Office of Continuing Education

STUDENT/ CERTIFICATE PROGRAM HANDBOOK

2016-2018

Campus and Location

The beautiful 88-acre campus is situated on top of a wooded range of hills overlooking the city of New Ulm, Minnesota. New Ulm, a Minnesota Star City with a population of 13,522, is located on US Highway 14, 100 miles southwest of Minneapolis. Martin Luther College is located on Center Street between Highland and Summit Avenues. For more information visit the Martin Luther College website at www.mlc-wels.edu.

Accreditation

Martin Luther College is accredited as a baccalaureate degree and master degree-granting institution by The Higher Learning Commission of the North Central Association of Colleges and Schools. (www.hlcommission.org, 312-263-0456)

Registration

Martin Luther College is registered with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. (Minnesota Office of Higher Education / 1450 Energy Park Drive, Suite 350 / St. Paul, MN 55108 / www.ohe.state.mn.us / 651-642-0533)

Mission Statement

The mission of Martin Luther College is to train a corps of Christian witnesses who are qualified to meet the ministry needs of the Wisconsin Evangelical Lutheran Synod (WELS) and who are competent to proclaim the Word of God faithfully and in accord with the Lutheran Confessions in the Book of Concord.

To fulfill this mission, Martin Luther College carries out all instruction and programs of student life according to the gospel as revealed in the inspired Word of God. With the guidance of the Holy Spirit, the college desires

- To strengthen the student in a consecrated spirit of love for God and his Word;
- To educate the student for faithful, capable, intelligent citizenship in today's world;
- To assist the student in acquiring the knowledge, attitudes, and skills needed for service in the church and for lifelong learning; and
- To encourage the student in developing and demonstrating a heart for service in the church, community, and world.

To meet the current ministry needs of the WELS, Martin Luther College

- Prepares men for pastoral training at Wisconsin Lutheran Seminary;
- Prepares men and women for service as teachers and staff ministers in the synod's churches, schools, and other institutions;
- Prepares men and women for other church ministries, both full- and part-time, responding to the needs of the WELS;
- Prepares international students for ministry in partnership with WELS mission fields; and
- Provides programs of continuing education that meet the ministerial needs of the WELS.

Non-Discrimination Policy

Martin Luther College does not discriminate on the basis of race, color, national and ethnic origin, age, sex, or marital status in the administration of its educational policies, admission policies, scholarship and loan programs, athletic, and other college-administered programs, policies, and practices. Martin Luther College, as the Wisconsin Evangelical Lutheran Synod's college of ministry, serves all without exception who meet the biblical and synodical standards for service in the ministry of the WELS.

Martin Luther College adheres to the requirements of Title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, and the ADA policy of 1990.

Contact Information

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Enrollment Criteria

Courses are available for the following students.

- Martin Luther College Undergraduate Students

  o Students eligible for fall semester enrollment may enroll in summer session courses. Generally undergraduate students do not enroll for semester one and two courses through the Office of Continuing Education. Exceptions are considered on an individual basis.

- Synod Certification Students

  o To obtain synod certification, students must enroll in our synod certification program. To inquire about the synod certification program, contact our acting Director of Synod Certification Prof. John Meyer (meyerjd@mlc-wels.edu). Required program courses for Synod Certification can be accessed on the MLC website. Select the Certification Program for which you are interested and then choose *Program Plan*. For a projected schedule of when the courses for each certificate program will be offered, select *Course Calendar*.

- Minnesota State Licensure Students

  o Students holding a (D)MLC baccalaureate degree in education who desire Minnesota licensure may enroll in courses necessary for Minnesota licensure. To inquire about the MLC Post-Baccalaureate program, contact Dr. Cindy Whaley, MLC Licensure Officer (whaleyce@mlc-wels.edu).

- Students Desiring Graduate Credit

  o To inquire about the Master of Science in Education program, contact Prof. John Meyer, Director of Graduate Studies (meyerjd@mlc-wels.edu).

  o Other students who are not enrolled in the master's program may enroll in graduate courses. Students must hold a baccalaureate degree in education to enroll. A maximum of nine graduate credits may be taken before enrollment in the master's program is required. Students who have applied for and been accepted in the master's program have first priority in graduate courses.

- High School Students

  o Qualified high school students may enroll in select online college courses. See listing of courses later in this bulletin.

  o Note: MLC participates in the Minnesota Post-Secondary Enrollment Option (PSEO) program. To inquire about the PSEO program, contact Prof. Mark Stein, Director of Admissions (steinma@mlc-wels.edu).

- General Students

  o Transfer students and individuals taking courses for professional development may enroll. Applications are evaluated on an individual basis.

Course Registration Information

Students register for continuing education courses online through the MLC website. Payment in full is due on or before the first day of class.

Withdrawal Process

Undergraduate students who wish to withdraw from courses must notify the Office of Continuing Education at continuinged@mlc-wels.edu and the instructor.

Graduate students who wish to withdraw from courses must notify the Office of Continuing Education, the instructor, and the director of graduate studies.

Students must follow time period guidelines within which an approved withdrawal may be made. The guidelines are found on .

