and recordings can be purchased at a discount of 20%. Please note: the bookstore does not handle mail orders. Students can purchase most textbooks through Amazon.com or local campuses or bookstores.

*The Complete Library of Christian Worship* (7 vols.) by Robert Webber is a fundamental textbook used in all the courses. Sets may be obtained through the IWS office (630) 510-8905 at a reduced rate of 20%.

○ Class Attendance

Students are required to attend the on-campus segment of each course. In the case of rare and extenuating circumstances, a student can miss no more than one day of the on-campus session and then only at the discretion of the professor.

○ Writing Style

The approved standard for writing style at IWS is Kate Turabian. *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6<sup>th</sup> edition. Chicago: University of Chicago Press, 1996.

○ English as a Second Language

Students for whom English is a second language must utilize the services of an English reader/editor for editing their papers and theses before they are submitted to the IWS professors for grading.

○ Withdrawal from Courses

Students who drop a course will receive either a WP (Withdrawal/Passing) or a WF (Withdrawal/Failing).

○ Extensions and Incomplete Course Work

Our work at IWS is based on collegiality; therefore, meeting deadlines is a matter of Christian community ethics. The promptness with which academic work is submitted is not only an educational requirement but also a matter of spiritual discipline befitting any person in ministry. All students are responsible for meeting the assignment deadlines outlined in the syllabi and/or IWS Academic Calendar. A student who, for good cause, cannot complete the work of the course by the end of the semester may be granted an extension at the discretion of the course professor. The extension must be requested prior to the course's final assignment due date. Extension forms are available on the Website and should be filled out and sent to the course professor with the fee payment sent to the comptroller. The payment of an extension fee of \$100 is required. A normal extension would be one month; but this is at the professor's discretion. A maximum of three one-month extensions are permitted. If the extension deadline is not met, the student automatically will receive an "Incomplete."

“Incomplete” work must be completed by the end of the following semester. Students must complete their current course assignments before they are allowed to take the next course in the program. An incomplete fee of \$200 is required (\$100 if the extension fee has already been paid). The incomplete fee is due on the tuition payment due date for the following semester. Students who take an Incomplete in a course must finish that course by the end of the following semester or fail the course. A failing grade may be eliminated or avoided by retaking the course.

○ Grading System

The faculty-approved grading scale for course work at the Institute for Worship Studies, in accordance with professional graduate standards, is:

**A and A-** = excellent, superior

**B+** = very good

**B** = good, average, satisfactory

**B-** = below acceptable standards for doctoral work

**C+** = improvement expected for continuation in the program

**C, C-** = deficient work in degree program

**D and F** = very deficient

Any student receiving a grade of C+ or lower in any doctoral course is considered to be on academic probation. The student must improve to a grade of B or higher in the next course taken, at which point the designation of academic probation is removed.

Any student receiving a grade of C+ or lower for two or more courses will be awarded the “Advanced Graduate Certificate in Worship Studies” upon the completion of all four courses (each with a grade of C or higher) and will not be eligible to enter the thesis course (DWS 801).

Any student who receives two or more final course grades of C+ or lower may proceed to the thesis course (DWS 801) only by repeating these courses for academic credit and must achieve a grade of B or higher in these repeated courses.

Master’s students who receive a cumulative grade point average below B will not be eligible for the master’s degree. Instead, they will be awarded a Graduate Certificate in Worship Studies (GCWS). Any master’s student who, for personal or academic reasons, chooses not to complete the project/internship is eligible for the GCWS, assuming that the four core master’s courses have been satisfactorily completed. Any doctoral student who, for personal or academic reasons, chooses not to complete the thesis is eligible for the Advanced Graduate Diploma in Worship Studies (AGDWS), assuming that the four core doctoral courses have been satisfactorily complete.

- Intra-Program and End-of-Program Assessments

Doctoral students will be evaluated after the completion of the DWS 703 course to determine whether they may matriculate into the DWS thesis course.

To determine whether graduands satisfy the graduation requirement about giving “evidence of satisfactory growth in Christian maturity and skills in worship ministries” their full academic record will be reviewed and they will be required to complete an inventory. [still to be designed]

- Leaves of Absence

Students are permitted a leave of up to one year for extenuating circumstances, if they submit a written request.

- Thesis Continuation

One year is allotted for thesis completion, with up to two additional years allowed for a continuation. No more than three years are allowed for the entire thesis process, and no more than two years are allowed to complete the thesis after the proposal is approved. Permission for thesis continuation must be obtained from the thesis supervisor and the thesis director. Continuation forms are available on the website.

