



COURSE OF STUDY  
SCHOOL OF OHIO  
**WV EXTENSION**  
**STUDENT HANDBOOK 2023-24**

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## WELCOME FROM THE DIRECTOR

Welcome to the **Course of Study School of Ohio (COSSO)** which oversees the **West Virginia Extension** at Spring Heights. The Course of Study (COS) program is established by the Division of Ministry, **General Board of Higher Education and Ministry (GBHEM)**. The General Board of the United Methodist Church is charged with establishing the curriculum of the Course of Study.

The **West Virginia Extension** is for **Part-time Local Pastors** - except through special arrangements by the **GBHEM**. We are unique in that we provide a retreat setting and students are permitted to take up to two classes per term. Each course within the five-year Course of Study paradigm is offered during the same term each year. Each class is a 20-hour educational experience.

We are blessed with an exceptional faculty comprised of seminary professors, college instructors, and pastors serving in local churches. Regardless of their current vocation, all share a passion for the Course of Study which helps provide you with an excellent educational experience and most have served in the local church, many in multiple point charges similar to the situations you face in your charges. Each year we host students from West Virginia to Massachusetts, from Delaware to Michigan. This works to provide a variety of perspectives and creates an enriching learning environment.

On behalf of the faculty and staff, committed to your COS experience, welcome to the West Virginia Extension at Spring Heights. We hope you find this part of the United Methodist connection to be a community of support and care. May your COS journey at the WV Extension School help grow your gifts for leading the local church and serving God's people.

Grace and Peace,



Rev. Greg Markins,  
WV Extension Director

## GENERAL INFORMATION

## PURPOSE FOR COURSE OF STUDY SCHOOL

The United Methodist Church requires local pastors to complete a five-year course of study to maintain church appointments. The Course of Study School of Ohio (COSSO) is a regional school established by the Division of Ordained Ministry to offer education for full- and part-time local pastors. The Course of Study School of Ohio is supported by The Methodist Theological School in Ohio (MTSO) and the United Theological Seminary (UTS).

## LOCATIONS

We currently offer courses in several different locations:

Regional School campuses –

- **MTSO** – Delaware, Ohio
- **UTS** – Dayton, Ohio

Extensions –

- **West Virginia Extension at Spring Heights United Methodist Camp and Retreat Center** (Spencer, West Virginia).
- **Native American School**, meeting in various locations in North Central Jurisdiction, UMC.

## APPLICATION AND REGISTRATION

**The General Board of Higher Education and Ministry** requires a completed registration form signed by the student's District Superintendent each time a student takes a course. The Advisory Board of the Course of Study School of Ohio requires that the registration form also be signed by the student's Annual Conference Local Pastor Registrar. A student is registered when the COSSO office receives a completed registration form (**complete with signatures of student, District Superintendent and Local Pastor Registrar**) along with the appropriate registration fee by the registration deadline.

## PREREQUISITES

A student attending classes through the Course of Study School of Ohio:

- Shall be a certified candidate
- Shall have completed Licensing School
- Be under appointment in the United Methodist Church (exceptions to be made with the approval of the Conference Board of Ordained Ministry for a period **not to exceed one year**)

Other students, including auditors, students from other denominations, and certified lay speakers who serve as an assistant on a charge, may, at the discretion of the Director, be admitted to the program. These "other" students are to be admitted at their own expense, including an agreed upon amount for tuition. Students coming from the AME, AME Zion and CME churches, however, will not be charged a tuition fee.

## COURSE PLANNING

### Basic Five-Year Curriculum

Revised – Effective Fall 2014

Focus	Year One Foundation	Year Two	Year Three	Year Four	Year Five Integrative
<b>Bible</b>	<b>121 (111)</b> Bible I: Introduction	<b>221 (211)</b> Bible II: Torah & Israel's History	<b>321 (311)</b> Bible III: Gospels	<b>421 (411)</b> Bible IV: Prophets, Psalms & Wisdom Literature	<b>521 (511)</b> Bible V: Acts, Epistles & Revelation
<b>Theology</b>	<b>122 (112)</b> Theological Heritage I: Introduction	<b>222 (212)</b> Theological Heritage II: Early Church	<b>322 (312)</b> Theological Heritage III: Medieval - Reformation	<b>422 (412)</b> Theological Heritage IV: Wesleyan Movement	<b>522 (512)</b> Theology in the Contemporary Church
<b>Congregational Life</b>	<b>123 (213)</b> Formation & Discipleship	<b>223 (414)</b> Worship & Sacraments	<b>323 (314)</b> Congregational Care	<b>423 (513)</b> Mission	<b>523 (313)</b> Evangelism
<b>Pastoral Identity</b>	<b>124</b> Transformative Leadership	<b>224(114)</b> Administration & Polity	<b>324 (214)</b> Preaching	<b>424 (414)</b> Ethics	<b>524 (514)</b> Theological Reflection: Practice of Ministry

\*Course numbers in parentheses are from the previous course numbering system. Students who have taken courses under the old system (middle digit is "1") should take extra care in registering so they do not enroll for unnecessary courses. This is especially important for persons who have taken COS-113 or plan to take COS-124. Although not a direct equivalent, COS-124 replaces the COS-113. **If you have completed four "100" level courses prior to the curriculum revision, you do not need to take COS-124.** Students are responsible for knowing which courses they have completed or in which they have received credit. A course **conversion chart** is included on page 12 to guide you in this process.