Student Credit Load

To be classified as a full-time continuing education or graduate student, a student must be enrolled in six credit hours. Half-time status is defined as enrollment in three to five hours. A student may overload to a maximum of nine credit hours during the summer or 12 hours during the fall or spring. Permission from the director of continuing education is required to overload.

Audit

Students may audit courses. Auditing courses requires attendance and participation but does not require examination or major assignments. Audit students pay the same rate of tuition and fees as student taking courses for credit.

Incomplete Course Work

A grade of Incomplete may be assigned when, at the end of the term, students have not completed all course work. An incomplete is given only when the completed work is of satisfactory quality and, in the determination of the instructor, students have a valid reason for not finishing the requirements. A first semester incomplete must be converted to a permanent grade by mid-term of the second semester, a second semester incomplete by July 31, and a summer session incomplete by midterm of the first semester, or the permanent grade is recorded as an F.

Minimum Enrollment

A minimum enrollment of three students is generally required for courses to be offered. Ultimately, it is the decision of the director of graduate studies whether a course is offered.

Tuition and Fees

Per-credit tuition is set by the administration of Martin Luther College. Visit our MLC website to view current fees for tuition, non-credit courses, webinars, registration, technology, computer access, and room & board (for summer on-campus courses). Payment is due the first day of the course.

Purchasing Books

Students purchase books from bookstores or from online vendors of their choice.

Payment Policies

- Courses offered during the 2016-2017 school year will require full tuition and fee payment due the first day the course begins.

- Changes beginning the fall semester of 2017-2018:
    - Registration and technology fees will be eliminated, but a small percentage fee will be accessed when making payments online.
    - Students registering for webinars, workshops, seminars, in-services, clock-hour, or 1-credit courses will need to submit full payment online at the time of registration in order to complete the enrollment process.
    - Payment of a 2- or 3-credit course will be due in full the first day the course begins.

- Past due financial accounts must be paid in full before a student can complete course registration for another MLC continuing education offering or semester, unless an exception has been granted by the director of graduate studies and continuing education.

- The college will not issue diplomas or official transcripts to students with outstanding financial obligations.

- MLC reserves the right to change its billing and payment policies at any time.

Billing Procedures

- An initial statement is issued when a student registers for a continuing education offering. Registration may be online, over the telephone, or in person. A student will receive an initial statement within three working days after registration. The online registration process will automatically generate invoices for students who register through MLC Portal. Students who register via any other method will receive their statements either in person or via email attachment. No additional statements will be issued unless the student fails to meet the payment deadline. Students are expected to pay in full from the initial statement by the first day of the continuing education offering.

- Failure to meet payment deadlines places a student in delinquent status and will result in the following actions.
    - **Students whose course is longer than ten days**: The student has a ten
    - -day grace period from the start of the course for payment to be received. A past due notice will be issued via email during the grace period. If no payment is received during this grace period, the student is typically barred from further participation until satisfactory payment or plan for payment is made.
    - **Students whose course is less than or equal to ten days**: A past due notice will be issued if payment is not received by the first day of the continuing education offering.

- If full payment, or approved arrangement for full payment, is not received within ten business days of the first day of the continuing education offering, a subsequent (2nd) past due notice will be sent via email and postal mail, and a $10 administrative fee will be charged to cover college expenses.

- If neither a full payment nor a satisfactory payment plan is received within 30 days following either the end of the continuing education offering, the student's withdrawal, or the student's removal, the Office of Continuing Education will issue an additional past due (3rd) notice via email and postal mail informing the student that full payment must be received within the next 30 days or the account will be turned over to a collection agency. A $10 administrative fee will be charged for costs associated with a third mailed statement.

- Summary for courses **longer than ten days**:
    - *Course start date:* Payment due in full.
    - *During the ten-day grace period:* Past due email notice sent.
    - *After the ten-day grace period:* Student barred from course. Second past due notice is sent via email and postal mail. $10 administrative fee is charged to cover costs associated with a postal mail. Student is responsible for all course and administrative fees and any tuition that is not eligible to be refunded. Upon satisfactory payment or approved plan for payment, the student is reinstated in the course.
    - *30 days following course end date, student withdrawal, or student removal:* If course payment is not received in full or satisfactory payments according to an approved plan received, a third past due notice is sent, and an additional $10 administration fee is charged to the student.
    - *60 days following course end date, student withdrawal, or student removal:* Final past due sent and $10 fee charged.
    - *90 days following course end date, student withdrawal, or student removal:* Account turned over to collection agency.

- Summary for continuing education (CE) offerings **less than or equal to ten days**:
    - *CE offering start date:* Payment due in full.
    - *Payment not received by CE offering start date:* Past due email notice sent.
    - *Ten days from CE offering start date:* Second past due notice is sent via email and postal mail. $10 administrative fee is charged to cover costs associated with a postal mail.
    - *30 days following CE offering start date:* If course payment is not received in full or satisfactory payments according to an approved plan received, a third past due notice is sent, and an additional $10 administration fee is charged to the student.
    - *60 days following CE offering start date:* Final past due sent and $10 fee charged.
    - *90 days following CE offering start date:* Account turned over to collection agency.

