

The CBTS, VA iSchool Manual

iSchool Purpose

iSchool, the distance-learning program of Central Baptist Theological Seminary, VA is designed to deliver graduate level training, that is the same level and quality of education available in the classroom at CBTS, VA.

The CBTS ischool is driven by the seminary purpose and mission to provide a textually based graduate education within the context of a local church that emphasizes the grace of God by faculty who are willing to impart themselves in the process (1 Thess 2:8). In light of this mission and purpose of the seminary, the iSchool courses are structured to address the issues of accountability, collegiality, and philosophy development/impartation. Regarding accountability, faculty members teaching distance learning courses will structure the course so that there is weekly contact with the student and interaction with the student's work. In addition, the faculty member will facilitate interaction among the students via email and bulletin board discussions to develop a spirit of collegiality and a fellowship of learning. Finally, since the grace philosophy of ministry is a critical component of CBTS life, the distance learning options will address philosophy of ministry in learning outcomes, course content and in faculty-student interaction.

The CBTS iSchool is not designed to deliver an entire degree program without a residency requirement. Students may complete one-third of their degree program via CBTS iSchool. This amounts to thirty-two (32) credits of the Master of Divinity, fourteen credits of the Master of Biblical Studies and the Diploma of Biblical Studies, and 9 credits of the Master of Theology post-graduate degree program.

iSchool Supervision

The Vice-President of Academics and the Academic Committee will supervise the CBTS iSchool.

iSchool Site

The CBTS, VA ischool is located at www.baptistseminary.edu / Academics / Distance Learning. iSchool is operated by Moodle software.

iSchool Enrollment

CBTS iSchool courses are available to all students officially enrolled in the Seminary. Prospective students interested in iSchool must make application to the seminary. Applications are available upon request from the Seminary office or downloadable from the seminary website (www.baptistseminary.edu).

CBTS iSchool courses will be offered if there is sufficient enrollment (3-5 students).

CBTS iSchool students will be considered in the calculations of total seminary enrollment for the term and academic year.

iSchool Course Registration

CBTS iSchool courses are included in the registration information for each seminary term (Summer, Fall, Spring). iSchool courses are specifically designated and detailed as necessary. Once the registration process is completed and approved, students will receive an enrollment key from the Seminary office, which will provide access to course material.

iSchool Course Offerings

CBTS iSchool courses are asynchronously offered in connection with the regular seminary terms (Summer, Fall, Spring). iSchool courses like resident courses are offered in the traditional fourteen week semester format and in a variety of formats in the summer term.

Typically, CBTS iSchool courses have no resident component. In this format, the iSchool course does not have a scheduled meeting time. Course work is completed according to the deadlines established in the course syllabus. CBTS class attendance policies do not apply to this type of iSchool course.

Some CBTS resident courses may make use of the iSchool site to complete assignments and stimulate discussion on course topics. In this case all students are resident students meeting at scheduled times. CBTS class attendance policies apply to this type of iSchool usage.

Some CBTS courses may be offered in both a resident and an iSchool format. In this case, the classes will be kept separate.

The resident classes will meet with the course professor on campus according to the semester schedule and fulfill learning outcomes and complete course assignments as detailed in the course syllabus. CBTS class attendance policies apply to this resident course offering.

The iSchool classes will fulfill learning outcomes, complete assignments, and interact with the professor and other students by using the Moodle software. CBTS class attendance policies do not apply to this type of course offering.

An enrollment of 3-5 students is necessary for course viability.

iSchool Course Cancellations

In the event an iSchool course is canceled, students will be contacted individually and counseled regarding alternative course options.

iSchool Courses

Criteria for Course Selection

Category 1: Courses in which the role of the professor is less critical.

Category 2: Courses in which the role of the professor is critical to the sequence and development of the course.

Category 3: Courses in which the role of the professor is critical for the shaping a theological understanding and for espousing the seminary philosophy of ministry.

CBTS faculty will have an active part in selecting iSchool courses.

iSchool Course Options

OT Introduction
2 Credit Requirement – 2nd year course

History of Fundamentalism
3 Credit Requirement – 3rd year course

Methods of Research/Writing
2 Credit Requirement – 1st year course

Life of Christ
2 Credit Elective

iSchool Grades

CBTS iSchool course final grades will be reported to students at the same time and in the same format as CBTS resident courses.

CBTS iSchool assignments will be graded and returned to the student within two weeks of receiving the assignment.

iSchool Transferability

All CBTS courses are recognized by accredited schools and transferable.

iSchool Standards

All CBTS iSchool courses conform to Virginia Regulations 40-31-140, "M".

CBTS, VA ensures the equality and the integrity of each course it delivers in the iSchool format.

ischool Administrative Support

The Vice-President of Academics will ensure that iSchool faculty has the appropriate workload, resources, and support to successfully offer an iSchool course.

iSchool Software and Hardware Requirements

Students must have a computer or access to a computer equipped with the following:

- A stable connection to the Internet
- Microsoft Word
- Microsoft Power Point
- Real Player One
- Acrobat Reader
- A working seminary email account

iSchool Technical Support

All questions regarding course content and course requirements should be directed to the course professor using the contact information provided in the course syllabus.