Students who extend their thesis completion beyond the allotted time of one year must pay a continuation fee of \$300 per semester. Continuation fees are due on the tuition due date prior to the semester of continuation.

- Total Matriculation Time

The total matriculation time allowed for the entire DWS program is seven years (with up to two, six-month leaves of absence, if granted) and four years for the MWS program (with up to two, six-month leaves of absence, if granted).

- Certificate Holders Finishing a Degree

Within nine (9) years of taking the thesis course, certificate holders can finish a degree by turning in the certificate, reapplying for the thesis process (within three (3) years of receiving the certificate), retaking the thesis course and completing the thesis.

- Technological Resources Available

The cornerstone of the technological resources for the Institute of Worship Studies is its website located at [www.iwsfla.org](http://www.iwsfla.org). The site’s homepage is a general welcome to the Institute and its work. It contains a brief review of the programs, rotating pictures of various scenes from Institute life, a menu with links to the major subdivisions of the website, and a handful of critical hyperlinks within the body of the welcome, especially those helpful for student recruitment.

The separate pages within the website vary in content and format depending upon their function. Links to critical documents, e.g., the Academic Catalog and a comprehensive bibliography, are provided. Some of these links connect to documents which can be submitted online, e.g., the

admission form. IWS also provides an abundance of photographs showing the Institute's range of activities and persons.

A significant number of pages in the website assist the Institute directly in its educational mission. Key among these is the message board in which each class, whether doctoral or masters, has opportunity for threaded message posts. In these threads, class-related documents are posted, questions are asked and answered, discussion assignments are posted and talked through. Professorial and student contact is created before the January and June in-residence terms and maintained afterwards. Thus the message boards allow continuous course-related contact between professors and students beyond the times in residence.

In addition, there are pages that detail course rhythms and daily schedules when in-residence. There are links to the school's catalog and a comprehensive bibliography on scholarly worship texts, maintained by Dr. Mark Torgerson as the Institute's bibliographer. There are also pages which provide summarized information on different aspects of the curriculum such as the rotation of courses, universal course guidelines, late work policies and forms, and thesis-related guides.

Another major web-based advancement have been added and another is in process. The first is an upgrade for the web-based aspects of the courses. The Institute has upgrading each of the distance learning portions of the courses to the Moodle course management system. Moodle.org is an open source system used by many leading regionally accredited colleges and universities. Each course will have its own interactive message facility, resource download system, grade tracking capabilities, and more. With the Moodle system, IWS has a comparable, if not superior program, to most schools providing online education. The second involves fully automating the application process.

#### ➤ **Library and Other Learning Resources**

With its students dispersed around the country and beyond and on campus only during the class sessions, it is impractical to locate substantial learning resources on campus. Nevertheless, since quality education is contingent upon student access to learning resources, IWS is deeply committed to facilitate this process. To that end, it:

- has acquired a basic on-campus library;
- has hired of a part-time Library Director and an assistant;
- urges faculty members to provide ample course bibliographies, identifying the most useful sources (either in hardcopy or on the internet), where they are located and how they can be accessed;
- expects faculty members to provide in person and online reference services related to their courses;
- has a Professor of Bibliography to supplement faculty efforts;

- has established a library use agreement with Northern Baptist Theological Seminary, allowing full access and privileges of that library for students residing in the U.S. and currently enrolled (A copy of the borrowing procedures may be secured from the IWS office);
- is exploring the possibility of additional arrangements with regional libraries for both borrowing privileges and reference services via telephone and email;
- is considering securing its own online access to necessary databases; and
- assists students in gaining access to other libraries, for example, by issuing student ID cards and facilitating interlibrary loans.

## STANDARDS OF CONDUCT

### ➤ General

Disciples of Jesus Christ covenant themselves to pursue Christlikeness. Although this ideal cannot be fully achieved in this life, we nevertheless pursue it to the best of our abilities. Effectiveness in Christian leadership especially requires clear commitment to this goal. In this calling, knowledge of the faith and gifts for ministry must be accompanied by ethical character.

Determining what is right Christian conduct is challenging at times, and our conclusions may vary somewhat from time to time and from one context to another. But, most centrally, IWS uses Scripture as its standard, as understood through the church's discernment of the Holy Spirit's working, past and present. Based on this standard and approach, it is committed to the following standards of conduct.

