

Holmes Institute

***School of Consciousness
Studies***

***Catalog, Policies and
Procedures***

August 2009 - July 2010

Revised January 20, 2010 rmt

HOLMES INSTITUTE MISSION and OBJECTIVES

Our Mission: To prepare spiritual leaders for service in the global community.

The program and course goals to be accomplished in fulfilling the mission statement flow from the statement itself. In accordance with the mission statement, this unique program dedicated to educating Licensed Ministers for United Centers for Spiritual Living seeks to assist students to accomplish the following overarching goals.

Our students successfully demonstrate academic and performance in the following areas:

Education, Leadership, Philosophy, Science & Spirituality, Psychology and Religion

Our student is able to apply what he or she learns in the program to his or her ministry

Our student will be able to approach everyday human problems from the perspective of the wisdom traditions and be better able to devise creative written solutions to problems consistent with universal wisdom principles

Our student is able to demonstrate his or her ability to synthesize his or her academic coursework in both the Distance Education and Resident Program by completing his or her Internships in a professional manner

The objectives fully support the goals of Holmes Institute. They are:

- Foster consciousness development
- Inspire spiritual leadership
- Nurture self-reliance
- Teach global responsibility
- Provide a quality distance education program

Table of Contents

1. Introduction	4
2. Administration Contact Numbers	6
3. How to Register	8
4. Student Lounge	9
5. Course Materials	10
6. Graduation Requirements	12
7. Course Requirements	13
8. Frequently Asked questions	14
9. Tuition & Expenses	15
10. Tuition Refund Policy	16
11. Internships	17
12. Retreats, Conferences & Ceremonies	19
13. General Academic Policies	20
14. Ministerial License	24
15. Transfer Credits	25
16. Course Revisions	25
17. Keeping Track	26
18. Appendix A Master Curriculum Plan	30
19. Appendix B Internship Competencies	32
20. Release Form for Policies & Procedures	33

Master of Consciousness Studies Degree Program

Religious Science ministers are expected to be conversant with a wide variety of topics. They must, of course, be well versed in the principles and beliefs of Religious Science and the metaphysical philosophers who preceded it. And they are also expected to have a degree of expertise in Buddhism, Islam, Judaism, Hinduism, Sufi, Taoism, Kabbalah, Classical Philosophy and Cosmology. They need to be well educated in Christianity, in all its manifestations, and are expected to be Bible scholars. Our ministers must also be aware of humanistic psychology, learning theory, the latest scientific thinking that relates to spirituality, and on and on!

All this academic information impacts significantly the program necessary to become a minister. Additionally, a minister is also the manager in a spiritual organization. This means that there must be a background in financial management, leadership styles and concepts, administration, organization and ecclesiastical craftsmanship.

How are we to accomplish all this in just three to five years? There are three main divisions of the program to address this issue: distance education, regional practicum and internships.

AFTER ADMISSIONS

Students have one year from the date of their admission to start their coursework. Beginning with the first academic term of course participation, students have five years to meet all degree requirements for graduation.

After one year from the date of admissions, those students who do not satisfactorily complete their admission requirements or do not register for coursework must re-apply to the Institute and meet the admission and program requirements then in effect at that time.

Applicants with an accredited Bachelor's degree can be admitted under a provisional status during their second year of practitioner training. These provisional students may register for a maximum of two Distance Education courses each quarter, until all Practitioner requirements are met and the matriculation process is complete.

THE BASICS

DISTANCE EDUCATION The distance education program supplies the academic background. The program is administered by the Administrative Registrar, Maureen Thurston, at Home Office in Golden, Colorado, for all the regions. Registration is done through online registration. The Administrative Registrar is the person who is responsible to link the students to their course MP3's. Book lists, course requirements, dates and times for telephone conferences, etc. for distance courses are posted in Moodle. Any questions or concerns are directed to the Administrative Registrar in Home Office.

Distance Education courses are comprised of ten one-hour lectures on video and audiotapes, required textbooks, and two telephone conferences with the professor. These courses require one or two written essays and exams. Generally students take two of these courses per term. To take more, permission from the Regional Dean is required.

REGIONAL COURSES The regional program gives our students the basics and direct application of the theory and principles. This part of the program is the responsibility of the regional office. Registration again is done through the Online registration and all scheduling, course pre-requisites and syllabus dispersing is done by the Regional Registrar. Any questions regarding regional course work or internships need to be directed to the Regional Registrar.

Each regional course includes 20 hours of classroom work that uses lecture, discussion, student dialogues, reports, presentation and problem-solving activities to prepare our students to serve as ministers or to create a special portfolio ministry.

Each region schedules courses in a different manner to meet the needs of our students. Some schedule evening classes, others schedule weekend classes. Tele-conferencing maybe available. Check with your Dean for information and availability.

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Distance Education Dean:
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Phone: 760-944-9226
Christina@enhancing.com

Academic Dean:
Rev. Dr. Kim Kaiser
Phone: 707-546-4543 Ext. 119
kkaiser@jps.net

REGIONAL CENTER OFFICES

**Denver Regional Center
(includes Florida Satellite)**

Mile Hi Church of Religious Science
9077 West Alameda Avenue
Lakewood, CO 80226-2858

Director: Rev. Roger Teel, D.D.
Dean: Rev. Lloyd Barrett
e-mail: lbarrett@milehichurch.org
Registrar: Jennifer Severance, RScP.
e-mail: jseverance@milehichurch.org
Phone: 303-237-8851
Fax: 303-238-1303

**San Diego Regional Center
(includes Los Angeles Satellite and Pacific Northwest Satellite)**

Seaside Center for Spiritual Living
1613 Lake Drive
Encinitas, CA 92024

Director: Rev. Christian Sorensen, D.D.
Dean: Rev. Katherine Economou, MCS
e-mail: Revkeconomou@aol.com
Registrar: Kathy Phelan
e-mail: holmesinstitute@seasidecenter.org
Phone: 760-753-5786 x16
Fax: 760-753-7647

Santa Rosa Regional Center

Center for Spiritual Living, Santa Rosa
2075 Occidental Road
Santa Rosa, CA 95401

Director: Rev. Edward Viljoen, D.D.
Dean: Rev. Dr. Kim Kaiser, e-mail: kkaiser@jps.net
Registrar: Martha McCabe, RScP, M.A. e-mail: Martha@cslsr.org
Phone: 707-546-4543 Ext. 118
Fax: 707-546-4548

How to Register

Registration takes place for a period of about 10 days four times a year. The distance courses are listed on the Holmes registration website (www.holmesregistration.org). The academic calendar for the distance courses for the year are posted in the Student Lounge in the Holmes registration website along with a sample syllabus for each course for your overall planning purposes.