- The college accepts credit (Visa, MasterCard, and Discover) and debit cards for payment on student accounts. Beginning the fall of 2017-2018, a small percentage fee will be added for online payments.

Billing Error or Dispute
Errors or disputes about a charge are first addressed to the Financial Services billing department informally via email, phone, etc. If the matter is not resolved informally, the student writes a letter detailing a description of the presumed error and the dollar amount. The letter is addressed to the director of financial services, who makes the final determination concerning the error or dispute.

Refunds and Grades
Withdrawals affect refunds and grades. The following charts relate the length of the course, the time of withdrawal, and the impact on refunds and grades.

- **Five business days from email billing:** Full refund of tuition and fees.
- **From five business days after billing to the days listed in the following chart:** Full refund of tuition; no refund of fees.
- **Beginning with the fall 2016 semester,** fees will be refunded until the first day of the course.

Length of the course	Time period within which a withdrawal may be made to receive a full tuition refund.
Regular semester	*First two weeks*
8 week	*First week*
3 week	*First three days*
2 week	*First two days*
1 week	*First day*

- **From the days listed above until 60% of course completion:** Pro rata refund of tuition according to partial refund guidelines; no refund of fees. Course percentage refers to the ratio of course days completed to total course days.
- **From 60% to end of course:** No refund.

Length of the course	Time period within which an approved withdrawal may be made *(Grade is recorded as a W).*	Time period after which a withdrawal will result in a grade of F.
Regular semester	*Beginning of course through two weeks after midterm*	*Beyond the second week after midterm*
8 weeks	*Beginning of course through the fifth week*	*The sixth week and beyond*
3 weeks	*Beginning of course through the second week*	*The third week*
2 weeks	*The first week*	*The second week*
1 week	*Beginning of course through the third day*	*The fourth day or beyond*

Non-Refundable Fees
During the 2016-2017 school year, registration and technology fees are non-refundable once the course begins.

During the 2017-2018 school year, registration and technology fees will not be assessed.

Course Offerings
 Information about course offerings is available on the MLC website.

Courses for Martin Luther College Undergraduate Students
- MLC undergraduate students may take any undergraduate course offered in summer session.

- Only under special circumstances can undergraduate students take graduate or continuing education courses. Check with advisor, dean, and director of graduate studies and continuing education for permission.

- Students are responsible for ensuring that courses taken through graduate studies and continuing education fulfill degree requirements.

- Credits earned through graduate studies and continuing education apply to a student's cumulative grade point average (GPA). This has implications for determining a student's academic good standing.

Courses for Synod Certification Students
THE1001   Biblical History & Literature I
THE1002   Biblical History & Literature II
THE2001   Biblical History & Literature III
THE3001   Christian Doctrine I
THE3002   Christian Doctrine II
THE4001   Lutheran Confessional Writings
EDU3215   Teaching Religion (not available online)
EDU9540   Principles of Christian Education (not available online)

- The first six courses are available online following a projected schedule of online religion courses. The Elementary Synod Certification Program Plan is available on the MLC website.

- A student must take one theology course before taking Lutheran Confessions.

Courses for Minnesota State Licensure Students
Because the Post-Baccalaureate program is tailored to the individual needs of students, contact the MLC Licensure Officer, Dr. Cindy Whaley (whaleyce@mlc-wels.edu), for applicable courses and requirements.

Courses for Students Desiring Graduate Credit
Graduate courses are offered in both semesters and in summer session. A schedule for long-term course calendar, course calendar by semester, and other graduate information can be found on the MLC website.

Online Courses for High School Students

Qualified high school students may enroll in select online college courses to earn college credit.

- Admission requirements:
  - senior students with a cumulative GPA of 3.25 or higher, or high school junior student with a cumulative GPA of 3.5 or higher
  - approval of high school's guidance counselor or principal
  - adequate computer skills

- Students need a scheduled time during the school day for the course and need school internet access. The high school needs to assign a faculty member who will act as proctor for the class, arranging for local support and guidance, as well as test proctoring.

- Course offerings change over time, but the following are examples of courses offered for dual college and high school credit:

ENG1304	Literature Seminar: The Challenge of Faith
ENG1305	Literature Seminar: Family and Identity
ENG1306	Literature Seminar: Leisure and Labor
ENG1303	Rhetoric & Composition
HIS2113	Modern West
MTH1010	Introduction to Contemporary Mathematics
MTH1011	Mathematics: A Human Endeavor
MTH2010	Calculus I
MTH2020	Elementary Statistics
MTH2022	Discrete Mathematics
MUS2201	Introduction to Fine Arts
PSY2002	Psychology of Human Growth & Development

Courses for General Students

Transfer students, graduates, and others may take courses through the Office of Continuing Education. Applications are evaluated on an individual basis.

On-Campus Courses

Residence hall housing and meal services are available on campus. Additional fees apply. Contact the Office of Continuing Education for more information.

Off-Campus Courses

Off-campus courses are scheduled in off-campus locations according to expressed need in a particular area and staffing availability. The director of continuing education schedules these courses. For staff ministry certification and synod certification, the director consults with the director of Staff Ministry and/or the director of Synod Certification. The scheduling of these three-credit extension courses is varied to accommodate the instructor and participants. These may be scheduled for one evening a week over an extended period of time, or as intensive weekend modules, or as a very intensive week-long course.