**GBHEM COS 121 & 122 Course Prerequisite Policy:**

Effective June 1, 2019, Course 121 (Bible 1: Introduction) and Course 122 (Theological Heritage 1: Introduction) will be prerequisites for enrollment in any other Course of Study courses.

**COS 121 AND COS 122 PREREQUISITE COURSE - POLICY RATIONALE**

COS 121 and 122 are foundational courses that provide basic instruction and a shared language for Biblical interpretation and theological reflection in the United Methodist ethos. These courses help to prepare students for the upper level coursework that is

required in the COS curriculum. A shared biblical and theological foundation is particularly important as many local pastors come from non-United Methodist traditions.

Course 121 (Bible 1: Introduction) provides an overview of the canon and instruction on how to exegete scripture for sermons, Bible study, and supports congregational care, spiritual formation and discipleship program preparation, etc.

Course 122 (Theological Heritage 1: Introduction) provides an understanding of our Wesleyan tradition and the terminology necessary for subsequent COS courses as well as for proclamation preparation during the preaching course. The course provides instruction for offering bible study, pastoral counseling, spiritual formation, and understanding and offering the sacraments. COS 122 provides an understanding of our distinctive Wesleyan Tradition and Methodist movement/UMC in terms of Theology of Ministry and Practice of Ministry and our Wesleyan Heritage.

Once students complete all 100 level courses, they will advance to each level in order from 200 through 500 level courses. Exceptions may be made with approval of the director.

#### **ADDITIONAL COURSE PREREQUISITES**

Bible II (COS 221) must be completed before Bible IV (COS 421), and Bible III (COS 321) must be completed before Bible V (COS 521). Sorry, but **no exceptions**.

#### **COURSE LOAD**

The *Discipline* stipulates that part-time local pastors should complete two courses per annual Conference year, and full-time local pastors should complete four courses per Annual Conference year.

Students (part-time and full-time) may take more than 4 courses per year with the District Superintendent, Conference Registrar and COS program Directors approval.

## **COURSE DESCRIPTIONS AND OBJECTIVES**

### **FIRST YEAR**

#### **COS 121- Bible I: Introduction**

This course introduces biblical interpretation. Attention is given to the inspiration, 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 earliest Christianity will be emphasized.

Students will be able to:

1. Articulate the place of scripture in the life of the congregation and the role of the pastor in interpretation.
2. Understand the inspiration and formation of the canon and its authority within the community of faith.
3. Understand and apply historical, literary, and theological approaches to various types of literature in scripture using Genesis, Hosea and Amos, Mark, and Philippians.
4. Develop a method of exegesis consistent with the nature and authority of the Bible.

### **COS 122 – Theological Heritage I: Introduction**

This course introduces the student to theological reflection in the Wesleyan tradition. Basic terms, tasks, and methods of Christian theology will be introduced. Representative classical themes will be defined and illustrated. The course provides a foundation for further historical and theological study.

Students will be able to:

1. Examine their understanding of faith, sin, salvation, grace, and the place of doctrine in the life of the Church.
2. Use and understand classical theological terms and themes.
3. Critically consider the sources of theological reflection, including scripture, tradition, experience and reason.
4. Reflect theologically as a resource for pastoral ministry.

### **COS 123- Formation and Discipleship**

This course grounds the student in the theology and core practices of personal and congregational formation and discipleship.

Students will be able to:

1. Articulate a theological basis for the Wesleyan emphasis on spiritual disciplines and practice them as means of grace.
2. Explain and implement the General Rules and the practices of small groups in a congregation.
3. Educate and resource a congregation in the disciplines Christian formation.
4. Organize congregations to help people discern their callings and gifts for ministry.

### **COS 124- Transformative Leadership**

This course forms the student's identity as pastoral leader and change agent in congregations, The United Methodist Church, and the world.

Students will be able to:

1. Identify and understand the attributes of good leaders, biblically and theologically.
2. Evaluate and strengthen their own identities and skills as pastoral leaders.
3. Explain and reflect on the nature of change in the local congregation and wider society.
4. Implement visioning, strategizing, and planning processes in their local congregations.

## **SECOND YEAR**

### **COS 221- Bible II: Torah, and Israel's History**

This course interprets the critical events, developing institutions, and traditions of Israel. Attention is given to the earliest Covenants, to the Exodus, to the rise of the monarchy, and to other events up to the eighth century prophets.

Students will be able to:

1. Articulate a historical overview of the experience and faith of ancient Israel.
2. Exegete selected passages that illustrate crucial turning points in the history of Israel.
3. Apply exegesis to preaching, other pastoral responsibilities, and issues of the present day.

### **COS 222 – Theological Heritage II: Early Church**

This course focuses on the history and theology of the Church through the first five centuries. Using primary sources, students will reflect on significant individuals, events, and the articulation of the Christian faith during this period.

Students will be able to:

1. Understand and articulate the doctrine of the Trinity, and the historical debates in the early Church around the person and nature of Christ.
2. Understand and articulate a doctrine of salvation in light of the controversies of the early church.
3. Understand the history and significance of the creeds and ecumenical councils.
4. Appropriate historical theology for pastoral ministry.

### **COS 223 - Worship and Sacraments**

This course examines worship within The United Methodist Church including liturgy, sacraments, and special services. Attention will be given to the pastor's role as leader in worship.