### ➤ Academic Honesty

#### ○ Academic Honesty

Sadly, even Christian writers at times succumb to plagiarism. Most basically, plagiarism is defined as presenting "the ideas and works of another as one's own" (The Merriam-Webster Dictionary). Words or phrases taken from another source are considered a direct quote and must be enclosed in quotation marks and footnoted. Ideas and their expression are, by copyright law, the intellectual property of the original author or speaker. Therefore, sources of distinctive ideas, facts, paraphrases or opinions must also be acknowledged in a footnote or endnote.

Plagiarism has serious academic, ethical and legal consequences. Intentional or unintentional failure to use appropriate documentation in research papers, examinations, oral presentations, or other academic work may result in a grade reduction, in being required to redo the assignment, failure in the course involved or even expulsion from the Institute. Therefore, when in doubt, err on the safe side by documenting. For appropriate forms of footnoting see Kate Turabian. [A Manual for Writers](#)

of Term Papers, Theses, and Dissertations, 6<sup>th</sup> edition. Chicago: University of Chicago Press, 1996.

➤ **Policy on Ethical Conduct and Human Sexuality**

Commitment to Christ involves commitment to Christlike living and therefore is imperative for all Christians. But, whether rightly or wrongly, Christian leaders are expected to exemplify a higher standard. Therefore, diligent attention to this facet of spiritual formation is required of every member of the IWS community, as we prepare for more effective servant leadership. Among the standards to be followed are Scripture; inspired theological, historical, ethical, cultural and missiological reflection upon Scripture; and IWS's Mission Statement, goals and policies. Conduct that is not compatible to these guides may be subject to corrective/disciplinary action (see the "Correction/Discipline, Mediation and Grievance Procedures" section below).

➤ **Correction/Discipline, Mediation, and Grievance Procedures**

Correction/discipline, as used here, are responses to vexations of individual students; mediation and grievance procedures are activated for interpersonal conflicts.

- Correction/Discipline. A student who encounters serious academic or related difficulties or engages in unacceptable conduct may be required to take some corrective measures. The student may be required to: 1) consult with a faculty adviser, the Academic Dean or Chaplain until the matter is satisfactorily resolved; 2) consult with an outside counselor; 3) go onto academic probation; 4) commit to some corrective disciplines; 5) switch to a certificate program; 6) take a leave of absence; or 7) follow through with whatever the faculty recommends, if the matter is referred to the full faculty. These directives will be communicated to the student both orally and in writing. Any recommendation for dismissal from the Institute must be approved by the full faculty. When the above recommendations or requirements are put in writing, at least one copy will go to the student and one to the student's file.
- Mediation. Mediation is intended as a preventive process. If conflict arises, it is the first level of response, with the expectation of preventing further escalation. As much as possible, it is conducted in an atmosphere of Christian caring, integrity and respect.

In a Christian context, conflicts between individuals or groups should be resolved, if possible, by the persons or groups concerned. That is the expectation at IWS. But, if these efforts fail, the Academic Dean and Chaplain will appoint a neutral, ad hoc mediation committee, consisting of two students and two faculty members or administrators. If the appointment process is an issue, the students, and faculty or administrators may be selected by their peers.

They will meet with the aggrieved parties, individually and/or collectively, clarify the issues, and attempt to achieve reconciliation, based on Christian principles of fairness and justice. Records of all meetings will be kept confidential.

- Grievance. The grievance process is to handle disputes that were not resolved by mediation. Individuals or parties who feel that their grievances were not satisfactorily resolved by mediation may request that the grievance process be initiated. This is essentially an appeals process that provides the opportunity for a second hearing. To that end, an ad hoc Grievance Committee of two students and two faculty members or administrators, who were not involved in the mediation process, is appointed. These persons may be appointed by the Academic Dean and Chaplain, or, if the appointment process is an issue, the students and faculty or administrators may be selected by their peers. This committee will be meet with the aggrieved parties, individually and/or collectively, clarify the issues, consider appropriate measures and attempt to achieve a satisfactory resolution. A decision made by this group is final. Records of all meetings will be kept confidential.

#### **NOTICE OF NONDISCRIMINATION POLICY**

The Institute for Worship Studies admits male or female students of any race, color, Christian denomination, age, disability, or national and ethnic origin to all rights, privileges and activities accorded or made available. IWS does not discriminate on the basis of race, color, denomination, sex, age, disability, or national and ethnic origin in its administrative policies, educational policies, admission policies and other educational programs.