For scheduling of other courses, the director consults with parish school coordinators and teachers conference personnel.

INDIVIDUAL CERTIFICATE PROGRAMS

Introduction

Martin Luther College offers a variety of certificate programs with the goal of providing additional education opportunities for pastors interested in chaplaincy and for active teachers. Specialized training is offered in the following areas:

- Educational Technology Certificate (ETC)
- Teaching Online Certificate (TOC)
- WELS Evangelism Certificate (EvC)
- WELS Chaplain Certificate (CC)
- WELS Mentoring and Coaching Certificate (MCC)

Online Method of Instruction

- All certification courses are conducted online. More information about the individual certificate programs is available at the MLC website.
- Registered students receive a password to access the course via the internet, where they will open their lessons.
- Enrolled students work on the course when they have time each day, instead of having to login at a certain time.
- Their assignments will include reading materials from a textbook or an online source, writing reports, formulating reactions, participating in online discussions with fellow students and the instructor via a discussion format tool in Moodle, and an assignment activity that each student completes and submits to the instructor via an assignment tool in Moodle. Many of the undergraduate courses also have exams.

Educational Technology Certificate (ETC)

- *Purpose:*
  - The Martin Luther College (MLC) Educational Technology Certificate (ETC) program is designed for teachers in schools seeking to develop skills and strategies for integrating technology into a variety of preK-college curricular settings. The intent of this program is to foster a real connection between technology and learning. Participants who successfully complete the program will demonstrate proficiency in the use of computers and computer-based technologies to support problem solving, data mining and collection, information sharing, and decision making. Completion of this program will also introduce participants to educationally pertinent media literacy, ethical standards, and legal issues.

  - While the ETC program is not a degree-granting program, those who are already certified teachers can use the certificate to demonstrate that they are qualified to teach and lead in an environment where technology and education coexist.
- *Program:*
  - Participants who complete 15 credits of ETC program coursework are issued an Educational Technology Certificate through MLC. Those who complete the program can use the certificate in a variety of fields: as a scholastic technology consultant, a dynamic lead instructor, an administrative specialist, or an educational technology coordinator. ETC courses can also be used to build a foundation for the Master of Science in Education program offered through MLC. View the ETC program plan including course offerings on page 16-18.

- All courses will be available through online instruction, but occasionally face-to-face or hybrid options might be offered too.
- *Entrance Requirements:*
  - Bachelor's degree in education or a bachelor's degree while currently teaching

Teaching Online Certificate (TOC)
- *Purpose:*
  - The Teaching Online Certificate (TOC) program offered through Martin Luther College (MLC) is designed for educators seeking to develop and enhance the skills and strategies needed to become highly effective online teachers. Participants that successfully complete the program will demonstrate proficiency in the design, construction, and teaching of online courses through a Learning Management System (LMS).

  - Teachers can use the certificate to demonstrate that they are qualified to design and construct online courses and teach in an online environment.
- *Program:*
  - All courses will be available through online instruction. Participants who complete 9 credits of TOC program coursework will be issued a Teaching Online Certificate through MLC. Depending on course selection, the 9 credits earned in the TOC program can transfer directly into the Master of Science in Education program offered through MLC. View the TOC program plan including course offerings on page 16-18.
- *Entrance Requirements:*
  - Bachelor's degree in education or bachelor's degree while currently teaching

WELS Evangelism Certificate (EvC)
- *Purpose:*
  - The Evangelism Certificate (EvC) program is intended to be used by lay and/or called workers in congregations to gain the understanding and skills to lead, create, and participate in congregational evangelism efforts.

  - The goals of the Evangelism Certificate program are to develop congregational evangelism leaders who understand the scriptural foundation for a congregation's evangelism ministry, can evaluate and plan congregational evangelism efforts, are equipped to give an answer for the hope they have in Christ (1 Peter 3:15), and seize opportunities for personal evangelism in all aspects of their lives.
- *Program:*
  - Participants in the program will complete three online 1-credit courses to earn an Evangelism Certificate. These three 1-credit courses were developed with the goal of keeping costs low and the time commitment reasonable for the participants. View the EvC program plan including course offerings on page 16-18.
- *Entrance Requirements:*
  - A WELS pastor or a WELS pastor's recommendation
  - High school diploma or higher
  - Ability to take online courses

WELS Chaplain Certificate (CC)

- *Purpose:*
  - o The WELS Chaplain Certificate (CC) program exist to help address the challenges that face WELS chaplains in meeting requirements to gain access and to carry on ministry with public or private healthcare agencies, in hospitals or correctional facilities, on military installations, and with public safety agencies.

  - o The WELS Chaplain Certificate program also exists to assist certified chaplains to receive ongoing education and training opportunities so that they may enhance and increase their skill sets as they learn new insights for sharing the love of Christ with others.

  - o The scope of the WELS Chaplain Certificate is only to certify that a prescribed curriculum has been successfully completed. It demonstrates to public institutions that the chaplain has completed a certain level of spiritual guidance training appropriate to serve those within that institution.