Students will be able to:

1. Articulate a theology of worship consistent with the Wesleyan tradition, including reflection on the theology and rhythm of the Christian year.
2. Articulate a Wesleyan theology of the sacraments and be competent in their administration.
3. Interpret theologically the rites of Christian marriage, and of Death and Resurrection, and be able to lead such services well.
4. Construct a worship service, and reflect theologically on the use of hymns, media, contemporary music, and lay leadership.

### **COS 224- Polity and Administration**

This course focuses on developing the student's competency as an administrator in a United Methodist congregation.

Students will be able to:

1. Articulate a biblical and theological understanding of polity.
2. Understand and explain the polity of The United Methodist Church, including conferencing, oversight, and discipline.
3. Articulate the nature of stewardship biblically and theologically.
4. Identify techniques and develop skills as effective administrators of local churches, including financial management.

## **THIRD YEAR**

### **COS 321- Bible III: Gospels**



This course focuses on the content and message of the Gospels, as well as the theological perspectives of the Gospel writers. The practice of exegesis will be emphasized.

Students will be able to:

1. Understand the origin, message, and purpose of each Gospel.
2. Exegete this form of literature.
3. Apply exegesis to preaching, other pastoral responsibilities, and issues of the present day.

### **COS 322 – Theological Heritage III: Medieval through the Reformation**

This course focuses on major movements and events beginning with the split between Eastern and Western forms of Christianity and continuing through the Reformation. Using primary sources, students will reflect on individuals, decisive events, and theological developments.

Students will be able to:

1. Understand major theological developments in medieval Christianity leading up to the reformation.
2. Distinguish the theological characteristics of Luther, Zwingli, the Anabaptists, Calvin, the English Reformation, and Puritanism.
3. Understand and articulate reformation era debates around justification, sanctification, the sacraments, and church unity.

### **COS 323 - Congregational Care**

This course introduces students to practices of congregational care and the pastor's responsibility in caregiving.

Students will be able to:

1. Implement and oversee appropriate types of care in varieties of settings, including prisons, hospitals, nursing facilities, and homes.
2. Organize caring ministries within the congregation.
3. Discern and implement appropriate boundaries, knowing when and to whom to refer people, and when and when not to share information.
4. Reflect on and practice skills of sensitive caregiving, using role play and analysis case studies.

### **COS 324 - Preaching**

This course focuses on preaching the gospel from the Old and New Testaments.

Students will be able to:

1. Articulate a theology of proclamation.
2. Exegete a variety of biblical passages for preaching.
3. Evaluate sermons for biblical integrity, theological soundness, internal logic, and delivery, and appropriate insights gained from the evaluation of their own sermons.
4. Develop plans for ordering and delivering sermons in their congregational and communal context.

## **FOURTH YEAR**

### **COS 421 - Bible IV: Prophets, Psalms, and Wisdom Literature**

This course examines God's Word as expressed through Israel's prophets, selected Psalms, and selected passages from Wisdom literature.

Students will be able to:

1. Understand the origin, history, and use of these forms of biblical literature among God's people.
2. Exegete these forms of biblical literature.
3. Apply exegesis to preaching, other pastoral responsibilities, and issues of the present day.

#### **COS 422 – Theological Heritage IV: Wesleyan Movement**

This course covers the significant individuals, decisive events, and theology of the Methodist movement. Utilizing categories of grace, faith, and holiness, the student will appropriate the Wesleyan heritage.

Students will be able to:

1. Understand and reflect on the movements, major figures, and events that led to the eighteenth century revivals, especially the lives and ministries of John and Charles Wesley.
2. Understand and articulate the vision of holiness and the theology of grace as it shaped the Wesley's, and the structures of the Methodist movement.
3. Identify and discuss significant theological and historical developments in American Methodism, including ordination and episcopacy.
4. Reflect theologically on their Wesleyan heritage and identity.

#### **COS 423 – Mission**

This course introduces the theology and scope of mission, and the pastor's role in leading congregations in their mission as agents of God's transforming redemption.

Students will be able to:

1. Articulate a biblical and theological framework for Christian mission.
2. Explain the Wesleyan relationship of personal piety and social holiness.
3. Examine and reflect on unjust social realities and the response of the church locally and globally.
4. Analyze their ministry context and develop strategies for transforming mission.

#### **COS 424 - Ethics**

This course introduces the biblical and theological bases for Christian behavior, emphasizing the pastoral skills needed for moral leadership in the congregation and community.

Students will be able to:

1. Articulate a biblical and theological basis for ethical thinking and moral behavior, and distinguish major approaches to ethical reasoning.
2. Comprehend the relationship between their personal stories, pastoral vocation, local contexts, and responsibility as moral leaders.
3. Develop a Christian framework for moral reason and action, and apply it to the use of power and the setting of boundaries in ministry.
4. Demonstrate familiarity with and make use of the Social Principles of The United Methodist Church as a resource for ethical reflection and action.

### **FIFTH YEAR**

#### **COS 521 – Bible V: Acts, Epistles, and Revelation**

This course focuses on the content and context of these writings, and the theological emphases of their writers. In addition to Acts and Revelation, Romans, 1 Corinthians, Hebrews, James, and 1 John will receive special attention. Students will articulate a theology of scripture.

