

ACADEMIC AND VOCATIONAL POLICIES AND PROCEDURES



I. CLASS AND ASSEMBLY ATTENDANCE

Regular and punctual attendance at all classes and assemblies (group devotions, guest speaker sessions, vocational training sessions, meals, scheduling meetings, work details, etc.) is expected of all Interns and Fellows. Interns and Fellows may miss classes or assemblies **only with prior approval** of the EXSEL Director or in the case of sudden illness or bereavement (elective absences). Once-in-a-lifetime events involving immediate family members (serious illness, graduations, births, etc.) will be considered on a case-by-case basis and will be subject to the Center Director's approval.

A. Punctuality

1. Interns and Fellows will arrive at all classes or assemblies in time to be prepared for instruction (all materials out of your bag and at-the-ready to listen and take notes) BEFORE class start time. **Preparing for class after class start time is disruptive and disrespectful.**
2. Interns and Fellows arriving more than 10 minutes late (by the instructor's or supervisor's watch) are considered absent. The absence may be removed from the Intern's or Fellow's record if sufficient reason for the absence can be provided.
3. Interns and Fellows who are less than 10 minutes late for class or assemblies (by the instructor's or supervisor's watch) are considered tardy but present for the class. If an Intern or Fellow misses in-class work or presentation due to tardiness, the EXSEL Director may choose not to allow the Intern or Fellow to make up this work. Three tardies in one semester will be counted as one absence.
4. Interns and Fellows who are late for a class or assembly will enter quietly and humbly, not calling attention to themselves or otherwise disrupting the event. Such disruptions will be counted as Disrupting an Event (see Section III, below).

B. Approved Absences

1. Interns and Fellows must provide written documentation in advance for approved absences.
2. Work missed for approved absences may be made up afterwards or completed beforehand.

C. Elective Absences

1. Elective Absences include, but are not limited to, illness and bereavement.
2. Work missed for Elective Absences may be made up at the discretion of the EXSEL Director.
3. When circumstances result in excessive absences (e.g., serious medical illness, family crisis, etc.), the Intern or Fellow will provide an explanation to the EXSEL Director in writing with supporting documentation.
4. Interns and Fellows will be permitted two Elective Absences per semester.
5. Consequences for each absence over the permitted number of elective absences per semester will be determined by the Center Director on a case-by-case basis.

II. ACADEMIC HONOR CODE

Academic misconduct includes, but is not limited to plagiarism, cheating and falsification.

A. **Plagiarism:** Plagiarism is the *intentional* failure to give sufficient attribution to the words, ideas, or data of others that the Intern or Fellow has incorporated into his/her work for the purpose of misleading the reader. In cases of plagiarism, the Center Director, under advisement of the EXSEL Director, may choose to apply significant penalties, up to and including dismissal from the program. In some cases, an Intern or Fellow may be careless and fail to give credit to the words, ideas or data of others. In such situations, plagiarism has still occurred, but the instructor may choose a lesser penalty deemed appropriate to the circumstance. In order to avoid plagiarism, Interns and Fellows must conscientiously provide sufficient attribution. Attribution is sufficient if it adequately informs and, therefore, does not materially mislead a reasonable reader as to the true source of the words, ideas, or data. Interns and Fellows who have any doubt as to whether they have provided sufficient attribution have the responsibility to obtain guidance from their instructor or other person to whom they are submitting their work. Plagiarism in papers, projects or any assignment prepared for a class may include the following:

- Omitting quotation marks or other conventional markings around material quoted from any printed source (including digital material)
- Directly quoting or paraphrasing a specific passage from a specific source without properly referencing the source
- Replicating another person's work or parts thereof and then submitting it as an original
- Purchasing a paper (or parts of a paper) and representing it as one's own work

B. **Cheating:** Cheating is a form of dishonesty in which an Intern or Fellow gives the appearance of a level of knowledge or skill that the Intern and Fellow has not obtained, provides unauthorized aid, or wrongly takes advantage of another's work. Examples include, but are not limited to:

- Copying from another person's work on an examination or an assignment
- Allowing another Intern or Fellow to copy any portion of one's work on an examination or an assignment
- Using unauthorized materials or giving or receiving any other unauthorized assistance on an examination or an assignment
- Taking an examination or completing an assignment for another, or permitting another to take an examination or to complete an assignment for the Intern or Fellow.
- Reusing a paper from a previous course without specific approval of the EXSEL Director
- Paying another Intern and Fellow to complete a course, an individual assignment or exam