  - o The WELS Chaplain Certificate enhances, or augments, one's existing qualifications for ministry. The program applies biblical truths to the issues encountered by chaplains. It does not provide theological training, so the candidate must already have a basic understanding of God's Word and Christian doctrines. By itself, the certificate does not qualify one for a call into public ministry or employment as a spiritual leader in a church or any other institution.

  - o The WELS Chaplain Certificate program also requires continuing education units for graduates to retain certification.
- *Program:*
  - o Participants in the program will complete four basic courses (12 credits) and four electives (12 credits). The electives are offered for those who want to specialize in a particular area of chaplaincy. View the [CC program plan](#) including course offerings on page 16-18.
- *Entrance Requirements:*
  - o Official transcripts of highest degree earned
  - o Membership in the WELS or denomination in fellowship with WELS
  - o Ability to spend at least 10 `hours per week for each semester-long 3-credit college course
  - o Ability to take an online course (computer and internet access required)
  - o Ability to take a one-week seminar at Wisconsin Lutheran Seminary-Mequon WI

WELS Mentoring and Coaching Certificate (MCC)

- *Purpose:*
    - o The Mentoring and Coaching Certificate (MCC) program offered through Martin Luther College (MLC) is designed for educators seeking to support other teachers through instructional mentoring/coaching. Participants who successfully complete the program will demonstrate proficiency in the language, skills, and strategies necessary to accelerate a beginning teacher's practice along a continuum of teacher development.
    - o Teachers can use the certificate to demonstrate that they are qualified to increase teachers' growth and instructional practice through mentoring/coaching.
- *Program:*
    - o Participants who complete nine credits of MCC program coursework will be issued a Mentoring and Coaching Certificate through MLC. The nine credits earned in the MCC program can transfer directly into a Master of Science in Education through MLC. All courses will be available through online instruction, but occasionally face-to-face or blended options might be offered too. View the MCC program plan including course offerings on page 16-18.
- *Entrance Requirements:*
    - A teacher who . . .
    - o Has a minimum of three years of effective classroom teaching
    - o Is recognized as an exemplary Lutheran teacher and Christian role model by administrators, colleagues, and community
    - o Demonstrates the ability to actively listen and collaborate with all members of a school community
    - o Actively participates in ongoing professional development

Application for Certificate Program Admission

Individuals desiring to earn a certificate must first be accepted into a certificate program. An application can be submitted through the MLC website. Choose the certificate program you desire and select "application." Letters of recommendation must be sent to the director of continuing education for those programs that require it. Letters can be sent via mail, email (meyerjd@mlc-wels.edu), or fax (507-354-8225). Once students have been notified by mail that they have been accepted into the program, they may register for courses online.

Acceptance into Certificate Program

Once the certificate application is received by the Continuing Education Office, if all the information is complete and the candidate meets all the qualifications, the applicant will be approved and accepted into the program.

Program Plans and Course Descriptions

Information regarding each program plan can be viewed on the MLC website. Choose your desired program and select "program plan." To view course descriptions, click on the links below:

- Educational Technology Certificate Course Descriptions
- Teaching Online Certificate Course Descriptions
- WELS Evangelism Certificate Course Descriptions
- Chaplain Certificate Course Descriptions
- Mentoring and Coaching Certificate Course Descriptions

EDUCATIONAL TECHNOLOGY CERTIFICATE PROGRAM (ETC)

Course No.	Course	Credits		Date Taken
EDT5001	Enhancing the Curriculum with Technology	3	**Required Core Course** 3 credits needed	
	Total Required Credits	**3**		
	Elective Courses *(choose twelve credits from the following)*			
EDT5002	Emerging Technologies	3	**Elective Courses** 12 credits needed	
EDT5003	Multimedia Technologies	3		
EDT5004	Coordinating Technology in Education	3		
EDT5005/9501	Teaching Online	3		
EDT5006/9502	Designing and Constructing Online Courses	3		
EDT5007	Google Technologies in Education	3		
EDT8001	Activities in Using the SMART Board	1		
EDT8006	Assistive and Remedial Technologies	1		
EDT8007	Digital Music	1		
EDT8008	Basic Photo-Manipulation	1		
EDT8011	Dynamic Classroom Presentations	1		
EDT8012	Webpage Design and Construction	1		
EDT8013	Designing and Constructing Church/School Websites	1		
EDT8015	Technology Project	1		
EDT8017	Using Google Tools to Communicate, Create, and Collaborate	1		
EDT8018	SMART Board for Intermediate Users	1		
EDT8101	Technologies for Preschool – 2nd Grade	1		
EDT8102	Tablet Apptivities for Preschool – 2nd Grade	1		
EDT8501	Multimedia Apps for the Classroom	1		
EDT8601	Google Apps for Education Administration	1		
	Total Program Credits Needed	**15**		

CHAPLAIN CERTIFICATE PROGRAM (CCP)

