



emanate

EQUIPPING FOR CROSS-CULTURAL
CHURCH PLANTING

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ACADEMIC POLICIES

Classroom Code of Conduct

Students are expected to arrive to class:

- On time
- Dress should be clean and neat in decency and good taste.
- Properly prepared with the right notebooks or material for note taking and with any homework

It is expected that once students are seated in class:

- They will give attention to what is being taught
- They will silence cell phones and electronic equipment
- They will refrain from using cell phones, tablets, or laptops for anything not directly related to the class topic at hand
- They will not be a distraction or disturbance to other students
- They will refrain from eating during class
- They will communicate with the teacher(s) before inviting guests to sit in on a class
- They will give respect to the instructor and other students regardless of whether or not they agree with what is being said or taught
- They will not alter or rearrange classroom equipment, seating, tables, etc. without prior permission
- They will act in a manner that does not damage equipment, tables, or chairs

Outside of class time:

- Classroom or lounge may be used for study or reserved for private use, but students will be expected to return each room to its original condition
- Emanate equipment in lounge and classroom may be used after receiving prior permission

Teachers are expected:

- To begin and end on time
- To arrive prepared and organized for class
- To treat students with respect and dignity
- To dress appropriately in a manner equal to or exceeding the student dress code for class-wear

Attendance

As a training centre we expect students to attend all classes and chapels. If students miss class due to sickness, medical appointments, etc, they are responsible to make up the content of the missed class within one week of the absence (unless they receive an extension from the ACT). This make-up can take the form of listening to an audio recording of the class or arranging to meet with the teacher. The ACT should be informed when this has been done. Excessive unexcused absences and chronic lateness will be addressed by the ACT; excessive absence may result in failing the class.

Women involved with Afternoon Work Program who miss class because of serving in Childcare may arrange with their AWP leader to miss 1 hour of AWP on the day they missed class in order to make up the missed class. Making up absences due to Childcare is recommended but not required. Students missing class for any reason other than Childcare or illness should check with the instructor prior to missing class.

Chapel is held daily with a variety of settings and purposes and is required for all students. The chapel schedule is posted on the Office365 online calendar.

Spiritual Emphasis days are held once every few months. Attendance is required, and the schedule is posted on the shared online calendar.

Assignment Instructions

All written assignments are to be typed on a full-size sheet of paper with 1" margins unless otherwise noted in the class syllabus. Papers should be single-spaced (approximately 600 words per page), Times New Roman, 12-point font, and include a heading that provides your name, name of the class, and the date. All assignments must follow these guidelines to receive 100%. For citation rules, please refer to page 5, middle of third paragraph under Plagiarism & Cheating.

If an assignment will be handed in late, discussion with your instructor is necessary.

Methodology for Evaluation

Student Work

1. Each class will have a syllabus that explains the learning objectives and required assignments.
2. Class requirements consist of participation in class discussion, reading, papers, and/or individual assignments.
3. Practical application of the values and principles provided through classroom instruction will be assessed in the Jungle Camp Practicum, CLA Practicum, and Afternoon Work Program (AWP).

4. Student evaluation also takes place through the context of the One-On-One mentorship program.

Grading

Emanate issues either a letter grade or a Pass/Fail, depending on the class. Each letter grade has a certain quality point value employed for determining the student's grade point average. Pass/Fail classes, while considered valuable, do not contribute to the student's GPA.

A student's accumulated grade point average (AGPA) is determined by dividing the total number of quality points by the total number of credit hours completed (regardless of grade). A student's AGPA is derived only from classes taken at Emanate.

The following should be viewed as the standard for grade determination at Emanate:

A - This grade represents outstanding academic achievement on the part of the student. This grade indicates consistency of excellence for work in the given class. It reflects the student's ability for independent work, thoroughness, creative and effective use of knowledge, and the ability to view the subject matter with discernment.

B - This grade represents academic achievement well above the accepted standard. Reception of this grade points to serious work habits, good initiative, and the ability to understand, evaluate, and retain the subject matter and to apply the knowledge gained to different situations.

C - This grade represents a satisfactory degree of academic achievement. This grade is the acceptable standard for graduation from Emanate. It demonstrates that the student is familiar with, and understands the class content, has adequately completed assignments, and has been involved in class discussions.

D - This grade represents an inadequate level of academic achievement. This grade shows that the student's work has met only very minimal standards.

Letter Grade	Number Grade	Quality Points
A	100 - 94	4.0
A-	93.99-90	3.7
B+	89.99-87	3.3
B	86.99 - 84	3.0
B-	83.99 - 80	2.7
C+	79.99 - 77	2.3
C	76.99 - 74	2.0
C-	73.99 - 70	1.7
D+	69.99 - 67	1.3
D	66.99 - 64	1.0
D-	63.99 - 60	0.7
F	Below 60	Failed

F - This grade represents a very inadequate level of work. The student has not even met the minimal requirements and standards of the class, and has not satisfactorily learned the material of the class.

