

Covington Online



Introduction to CTS Online

Covington Theological Seminary Online is committed to meeting potential students and church leaders right where they are. We will not call our students to come away to be trained, but to remain faithful in their present assignment. Because training and equipping are not optional for any spiritual leader, we must do all within our ability to make training accessible to any servant of God that is willing to make the commitment. We strive to serve you in excellence and exceed your learning expectations. Part of that excellence is the opportunity for you to study with CTS's finest faculty, established pastors who have a heart for training leaders and impacting eternity. CTS Online provides you with learning where you need it, when you need it. We provide busy pastors, fathers, and leaders with an excellent Bible education with a faculty of current pastors and church leaders. Your professors are currently serving in roles that you desire to have. CTS Online will connect you to the people, students and resources that you need to grow in your current role or to grow into the future role that the Lord has for you.

Why Choose CTS Online Seminary?

A traditional classroom schedule can be a problem if a seminary student needs to travel for work or is committed to missions in another country. **Online learning is convenient, practical, and efficient.** Wherever you have access to the Internet, you can participate in [online learning](#). Attending traditional schools will cost you gasoline, wear and tear on your vehicle, and parking expenses. Though not a direct cost, **you will not spend time sitting in traffic on a freeway or in a classroom waiting for class to begin.** Earning a seminary degree online requires only that you own a computer that has access to the Internet, investments most families have already made. So we encourage you to consider the many personal benefits of CTS Online and know that we offer a quality online learning experience.

Elements of CTS Online Courses

All of the elements necessary for an excellent theological education are present in our online venue: instruction from qualified pastors and teachers, challenging assignments, and an experience with colleagues that will challenge and grow you. Online courses are structured in a very similar format to traditional classroom learning. Courses are arranged in 10 modules (usually planned for one to three weeks in length) and students are assigned a series of tasks to accomplish before the end of each module. These tasks include reading, watching video of previously captured lecture material, completing and posting written assignments to the online portal, offering feedback on fellow students' work, and participating in class discussions in a discussion board setting. Online courses provide flexibility but are not independent studies. They

do not meet at a certain time in a given day, but during a given period of days for a particular course so that you can complete the courses during your current roles and assignments. There is flexibility purposefully built into each course so that you can both grow and develop while remaining faithful to the Lord. Professors are available for each course that give you both accountability and mentoring.

Technology Requirements for CTS Online

There are three technical requirements for a CTS online education. First, you must have access to a high-speed Internet connection for streaming video instruction. Second, you must have access to a computer using Windows or Mac. CTS's online portal will work on most browsers (Google Chrome, Internet Explorer, Firefox, Safari, Opera, etc.). Third, a student must have the current version of Adobe Reader to open PDF documents and the ability to convert documents to PDF in order to submit assignments.

CTS Online uses Moodle as the online learning portal. Moodle is a user friendly portal that provides a wonderful learning environment for the student. Video training is available that simplifies and instructs the daily functioning of CTS Online students. All of the CTS staff are available and trained in the operation of Moodle if the CTS Online student needs help.

Frequently Asked Questions about CTS Online

Is there an extra fee above the tuition to take classes in CTS Online?

There is not a technical fee to participate in CTS Online. The student pays for the tuition for each course and the textbooks for each course just like with all of the programs of Covington Theological Seminary.

How many Classes am I allowed to take at one time in CTS Online?

A CTS Online student may take as many as two courses at one time. A request may be made to the CTS Online Dean for approval of more than two courses.

How many weeks are in each semester?

CTS Online is set up to be accessible and convenient for every student taking classes. The schedule is set to do 10 modules in 16 weeks (112 days). If at that time the student finds that they need an extension they may request an extension from the professor. The professor's word on an extension is the final word.

Can I complete a degree in the CTS Online School?

Yes, we currently offer classes that apply towards every degree offered at CTS. At this time you have to take courses from an extension or through the E-Course program to complete the degree, but our faculty and staff are working hard to develop more courses so that a whole degree can be completed through CTS Online.