Course No.	Course	Credits		Date Taken
THE9520	Communicating Forgiveness	3	**Required Core Courses** 10 credits needed	
THE9521	A Scriptural Approach to Addiction Counseling	3		
THE9522	Chaplaincy Issues and Fieldwork	3		
THE9532	Chaplaincy Issues and Fieldwork Seminar	1		
	Total Required Credits	**10**		
	Elective Courses *(choose one)*			
THE9523	Ministering to the Incarcerated and Their Families	3	**Elective Courses** 3 credits needed	
THE9524	Frontline Chaplaincy	3		
THE9525	Geriatric and Care Facility Ministry	3		
THE9601	The Spiritual Side of PTSD	3		
	Total Program Credits Needed	**13**		

TEACHING ONLINE CERTIFICATE PROGRAM (TOC)

Course No.	Course	Credits		Date Taken
EDT5005*/9501	Teaching Online	3	**Required Core Courses**	
EDT5006*/9502	Designing and Constructing Online Courses	3	*6 credits needed*	
	Total Required Credits	**6**		
	Elective Courses *(choose three credits from the following)*			
EDT5001*	Enhancing the Curriculum with Technology	3	**Elective Courses**	
EDT5002*	Emerging Technologies	3		
EDT5003*	Multimedia Technologies	3	*3 credits needed*	
EDT5007*	Google Technologies in Education	3		
EDT8006	Assistive and Remedial Technologies	1		
EDT8011	Dynamic Classroom Presentations	1		
EDT8012	Webpage Design and Construction	1		
EDT8015	Technology Project	1		
EDT8017	Using Google Tools to Communicate, Create, and Collaborate	1		
EDT8501	Multimedia Apps for the Classroom	1		
EDT8601	Google Apps for Education Administration	1		
	Total Program Credits Needed	**9**		

EVANGELISM CERTIFICATE PROGRAM (EvCP)

Course No.	Course	Credits		Date Taken
THE9101	The Mission of the Church	1	**Required Core Courses**	
THE9102	Practical Evangelism for Congregations	1	*3 credits needed*	
THE9103	Friendship Evangelism	1		
	Total Program Credits Needed	3		

MENTORING AND COACHING CERTIFICATE PROGRAM (MC)

Course No.	Course	Credits		Date Taken
EDU5901	Instructional Mentoring	1	**Required Core Courses**	
EDU5903	Observation and Conferencing	1	*9 credits needed*	
EDU5904	Coaching in Complex Situations	1		
EDU5905	Using Data to Inform Instructions	2		
EDU5906	Designing Effective Instruction	1		
EDU5907	Conditions for Equitable Instruction	1		
EDU5908	Understanding, Supporting, and Facilitating a Professional Development Plan/Mentoring as Leadership	2		
	Total Program Credits Needed	9		

Certificate Course Calendar

Information regarding when courses will be offered can be viewed on the MLC website, https://mlc-wels.edu/continuing-education/certificate-programs. Choose a program and select "Course Calendar."

- o Education Technology Certificate

- o Teaching Online Certificate

- o WELS Evangelism Certificate

- o WELS Chaplain Certificate

- o WELS Mentoring and Coaching Certificate

Certificate Program Completion Application

Upon fulfilling all the required courses for certification, students will complete an application for program completion through the MLC website and return it to the Office of Continuing Education for review. Certification will then be granted by Martin Luther College.

Process to Attain a Program Certificate

Educational Technology/Teaching Online/WELS Evangelism/Mentoring & Coaching Certificates

- The candidate submits an application to the MLC Office of Continuing Education.
- The application is reviewed. If all information is complete and the candidate meets the qualifications, the applicant may be accepted into the program.
- After acceptance, the applicant is assigned to an advisor who will assist in setting up a program of study and practice. *(Does not apply to Evangelism Certificate)*
- The applicant will fulfill the required courses for certification.
- Upon successful completion of the requirements, the applicant will complete an application for program completion through the MLC website.
- Certification is granted by Martin Luther College.

WELS Chaplain Certificate

- The candidate submits an application to the MLC Office of Continuing Education.
- The application is reviewed by an application review team, and professional and personal references are contacted.
- If all information is complete and the candidate meets the personal and spiritual qualifications, the applicant will be accepted into the program.
- After acceptance the applicant is assigned an advisor who will meet with the applicant (face-to-face, if possible) to set up a program of study and practice.

- The advisor and applicant will review the applicant's previous work and study experience and grant experiential learning credit where possible.
- If necessary, the advisor will assist the applicant in identifying a clinical pastoral education (CPE) course that will fulfill an elective of the program.
- The applicant will fulfill the required courses for certification.
- Upon successful completion of the requirements, the applicant will complete an application for program completion through the MLC website.
- Certification is granted by Martin Luther College for an initial period of three years.
- Continuing education units of credit (CEUs) will be required to maintain one's certification.
- Certificate renewal and CEUs are managed by the WELS Chaplain Certification Committee of the Commission on Special Ministries.
- Ecclesiastical endorsement is completed through the candidate's church body.
- WELS candidates receive ecclesiastical endorsement through their district president.
- The application for the WELS Chaplain Certificate Ecclesiastical Endorsement can be found online.

Study Tours
Participants may earn academic credit or audit the tours. Study abroad information is available on the MLC website. Contact the Office of Continuing Education for more tour information.

