Continuing Education

STUDENT/ CERTIFICATE PROGRAM HANDBOOK

2018-2020

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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 at the 2010 census, 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 and master's 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 Graduate Studies and Continuing Education. Exceptions are considered on an individual basis.

- *Ministry Certification Students*

  o To obtain WELS teaching ministry certification, students must enroll in our certification program. To inquire about the program contact Dr. John Meyer, director of teaching ministry certification (meyerjd@mlc-wels.edu). Required program courses for Ministry 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 the MLC post-baccalaureate program. To inquire about the 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, Master of Science in Educational Administration, or Master of Arts in Theological Studies programs contact Dr. John Meyer, director of graduate studies (meyerjd@mlc-wels.edu).

  o 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 to the master's program have priority in graduate courses.

- *High School Students*

  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. Full payment for webinars, workshops, seminars, in-services, clock-hours, and 1- or 2- credit courses is due in full the day the course begins.

Withdrawal Process

Undergraduate students who wish to withdraw from courses during a fall or spring semester must fill out a drop/add form and bring it to the records office. During a summer semester, undergraduate students must notify the Office of Graduate Studies and Continuing Education at continuinged@mlc-wels.edu and the instructor.

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

Graduate students who wish to withdraw from courses must notify the Office of Graduate Studies and 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 credit hours. A student may overload to a maximum of nine credit hours during the summer or 12 credit hours during the fall or spring. Permission from the director of continuing education is required to overload.

Audit

Students may audit courses. Auditing face-to-face courses requires attendance and participation but does not require examination or major assignments. Face-to-face audits pay half of the tuition. In some cases a clock-hour-only option may be available. Auditing online courses requires completion of all course assignments and activities, but no grade or credit is issued. Online audits pay the same tuition and fees as students 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 online students or five face-to-face 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 governing board of Martin Luther College. Visit our MLC website to view current Tuition and Fees for tuition, non-credit courses, webinars, and room & board (for summer on-campus courses). Payment for all courses is due in full the first day of the course.

Credit and debit card payments are subject to a small non-refundable convenience fee assessed to the card holder. E-check payments will be assessed a non-refundable flat fee.

Purchasing Books

Students purchase books from bookstores or online vendors of their choice. Each course's book list can be located through Portal> Information> Book List.

Immersion Program Payment

Complete payment must be submitted by the immersion program due date, or additional late fees will be applied.

- March 15   Spanish Immersion due date
- May 1   German Immersion due date
- May 1   Chinese Immersion due date

Payment Policies

- Online payments via credit card or debit card will be assessed a small non-refundable percentage fee. E-check payments will be assessed a small non-refundable flat fee.
- Payment for all courses is due in full the first day of the course.
- 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 for 3-Credit Courses

- An initial statement is issued when a student registers for a continuing education offering. Registration is done online through the Portal. When a returning student uses the "Sign in" button to register online, the online registration process will automatically generate an invoice. Students who register online as a new student, using the "Register Here" button, will receive an invoice via email attachment in 3 to 5 business days. No additional statements will be issued unless the student fails to meet the payment deadline. Students may also view and print their invoices by logging into the Portal: Portal> Information > My Graduate Studies and Continuing Education Statement. Students are expected to pay in full 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:
  - The student taking a 3-credit course 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.

- 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 (second) 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 Graduate Studies and Continuing Education will issue an additional past due (third) 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 3-credit 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 the course. Second past due notice is sent via email and postal mail. $10 administrative fee is charged to cover costs associated with postal mail. Student is responsible for administrative fees and any tuition that is not eligible for refund. 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 administrative fee is charged to the student.
  - *60 days following course end date, student withdrawal, or student removal:* Final past due notice sent and $10 fee charged.
  - *90 days following course end date, student withdrawal, or student removal:* Account turned over to a collection agency.

- Summary for 3-credit courses **equal to ten days**:
  - *Course start date:* Payment due in full.
  - *Payment not received by start date:* Past due email notice sent.
  - *Ten days from start date:* Second past due notice is sent via email and postal mail. $10 administrative fee is charged to cover costs associated with postal mail.
  - *30 days following 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 administrative fee is charged to the student.
  - *60 days following start date:* Final past due sent and $10 fee charged.
  - *90 days following start date:* Account turned over to collection agency.

- MLC accepts credit (Visa, MasterCard, Discover, and American Express) and debit cards for payment on student accounts. A small non-refundable percentage fee will be added for credit and debit card online payments. Likewise, a small non-refundable fee will be charged for all E-check transactions.

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:

Length of the course	Time period within which a withdrawal may be made to receive a full tuition refund. Credit/debit and E-check fees are non-refundable.
Regular semester	*First two weeks*
8 weeks	*First week*
3 weeks	*First three days*
2 weeks	*First two days*
1 week	*First day*
Less than 1 week	*Before the course begins*

- **From the days listed above until 60% of course completion:** Pro rata refund of tuition according to partial refund guidelines. Credit/debit and E-check fees are non-refundable. Course percentage refers to the ratio of course days completed to total course days.
- **From 60% of course completion 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 60% course completion*	*Beyond the second week after 60% course completion*
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*

- **Switching registration from credit to clock hours**
  - Requests submitted prior to the beginning of the course will receive a differential refund.
  - Requests submitted once the course begins will not receive a refund.