Registration for all courses takes place on the United Centers for Spiritual Living website: <http://unitedcenters.religiousscience.org>. Please note that this site is for registration only and is DIFFERENT from the holmesregistration.org website. Your registration packet which gives you step by step instructions is provided by your regional registrar prior to your first term.

If this is your **first time** into the United Centers for Spiritual Living Net Community website, click on the **New User Registration**. Please make a note of the User ID and password that you create as this will remain the same for future course registrations.

If you renewed your Practitioner license after 2008, your User ID and password will be the same as what you set up at the time of your renewal. If you do not remember your password, please click on **Forgotten Password**, you will be emailed a new password. If you cannot remember your User ID and password call the Administrative Registrar at 720 -279-8992. **DO NOT CREATE A NEW USER**, as this will break your link to the Holmes Institute registration information.

1. You will need a credit card to register on-line. Go to the following website: <http://unitedcenters.religiousscience.org>
2. There is a login area at the middle right hand side of the page. In that space, type your User ID and password, and then click the Login button.
3. On the left side of the page, you will see an area for "Campus Registrations" listed by region or distance. Click ONLY on your own region or Distance Education Courses.
4. You will then see a list of all of the courses in your region plus internships. The internship fee includes your term student body fee.
5. In the box located under the course name, change the quantity to 1 to indicate that you want to register for those courses or internship. On the bottom right side of the page click on next.
6. On the right side of the page check the appropriate boxes marking the appropriate term and campus that you are registering for, then click next.
7. Review your selections and if correct click on continue. Click on the checkout button to process your payment.
8. Continue the above process until you have completed registration for your regional and distant education courses. By completing this process you are agreeing to the terms and conditions of the Enrollment Agreement.

Enrollment Agreement

Follow the directions above and click on the enrollment agreement, please print a copy of this document as it will have all of the books needed for your distance education courses.

For answers to questions or assistance contact:

Rev. Dr. Christina Tillotson, Distance Dean
(760) 944-9226 or christina@enhancing.com

<http://www.holmesinstitute.org>

Maureen Thurston, Administrative Registrar
(720) 279-8992 or mthurston@religiousscience.org

The Holmes Institute Electronic Student Lounge

The Holmes Institute Electronic Student Lounge is your continually updated source for Holmes Institute Information. IT IS VERY IMPORTANT THAT YOU ARE FAMILIAR WITH THIS INFORMATION and that you check the student lounge often. It is important that ALL students enroll into and use the Student Lounge.

How to Enroll Into and Access the Holmes Student Lounge

To access the Student Lounge, go to www.holmesregistration.org the Internet, click on "Holmes Student Lounge" under "Course Categories," then click on "Holmes Student Lounge." If this is your first time visiting the Holmes Student Lounge, click on "yes" when you see "enroll me in this course."

Contents of the Holmes Student Lounge

- **Holmes Student Lounge Tools**
 - Your news forum and how to use it.
 - It is important that you check the student lounge news forum regularly. All of the Holmes Institute updates from your Distance Education Dean are posted to the student lounge news forum. Once you follow the directions and post a message to the student lounge, all messages will automatically go to your e-mail address.
 - Please use this forum for general communications among students. PLEASE USE THE CLASS NEWS FORUMS FOR CLASS COMMUNICATIONS, NOT the Student Lounge News forum.
 - Your Holmes Student Resources Wiki Page and How to Use It
 - Holmes Student Live Chat and How to Use It.
- **Holmes Contact Information and Distance Academic Calendars**
 - You are encouraged to print out the academic calendar for the year prior to registering for your distance education courses.
 - Calendars and contact information are updated periodically
 - Includes updated Distance Faculty directories for each quarter
- **A Link to the Spiritual Living Library and Archives**, your current library
- **Important Homes Student Resources and “How to” Directions including:**
 - How to edit your profile and post a picture
 - Program Overview Viewbook
 - Catalog, Policies and Procedures (Formerly Student Handbook)
 - Tips for participating in phone conferences, successful program participation and paper writing, citing references, sending papers and exams, textbook purchase information, replacing lost CDs or DVDs, Tips Compiled by Holmes Institute Graduates, Distance Learning DOs and DON'Ts.
- **Sample distance syllabi listed by quarter for planning purposes only** – textbooks and assignments MAY be updated each time a class is taught.
- **Senior Proctored Exam Instructions**

Accessing Holmes Institute Distance Electronic Video and Audio Files

Note from Dr. Christina: I know this is a whole new way of getting your Holmes distance course materials. For those of you who are not very comfortable technically, I am available to talk you through it step by step. Please give me a call at (760) 944-9226) or e-mail me at christina@enhancing.com to set up a time to talk

IMPORTANT NOTES: You will have to create an account on the web site that contains the video and audio files first.

The instructions below include:

- How to create an account. This account will be the same from now on through your graduation for accessing Holmes Institute distance audio and video files.
- How to download your files beginning and throughout the quarter,
- What to do with your files after you have downloaded them.

Important: Confidentiality Agreement

Your downloading audio and video files for distance classes signifies your virtual signing of the following confidentiality agreement:

As students of ministry, we are dedicated to ensuring that the ministerial education process produces the best ministers possible. Sharing course materials with those who are not enrolled in these courses does not give non-students complete access to all that the course contains such as access to teachers, fellow students or participation in other aspects of the Holmes curriculum. Offering this material in such an incomplete manner would jeopardize the reputation of Holmes Institute and the education it offers. Therefore, I agree to not share any portion of these Holmes class materials in electronic or any other form of media with anyone not enrolled in these courses.

IMPORTANT: You will only have to do this **once** during your time at the Holmes Institute. This is the SAME account you will use to access your MP3 course materials every quarter. Each quarter after registration, you will receive a notification of the date on which you will be able to access your lectures.

CREATE AN ACCOUNT BEFORE

Go to <https://my.ucslclasses.info/> and create a new account.

1. On the Front Page under the login button is a link: Create New Account
2. Click on the button
3. Enter your own full name as your username – such as Christina Tillotson. You can use capitals and spaces
4. Fill out the rest of the form with your name, phone number and e-mail address, and submit it.

Important: You will receive an email with more information with a computer-generated password on it. It will look something like this:

Thank you for registering at Holmes Institute Classes. You may now log in to <http://my.ucslclasses.info/user> using the following username and password:

username: Christina Tillotson
password: uavN3GKeGC

- A. Select the playlist containing the lectures you want to burn to the CD and click on all of the lectures you want to include. Make sure each lecture you want to include has a checkmark beside it.
- B. Insert a blank disc and click Burn Disc.
- C. Select MP3 CD or DVD as the Disc Format and click Burn.