Courses Offered Through CTS Online

BI-160	Old Testament Survey
BI-180 A	New Testament Survey – A
BI-192 A	1 Timothy – A
BI-192 B	1 Timothy – B
BI-235	Acts
BI-270 A	The Ten Commandments – A
BI-270 B	The Ten Commandments – B
BI-290	Biblical Inspiration
BI-338 A	Romans – A
BI-383	Nehemiah
BI-350	James
BI-430 A	Ephesians – A
BI-439 A	Hebrews – A
BI-439 B	Hebrews - B
CH- 280	Church Ministry
PS-237	Hermeneutics
TH-464 A	The Holy Spirit – A
TH-464 B	The Holy Spirit – B

Additional courses may soon be available. Please check with the Registrar's office to verify availability. The application and admission requirements for online courses are the same as all degree programs. Covington Theological Seminary is constantly praying and seeking the Lord in order that we might add courses to our CTS Online Schedule. All of our professors are involved in full time ministry in the local church and many of them are bi-vocational. At CTS online you have the ability to enroll in a course at any time and begin that course the following Tuesday that is a working business day for Covington. You can contact Covington today at 706-866-5626 to enroll and begin classes the following Tuesday so do not delay. If you have any questions then please call or email Covington at info@covingtonseminary.org. We look forward to hearing from you.

CTS Online Policy

- A CTS Online student may enroll in a course at any time and begin that course the following business (non-holiday) Tuesday at Covington.
- There are ten modules for each course in the CTS Online learning portal. You will have 112 days (16 weeks) to complete the course or contact your professor and request an extension.
- A CTS Online student who completes the course(s) before the 112 days (16 weeks) will immediately be eligible for enrolling in new courses.
- Once you contact your professor they have the right to grant you an extension or not. The professor also has the right to determine how long that extension will be. All decisions by the professor on an extension are final.
- A CTS Online student may take as many as two courses at one time. A request may be made to the Academic Council for approval of more than two courses.
- If the student has a question about their grade at the end of the course that student needs to first appeal to the professor in a written statement clearly identifying their concerns. If the student is still not content with their grade after their appeal to the professor then they may submit a written appeal to the Academic Council. The Academic Council has 10 business days to reply to the appeal.
- CTS Online students are required to check into the course platform and post a personal introduction within 3 days of the start of the session.
- CTS Online students are required to keep copies of all of your homework submitted to your professor.
- CTS Online students are required to watch every video lecture posted to the course.
- CTS Online students are required to read every textbook posted to the course syllabus.

Sample Syllabus for a CTS Online Course

ONLINE SYLLABUS for COURSE BI-439 (A), HEBREWS 1-6

Professor: Dr. Gary Fleetwood
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Master of Theology, Master of Divinity, Doctor of Ministry, Doctor of Divinity
Doctor of Theology - Covington Theological Seminary
Bachelor of Architecture - Clemson University
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Dean / Professor: Susani, Romania Extension / Aiken, SC Extension
Professor: Indonesia Extension
Covington Theological Seminary Board of Trustees – Academic Dean
Covington Theological Seminary On-Line Professor

I. COURSE DESCRIPTION

- A. Course BI-439 (A), Hebrews, provides 4 hours of credit. The emphasis of the course is to provide an exposition of Hebrews 1-6. It will primarily provide an overview of the each chapter and will include doctrinal and exegetical studies on the high priestly ministry of Christ as well as the often controversial elements contained in the major warnings of the letter. Hebrews has a very pastoral aspect to it and it teaches a very simple lesson. It is the lesson that the problems we may face in life can only be met and solved in the person of Christ.

II. COURSE OBJECTIVES

- A. To gain an understanding of the basic theological doctrines and themes relative to the exposition of Hebrews as it applies to the ministry of Christ on behalf of the believer. The secondary level of teaching will look intently at each of the major warnings that are a central element of the letter.

III. REQUIRED COURSE TEXTS

A. Required Texts:

1. BI-439 (A) has two course texts that will be utilized as the required course reading assignments. The class lectures will not follow or parallel either of the two course texts, but are designed to provide additional academic information relative to Hebrews.
2. The required course texts are as follows:
 - a. Course Text 1: **The Letter to the Hebrews by Peter T. O'Brien, Eerdmans Publishing. This book is a part of The Pillar New Testament Commentary series.**
 - b. Course Text 2: Hebrews: An Anchor for the Soul, Volume 1 by R. Kent Hughes, Crossway Publishing.