All technical support questions should be directed to the director of IT Services who can be reached at the seminary via one of the following

numbers: 757-479-0755 // 888-235-1648 // 757-287-4632

iSchool Library Support

The Pickering Library staff will provide full course support for all iSchool course offerings. The Pickering Library is an OPAC listing accessible anytime via the seminary website (www.baptistseminary.edu). Library staff is available between 8:00 AM and 5:00 PM each day and can be reached by contacting the seminary at 757-479-0755. Evening library hours are posted on the seminary website. Resources will be mailed to students upon request.

iSchool Student Services

CBTS will provide all student services to iSchool students as detailed in the Student Handbook. The Student Life Department will provide counseling services as requested by the student.

iSchool Student Responsibilities

1. Upon registration, iSchool students are responsible to read the iSchool manual and to visit the iSchool site for the purpose of understanding iSchool expectations and policies and in order to understand the iSchool software.
2. CBTS iSchool students are responsible for all content posted on the iSchool site and will be graded by the course professor. Students are not to give anyone (student or not) use of their enrollment key for access to the iSchool site.
3. CBTS iSchool students must have a computer or access to a computer to complete all iSchool course assignments.
4. CBTS iSchool students must have the software products needed to complete iSchool course assignments.
5. CBTS iSchool students must maintain a presence in the iSchool course as required by the course syllabus.
6. CBTS iSchool students must complete all assignments, tests, and projects within the life of the course with integrity.

7. CBTS iSchool students can reach the course instructor via email, by contacting the seminary using the direct line 757-479-3706 or the toll free number 888-235-1648 or by the using the contact information provided by the professor.

iSchool Faculty Responsibilities

1. Professors with a terminal degree in their field of biblical, theological, and or practical studies will teach CBTS iSchool courses
2. CBTS faculty will prepare and deliver iSchool courses with the same rigor and attention to detail as CBTS resident courses. iSchool courses are developed and controlled by the professor. CBTS iSchool courses are the intellectual property of the professor.
3. CBTS faculty will structure iSchool courses to address the issues of accountability, collegiality, and philosophy development/impartation. Regarding accountability, faculty members teaching distance learning courses will structure the course so that there is weekly contact with the student and interaction with the student's work. Faculty will pursue student contact by any legitimate means possible (meetings, voice mail, email, phone, etc.). In addition, the faculty member will facilitate interaction among the students via email and bulletin board discussions to develop a spirit of collegiality and a fellowship of learning. Finally, since the grace philosophy of ministry is a critical component of CBTS life, the distance learning options will address philosophy of ministry in learning outcomes, course content and in faculty-student interaction.
4. CBTS faculty will provide each class with several levels of contact information. Faculty must respond to student inquiries within a 24-hour period of time.
5. CBTS faculty will provide course information to iSchool registrants at least one week before the course begins to provide an orientation to the course and to address special course needs. This information includes a course syllabus, equipment needs, suggestions for how to succeed in the iSchool course, procedures for turning in work, taking exams, and information

regarding technical support. In addition, iSchool faculty will provide information regarding library materials needed for research projects. A variety of strategies may be used to conduct the pre-course orientation including videotape, telephone conferencing, special print materials, etc. This information will also be made available to the Vice President of Academics, the Registrar, the division chair and the student's advisor.

6. CBTS faculty will be available by appointment for office visits with iSchool students.
7. CBTS faculty will grade all assignments within two weeks of receiving them from the student.
8. CBTS faculty will adequately review all student projects and student performance with iSchool students.
9. CBTS faculty may use the following approaches to build an iSchool course:

Build the course for iSchool delivery by recording each class lecture.

Build the course for iSchool delivery by preparing a manuscript and or power point presentations of each lecture. Students would be required to read the manuscript and interact with the material as directed by the professor.

Build the course for iSchool delivery by preparing projects, weekly discussion, etc. The goal is to maintain weekly contact with the students.

Build the course for iSchool delivery creatively or with a combination of methods.

10. CBTS iSchool courses will be part of the faculty course workload as detailed in the Faculty Handbook.

iSchool Assessment

1. CBTS iSchool students will complete an iSchool course evaluation that will be submitted with the last course assignment. The iSchool course evaluation is available in the Academic Office. Final Grades will be

withheld from students who do not complete course evaluations.

2. CBTS iSchool course evaluations will be compared with the outcomes of resident courses to ensure consistency in quality and result.
3. The Vice-President of Academics and the Academic Committee will evaluate the CBTS iSchool annually in light of the following criteria:
 - a. Is the iSchool purpose being maintained?
 - b. Do iSchool course offerings fit the established criteria?
 - c. Are all state and federal criteria being met?
 - d. Are iSchool course offerings transferable to other accredited seminaries?
 - e. Is there sufficient contact between the student and the professor?
 - f. Is there an honest presentation of iSchool to the public?
 - g. Are ethical practices being followed?
 - h. Is iSchool part of the seminary budget and being properly funded?
 - i. Were iSchool course assignments graded in a timely manner?