Immersion Programs
The Continuing Education Office works with the course instructor to administer a five-week Spanish Immersion Program and a six-week Chinese Immersion Program. For more information contact Prof. Paul Bases at basespa@mlc-wels.edu about the Spanish Immersion Program and Prof. Tingting Schwartz at zhangt@mlc-wels.edu about the Chinese Immersion Program.

Master of Science Programs
- **Master of Science in Education**
  The Master of Science in Education is an online degree program offered to Christian educators and leaders who want to make a positive difference in their churches, schools, and communities. Students are encouraged to be reflective, competent, and dedicated educators of children. More Master of Science in Education information is available on the MLC website. Students in this program choose to focus their studies in one of four areas of emphasis:
    - Instruction
    - Leadership
    - Special Education
    - Educational Technology

- **Master of Science in Educational Administration**
  The Master of Science in Educational Administration is an online degree program that provides training to meet the Wisconsin Evangelical Lutheran Synod principal and early childhood director standards. It is designed for persons who have an undergraduate degree in education from an accredited college or university. Upon successful completion of the graduate program, students are awarded the Master of Science degree in Educational Administration (MS Ed Admin). More information about the Master of Science in Educational Administration information is available on the MLC website. Students in this program choose to focus their studies in one of two areas of emphasis:
    - Principal
    - Early Childhood Director

Organist and Choir Director Courses
This program offers off-campus training for organists and choir directors. Typically the synod's district worship coordinators determine the need for a workshop for organists or choir directors in their district and make arrangements to hold these courses at a specific site and date through the Graduate Studies and Continuing Education Office. The Music Division chairman is contacted for suitable workshop leaders. All financial and coordination arrangements are handled through the Graduate Studies and Continuing Education Office.

Pastors' Summer Quarter and Institute
Wisconsin Lutheran Seminary offers a one-week Pastors' Summer Quarter course for credit every summer on the MLC campus. Register through the Wisconsin Lutheran Seminary website.

Satellite Courses

Martin Luther College offers satellite, credit, and non-credit courses designed for teachers. The Continuing Education Course Catalog for satellite courses is available on the MLC website. Each satellite course involves 12.5 hours of face-to-face instruction. When taken for credit, the student can expect an additional 25 hours, which includes pre-course reading or preparation and perhaps assignments or a test to be completed after the course. Satellite courses may be scheduled on weekends, evenings, or during the day. Satellite courses are designed especially for persons in the field to add breadth to education experiences that impact their teaching. Credits or clock hours earned through in-service courses are often used to maintain teaching licenses. Credits earned are undergraduate credits.

The Continuing Education Office strives to meet the needs of the synod's districts by bringing satellite courses to the people in the field. Requests for satellite courses are made to the district coordinator or directly to the director of continuing education. Arrangements for scheduling are made by the Graduate Studies and Continuing Education Office. The district coordinator or a designate helps publicize the course and makes whatever local arrangements are necessary. The Graduate Studies and Continuing Education Office advertises, registers, collects tuition, and pays instructors. These courses are typically taught in summer, but there may also be requests for them during the year.

Programs for Early Childhood Education

The religion and professional education courses are designed to help early childhood educators who teach or provide care for children between birth and age 8. The courses are designed to increase the participants' understanding of children's physical, cognitive, language, emotional, and spiritual development; help them better understand the important relationships among home, church, and school; and broaden their perspective on approaches and programs in early childhood education. Requests for courses are made to the Continuing Education Office. Credits earned are undergraduate credits. The following are the three Early Childhood Education Program Series Options:

- **Early Childhood Educator Series**

    - **Purpose:** The Early Childhood Educator Series is being designed to provide current early childhood teachers with a comprehensive understanding of developmentally appropriate practices in early childhood: spiritual, intellectual, physical, and emotional.

    - **Program:** Early childhood teachers are encouraged to take all 11 courses (almost all 1-credit). These courses are also being aligned to the Child Development Associate (CDA) national credentialing program so that teachers completing all 11 courses will be prepared to apply for the CDA credential. These courses are being offered online or face to face at your location.

    - **Who should enroll:** Anyone who does not have an early childhood education degree, including teachers who have an elementary or secondary education degree.

- **Early Childhood Synod Certification**

  - **Purpose:** WELS Early Childhood Teacher Certification is intended for early childhood teachers only. It does not certify early childhood directors, elementary teachers, or secondary teachers. The synod's preference is that men and women qualify themselves as early childhood teachers by graduating from Martin Luther College (MLC). However, because not all ECE teachers are graduates of MLC, these certification guidelines developed by the Conference of Presidents (COP) of the Wisconsin Evangelical Lutheran Synod seek to establish an adequate standard of teacher training that will ensure proficiency in carrying out the aims and objectives of WELS early childhood programs. In addition, these guidelines make it possible to carry out an orderly program of in-service training for early childhood teachers who are rendering a needful and valuable service in our schools but who have not yet fulfilled baccalaureate or certification requirements. Synod certification is required for early childhood directors. Registered early childhood teachers are encouraged to seek synod certification, but are not required to do so.

  - **Program:** Participants in the program will complete 12 courses (1-credit and 3-credit) plus a five-week clinical. These courses are offered online or face to face at your location.

  - **Who should enroll:** Called early childhood teachers who are not synod certified or licensed early childhood teachers who want to prepare to teach in a WELS school.