Students will be able to:

1. Distinguish these genres of biblical literature, and understand the major theological themes in these writings.
2. Faithfully exegete these forms of biblical literature.
3. Apply exegesis to preaching, other pastoral responsibilities, and issues of the present day.
4. Articulate the unity and authority of Scripture as a whole.

### **COS 522 – Theology in the Contemporary Church**

This course covers significant individuals, movements, events, and theological developments from the nineteenth century to the present. Students will read selected primary sources.

Students will be able to:

1. Understand the origins and theological tenets of liberalism from the early 19th century to the present, including its influence on ecumenism and process theology.
2. Understand and distinguish reactions to liberalism, including Fundamentalism, Neo-Orthodoxy, and Evangelicalism.
3. Understand the historical development and theology of the Holiness Movement, Pentecostalism, and the Charismatic Movement.
4. Understand the origins and tenets of Liberation and Contextual theologies.

### **COS 523 - Evangelism**

This course introduces students to the theology and practices of evangelism as an expression of the mission of God.

Students will be able to:

1. Reflect on and articulate the meaning of the Gospel and an understanding of the Church as bearers of God's Word to the world.
2. Ground a theology of evangelism in scripture, the Gospel, and the mission of God.
3. Interpret of the Wesleyan heritage of evangelism.
4. Reflect on and implement strategies and models for evangelism by the congregation.

### **COS 524 – Theological Reflection on the Practice of Ministry**

This course is the capstone to the student's basic course of study. Its focus is the integration of the biblical, theological, and practical aspects of ministry.

Students will be able to:

1. Articulate a Trinitarian theology for the practice of ministry.
2. State clearly the nature and mission of the Church and its relation to pastoral ministry.
3. Demonstrate the ability to reflect theologically.
4. Develop a plan for lifelong theological reading, reflection, and growth.

## **CURRICULUM REVISIONS FOR COURSE OF STUDY PRE - 2014-15**

### **CONVERSION CHART**

**Place ✓ if already completed from Pre-2014-15 curriculum.**

**Remaining Courses to be completed from listings on left.**

<b>NEW COURSE NUMBER</b>		<b>OLD COURSE NUMBER</b>
<b>First Year</b>		
121		111
122		112
123		213
124		113
<b>Second Year</b>		
221		211
222		212
223		413
224		114
<b>Third Year</b>		
321		311
322		312
323		314
324		214
<b>Fourth Year</b>		
421		411
422		412
423		513
424		414
<b>Fifth Year</b>		
521		511
522		512
523		313
524		514

**BOOKS**

A list of required and recommended books for each course will be listed within the syllabs for each course. All books can generally be purchased at **Cokesbury.com** or other online bookstores. It is important to choose the correct edition when applicable. Contact the course instructor if you have any questions.

## ATTENDANCE POLICY

National policy (from the General Board of Higher Education and Ministry) states that a student is expected to attend every class session. Unexcused absences may be cause for loss of credit or dismissal from the school. A student missing more than 20% of the classroom work shall not receive credit for those classes. **In the event of extenuating circumstances which require the student to miss up to 20% of a course, the student should contact the Director of the West Virginia Extension School before the class is scheduled to meet.** (Extenuating circumstances include emergency situations, illness and dire circumstances, for example). Students are encouraged to provide back-up coverage at the local church while the pastor is away.

If a class is missed, **with prior notification**, financial credit will be granted in the form of applying tuition paid (excluding registration fee and \$30 late withdrawal fee) to a future class.

If the **second** weekend is missed, **without prior notification**, there will be no refund or financial credit, a **late withdrawal fee** of \$55 will be assessed, and a grade of "Fail" will be recorded in the student's record.

## CANCELLATION AND WITHDRAWAL

A student must withdrawal from a course **no later than 14 days prior to the beginning of the course** in order for all tuition paid to be transferred to a future course. If a student withdraws within two weeks of the start of classes, a \$55.00 fee will be assessed to cover costs COS has incurred (including Dining Hall charges). Any tuition credit will be adjusted accordingly. **Registration fees are non-transferable nor refundable.**

## CONFERENCE SCHOLARSHIPS

Boards of Ordained Ministry support their students with a scholarship paid directly to the West Virginia Extension School (in most cases) and applied toward tuition. To receive this scholarship, each registration form must contain the signature of the District Superintendent and Local Pastor Registrar. The West Virginia Extension office will secure scholarship funds from each Annual Conference upon approval by the Annual Conference Registrars. If a student is not approved for scholarship, he/she will be responsible for 100% of the tuition. Also, if a student does not meet the grade requirement for their Annual Conference, the student is responsible for 100% of tuition. Some districts and local congregations may also provide financial assistance directly to students.

## GRADUATION

Students are eligible for graduation when they have completed all twenty basic Course of Study courses. Students must notify the Course of Study Registrar (**check box on registration form**) when registering for their final course. At that time an official transcript is requested from the General Board of Higher Education and Ministry. Graduating

students will be recognized during the Saturday evening worship service with the certificate of completion mailed after final grades are received.

### **GRADING SYSTEM**

Students will be graded using a letter grade system.

**“A”, “A-”** – The requirements of the course have been met with exceptional levels of excellence and creativity.

**“B+”, “B”, “B-”** – Good work.

**“C+”, “C”, “C-”** – Work meets minimum standards.

**“D”** – Substandard, but passing work.

**“F”** – All the requirements of the course have not been adequately fulfilled and no credit can be given; failing work.