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 Teaching Ministry 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
EDU9540	Principles of Christian Education (not available online)

- The first five courses are available online following a Projected Schedule of online religion courses. The Ministry Certification for Early Childhood Director and Teacher Ministry Certification courses are available on the MLC website.

Courses for Minnesota State Licensure Students

Because the post-baccalaureate program is tailored to the individual needs of students, contact 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 fall, spring, and summer semesters. A schedule for Long-Term Course Calendar, Course Calendar by Semester, and other Policies and Information can be found on the MLC website.

On-Campus Courses

Residence hall housing and meal services are available on campus. Additional fees apply. Contact the Office of Graduate Studies and 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.

Introduction

Martin Luther College offers a variety of certificate programs with the goal of providing additional education opportunities for pastors, teachers, staff ministers, and WELS lay members. 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 certificate 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.
- 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. Some courses may 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 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, 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 positions, including scholastic technology consultant and dynamic lead instructor. 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 17.

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

Teaching Online Certificate (TOC)

- • **Purpose:**
  - o 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 complete the program will demonstrate proficiency in the design, construction, and teaching of online courses through a learning management system (LMS).
  - o Teachers can use the certificate to demonstrate that they are qualified to design and construct online courses and teach in an online environment.
- • **Program:**
  - o All courses will be available through online instruction. Participants who complete nine credits of TOC program coursework will be issued a Teaching Online Certificate through MLC. Depending on course selection, the nine credits earned in the TOC program may transfer directly into the Master of Science in Education program offered through MLC.

    View the TOC Program Plan including course offerings on page 18.
- • **Entrance Requirements:**
  - o Bachelor's degree in education or bachelor's degree and currently teaching

WELS Evangelism Certificate (EvC)

- • **Purpose:**
  - o 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.
  - o 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:**
  - o 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 goals of low cost and reasonable time commitment for the participants. View the EvC Program Plan including course offerings on page 18.
- • **Entrance Requirements:**
  - o Congregational membership in good standing in WELS or denomination in fellowship with WELS
  - o Be a pastor, staff minister or staff ministry certificate student of the WELS or denomination in fellowship with WELS, or have a pastor's recommendation
  - o High school diploma or higher
  - o Ability to take online courses (computer and internet access required)

WELS Chaplain Certificate (CC)

- **Purpose:**
  - The WELS Chaplain Certificate (CC) program exists to help address the challenges that face WELS chaplains in gaining access and meeting requirements to carry on ministry with public or private healthcare agencies, in hospitals or correctional facilities, on military installations, and with public safety agencies.
  - 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.
  - The scope of the WELS Chaplain Certificate is only to certify that a prescribed curriculum has been 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.
  - 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.
  - The WELS Chaplain Certificate program also requires continuing education units for graduates to retain certification.

- **Program:**
  - Participants in the program will complete four basic courses (10 credits) and one elective (3 credits). 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 17.
  - A student must obtain a course grade of C or higher for the course to count toward requirements of the certificate program. This means that any course with a grade of C- or lower will not help fulfill the requirements needed for completing the program. A student may elect to retake a course if a grade of C- or lower was earned.

- **Entrance Requirements:**
  - Official transcripts of highest degree earned
  - Membership in good standing in WELS or denomination in fellowship with WELS
  - Ability to spend at least 10 hours per week for each semester-long, 3-credit college course
  - Ability to take online courses (computer and internet access required)
  - Ability to take a one-week seminar at Wisconsin Lutheran Seminary in Mequon, Wisconsin

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 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. These nine credits may transfer directly into the Master of Science in Education program offered through MLC. All courses will be available through online instruction, with occasional face-to-face or blended options offered too. View the MCC Program Plan including course offerings on page 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; and
  - 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 Office of Graduate Studies and Continuing Education, if all information is complete and the candidate meets all 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**		

* Indicates graduate level courses.

CHAPLAIN CERTIFICATE PROGRAM (CC)

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		
THE9533	Grief, Loss, and Trauma – Help for the Hurting	3		
THE9601	The Spiritual Side of PTSD	3		
	Total Program Credits Needed	**13**		

* THE9522 is a prerequisite.

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**		

* Indicates graduate level courses.

EVANGELISM CERTIFICATE PROGRAM (EvC)

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 (MCC)

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."

- Education Technology Certificate
- Teaching Online Certificate
- WELS Evangelism Certificate
- WELS Chaplain Certificate
- WELS Mentoring and Coaching Certificate

Certificate Program Completion Application

Upon fulfilling all the required courses, students will complete an Application for Program Completion through the MLC website and return it to the Office of Graduate Studies and Continuing Education for review. The certificate will then be granted by Martin Luther College. Certificates are printed at the end of the fall and spring semesters and acknowledged in the graduation booklets.

Course Grade Requirements

A student must obtain a course grade of C or higher for the course to count toward requirements of the certificate program. This means that any course with a grade of C- or lower will not help fulfill the requirements needed for completing the program. A student may elect to retake a course if a grade of C- or lower was earned.