ON A PC

1. Right click on the link and save -go to Save Target As on a PC
2. Get your file into iTunes. (Help – I don't know how to get this into iTunes on a PC. Maureen or Ray, can you help this Mac person?)
3. To put your files on your MP3 player from iTunes, connect your MP3 player (or iPhone) to your computer and click on the files you want to load. Then, click on the MP3 player icon in iTunes and click on the Sync button.
4. To copy your lectures to a CD (or the one DVD lecture to a DVD),
 - A. Select the playlist containing the lectures you want to burn to the CD and click on all of the lectures you want to include. Make sure each lecture you want to include has a checkmark beside it.
 - B. Insert a blank disc and click Burn Disc.
 - C. Select MP3 CD as the Disc Format and click Burn.

To attain the Masters of Consciousness Studies Degree or Certificate in Consciousness Studies students must complete the following requirements:

	Distance	Regional
Science	12	
Religion	18	8
Psychology	06	7
Philosophy	09	4
Leadership	03	10
Education	03	11
Total Quarter Units	51 (53%)	45 (47%)

Growth and Enrichment Requirements

REQUIRED

Colloquium	1 None scheduled in 2010
Ceremonies	1
Regional Retreats	2 per year
Internships	12
*Conferences	2

*One of either Eastern Conference (Circle of Love) or Western Conference (Asilomar) and UCSSL Gathering.

SEE APPENDIX A FOR THE MASTER CURRICULUM PLAN THAT OUTLINES COURSES NECESSARY FOR GRADUATION

First Year Requirements:

1. **Colloquium:** (new students attend before beginning course work in fall)

NOTE: The Colloquium is typically four days held within the last two weeks of August

The purposes of the Colloquium are:

- To provide orientation to incoming students.
- To give students an opportunity to experience distance and regional faculty.
- To create conscious community among those called to ministry
- To provide an opportunity for retreat, inner growth and enrichment.

There is no Colloquium schedule for 2010

2. **Courses:** A full time student must take a minimum of 2 courses per term.
3. **Internships:** One per term, 40 hours each.
4. **Retreats:** 2 per academic year.

Second through Fifth Year Requirements:

1. **Courses:** A full time student must take a minimum of 2 courses per quarter term.
2. **Internships:** One per term
3. **Retreats:** 2 per academic year.
4. **Spiritual Conferences:** 2 required (1 conference either Western-Asilomar or Eastern-Circle of Love and one UCSL gathering)
5. **Religious Science Spiritual Ceremony:** 1 required.

Comprehensive Modular Examination

Before the Master of Consciousness Studies Degree or the Certificate in Consciousness Studies is conferred, each student must take and pass six proctored modular examinations in Education, Leadership and Administration, Psychology, Religion, Philosophy, Science and Spirituality. Each examination entails a minimum of two hours. Exams are administered during the winter term of our student's academic year of graduation.

PLEASE REFER TO APPENDIX A, MASTER CURRICULUM PLAN FOR THE REQUIREMENTS OF COURSES FOR GRADUATION

What computer skills do I need?

Having a basic computer literacy and the communication skills to communicate with others on the Internet is required of all entering students. All entering students **MUST HAVE REGULAR ACCESS TO E-MAIL** and have a dedicated e-mail address to fully participate in their program of study. All courses regularly utilize e-mail with the faculty, the Institute and other students throughout the academic year.

How do I add courses?

To add a Distance Education course the first week of each quarter, submit a written request to the Administrative Registrar. No courses may be added after the first week of course begins. Changes to Regional Education course schedules are made through the appropriate Regional Center Registrar.

How do I withdraw from courses or scheduled events?

Students may withdraw at any time and in any manner. Here are two suggested ways to withdraw from a course:

1. Send a written request for withdrawal to the Home Office for a Distance Course or the Regional Registrar for a regional course. A "W" will be noted on your transcript.
2. If you are unable to complete the course because of some serious disability or extenuating circumstances you may request an "I" (Incomplete) for the course and negotiate a completion date. If the incomplete is not completed and the grade submitted by the instructor by the end of the following term the registrar will replace the I with an F and you will need to retake (and pay for) the course.

Withdrawing from a weekend retreat, Colloquium, or other event requires the Regional Dean's approval.

What about exams?

Each distance course has assessments and teleconference requirements. Regional courses may have mid-term assessments as well as final examinations and/or projects.

How can I audit a Course?

Full tuition is required for audited courses.

What is an Independent Study?

Prior approval for independent study must be granted through the Regional Dean. In exceptional cases and with Dean's approval, directed study can be an alternative to attending a required course. It allows you to study independently on a one-to-one basis with an instructor or mentor. Directed study must meet the criteria of the offered course and be developed by you with the instructor to meet the objectives of the current curriculum.

Can I Transfer Regional Centers?

You may transfer from one Regional Center to another provided all academic coursework and financial obligations are fulfilled. There is no cost to transfer the credits between Regional Centers. A transfer requires:

1. Our student requests a transfer form from their current regional registrar
2. Our student completes a Request to Transfer Form and submits it to their current Regional Center for processing.
3. The Regional Dean's signature for approval of the transfer will be forwarded to the Dean of the new Regional Center along with all of our students records.

What are the time limits for attendance?

Students have one year from the date of their admission to start their coursework. Beginning with the first academic term of course participation, students have five years to meet all degree requirements for graduation.

What are the course and time limits for Provisional students?

Provisional students (those who have not completed their Practitioner licensure at the time of admission) cannot register for more than two Distance Education courses each quarter, until all Practitioner requirements are met. After one year from the date of admission, those students who do not satisfactorily complete their admission requirements, or do not register for coursework at Holmes, must reapply to the Institute and meet the new admission and program requirements then in effect.

Tuition, Fees & Expenses

Tuition and Expenses	2009-2010
One Time Entrance Expenses	
Application and Personality Inventory	\$300.
Orientation Colloquium (none in 2010)	\$550.
Background Check (student entering from Fall 2009)	\$250.
Distance Education Courses*	
17 3–unit courses at \$389 each/	
includes a \$50 nonrefundable registration fee.	
Long distance teleconference expenses 18 courses x 2 calls	
Regional Education Courses*	
19 2-unit courses at \$333 each	
7 1-unit courses at \$172 each	
Student body fee \$40 per year	
Internships 12 at \$150 each	
Other Fees	
Retreats: 2 annually at \$300 to \$400 each	
Regional Graduation Fee \$200.00	
Additional UCRS expenses include:	
** 1 Gathering (registration fee)	\$550.
** 1 Conference (registration fee)	\$550.