**“WD”** – Student did not attend course.

**Grades of B+ or higher may be transferable into other educational programs (e.g., Advanced Course of Study, seminary level work, etc.)**

**Note** – National policy stipulates that a person cannot miss more than 20% (or 3.5 hours) of a course and still receive credit.

**Please note that there are no “Incompletes” in Course of Study School of Ohio or the West Virginia Extension.** Since pastors constantly need to meet deadlines in their work, and since work due is clearly outlined in syllabi ahead of time, there is no need for any incompletes.

Grade sheets are sent to the student, Annual Conference Registrar, and the General Board of Higher Education and Ministry. The student is responsible for giving a copy to the District Superintendent or District Committee on ministry. Instructors give indications as to how the student engaged the material and learning process, as well as skills observed. Evaluations appropriately include any concerns about the student as well as highlight strong gifts for ministry. A sample grade sheet is included for your information.

The evaluation sheet for the Course of Study School of Ohio includes:

- Letter Grade
- Academic Strengths/Weaknesses
- Writing Skills
- Relational Skills
- Oral Presentation Skills
- Additional Comments
- Notes on Spiritual Formation (MTSO only)

## **Course of Study School of Ohio**

*West Virginia Extension School*

Grade Sheet

date

number - title

**Instructor:**

**Student:**

Conference Status:

**PID:**

**Date of Birth:**

**Annual Conference:**

**District:**

**Grade:** \_\_\_\_\_

<b>Overall Academic Performance</b>	<b>Very good</b>	<b>Good</b>	<b>Avg.</b>	<b>Poor</b>	<b>Very Poor</b>	<b>N/A</b>
Critical thinking						
Evidence of foundational knowledge and specific vocabulary of discipline						
Research skills						
Preparation for class						
Class participation						
Evidence of theological depth						
Evidence of engagement with different perspectives						
Evidence of mature response to criticism						

<b>Written Communication</b>	<b>Very good</b>	<b>Good</b>	<b>Avg.</b>	<b>Poor</b>	<b>Very Poor</b>	<b>N/A</b>
Correct grammar, spelling and sentence structure						
Expansive vocabulary and illustration						
Progression and coherence of argument/logical consistency						
Appropriate citations and bibliography						
Meets standards of assignments						

<b>Relational Skills</b>	<b>Very good</b>	<b>Good</b>	<b>Avg.</b>	<b>Poor</b>	<b>Very Poor</b>	<b>N/A</b>
Contributions to learning community						
Interpersonal interaction						
Self-awareness						
Improvement/growth						

**COMMENTS:**

**REGISTRATION PROCESS (STEP BY STEP INSTRUCTIONS)**

1. All necessary information is found on the COS Web Site at [http://coswv.org/](http://coswv.org/Course Pre-Work (syllabi) is found at http://coswv.org/schedule/)  
**Course Pre-Work (syllabi) is found at <http://coswv.org/schedule/>.**
2. Complete the **Student Information Form**. Once completed, you will be in the system and only need to update if any information changes. To complete form,

select this link - <https://form.jotform.com/230835038525051> - and complete as instructed.

3. Complete the **Course Registration Form**. The General Board has replaced the Social Security Number with a **PID Number**. If you have your **PID**, please use it. If you do not know your **PID** number, contact **the Registrar at GBHEM** to obtain it. You may call **(615) 340-7416** or email at **cosregistrar@gbhem.org**.
4. Make certain you know which courses you have taken and which you need. Remember there was a curriculum change in Fall 2014 so you may need to complete a **Course Conversion Sheet** to be certain. If you need a transcript, contact the Registrar at GBHEM (who is only one with direct access to transcripts).
5. The registration form is found on the COS Website at the following link: <https://coswv.org/registration/>. This link will take you to the registration page, where you will select another link to register for classes. During a term, you may take up to two courses. Please note, if you are just starting, you must first complete COS 121 and COS 122 before attempting any other courses.
6. Once you submit your registration form, your District Superintendent (DS) and Local Pastor Registrar (LPR) will approve electronically. Once they have approved, you will receive a notification that you are registered.
7. Upon receiving notification that your registration has been approved by DS and LPR, you have 21 days to submit your registration fee. Because of inconsistent mail delivery in some areas, you are encouraged to send fee asap. Make check payable to **WV Conference Treasurer**; the registration fee is \$40 per class. If you mail the registration form after the indicated deadline, there is a \$15 late fee, making the registration \$55 per class.
8. Mail **Registration Form** (you will receive via email from Jotform) **and your payment** to:  
**WV Conference of the UMC**  
**Attn: Paula Koontz**  
**PO Box 2469**  
**Charleston, WV 25329**
9. Because of ever increasing attendance, early registration makes it much easier to plan accommodations. **If you have specific needs regarding housing or meals, please contact Spring Heights** directly at (304) 927-5865 **in advance of the first weekend**.
10. Tuition is \$270 per course, meals \$60 per term (**not optional**), and lodging \$50 per term (**optional**). We will calculate your scholarship and send you a bill indicating the balance due. This is due the first weekend you arrive.
11. If you have any questions, feel free to contact Dar Phillips or Greg Markins at:  
**Dar Phillips** – [dar.courseofstudy@gmail.com](mailto:dar.courseofstudy@gmail.com)  
**Greg Markins** – [greg.markins@gmail.com](mailto:greg.markins@gmail.com)