C. **Falsification:** Falsification is a form of dishonesty in which an Intern or Fellow misrepresents the truth, invents facts, or distorts the origin or content of information used as authority. Examples include, but are not limited to:

- Citing a source that is known not to exist
- Attributing to a source ideas and information that are not included in the source
- Falsely citing a source in support of a thought or idea when it is known not to support the thought or idea
- Citing a source in a bibliography when the source was neither cited in the body of the paper nor consulted
- Intentionally distorting the meaning or applicability of data
- Inventing data or statistical results to support conclusions

III. SUCCESSFUL COMPLETION OF THE PROGRAM

The EXSEL Discipleship Program employs a 10,000-point system to determine if a participant satisfactorily completes the program requirements: 4,000 points for each of the Fall and Spring semesters and 2,000 points for the Summer Senior Staff period. Participants must accumulate at least 3,000 points to achieve a **Pass** for each of the Fall and Spring semesters, 1,500 points for the Summer Senior Staff period, and a total of at least 7,500 points overall to satisfactorily complete the program and be recommended for full credit. The point values for each element of a course will be posted within the course syllabi for each semester as well as in the Intern Performance Review forms. Interns are strongly encouraged to review the syllabus for each course and their Performance Review document to fully understand the point system.

Semester	Academic	Performance Review	Total	Passing
Fall	2,000	2,000	4,000	3,000
Spring	2,000	2,000	4,000	3,000
Summer	-	2,000	2,000	1,500

Points can be lost for the following infractions (each occurrence):

Infractions	Points Lost
Unexcused Absence	100
Disrupting an Event	100
Plagiarism	1,000
Cheating	1,000
Falsification	1,000
Disciplinary	As determined by Center Director

Extra Point opportunities will be considered individually. Proposals for Extra Points will be made in writing to the EXSEL Program Director.

IV. STATEMENT OF PROFESSIONAL ETHICS

White Sulphur Springs, a ministry of Officers' Christian Fellowship, is part of the heritage and community of the Body of Christ and is so defined by its doctrinal statement, its programming, and the conduct and performance of its Interns and Fellows and employees. Part of this tradition is the development of ethical standards for professional life. These standards are consistent with standards found in the Scriptures. As members of the White Sulphur Springs team, we are responsible to the principles of truth found in the Bible.

As members of the White Sulphur Springs team, we are committed to:

A. Professionalism

1. Provide and receive with humility periodic formal and informal performance reviews founded on clear biblical standards
2. Reject inappropriate or preferential relationships with any Intern, Fellow, full or part-time employee, guest, etc. apart from acceptable and established mentor or discipleship models

B. Service

1. Encourage one another to love and good deeds
2. Model and encourage spiritual maturity and be available to both give and receive biblical counsel
3. Remain available to selflessly serve our customers and colleagues
4. Attend and be prepared for both scheduled and unplanned meetings and events

C. Personal Behavior in the Work Place

1. Model biblical lifestyle, character and relationships in every aspect of our lives
2. Display respect equally for all persons
3. Reject and report any sexual misconduct, including harassment, abuse and disrespect
4. Model a disciplined approach to personal health, cleanliness, and self-respect while securing adequate rest and nutrition and abstaining from the abuse of tobacco, alcoholic beverages, illegal drugs or prescription drugs

V. FURTHER EXSEL POLICIES & GUIDELINES

There are four additional documents which reflect the policies and guidelines which shape the EXSEL program and expand on some of the topics introduced above. General policies are covered in the *EXSEL Policies and Guidelines* document and apply to both Interns and Fellows. Also applicable to both Interns and Fellows are specific policy documents entitled *Significant Romantic Relationships in a Christian Discipleship Setting* and *Personal Technology*. Applicable only to the EXSEL Fellows, but of informational value to the Interns, is the *EXSEL Fellowship General Information & Expectations* document. These four documents are provided to Interns and Fellows prior to their arrival at WSS to participate in EXSEL. Immediately following arrival and during the initial orientation period, these policy documents are read together as a group in their entirety and review/receipt is acknowledged in writing by all EXSEL participants.

***Questions and comments regarding this document
may be addressed to the EXSEL Discipleship Program Director.***