ESTIMATED EXPENSES OVER A THREE YEAR PROGRAM

Entrance application and personality inventory		\$300.
Colloquium (none in 2010)		\$550.
Background Check		\$250.
First Year and Second Year		
Distance	6 courses	\$2,344.
Regional	6 two-unit courses 2 one-unit courses	2,109. 344.
Video conferencing fee per course		50.
Retreats, 2		700.
Student Body Fee		40.
Internships	4 per year	600.
	Total, per year	\$6,177.
Third Year		
Distance	6 courses	\$2,344.
Regional	6 two-unit courses 2 one-unit courses	2,109. 344.
Video conferencing fee per course		50.
Retreats, 2		700.
Student Body Fee		40.
Internships, 4		600.
Seniors		
Graduation Licensing Fee (GEMS)		250.
Pre-panel Workshop Required before Oral Panels (GEMS)		100.
Background Check (GEMS)		250.
	Total	\$6,527.

Estimated Program Total **\$21,081.****

*Registrations processed after the close of registration are assessed a \$35 per course late fee. ** Also 1 Gathering and 1 Conference. For those students using video conferencing there is an initial \$100 set up fee and a \$50 per course for each video course each term.

These are estimated costs which do not include travel and books and are subject to change. Please consult your registrar for your individual program of study.

Holmes Institute reserves the right to change tuition and fees without prior notice.

Tuition Refund Policy for Withdrawals

Distance Education Course Refunds

Students may cancel enrollment at any time and in any manner. If a student cancels before midnight on the fifth business day after course materials are mailed, he/she will receive a refund of all monies paid, excluding the non-refundable \$50.00 registration fee. If a student decides to withdraw from the course after five business days, but before the end of the academic term, the refund will be calculated as follows:

<u>% of Course Completed</u>	<u>Fee</u>
10%	10% + \$50 registration fee
10-25%	25% + \$50 registration fee
25-50%	50% + \$50 registration fee
over 50%	100%

Video conference fees are refunded at 50%

All refunds are made within 45 days of the request to withdrawal. Example: If there are 10 lessons in a 3 unit distance Education course and our student completes 1 lesson: 1 divided by 10 = 10% completed. Thus: \$389.00 minus non-refundable registration fee of \$50.00 = \$339.00 x .90= \$305.10 to be refunded.

Credit card refunds are assessed a \$10.00 bank processing fee.

Payment: Payment in full is due for all courses at time of registration.

Regional Education Course Refunds

Refunds for Regional courses follow the same guidelines as those for Distance Education, with the exception that if withdrawal is made prior to the first course, all monies, except the registration fee, will be refunded.

Student Tuition Recovery Fund

Our student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment. To be eligible for STRF you must be a California resident and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a California resident.

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed, if you do not receive notice from the Bureau, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, 1027-10th Street, Fourth Floor, Sacramento, CA 95814-3517,

Internships

The goal of the Portfolio-Based Internship Program is to help you gain and demonstrate competence as a spiritual leader who is a generalist and yet prepared for your unique ministerial calling. There are standards of excellence in four areas that you are expected to attain before graduation.

Requirements:

1. Fifteen competencies listed in **APPENDIX B**.
2. A minimum of 480 hours.
3. A cost of \$150 per term. This is \$150 each for 12 quarters. When this requirement is complete, internships are continued to fulfill your individual needs/desires.
4. Internship Contracts and the Internship Mentor are approved, each term, by the Regional Dean.
5. Submit Portfolio documentation of the internship experience. This Portfolio includes a Reflection Paper describing your inner and outer experiences as well as the documents created and received during the internship.

The Portfolio Based Internship Contract

The Regional Dean or your mentor will meet with you each term to determine the terms of the Internship Contract. This contract includes the:

1. Focus area and competency.
2. Level of competency to undertake.
3. Level of development needed as well as the mentor most qualified to support you to be successful.
4. Approximate number of hours predicted to accomplish the aim. The predicted time is the time documented as the internship hours, regardless of how much real time is required to complete the internship successfully. Students are encouraged to enter the Internship Program with a desire to live by the intention, and not the letter of the requirement.

It is necessary to assess your previous experience related to a priority competency. Based on your confidence and experience, you, the Dean, or the mentor will project the amount of time to devote to this internship in order to attain the required competency.

Levels of Entering and Exiting the Internship

The entry status, goals, mentor’s training, mentor’s assessment, and the documentation of accomplishment are identified at three levels

Students Entry Status	Students Accomplishment Goal	Type or Nature of Mentoring	Portfolio Demonstration (Examples)
Unfamiliar with what it takes to demonstrate	Level 1: Aware	Job Shadowing Student observes and discusses what mentor is doing. Mentor and student discuss what took place and why.	Inner and Outer Experience paper (3-5 pages) and Portfolio with photographs, interview notes, observation notes, handouts of setting, plans, etc.

Internships

Needs instruction and guidance to become competent	Level 2: Develop Ability and Confidence	Training Mentor and student identify standard of excellence: assess student's strengths and needs. Mentor provides instruction. Student practices ability and receives feedback.	Inner and Outer Experience paper (3-5 pages) And Portfolio including handout of instructions, audiotapes, videotapes of efforts, etc.
Has much experience and feels competent	Level 3: Demonstrate Competence	Performs Mentor and student identify standard of excellence; they establish a time and situation for student to demonstrate ability. Student demonstrates ability while mentor observes. Approval or recommendation is given by mentor.	Inner and Outer Experience paper (3-5 pages) And Portfolio including evidence of prior experiences such as published material, audiotapes, videotapes, written material, plans, certificates of accomplishment, etc. Anything to support prior experience and competence.

Flexibility in the Internship Program

The Holmes Institute expects students will use the amount of time necessary to attain the Required Competencies. For example: an experienced teacher may need only five or six internship hours to develop and teach a workshop to demonstrate competence. An inexperienced person may need to first observe and talk about the process with an experienced workshop facilitator (Job Shadowing), then team with someone, practice the skills of workshop planning, room arrangement planning, marketing, and conducting several sessions with more than one group of participants and receive constructive feedback from the participants' evaluations as well as the mentor (Training) before being ready to demonstrate the competence and spiritual consciousness while teaching a workshop (Performance Assessment). This may take more than 40 hours.