## COS SCHEDULE 2023-27 – WV EXTENSION

**Spring 2023:** March 17-19 and April 14-16



#122 Theological Heritage 1  
#123 Formation for Discipleship  
#223 Worship & Sacraments  
#224 Administration & Polity  
#323 Congregational Care  
#324 Preaching  
#522 Theology in the Contemporary Church  
#524 Theological Reflection: Practice of Ministry

**Summer 2023:** August 18-20 and October 20-22

#423 Mission  
#424 Ethics  
#521 Bible V  
#523 Evangelism

**Fall 2023:** September 15-17 and November 17-19

#121 Bible I  
#124 Transformative Leadership  
#221 Bible II  
#222 Theological Heritage II  
#321 Bible III  
#322 Theological Heritage III  
#421 Bible IV  
#422 Theological Heritage

**Spring 2024:** March 15-17 and April 19-21

#122 Theological Heritage 1  
#123 Formation for Discipleship  
#223 Worship & Sacraments  
#224 Administration & Polity  
#323 Congregational Care  
#324 Preaching  
#522 Theology in the Contemporary Church  
#524 Theological Reflection: Practice of Ministry

**Summer 2024:** August 16-18 and October 18-20

#423 Mission  
#424 Ethics  
#521 Bible V  
#523 Evangelism

**Fall 2024:** September 20-22 and November 15-17

#121 Bible I  
#124 Transformative Leadership  
#221 Bible II  
#222 Theological Heritage II  
#321 Bible III  
#322 Theological Heritage III  
#421 Bible IV  
#422 Theological Heritage

**Spring 2025:** March 14-16 and April 25-27

#122 Theological Heritage I  
#123 Formation for Discipleship  
#223 Worship & Sacraments  
#224 Administration & Polity  
#323 Congregational Care  
#324 Preaching  
#522 Theology in the Contemporary Church  
#524 Theological Reflection: Practice of Ministry

**Summer 2025:** August 15-17 and October 17-19

#423 Mission  
#424 Ethics  
#521 Bible V  
#523 Evangelism

**Fall 2025:** September 19-21 and November 21-23

#121 Bible I  
#124 Transformative Leadership  
#221 Bible II  
#222 Theological Heritage II  
#321 Bible III  
#322 Theological Heritage III  
#421 Bible IV  
#422 Theological Heritage

**Spring 2026:** March 20-22 and April 17-19

#122 Theological Heritage I  
#123 Formation for Discipleship  
#223 Worship & Sacraments  
#224 Administration & Polity  
#323 Congregational Care  
#324 Preaching

#522 Theology in the Contemporary Church  
#524 Theological Reflection: Practice of Ministry

**Summer 2026:** August 21-23 and October 16-18

#423 Mission  
#424 Ethics  
#521 Bible V  
#523 Evangelism

**Fall 2026:** September 18-20 and November 20-22

#121 Bible I  
#124 Transformative Leadership  
#221 Bible II  
#222 Theological Heritage II  
#321 Bible III  
#322 Theological Heritage III  
#421 Bible IV  
#422 Theological Heritage

**Spring 2027:** March 12-14 and April 16-18

#122 Theological Heritage I  
#123 Formation for Discipleship  
#223 Worship & Sacraments  
#224 Administration & Polity  
#323 Congregational Care  
#324 Preaching  
#522 Theology in the Contemporary Church  
#524 Theological Reflection: Practice of Ministry

**Summer 2027:** August 20-22 and October 15-17

#423 Mission  
#424 Ethics  
#521 Bible V  
#523 Evangelism

**Fall 2027:** September 17-19 and November 19-21

- #121 Bible I
- #124 Transformative Leadership
- #221 Bible II
- #222 Theological Heritage II
- #321 Bible III
- #322 Theological Heritage III
- #421 Bible IV
- #422 Theological Heritage

### **GENERAL COURSE INFORMATION**

The syllabus for each course offered will be posted on the Course of Study Web Page ([coswv.org/schedule/](http://coswv.org/schedule/)) as soon as it becomes available (generally five months before the course begins). It will include instructor's information in case you need to make contact, the list of books and class assignments. Books are determined by the General Board of Higher Education and Ministry.

All classes require reading before you attend the first session, and many will have written assignments due on the first weekend. Planning ahead will be essential to your success in each course. Frequently, students remark that they did not have enough time to complete the assignments. The syllabus for each course is provided several months before the course begins which provides ample time to complete the work. If there is a specific issue that needs to be addressed that will make this difficult for you to complete the work, please contact the instructor prior to the first week to discuss possible options.