Pass/Fail

P - A pass is given based on classroom participation, completion of assignments, and class attendance to the satisfaction of the teacher and the ACT.

F - (see description above)

I - A grade of incomplete can be given to a student who has begun a class, but is unable to complete it through circumstances beyond their control. If the student wants to receive a grade, they may attempt the class next time it is offered or make arrangements with the instructor.

Appeals

If a student feels that the grade given his/her work does not accurately reflect the quality of that work, he/she should express that concern within a limited time.

Assignment grades should be addressed within a week. A class grade should be addressed within a month. The following steps should be taken:

1. The student should begin by speaking directly with the teacher.
2. If the issue cannot be resolved at that level, the students may appeal to the Academic Coordinating Team.
3. Finally, the student may take his/her concern to the Emanate leadership team.

Withdrawals

Requests for permission to withdraw from a class should be directed to the class instructor and the Academic Coordinating Team (ACT).

Academic Integrity

We intend to promote an academic environment in which a student can grow in their knowledge of the Word while reflecting God's character being developed within them.

Academic Integrity is typically defined by what it is not, i.e., cheating, plagiarism, etc. While the majority of this section will deal with these, it is also important to define what Academic Integrity is. It is insufficient to merely define sin; to live with godliness also requires a right understanding of how to live righteously.

Definition:

Academic Integrity is characterized by the following:

- A student's best effort has been given, as working for the Lord
- The student has made every effort to follow the instructions

- The student has asked for clarification and followed the spirit of the instructions when they seem in conflict with the letter of the instructions
- The work has been accomplished with honesty and diligence
- The work represents the original thoughts and efforts of the student, and proper citation or credit has been given for the work of others.

Plagiarism & Cheating

Plagiarism is defined by dictionary.com as "an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author." It is not giving credit where it is due, such as when a student uses the work of another as though it were his/her own. It is a kind of theft.

Most of the categories and examples of plagiarism are adapted from pp. 51-61 of Modern Language Association.¹

Students must be careful not to include uncredited material in their assignments and papers. The student is expected to intentionally work hard to avoid unintentional plagiarism. Every time a phrase, word, idea, argument, etc. is used, its source must be cited properly. The exact format you use for citations is up to you, but the information provided must include the following: author, title, publisher, year, and page number. The following examples of plagiarism and/or cheating may be helpful to students, though they are not a comprehensive list:

1. Intentionally passing another's work or a portion of their work as one's own. This includes un-cited quotations in a paper as well as putting your name on an essay found online or in a book.
2. Copying specific wording -- even a portion of a sentence -- without proper citation.²

Original:

"The words that we use are only a tool for translating the ideas which we wish to communicate; we are not trying to convey merely a succession of verbal sounds."

Plagiarism:

Words are not simply a succession of verbal sounds, rather they are the tool we use for communicating ideas.

¹ MLA Handbook for Writers of Research Papers. 7th ed. New York: Modern Language Association of America, 2009. Print.

² **Example:** from p. 119 in Schaeffer, Francis. The God Who is There. Downers Grove: Inter-Varsity Press, 1968. Print.

Proper Paraphrase:

As Schaeffer explains, words are not simply "a succession of verbal sounds," rather they are the tool we use for communicating ideas (119).

3. Paraphrasing an author's wording without giving proper credit.³

Original:

"Evangelism is grounded in heartfelt prayer. I realize this is a mother's-milk kind of statement, but sometimes I am in danger of treating prayer as if it were mother's milk--something I have grown out of."

Plagiarism:

We sometimes forget the need for prayer in evangelism--as though prayer were for baby Christians, and we have now outgrown it.

Proper Paraphrase:

We sometimes forget the need for prayer in evangelism--as though prayer was for baby Christians, and we have now outgrown it (Dickson 65).

4. Using a unique or useful phrase coined by another author without citation.

Example from pg. 75 in Pearcey, Nancy. Total Truth. Wheaton: Crossway, 2004. Print.

Original:

"This twofold view of origins led to a two-story view of reality, with Form in the upper story and Matter in the lower story."

Plagiarism:

Some have a two-story view of reality, where that which is physical and material is viewed as being inferior to that which is spiritual.

Proper Use of the Phrase:

To value that which is physical or material as being inferior to that which is spiritual is what Pearcey has labeled a "two-story view of reality" (75).