3. MLA Handbook for Writers of Research Papers; Joseph Gibaldi; The Modern Language Association of America: New York, New York, Seventh Edition, 2009.
4. The New King James Version (NKJV) of the Bible will be used in the classroom and handout notes. Other versions of the Bible may be used by the student.

IV. COURSE GRADING

- A. The following is the Covington Theological Seminary Grading System, and is the standard by which all grading will be determined:

<u>Grading Scale</u>	<u>Points for Grade Point Average (GPA)</u>
A Excellent	96 – 100
B Good	86 – 95
C Average	71 – 85
D Conditional Pass	60 – 70
F Failure	0 – 59

B. Assignment Grading Values:

- | | | |
|-------------------------|-----|-----|
| 1. Writing Assignment 1 | 30% | |
| 2. Writing Assignment 2 | 30% | |
| 3. Mid-Semester Exam | | 20% |
| 4. Final Exam | 20% | |

- C. Grading for the writing assignments will be based on content, grammar, spelling, formatting, and punctuation. A “Course Grade Notification for Writing Assignment” sheet will be provided when the graded assignment is sent back to the student.
- D. It is mandatory that the student must view all 16 video classes in their entirety in order to receive credit for the course.

V. COURSE REQUIREMENTS

A. Course Text Reading Assignment:

1. The student will be required to read the two course texts.
 - a. In the first text, The Letter to the Hebrews by Peter T. O’Brien, the student will only be required to read from the Introduction through Hebrews 6.
 - b. In the second text, Hebrews: An Anchor for the Soul, Volume 1, by R. Kent Hughes, the student will be required to read the entire commentary.

B. Completed Reading Assignments / Videos Viewed

1. The Final Exam will provide a place for the student to indicate whether or not they completed the two required course reading assignments as well as the number of videos that they have viewed in their entirety.

C. Course Notes:

1. The BI-439 (A) Course Notes will be provided to the student at the beginning of Module 1 so that they can use them in conjunction with the weekly class lectures. The lectures will closely follow the Course Notes, but will often add supplementary information to the course that is not included in the Course Notes.

D. Course Writing Assignments:

1. The student will be required to provide two (2) writing assignments.
2. The writing assignments will follow the MLA Handbook for Writers of Research Papers format (or Turabian) and will be typed.
 - a. All papers must be submitted to CTS in electronic format.
 - b. A Title Page is not required in accordance with MLA.
 - c. The student shall place what level student they are (Associate, Bachelor, Master, or Doctoral) at the end of the Works Cited page just prior to the number of words as delineated in Item d below.
 - d. The student shall place the number of words used in the writing assignment at the end of the Works Cited page.
3. The writing assignments shall be a minimum of the following number of words, not including the Works Cited page (or Bibliography Page with Turabian format:
 - a. **3500** words for Associate or Bachelor level students.
 - b. **5000** words for Master level students
 - c. **7500** words for Doctoral level students
4. Scripture references shall not be included in the overall word count.
5. Any direct quotation from an author that is more than two (2) sentences long shall be formatted as a separate paragraph, indented, and placed in italics.
6. The student shall utilize a minimum of the following resources in documenting their research for each assignment:
 - a. **4** resources for Associate or Bachelor level students.
 - b. **6** resources for Master level students
 - c. **10** resources for Doctoral level students
7. The course texts can be used as a resource, but **cannot** be counted as one of the required resources.
8. The following are areas that need to be fully understood and addressed by the student in their preparation of each writing assignment:
 - a. The student should pay careful attention to the formatting requirements of MLA, such as using parenthetical citations, Works Cited, etc.
 - b. The student should ensure that both the spell check feature and the grammar feature of their computer program have been utilized. The grammar feature does not always give the writer a correct way to resolve grammatical errors, but it does alert the student that there is a grammatical problem that needs some level of attention.
 - c. The student must understand what constitutes “plagiarism”. If the student quotes directly or paraphrases another person’s work or ideas, that quote or paraphrase has to be formally documented in accordance with MLA. The student is encouraged to read Chapter 2 of the MLA Handbook to obtain a more complete understanding of plagiarism and academic integrity. Any questions relative to plagiarism shall be directed to CTS for clarification. In accordance with the CTS academic integrity policy, any student determined to be guilty of plagiarism will receive an “F” for the course and will receive an academic warning. If the student is proven to have been guilty of plagiarism a second time, they will be permanently dismissed from the school.