Internship Mentor Instructions and Assessment

The Regional Dean approves the Internship Mentor. The Mentor is responsible to support you in revealing the competence and consciousness already within you. It is expected that the mentor will:

1. Spend time with you and work with the whole person.
2. Discuss outcome expectations with you. The Mentor will help you to know what is expected in performance and attitude.
3. Provide instruction through discussion, demonstration, handouts or recommend relevant references, etc.
4. Provide on-going constructive feedback in oral and written statements throughout the internship period.
5. Complete a written evaluation of your progress or completion approval.

Upon completion, internship reports are to be turned into the Regional Dean for review and approval.

The Spiritual Retreats, Conferences and Ceremonies are designed to deepen the minister-in-training's commitment to a devotional life as well as a sense of unity with members of the United Centers for Spiritual Living community. The intention of each type of event is described briefly below.

Spiritual Retreats

A weekend-long event facilitated by the Regional Deans, or a designate. These Regional Center events are opportunities for students to engage in visioning; discover self as leader or participant in group rituals, ceremonies and art-as-meditation experiences; and time to create their own silent and devotional experiences in beautiful retreat settings.

Spiritual Conferences

Students are required to attend activities of the United Centers for Spiritual Living's annual convention, and Eastern, or Western conferences. Below are the descriptions of each option:

The Gathering

During the annual gathering, a special mini-convocation for ministerial students is conducted and led by one of the Holmes Institute's ministerial students. Students are encouraged to attend this event as well as the business meetings, the workshops and the formal and informal social events with the many ministers and lay members of our spiritual community.

Conferences

This requirement is for students to attend the Eastern or Western conferences. These week-long events provide opportunity for students to participate in daily worship ceremonies, workshops, inspirational talks, and afford opportunities to commune with members of our human family as well as with nature.

Spiritual Ceremonies

Students are required to discover the joy, celebration and sense of community that exist when the United Centers for Spiritual Living ministers don their professional regalia and declare their commitments during ordinations of Ministers and/or installations of Ministers in churches.

Attendance

Students are required to participate in the scheduled colloquium, retreats and internship experiences throughout their program of study. It is especially important for students to participate in Regional Center events to facilitate bonding and receive support from their fellow students and Regional Center personnel. Students are expected to attend 100% of the regional course sessions. There is no Colloquium scheduled for 2010.

Student Grievances

When student grievances arise, students should first contact the persons directly involved in order to seek a solution. Any grievances should be handled in a professional manner. Direct and responsible communication with the Institute faculty and staff is expected. If a satisfactory solution cannot be reached, students may then contact the Regional Dean. If a satisfactory solution is not reached at this level, our student may appeal in writing to the Director of Holmes Institute.

Non-Discrimination

The Institute does not wish to exclude anyone who has the intellectual ability, the psychological balance and the spiritual motivation to study for the ministry in Religious Science. Aptitude, integrity, physical stamina, and psychological balance are some of the most basic requirements for admission and continued study. Prospective students with special needs are expected to discuss them with their Regional Dean during the application process. Every prospective student will be evaluated in light of his or her education, motivation and spiritual aspirations. There is no discrimination due to age, sexual orientation, race, religion, nationality or physical handicap, and reasonable efforts will be made to support those with special needs. Sexual discrimination will not be tolerated and all such situations should be reported promptly to the director.

Leave of Absence

A request for a leave of absence from Holmes Institute may be obtained for up to one year after which you may be required to reapply to the Institute. All requests must be made in writing to the Regional Dean stating the reason for the leave and period covered. Students who take a leave of absence of more than one year are subject to graduation requirements in effect at the time of their reinstatement unless written permission was obtained from the Regional Dean prior to the leave. It is our student's personal responsibility to notify the Regional Center promptly of his or her intentions.

Withdrawing From the Institute

A student may withdraw from the Institute at any time. It is our student's personal responsibility to notify the Institute and Regional Center promptly of his or her intentions. We request that notification be in writing.

Re-admission to the Institute

Students who must reapply for formal admission to the Institute are: (1) students whose formal studies are interrupted for one or more terms; (2) students who have not met their admission requirements one year from the date of admission; or (3) students who were admitted to the Institute but did not register for any coursework within one year from the date of admission. Students who must reapply to the Institute, do so under the new admission and program requirements in effect at that time. Only students who requested and received a leave of absence for one or more terms are exempt from reapplying to the Institute. Coursework from a previous admission period is valid for a period of five years following the successful completion date of the course.

Academic Integrity

Continuance in the Institute is predicated on acknowledgment of and compliance with the spirit as well as the letter of Institute standards and policies. Students who violate these standards, especially through such actions as personal or financial irresponsibility, plagiarism on exams or assignments, or other forms of dishonesty and lack of integrity, will come under review and remedial action. Dismissal from the Institute may result. Note: The use of Internet material without proper footnotes will be viewed as plagiarism.

Late Penalties

The faculty in Distance Education can choose to apply a late penalty on all graded coursework if a student's work is received after published due dates. This late penalty applies to all assessment experiences which have not been received by the due date or are postmarked, faxed, e-mailed, or otherwise submitted after a published or announced due date.

Classroom Attendance

Regional Education students are expected to attend all sessions for each scheduled course. Students are responsible for notifying their Regional Center if an emergency prevents them from attending a scheduled class. Attendance and grading policies are communicated at the beginning of each course and instructors may consider absences and tardiness in giving course evaluations.

Instructional Practices

Because of the emphasis on skill building and competency development, especially in the Regional Education program, some courses may require more instructional hours than others. With the Regional Dean's approval, faculty members may vary the instructional hours of a course because of the number of students enrolled, coupled with the instructional methods utilized, such as lecture and discussion, skill-building exercises, or creative arts experiences, simulations, demonstrations, and student reports. The syllabus for each course or a course outline will define the number of expected hours required of students to successfully complete the course. A minimum of 10 instructor/student contact hours is required for each unit of credit.

Challenge Exams

The Holmes Institute does not offer waivers for any course. Under special circumstances however, an incoming student who has special experience or has taken coursework at another university may request to take a challenge exam in their field of specialty. Successful completion of the challenge exam will exempt our student from having to fulfill that course requirement. There is a testing fee for challenge exams and they are given only with the approval of the Regional Dean. Please contact your Regional Center for details.