5. Presenting a line of argument or reasoning as one's own.

Example from pg. 51 in Dillon, William S. God's Work in God's Way. Sanford: Brown Gold Publications, 1987. Print.

Original:

"These books were especially given by the Holy Spirit so that local indigenous churches would know how to conduct their government, choose their officers, etc. The key phrase

³ **Example:** from p. 65 in Dickson, John. The Best Kept Secret of Christian Mission. Grand Rapids: Zondervan, 2010. Print.

to first Timothy is '...that thou mayest know how men ought to behave [conduct] themselves in the house [congregation] of God' (3:15, R.V.)."

Plagiarism:

God has not been silent on the order and conduct for the local church. Timothy was specifically told by God how individuals should behave in church (1 Timothy 3:15). The Holy Spirit gave instruction that can guide any church within its local context.

Proper Use of the Phrase:

Bill Dillon clearly believed that God's instructions to Timothy would apply to all churches within their local context. His basis is the principles given by the Holy Spirit regarding men's conduct in church (Dillon 51).

6. Working with a partner or group on an assignment intended to be completed independently. Unless given specific instructions otherwise, every assignment at Emanate is to be completed without collaborating with other students.
7. Reusing work done or a paper written for another class or setting. Suppose a paper you wrote for Pneumatology is close enough to an assignment for Ecclesiology that you can turn it in again with only slight editing and meet the requirements for that class as well. Even though you are the author, to turn it in again as though it were done for Ecclesiology is a form of plagiarism. Speak with your instructor for class-specific instructions on how to proceed, or begin a new paper from scratch.
8. Copying the answer key or another student's work on a test or homework assignment. This would include using a teacher's example as your own work, without express permission.
9. Intentionally not following directions in order to get a better grade. This would include everything from using or referring to hidden notes during a closed-book exam, to listening to an audiobook version instead of reading the required textbook or Bible passage, without express permission. This includes using unnecessary absences to receive deadline extensions.

Consequences:

Issues with Academic Integrity (e.g. plagiarism or cheating) will be reviewed by the Academic Coordinating Team and may result in:

- Loss of credit for the assignment
- Loss of credit for the course
- Dismissal or failure to be recommended on as missionaries with Global Partners International

General Policies

Student Internet

All students are required to have a computer for class work (one per married couple is sufficient). Students will also need to be able to print documents occasionally.

Ethnos Canada provides wireless access to the internet which is available throughout the campus. Access and password information will be given upon arrival. With this privilege comes a responsibility to deal with both desirable and undesirable content. Ethnos Canada employs a mechanism which helps facilitate filtering of undesirable content.

Student Email Addresses

During orientation students will receive an Emanate email address in the format firstnamelastname@emanatetraining.ca. All class work or course related emails are to be sent and received using this email address. The cost of using the student internet system is included in the semester fees.

Connection information will be provided during Orientation, and Ethnos Canada offers limited support to help get students set up on the network. Questions may be directed to the Ethnos Canada IT Department at: ict@ethnos.ca

Class Recordings

You will need the ability to make digital audio recordings for course work and will also need to record classes when absent. Many smart phones can be used to record audio at a quality sufficient for use in the training, but students may want to invest in a better-quality recorder for future field use. Amazon carries various models on their website. We recommend an Olympus or Tascam model, such as the Olympus WS-853 Voice Recorder or the Tascam Dr-05. Only one voice recorder is needed per couple.

Intellectual Property Policy

Definition

The term "intellectual property" (IP) means different things to different people in different contexts and environments. Within Emanate, IP is concerned with patents, copyrights, trademarks, and the like, all of which provide legal protection for something that has real or potential commercial value. In general, common law and certain statutes and acts (e.g., Canadian Patent Law) are the legal means by which IP is defined and through which IP rights can be protected.

Introduction

What Are the Precepts Guiding this Policy?

This Policy seeks to set forth a fair and legally proper allocation of intellectual property rights between Ethnos Canada and its employees, and students who create various Works while employees of Ethnos Canada or students at Emanate, so that each entity can remain in compliance with International law and not jeopardize Ethnos Canada's non-profit status within Canada.

Policy

Ethnos Canada shall assign to employees and students the copyright to all Original Works created by those employees and students who desire to hold the copyright for the work. It is agreed that Ethnos Canada can make as many duplicate copies of the Work and use them in whatever way Ethnos Canada desires, as though Ethnos Canada were the sole owner of the Work.

Work Outside of Ethnos Canada Purposes

Should an Ethnos Canada employee or student produce a Work that falls outside any goal, purpose, or ministry of Ethnos Canada, and the Work falls outside the definition and requirements of a Work for Hire as provided in the copyright laws, then all copyright rights to that Work shall belong to the creator.