- **Early Childhood Outreach Essentials**

  - **Purpose:** Lutheran early childhood teachers strive to connect their students and families to Christ and the local congregation.

  - **Program:** Participants in the program will complete five basic courses (1 credit each). These courses are offered online or face to face at your location.

  - **Who should enroll:**
    - Licensed and synod-certified early childhood teachers who want to maximize the outreach potential of their preschools.
    - Anyone who does not have an early childhood education degree or teachers with an elementary or secondary education degree.

Network Services

The Office of Network Services will be open Monday - Thursday 7:30 am - 4:00 pm and 7:30 pm-10:30 pm; Friday 7:30 am - 4:00 pm; and Sunday 7:30 pm to 10:30 pm. You can contact Network Services by phone at 507.233.9100. Information concerning Network Services is also available online; go to the MLC website, https://mlc-wels.edu/network-services, to submit a support request, reset a password, or find answers to questions.

Computer Hardware/Software

It is the student's responsibility to ensure that they have a computer system that meets or exceeds the minimum hardware and software specifications to participate in an online course. A detailed listing of current Computer Requirements for Online Courses is posted on the MLC website. Note that the minimum specifications may result in slow access speeds and lead to some frustration. Some courses may have additional hardware and/or software requirements, as specified by the course instructor.

The MINIMUM Software Requirements

- Word Processing Software
  - You must be able to save and read files created by Microsoft Word, which will be used by most course instructors. Microsoft Word 2007 or newer (or other equivalent software) is preferred.

- Web Browser
  - Please install the latest version of one of the following browsers:
    - Microsoft Internet Explorer
    - Mozilla Firefox
    - Google Chrome
    - Apple Safari

  - We cannot guarantee compatibility with all versions of all browsers. If you have problems, please update your browser, try out another browser, or contact MLC Network Services.

- Email Software
  - You are required to have access to email, including the ability to send and receive attachments.
  - MLC provides all students with Gmail accounts, which include access to Google Apps that are used in some courses. We strongly suggest that students use their Google email addresses for all coursework correspondence.

- Other Software
  - Depending on your course, you may be required to download and install other free plugins to access streaming media or other web materials.
  - PDF File Support: Your course may require the reading of files in PDF format. Make sure you install either Adobe Reader or another program that allows you to read PDF files.
  - Some courses may also use video feed, in which case you will need Real Player or Windows Media Player. Other courses may require PowerPoint. See the course syllabus for specific requirements.

Technical Skills

Students are assumed to have general computing, word processing, and internet browsing skills. Learning these skills is not part of any course in the graduate program. Students deficient in any of these skill areas are encouraged to obtain these skills prior to enrollment in any graduate level course. Instructors can assist with course software and procedures, but they are not equipped to assist you with your computer and its installed programs and settings. It is the student's responsibility to seek out technical assistance as needed from a local resource person.

Time Required for an Online Course

Traditional 3-credit face-to-face courses require students to be in class for 37.5 class hours in a semester, with additional time spent outside of the classroom. Online students may expect to commit to 115 hours per semester, which translates to seven to eight hours per week. In courses taught during the eight-week summer term, the material must be covered in half the time of a regular semester course; therefore, students should expect a time commitment of 14 to 16 hours per week. Some students may require a greater or lesser time commitment depending on prior knowledge, reading speed, and study habits. Online courses require a discipline and a time commitment that can be a challenge for some students. Most instructors give specific suggestions for time management. Instructors will monitor online time and will take the responsibility and initiative to contact students regarding progress or lack of progress. Extensions may be requested in instances involving illness or serious family issues.

Online Resources

- **How to Access Your Course on Moodle**
  - Prior to the start of an online course, course instructors send out information to registered students providing them with the course and information on how to access the course in Moodle. Current information on accessing a course in Moodle can always be accessed online on the MLC website.
- **Working with Moodle**
  - Many documents have been created by Martin Luther College to assist students while working in the Moodle course management system. A listing of frequently asked questions (FAQ) as well as current documents can always be accessed at the MLC website.

Textbooks

Many online courses will use the same textbook used in a face-to-face version of the course. However, some online courses access all course materials directly via the internet at no additional cost. Several weeks prior to the start of an online course, the course instructor will send you the course syllabus, which will contain the materials you need to purchase for the course as well as information on where you can purchase them. Textbook information is also listed on the MLC portal website.

Begin/ End of Online Courses

MLC online courses generally follow the same schedule as the on-campus courses for beginning and end dates. Publicity published by MLC will clearly indicate dates for courses, both online and on-campus. Midterm breaks within online courses are set at the discretion of the course instructor. Some online courses, especially in the graduate program, will begin new lessons each Wednesday because many online students have full-time jobs and have more time to work on the course material over the weekend. Details such as these will be communicated to students by the course instructor at the beginning of each course.

Online Orientation Course

Once you have registered as a new student for an online course, an account will be created for you by MLC Network Services on Thursday of each week. About a week before the start of the course, you will be sent instructions on how to access a free "Working Online with Moodle" online mini-course that will lead you through online activities commonly found in MLC online courses using Moodle. Course access will only be granted to those students who have registered to take an online course through MLC.