Academic Term Evaluations

STUDENTS: Distance Education students will have regularly planned assessment experiences, phone conferences and e-mail discussion groups scheduled for each course. Each assessment or group activity is designed to enhance the learning process and all students are expected to fully participate. Faculty members utilize these activities to facilitate good communication and weigh student participation in each planned activity when determining final grades. Students will receive as much information as possible about their academic progress throughout each quarter. Additional student evaluations and surveys may be conducted as needed to assess student success and program quality. In the Regional Education Program, a student's academic performance, class participation, and professional behavior, may be used to determine our student's progress.

COURSES: Students complete evaluation forms at the end of every resident course. The Regional Dean collects this information to ascertain student satisfaction in the course content and the teaching modalities. Students complete evaluations on SurveyMonkey.com at the end of every Distance Education course to ensure student satisfaction in the course content, faculty and having their goals met.

Pre-Senior Panel Evaluation

Upon successful completion of two-thirds of the total coursework, students are evaluated by the Regional Dean to determine their maturity and readiness for successful passage into senior-level coursework. The evaluation consists of an interview which is a dialogue with a panel of ordained Religious Science Ministers regarding the quality of our student's academic performance, commitment to the Science of Mind ministry, active demonstration of contributions to the Institute, and support of its philosophy, policies and students. After approval by the dean and senior panel, students will be admitted to register and participate in classes toward program completion. Although credit hours may be completed, students not recommended to proceed will receive guidance on how to address their deficiencies or take other appropriate actions.

Grading Policies

Students are expected to be committed to their program of study by accepting responsibility for all program and course requirements. Students are expected to show pride in the integrity and quality of their academic course-work and successfully demonstrate proficiency in all skill and competency areas. Continuance at the Institute and graduation require students to hold a 3.0 grade point average (or "B")

A = 4 points, A- = 3.7 points

Exceptional: participates and contributes generously to class discussions and conferences; completes all assignments on time; demonstrates exceptional grasp of the subject and/or skill being taught; and passes all examinations and assessment experiences at the level of excellence set by the instructor for this grade.

B = 3 points, B+ = 3.3 points, B- = 2.7 points

Above average: participates willingly in class discussions, conferences and exercises; demonstrates a superior grasp of the subject and/or skill being taught; completes all assignments; and passes all examinations and assessment experiences at the level of excellence set by the instructor for this grade.

C = 2 points, C+ = 2.3 points, C- = 1.7 points

Satisfactory: maintains a positive attitude throughout the course; demonstrates a satisfactory grasp of the subject matter and/or skill being taught; and passes all examinations and assessment experiences at the level of excellence set by the instructor for this grade.

D = 1 points, D+ = 1.3 points, D- = .7 points

Barely passing. Not typically used in graduate work.

F = 0 points

Not passing: has made no discernible progress in the acquisition of knowledge and/or skills being taught; has failed to turn in one or more of the assignments; and has performed unsatisfactorily on reports, projects, or examinations. It can also mean students have missed more than the prescribed number of class sessions and/or assignments, exhibited a poor or unprofessional attitude, or have refused to participate or cooperate. Excessive "F's" at term end will mean strict probation or immediate dismissal from the Institute. A grade of "F" requires students to repeat the course.

Incomplete

This grade will be given any time there are excessive absences or incomplete assignments due to an accident, serious illness, death in the family, or some other extreme circumstances. The "I" must be cleared within the quarter following the end of term. If not cleared, the grade will automatically become an "F" and the course must be repeated and full tuition paid. It is the responsibility of our student to contact the instructor and remove an "I" by completing the required work. A letter or another form of official notice must be sent to the Golden Administration Office or Regional Center Office by the instructor to clear the grade on our student's transcript. No grade change will be issued without written confirmation from the instructor.

NC = No Credit

P = Pass

M= Requirement Met

AU = Audit

CR = Credit

TC = Transfer Credit

Transcripts

Unofficial transcripts are available electronically through the Administrative Registrar during normal business hours: Monday thru Thursday 8:00 am—6:00 pm. This document is provided at no charge to the student.

Official transcripts are available through the Administrative Registrar during normal business hours: Monday thru Thursday 8:00 am—6:00 pm. The cost for official transcripts is \$20.00.

Policy On Academic Dishonesty & Plagiarism

All work submitted by a student must represent the student's original endeavor. When outside sources are used as references, the student should identify the source to make clear the extent to which the source has been used. The Holmes Institute considers plagiarism and falsification of documents a serious matter that will result in appropriate sanctions include loss of full or partial credit for the work, suspension for a specific period of time, or expulsion from the program.

Academic Freedom

Holmes Institute honors the expertise of its faculty and provides the freedom to teach, dialogue, assess, and discuss academic issues with students without threat of any reprisals or intimidation.

Revisions to Catalog and Student Handbook

The Institute reserves the right to make any changes in the curriculum, procedures, policies, location, schedule of classes, and tuition. New laws and regulations are reflected in policies in the on-line Student Handbook, Catalog, Policies and Procedures

Course Cancellations

The Institute reserves the right to cancel courses if student enrollment is insufficient.

Taping Courses

Permission must be obtained from instructors before recording. When permitted, the taping procedure must not be disruptive to the class.

Institute Liability

Holmes Institute assumes no responsibility for personal property and possessions brought to a Regional Center or Institute function.

Reference Library

Religious Science archive library: www.spirituallyliving@archives.org.

Standard Reference for written work submitted by students

Turabian, Kate L., *A Manual for Writers*, The University of Chicago Press, Sixth Edition 1996,

ISBN: 0-226-81627-3 (paper)

0-226-81626-5 (cloth)

Writing website resources

Purdue University's Online Writing Lab

Help to find that special word

[Thesaurus.com](http://www.thesaurus.com)

[Guide to Grammar and Writing](#)

Paradigm Online Writing Assistant

<http://www.powa.org/>

Technical Writing Zone: Tips and Information for Technical Writers

<http://www.technicalwritingzone.com>

A Writer's Reference

<http://bcs.bedfordstmartins.com/writersref6e/Player/Pages/Main.aspx>

Chicago-Style Citation Quick Guide

http://www.chicagomanualofstyle.org/tools_citationguide.html

Style Manuals & Writing Guides

<http://www.calstatela.edu/library/styleman.htm>

Graduating Seniors

Upon completion of the senior year of class work, seniors are expected to have successfully completed all six modular exams in the subject areas. Successful completion of these exams and course work will permit our student to participate in a licensing panel conducted by the Department of Growth, Expansion, and Ministerial Support (GEMS) of the United Centers for Spiritual Living.