### **Weekend Schedule for Course of Study at Spring Heights**

*SAMPLE*

<b>FRIDAY</b>	
3:00 – 5:30	Check-in
5:00 –	Dinner/Announcements

6:00 – 8:00	<b>First Set of Classes</b>
8:00 – 10:00	<b>Second Set of Classes</b>

<b>SATURDAY</b>	
7:00 – 9:30	<b>First Set of Classes</b>
9:30 – 10:00	Breakfast
10:00 – 12:30	<b>Second Set of Classes</b>
12:30 – 1:00	Lunch
1:00 – 3:30	<b>First Set of Classes</b>
3:45 – 6:15	<b>Second Set of Classes</b>
6:15 –	Dinner
7:00 –	<b>Worship</b>

<b>SUNDAY</b>	
7:00 – 10:00	<b>Second Set of Classes</b>
10:00 – 10:30	Brunch
10:30 – 1:30	<b>First Set of Classes</b>
1:30 –	Depart Spring Heights

## **CONTACT INFORMATION**

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Course of Study Registrar/Coordinator	PO Box 340007 Nashville, TN 37203-0007

GBHEM	(615)340-7416 cosregistrar@gbhem.org
<b>Joon-Sik Park</b> Director of Course of Study School of Ohio Methodist Theological School of Ohio (MTSO)	3081 Columbus Pike Delaware, OH 43015 (740)362-3367 jpark@mtso.edu
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<b>Greg Markins</b> Director of West Virginia Extension of COSSO	10 Meadow Lane Scott Depot, WV 25560 (681)235-2572 greg.markins@gmail.com
<b>Louisa Copenhaver</b> Site Manger of Spring Heights Camp and Retreat Center	2067 Barrcut Road Spencer, WV 25276 (304)927-5865 Louisa@springheights.org
<b>Dar Phillips</b> Registrar	PO Box 425 Williamstown, WV 26187 (304)200-3035 dar.courseofstudy@gmail.com

### Basic MLA Format & Style Standards

#### Page & Paper Formatting

- ↵ Margins: set to 1.0 inches all sides (top, bottom, left, right)
- ↵ Spacing: set to double line spacing (no other “before” or “after” spacing b/n lines or paragraphs)
- ↵ Font/Size: Times New Roman 12 or Arial 10
- ↵ Header: set in “Header” section at 0.5 inch mark in top right of page (right-aligned): lastname page #
- ↵ Heading: begins on first line in main essay section (1” from top, 1” from left); four lines; includes student name; class abbreviation, number, and section (if available); instructor name; and date
- ↵ Title: begins on fifth line, centered
- ↵ Alignment: All text left-aligned except the following:
  - ↵ Header (see above)
  - ↵ Title (see above)

- ↪ Title of Works Cited page (centered)
- ↪ Indentation: standard indent is 5 or 10 spaces from left (not default “Tab”), but must be consistent
  - ↪ General: paragraphs: indent first line only
  - ↪ Special: Block Quote: entire quote indented (like all other indentations, left-indent only)
  - ↪ Special: Works Cited entries: first lines flush left; secondary lines indented

### Source Incorporation & Citation Style

Generally, all source quotes and paraphrases must include in-text parenthetical citations (ICP). The standard format of the ICP includes first keyword from Works Cited entry and the page or paragraph number from which the reference originated. Usually, though, writers introduce the author and text with an attributive phrase before quoting or paraphrasing; if they do so, then only the page/paragraph numbers belong in the citation.

ICPs appear before the end punctuation, unless they are meant to entail more than one of the student’s sentences.

Note: The keyword from a WC entry is generally author’s last name; if the original source has no known author, the first keyword would be the first word of the source’s title.

Page numbers are used for all texts originated in hard-copy (print) format which originally included page numbers as well as online article sources that retain original page numbers; paragraph numbers are used for all texts that either were not created with or do not retain original page numbers. When referencing pages, standard format includes page number(s) only; when referencing paragraphs, standard format includes the note “par” before the number to denote “paragraph” instead of “page”.

Examples: (P = Print source, W = Web/Electronic source, w/ = with, A = Author, OK = Other Keyword)

Print: In *Book Title*, Jane Doe writes, “Quote here” (2). ←page 2

P w/A: According to “Article Title”, “Quote here” (Smith45). ←Keyword (Author’s lastname) page 45

Web: As John Doe notes in “Article Title”, “Quote here” (par 7). ←paragraph 7

Web w/OK: One administrator noted, “Quote here” (“Working” par 7). ←Keyword (first of title) paragraph 7

- ↪ note: “Working” suggests source is short work;  
*Working* would suggest longer source, i.e., book

If student uses more than one source by same author, then the attributive phrase or in-text citation should include title or keyword, respectively.

### Works Cited Page Formatting

Entries on the WC page appear in alphabetical order based on first keyword of each entry. Generally, the first keyword is the author’s last name, as WC entries follow a lastname, firstname format. If no author exists, the keyword is the first word of the source title. For more information, visit Purdue University’s Online Writing Lab at owl.purdue.edu.

★ MLA is adaptable, especially for instructors who are fixed in their ways regarding page lengths, citation locations, etc. If you want to maintain “2 pages means 2 pages” lengthwise without that heading taking up space, then simply ask the students to use a Cover Page containing a center-aligned standard 4-line heading and 1-line title. For those instructors who prefer footnotes or endnotes to in-text citations, simply instruct students to embed their citations in footnotes or endnotes instead of the standard in-text location. Even if students are simply answering Critical Reading questions, they can use the basic page formatting and use “Section Headers” for each response.

## **GENERAL POLICIES**

### **RACIAL HARASSMENT POLICY**

***from* COURSE OF STUDY FOR LICENSED AND ORDAINED MINISTRY AND ADVANCED COURSE OF STUDY ADMINISTRATIVE POLICIES, General Board of Higher Education and Ministry Division of Ordained Ministry The United Methodist Church – October 3, 2008**

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 at the course of study school campus 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 and including suspension or termination from the school. In addition, a full report will be made to that person's annual conference or judiciary body.

### **Definition of Racial Harassment**

Any conduct directed against a person for the purpose of insulting, degrading or abusing him/her because of his/her racial background.