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 Graduate Studies and Continuing Education.
- The application is reviewed.
- If all information is complete and the candidate meets certificate 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.
- Certificate is granted by Martin Luther College.

WELS Chaplain Certificate

- The candidate submits an application to the MLC Office of Graduate Studies and 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.
- Upon successful completion of the requirements, the applicant will complete an application for program completion through the MLC website.
- Certificate 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 certificate.
- 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 Graduate Studies and Continuing Education for more tour information.

Immersion Programs

The Office of Graduate Studies and Continuing Education 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 (MS Ed) is an online degree program that contributes to the professional growth of teachers, and partners with them to be reflective, competent, and dedicated educational leaders. It is designed primarily for persons who have an undergraduate degree in education from an accredited college or university. Individuals with other degrees and who are teaching would also benefit from this degree program. 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:

  o Educational Technology
  o Instruction
  o Leadership
  o Special Education

- **Master of Science in Educational Administration**

  The Master of Science in Educational Administration (MS Ed Admin) is an online degree program that prepares educators to become visionary, collaborative, relational, and spiritual leaders in early childhood director and principal roles. It is designed primarily for persons who have an undergraduate degree in education from an accredited college or university and who are either currently serving in or preparing to serve in early childhood, elementary, or secondary administration roles. More information about the Master of Science in Educational Administration is available on the MLC website. Students in this program choose to focus their studies in one of two areas of emphasis:

  o Early Childhood Director
  o Principal

Master of Arts Program

- **Master of Arts in Theological Studies**

  The Master of Arts in Theological Studies (MATS) is an online degree program that provides spiritual and professional growth through advanced studies in Scripture, doctrine, church history, and ministry. It is designed primarily for synodically certified staff ministers and teachers, and it provides them with a broader and deeper foundation for their service in the public ministry. It is also open to qualified persons who meet the entrance requirements, and it allows them to grow spiritually as they serve in their various vocations in life and as

members of their local congregations. The degree, of itself, does not qualify one for a called position in a church. More [Master of Arts in Theological Studies](#) information is available on the MLC website.

Organist and Choir Director Courses

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

Pastors' Summer Quarter and Institute

Wisconsin Lutheran Seminary may offer a one-week Pastors' Summer Quarter course for credit during 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. A list of [Satellite Course Recommendations](#) 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 Office of Graduate Studies and Continuing Education 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 Office of Graduate Studies and Continuing Education. The district coordinator or a designate helps publicize the course and makes whatever local arrangements are necessary. Martin Luther College 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

These 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 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 Office of Graduate Studies and Continuing Education. 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 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 (mostly 1- credit). These courses are 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 Ministry Certification
- *Purpose:*
  - WELS Early Childhood Teacher Ministry 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 WELS 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 needed and valuable service in our schools but who have not yet fulfilled baccalaureate or certification requirements.
  - Early childhood directors must complete WELS Early Childhood Director Ministry Certification.
- *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). 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.

CDA Credentialing Process for Early Childhood Educator Series Completers

- *Purpose:*
  - "Having the CDA Credential from the Council for Professional Recognition verifies that teachers have the ability to put the Council's nationally-recognized CDA Competency Standards into practice and the understanding of why those Standards help children move with success from one developmental stage to another." (Council for Professional Recognition: Preschool Edition 2017)
  - The CDA credential is recognized in every state as a sign that an early childhood teacher employs developmentally appropriate early childhood instruction in a safe environment for young children.

- *Application:*
  - Complete and submit the Martin Luther College [Early Childhood Educator Series Application](#) online.

- *Prepare:*
  - Complete all [Early Childhood Educator Series CDA Credentialing courses](#).
  - A student must obtain a course grade of C or higher for the course to count toward requirements of the program. This means that any course with a grade of C- or lower will not help fulfill the requirements needed for completing the program. A student may elect to retake a course if a grade of C- or lower was earned.
  - Work 480 hours with children ages 3-5 years old
  - Prepare the Professional Portfolio

- *Application for Program Completion:*
  - Complete and submit the Martin Luther College [Application for Program Completion](#) online to receive record of all training courses completed.

- *Apply Through the Council for Professional Recognition:*
  - Select a Professional Development (PD) Specialist and confirm availability with the specialist.
  - Have the center or program director complete the Director's Permission Statement as part of the application.
  - Submit the application and pay the assessment fee.
  - Receive the Ready to Schedule notification from the Council.
  - Receive the record of training completion from Martin Luther College.

- *Demonstrate:*
  - Schedule Verification Visit.
  - Bring Professional Portfolio and Competency Standards book to CDA Verification Visit.
  - Schedule and take CDA Exam.

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 - 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 their computer system 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 Gmail 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 online program. Students deficient in any of these skill areas are encouraged to obtain these skills prior to enrollment in any online 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*
  - o 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*
  - o 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.

Beginning/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 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 register as a new student for an online course an account will be created for you by MLC Network Services. Also, an email with information to access your student account will be sent to your alternate email address. 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 indicated on their registration form that they desire to take the free online course through MLC.

MARTIN LUTHER COLLEGE

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