Pre-Licensing Fees

Investigative Background Check (enrolled prior to Spring 2009)	\$250.00
Investigative Background Update (enrolled Spring 2009 or later)	\$100.00

Licensing

The ministerial licensing procedure is provided by the United Church of Religious Science. Applicants who successfully pass the comprehensive modular examination and all coursework for the Master of Consciousness Studies must then appear before a panel of ordained Ministers for oral examination, to be considered for licensure as a minister in United Centers for Spiritual Living. The Regional Dean recommends students for this testing and paneling at the completion of their senior year.

Licensing Fees

Application Fee	\$250.00
Asilomar– Registration, room & board Sunday—Saturday	Current prices
*Pre-panel Workshop Required before Oral Panels	\$100.00

The ministerial licensing process requires satisfactory completion of all graduation requirements with Holmes Institute. The process takes approximately six to eight weeks to complete. The application fee of \$250 and the Pre-panel workshop fee are required in advance, as well as letters of recommendation. Full instructions are issued well in advance so that all qualified students desiring to participate may arrange their schedules. For further information, please contact the GEMS at United Centers for Spiritual Living, Golden, Colorado.

*The workshop is conducted on the Sunday prior to the start of Asilomar for those who will be taking their licensing oral panels. The workshop is an integral part of the licensing process. Breakfast, lunch and an afternoon snack are included. It is presented by GEMS for every candidate being paneled, and all are required to attend.

COURSE TRANSFERS

Holmes Institute curriculum is specifically designed for in-depth study and preparation for spiritual leadership. Transferring individual classes is done infrequently and on an individual basis. During the first year of study only, a student may submit requests to transfer a maximum of 4 classes based upon equivalent graduate level study. Requests must include transcripts, syllabus or other supporting documents of previous study. In some cases, the applicant will be asked to take a challenge exam to be exempt from the class. These decisions are at the sole discretion of the Regional Dean. Requests for exemptions of 5 or more classes must be referred to the Deans' Council.

If the student is not satisfied with the decision, he/she may appeal the decision in writing to the Deans' Council within 5 working days. The Deans' Council shall review the appeal within 30 days and notify the student in writing. A copy of this letter will be placed in the student's file.

TRANSFER CREDITS

Transfer credits (if earned in the United States) may be accepted from institutions accredited by agencies recognized by the U. S. Secretary of Education and/or the Council of Higher Education Accreditation. Credit taken at Holmes Institute is program specific, and is not automatically transferable to another institution. Acceptance of credits is controlled by the receiving institution.

COURSE REVISION POLICY

In order to maintain the academic rigor of our program there is a systematic review of our courses. The Deans' Council reviews each of our courses at least once a year. The Deans' Council, is composed of the Director, Academic Dean, Distance Dean and Regional campus Deans. The Deans' Council meets twice yearly in person and has regular conference calls approximately twice a month.

Student feedback on course content and faculty is reviewed as well as Deans evaluation of faculty. Course outcomes assessment measures such as grades, review of sample papers and grading are used to determine if a course meets the course objectives stated in the Holmes Institute National Competency Standards, course syllabi and program objectives.

The Deans Council will also consider changes to courses recommended by the Curriculum Review Committee. The Curriculum Review Committee is composed of the Holmes Institute Director, the Academic Dean, the Distance Dean, one Distance and one Regional faculty member and two licensed Religious Science ministers. The Curriculum Review Committee is charged with convening twice yearly.

When the Deans Council determines that course updating or other revision, including re-recording, is necessary, the Academic or Distance Dean together with the Director will commission and supervise the revision. Revisions are made in accordance with the guidelines in the Course Development Manual. The final revision is reviewed and approved by the Deans Council.

Keeping Track

Use the forms on the following pages to keep track of your class and internship progress. Each term note the classes you have taken by filling out the transcript record. If you keep this up to date you will have a current, easily verifiable record showing which classes you need to take for graduation. You can then plan your schedule easily and well.

SCIENCE AND SPIRITUALITY 12 units required

Course #	Title	Units	Term	Teacher	Grade
SSP 502	Psi Research	3			
SSP 503	Science and Spirituality	3			
SSP 505	Physics of the Soul	3			
SSP 506	Mind/Body Medicine	3			
SSP 507	The Quantum Doctor	3			

EDUCATION - 14 Units Required

Course #	Course Name	Units	Term	Teacher	Grade
Core Course:					
EDU 501	Research Methodology	3			
Each of the following:					
EDU 601	Teach Adults S.O.M.	2			
EDU 602	Jr. Church	2			
EDU 603	Advanced Teaching	2			
EDU 604	Homiletics I	2			
EDU 605	Homiletics II	2			
EDU 606	Music	1			

RELIGION 26 units required

Course #	Course Name	Units	Term	Teacher	Grade
Core Courses:					
REL 501	World Religions	3			
REL 504	Understanding the Bible	3			
Four of the following:					
REL 502	Spiritual Philosophies	3			
REL 503	Kabbalah	3			
REL 505	Upanishads & Gita	3			
REL 506	Buddhism	3			
REL 507	Gnosticism	3			
REL 508	Wisdom of Islam	3			
All of the following:					
REL 601	Theology	2			
REL 602	Metaphysical Bible I	2			
REL 603	Metaphysical Bible II	2			
REL 604	Historical Foundations	2			

LEADERSHIP & ADMINISTRATION – 13 Units Required

Course #	Course Name	Units	Term	Teacher	Grade
One of the following:					
LAD 501	Creativity	3			
LAD 503	Noble Purpose	3			
LAD 504	Teaching and Learning On-Line	3			
LAD 505	Peacemaking	3			

Course #	Course Name	Units	Term	Teacher	Grade
	Each of the following:				
LAD 601	Church Management	2			
LAD 602	Craftsmanship	2			
LAD 603	Spiritual Leadership	2			
LAD 604	First Ministry	2			
LAD 605	Church Financial Management	2			

PHILOSOPHY – 13 Units required

Course #	Course Name	Unit	Term	Teacher	Grade
:	Each of the following				
PHI 501	New Myth of God	3			
PHI 502	Philosophy	3			
PHI 503	Mind in the Cosmos	3			
	Required:				
PHI 601	Contemporary Applications of S.O.M.	2			
PHI 602	Teachings & Writings Ernest Holmes	2			

PSYCHOLOGY – 13 Units required

Course #	Course Name	Unit	Term	Teacher	Grade
	Each of the following:				
PSY 501	Creative Communication	3			
PSY 502	Spiritual Psychology	3			
	Each of the following:				
PSY 602	Ethics	2			
PSY 603	Pastoral Care	2			
PSY 604	Pastoral Guidance	2			
PSY 605	Diversity	1			

SPECIAL TOPICS – 5 Units required

These are 1 unit classes ranging from STC 601 to STC 615 (Special Topics)

Course #	Course Name	Units	Term	Teacher	Grade

INTERNSHIP RECORD

Term/year	Topic	Competency	Mentor

APPENDIX A

Master Curriculum Plan scope and sequence

This is the scope and sequence of the Masters Program.
Distance Classes are listed as 500 series classes and

Regional Classes are listed as 600 series classes.
Academic calendars are issued each year so that you can
plan your schedule of courses. Most students complete
this program in three to five years. Students are encouraged
to take the recommended courses during their freshman
year.