### **Procedures**

The Course of Study School is committed to using the process outlined below to deal with allegations of racial harassment within the school community. A 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 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 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 judiciary 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 completed.



### **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 Director of Board of Ordained Ministry Relations, Division of Ordained Ministry, General Board of Higher Education and Ministry, within 15 days after receiving the 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 racial harassment.

### **Explanatory Notes**

If the person alleged to have engaged in racial harassment is the Director, then the person bringing the complaint shall notify one or two faculty members who serve on the 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 Racial Harassment Committee and to function as the Director in the process outlined above.

## **SEXUAL HARASSMENT POLICY**

***from* COURSE OF STUDY FOR LICENSED AND ORDAINED MINISTRY AND ADVANCED COURSE OF STUDY ADMINISTRATIVE POLICIES, General Board of Higher Education and Ministry Division of Ordained Ministry The United Methodist Church – October 3, 2008**

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 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 judiciary 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

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or *academic standing*; or
2. 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
3. such conduct has the purpose or effect of substantially interfering with an individual's work or *study* performance or creating an intimidating, hostile, or offensive working or *studying* environment.”

*\*The U.S. Equal Opportunity Commission Section 1604.11 of Title 29. Italicized words are added for the academic environment at the Course of Study School.*

**Procedures**

The Course of Study School is committed to using the process outlined below to deal with allegations of sexual harassment within the school community. A sexual 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 the Sexual Harassment Committee which is composed of the Director and two members of the faculty chosen by the faculty. The investigation shall include a meeting with the person alleged to have engaged in 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 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 judiciary body of the action taken.

Those called to investigate the allegations take appropriate steps to ensure that a person who in good faith brings forth a complaint of sexual harassment will not be subjected to retaliation. The Course of Study School also 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 completed.

### **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 Ministries within 15 days after receiving the 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 Course of Study School will not tolerate retaliation against any member of the school community who complains of sexual harassment.

### **Explanatory Note**

If the person alleged to have engaged in racial harassment is the Director, then the person bringing the complaint shall notify one or both faculty members who serve on the Sexual 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 Harassment Committee and to function as the Director in the process outlined above.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

### **ANNUAL NOTIFICATION OF RIGHTS**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. **The right to inspect and review** the student's education records. The Registrar of Methodist Theological School in Ohio has been designated by the seminary to coordinate the inspection and review procedures for student education records. A student who wishes to review

his/her education records must make a written request to the Office of the Registrar, listing the item or items of interest. Records covered by the Act will be made available within a reasonable time not to exceed (by law) forty-five days of the request.

2. **The right to request** the amendment of the student's education records is to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy. A student who believes that his/her education records contain information that is inaccurate or misleading or who believes that his/her privacy has been violated may discuss the problem informally with the Registrar. If the Registrar's decision is in agreement with the student's request, and after consultation with the Academic Dean and/or other concerned parties, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and he or she will be informed by the Office of the Registrar of the right to a formal hearing.
3. **The right to consent** to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. **The right to file** with the U.S. Department of Education a complaint concerning alleged failures by Methodist Theological School in Ohio to comply with the requirements of FERPA. A student who believes that Methodist Theological School in Ohio is in violation of FERPA in that he/she has been denied access to his/her records, or that he/she has been denied the right to a hearing, or that his/her information has been improperly disclosed may file a complaint with the Family Policy Compliance Office, United States Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.

At its discretion, Methodist Theological School in Ohio may provide "directory information" in accordance with the provisions of the Act. **"Directory information" is defined as including a student's name, address, MTSO mailbox number, telephone number, e-mail address, photograph, place of employment, employment telephone, degree or non-degree program in which enrolled, class level, dates of attendance, degrees or awards earned (with dates received) from MTSO, educational degrees received from other educational institutions, and names of spouse/children.** A student may withhold directory information by indicating this preference in writing to the Office of the Registrar within the first two weeks of the fall term, or the first term the student is in attendance. **A request for such non-disclosure must be filed annually on the form provided by the Office of the Registrar.** Upon request, MTSO may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

Within the Methodist Theological School in Ohio community, only those members acting individually or collectively in the student's educational interest are allowed access to student education records. These members include the President; the Academic Dean; faculty members of the Academic Affairs and Student Review Committees; the Registrar; the Director of Admissions; Director of Financial Aid and faculty members of the Scholarship Selection Committee; the Director of Field Education; the student's advisor; a staff member acting solely as an agent of one of the individuals aforementioned; and other faculty, administrative, clerical, and professional employees of the seminary within the limitation of their need to know. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

## ACADEMIC RESPONSIBILITY

### ACADEMIC HONOR

The Course of Study School of Ohio requires that all materials 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 lack of integrity in academic ethics. Violations in this category include, but are not limited to, cheating, plagiarism, or knowingly passing off the work of another as one's own.

Cheating includes seeking, acquiring, receiving or passing on 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 with the work of another 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 acknowledgement is guilty of plagiarism.

**A student found guilty of a violation of the academic honor code, after a review of the case, may be subject to one or more of the following actions:**

1. Warning
2. Probation
3. Suspension for the remainder of the course
4. Dismissal from the Course of Study School of Ohio
5. Grade of "Fail" for the course

Regardless of the outcome, a letter will be sent to the student's District Superintendent and Board of Ordained Ministry representative.