- d. The more formal a document, the less the use of personal pronouns like “I”, “we”, “you”, “me”, etc. is considered appropriate. Obviously, when giving an opinion on a subject, the use of a personal pronoun is acceptable.

E. Topics for Course Writing Assignments:

1. **Writing Assignment 1:** The topic is to write an expository essay on Hebrews 3:12-14 relative to what it means for a believer (as expressed by the word “brethren” in v12) to have an “evil heart of unbelief”, to be “hardened through the deceitfulness of sin”, and to become a “partaker of Christ”. The title of the essay shall be called “Becoming a Faithful Follower”.
2. **Writing Assignment 2:** The second topic is to write an expository essay on Hebrews 5:12-14 relative to the issue of spiritual immaturity. The essay shall address some of the primary causes that lead to spiritual immaturity in a believer’s life. The title of the essay shall be called “The Difference Between Milk and Solid Food”.

F. Mid-Semester Exam:

1. The mid-semester exam will be due by the end of Module 5. All questions will be taken from the first required reading text, **The Letter to the Hebrews by Peter T. O’Brien**. All questions will come from The Introduction through Hebrews 6 and will be in chronological order as written. The Mid-Semester Exam is an open book exam. It is important that the answers to the questions be the same as provided in the course text.

G. Final Exam:

1. The final exam will be due by the end of Module 10. All questions will be taken from the second required reading text, **Hebrews: An Anchor for the Soul**, Volume 1, by R. Kent Hughes. All questions will be taken from the commentary and will be in chronological order as written. The Final Exam is an open book exam. It is important that the answers to the questions be the same as provided in the course text.

VI. GENERAL OBSERVATIONS REGARDING COURSE ASSIGNMENTS

- A.** In order to achieve a level of excellence in the student’s work, it is critical for the student to follow instructions, and especially in the formatting of documents in accordance with the MLA Handbook - page numbering, title page not required, complete number of pages, etc.
- B.** In order for a writing assignment to achieve a level of excellence, the student must work diligently at improving and refining the document after the initial draft has been developed. Waiting until the last few days to develop an assignment is generally quite apparent to the grader, and the student will not be rewarded for an academically minimal effort.
- C.** For a writing assignment to be considered an excellent document, there needs to be a well composed grammatical flow and composition of information. Too often many assignment narratives lack overall composition and grammatical integrity. Writing must have a compositional “flow”, and that requires a considerable effort on the

student's part to develop. Grading of the assignments will pay careful attention to the overall flow or lack of flow that the document provides.

- D.** Each student needs to develop a fundamental appreciation of what is required for achieving academic excellence. It requires a substantial effort to excel at a high level, and anyone involved in ministry should have academic excellence as a priority for every phase of God's work in which they are involved. God is looking for excellence, not mediocrity. The online course provides an academic opportunity where the student's understanding of this can be demonstrated, evaluated, tested, and improved.

VII. CLASS LECTURES FOR BI-439 (A)

CLASS LECTURE	LECTURE DESCRIPTION
Lecture 1	Introduction to Course BI-439 (A) Introduction to Hebrews
Lecture 2	Introduction to Hebrews
Lecture 3	Introduction to Hebrews
Lecture 4	Introduction to Hebrews
Lecture 5	Introduction to Hebrews and Hebrews 1
Lecture 6	Hebrews 1 and 2
Lecture 7	Hebrews 2 and 3
Lecture 8	Hebrews 3
Lecture 9	Hebrews 3 and 4
Lecture 10	Hebrews 4
Lecture 11	Hebrews 5
Lecture 12	Hebrews 6 Introduction
Lecture 13	Hebrews 6 Introduction and Hebrews 6
Lecture 14	Hebrews 6

Lecture 15	Hebrews 6
Lecture 16	Hebrews 6