All first year students are required to attend the
Colloquium held at the end of August each year.

Recommended First Year Distance Classes	
SSP505	PHYSICS OF THE SOUL
REL501	WORLD RELIGIONS
REL504	UNDERSTANDING THE BIBLE
EDU501	RESEARCH METHODOLOGY
PHI501	NEW MYTH OF GOD
PHI504	MIND IN THE COSMOS

To be in good standing, a student must take a minimum of
Two classes per term while attending the Holmes Institute.

Education	14 Units required	Leadership	13 Units required
Prerequisite Core Course: EDU 501 Research Methodology (3)			LAD 601 Church Management (2) LAD 602 Craftsmanship (2) LAD 603 Art of Spiritual Leadership (2) LAD 604 First Ministry (2) LAD 605 Church Financial Management (2)
EDU 601 Teaching Adults Science of Mind (2)			
EDU 602 Junior Church (2)			
EDU 603 Advanced Teaching (2)			Choose only one of the following classes to complete the leadership requirements:
EDU 604 Homiletics I (2)			LAD 501 Creativity (3)
EDU 605 Homiletics II (2)			LAD 503 Noble Purpose (3)
EDU 606 Music in Ministry (1)			LAD 504 Teaching and Learning On-Line (3) LAD 505 Peacemaking & Integral Church (3)
Philosophy	11 Units required	Psychology	13 Units required
PHI 501 New Myth of God (3)			PSY 501 Creative Communications (3)
PHI 502 Classical Philosophy (3)			PSY 502 Spiritual Psychology (3)
PHI 504 Mind in the Cosmos (3)			PSY 602 Ethics (2)
PHI 601 Contemporary Applications of Science of Mind (2)			PSY 603 Pastoral Care (2)
PHI 602 Teachings & Writings of Ernest Holmes (2)			PSY 604 Pastoral Guidance (2) PSY 605 Diversity (1)

Religion Units required
Two prerequisite Core Courses:
REL 501 World Religions (3)
REL 504 Understanding the Bible (3)

REL 601 Theology (2)
REL 602 Metaphysical Bible I (2)
REL 603 Metaphysical Bible II (2)
REL 604 Historical Foundations (2)

Choose four of the following classes to complete the religion requirement:

REL 502 Spiritual Philosophies (3)
REL 503 Kabbalah (3)
REL 505 Upanishads and Gita (3)
REL 506 Buddhism (3)
REL 507 Gnosticism (3)
REL 508 Wisdom of Islam (3)

Science and Spirituality 12 Units required

Prerequisite Core Course:
SSP 503 Science & Spirituality (3)

SSP 502 Psi Research (3)
SSP 505 Physics of the Soul (3)
SSP 506 Mind/Body Medicine (3)
SSP 507 The Quantum Doctor (3)

Special Topics: Electives 5 Units required

Special Topic classes are offered at the Regional Centers on various topics. You may choose any five to complete this requirement. Below are some of the past topics offered at the discretion of the Regional Dean.

STC 601 Conflict Resolution (1)
STC 603 Sacred Arts (1)
STC 604 Social Issues (1)
STC 605 Death (1)
STC 606 Women in Religion (1)
STC 607 Storytelling (1)
STC 607 Storytelling (1)
STC 608 Kindness (1)
STC 609 Fundraising (1)
STC 610 Starting a New Church (1)
STC 611 Interpersonal Relations (1)
STC 612 Rituals (1)
STC 613 Meditations (1)
STC 614 Improvisation (1)
STC 615 Balance & Vitality (1)
STC 616 Special Topics (1)

Academic Program Summary

To attain the M.C.S. Degree students must complete the following requirements:

	Distance	Regional	Total	Growth and Enrichment Requirements	
Education	3	11	14	Colloquium	1
Leadership	03	10	13	none scheduled 2010	
Philosophy	09	04	13	Spiritual ceremony	1
Psychology	06	07	13	Spiritual conferences	2
Religion	18	08	26	Spiritual retreats	2 per year
Science	12		12	Internships	480 hours
5 Electives		05	05	Comprehensive Modular	
				Examinations 6 subject areas	
Total Units	51 (53%)	45 (47%)	96 Units (100%)		

APPENDIX B

INTERNSHIP REQUIRED COMPETENCIES:

ADMINISTRATION AND SPIRITUAL LEADERSHIP

1. Articulate a minister's perspective of a local spiritual center's core council
2. Organize a spiritual event
3. Lead a spiritual community to expand its prosperity consciousness
4. Train and manage a group of volunteers

EDUCATION LEADERSHIP

1. Manage and schedule the community center's program of Certificated Courses
2. Be the lead teacher for one or more lessons from the UCRS Certificated Course curriculum
3. Plan and conduct a non-certificated workshop for several hours during more than one week
4. Work directly with a group of children/youth to teach Science of Mind, over a period of time

C. ECCLESIASTICAL LEADERSHIP

1. Plan and coordinate all the elements of a successful Sunday Service
2. Plan and deliver the Sunday message/lesson on more than one occasion
3. Organize and lead a single professional practitioner event
4. Provide such pastoral care services as bereavement and crisis care
5. Work directly with youth and their leaders in a church youth ministry service
6. Help to fulfill the vision of "A World That Works for Everyone" through service
 - i. Working with organizations/and individuals in community outside of the Continental United States
 - ii. Supporting a global concern while working in a local situation. Examples of such activity include: Peace effort by organizing a season for non-violence community event; for child relief; or care of the planet by leading a recycling event.
 - iii. Participating as a leader with the UCRS Global Heart Infrastructure
7. Engage in a Silent Retreat in a formal retreat setting.

Release Form for Policies and Procedures

I, _____
have a received a copy of the Holmes Institute catalog, policies and procedures. I have read, understand, and agree to comply with these policies and procedures.

Signature _____ Date _____

Release Form for Policies and Procedures

I, _____
have a received a copy of the Holmes Institute catalog, policies and procedures. I have read, understand, and agree to comply with these policies and procedures.

Signature _____ Date _____

