

Master of Arts in Diaconal Ministry Handbook



St. Mary Seminary and Graduate School of Theology

Academic Guidelines & Program Policies

2022 Edition

A Letter of Welcome from the Academic Dean



Dear Master of Arts in Diaconal Ministry Students,

Welcome to our learning community at Saint Mary Seminary and Graduate School of Theology. Since 1848 the seminary has served the Diocese of Cleveland as a resource for advanced theological studies.

The Master of Arts in Diaconal Ministry which you are pursuing is designed for men in formation for the Permanent Diaconate to study the fundamental theological elements of the Catholic tradition as well as pastoral ministry specific to diaconal ministry. The primary aim of the program is to foster a personal integration of faith that supports a solid theological foundation in the Roman Catholic tradition for those who will serve in diaconal ministry.

Every course in the MA in Diaconal Ministry is part of the core program for formation as outlined by the *National Directory for the Formation, Ministry and Life of Permanent Deacons in the United States*, 2nd ed. (2022). Students are provided the opportunity to study theology and pastoral ministry within the depth and breadth of the faith tradition and at the graduate level. Each course is in one of the following areas: Biblical, Historical, Liturgical/Sacramental, Systematic or Pastoral Theology.

Our faculty is ready to share its academic expertise and pastoral experience with you. The student population, comprised of seminarians, priests, deacons, as well as those in formation for certification as lay ecclesial ministers, provides ample opportunities for the mutual sharing of ideas and perspectives for ministry in the Church today.

Along with the seminary website, catalog, and the diaconate formation program, this booklet presents the academic policies and procedures pertaining to Master of Arts in Diaconal Ministry Degree. The information will allow you to utilize and benefit from the resources the seminary has to offer. The staff at the Center for Pastoral Leadership is eager to serve you in every respect. Sincerely,

Mary McCormick, OSU

Sister Mary McCormick, OSU, Ph.D.
Academic Dean

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CAMPUS DIRECTORY

Mailing Address	28700 Euclid Ave Wickliffe, OH 44092
Website	www.stmarysem.edu
Fax	440-943-7577
Receptionist	440-943-7600 (for Security and all other Offices)
Library	440-943-7665
Registrar	440-943-7667
Finance	440-943-7668

MISSION AND INSTITUTIONAL CONVICTIONS

Mission Statement of Saint Mary Seminary

Saint Mary Seminary and Graduate School of Theology of the Diocese of Cleveland prepares candidates for the Roman Catholic priesthood while also serving as a center for advanced theological education.

Mission Statement for the Center for Pastoral Leadership

The Center for Pastoral Leadership, as a sign of the value we place on the universal call to ministry of all the baptized, is comprised of five formational and educational programs of the Diocese of Cleveland. Under the direction of the Council of Leaders, we strive to provide a setting for forming Christian men and women that authentically reflects the true collaborative nature of the whole Church and its ministries.

Institutional Convictions

These convictions are valued traits cultivated with our learning community that serve as desired outcomes across all of our degree programs:

Christian Discipleship —the transformation of each person into the image of Christ in response to the word of God and the Church’s tradition.

Formation —the renewal of the mind and heart for personal, professional, and ecclesiastical growth.

Theological Thinking —the ability to think with the Church through the skills of analysis and critical reflection.

Communication —the ability to articulate theological ideas.

Collaboration —the development and use of personal and interpersonal skills, shared gifts in ministry, for the service of community building.

MASTER OF ARTS IN DIACONAL MINISTRY DEGREE PROGRAM OVERVIEW

The MA in Diaconal Ministry is designed for men in formation for the Permanent Diaconate to study the fundamental theological elements of the Catholic tradition as well as pastoral ministry specific to diaconal ministry. The primary aim of the program is to foster a personal integration of faith that supports a solid theological foundation in the Roman Catholic tradition for those who will serve in diaconal ministry.

Every course in the MA in Diaconal Ministry is part of the core program for formation as outlined by the *National Directory for the Formation, Ministry and Life of Permanent Deacons in the United States*, 2nd ed (2022). Students are provided the opportunity to study theology and pastoral ministry within the depth and breadth of the faith tradition. Each course is in one of the following areas: Biblical, Historical, Liturgical/Sacramental, Systematic or Pastoral Theology.

The Master of Arts in Diaconal Ministry degree is a professional ministry degree. While based on a solid theological foundation to prepare men who are preparing for the ordained ministry, and which is oriented to the practice of diaconal ministry.

DEGREE PROGRAM GOALS LINKED TO INSTITUTIONAL OUTCOMES

Saint Mary Seminary and Graduate School of Theology established five institutional outcomes: Christian Discipleship, Formation, Theological Thinking, Communication, and Collaboration that overarch all four degree programs. These outcomes define our reflective identity and vocation as a seminary and are linked to specific programmatic goals for the Master of Arts Degree program.

Institutional Outcomes	Goals of the Master of Arts in Diaconal Ministry Program
<p>Christian Discipleship to assist a man in his transformation of becoming a living icon of Jesus the Servant; the one who came to serve and not be served. (<i>National Directory, page 65</i>)</p>	<ul style="list-style-type: none"> • Exhibits an understanding of the Church in its mission, manifested in an appreciation for the Word of God, Tradition, and the Magisterium of the Church • Exhibits an understanding of the Christian worldview in a variety of contexts, especially in a secular work situation • Demonstrates intellectual growth and development resulting from the study of various theological disciplines • Values the ethical and moral principles of the Christian life • Lives out an evangelizing spirit in the marketplace, his neighborhood, and in his family • Embraces a lifestyle imitating the self-sacrificial love of Jesus, allowing him to be the icon of Christ the servant
<p>Formation strives to develop the whole person so that the four dimensions of formation (human, spiritual, intellectual, and pastoral) become so interrelated that they achieve an integral integration of their objectives in the life of each participant (<i>National Directory, page 51</i>)</p>	<ul style="list-style-type: none"> • Develops a disposition and skills for intellectual and pastoral application • Values, integrates, and uses assessment feedback from faculty, spiritual directors, mentors, field education supervisors, other formators, and peers • Engages in self-assessment based on criteria for academic growth • Demonstrates an ability to live a life of prayer centered in Eucharist, the Liturgy of the Hours, and the liturgical cycles • Demonstrates an ability to live a life in communion with one's bishop and the local community of priests, deacons and lay ecclesial ministers

	<ul style="list-style-type: none"> ● Adheres to professional and ethical norms of conduct for ministry ● Nurtures an attitude of on-going formation for life-long growth in the praxis of ministry
<p>Theological Thinking assists a man in putting on the mind of Christ and to relate his individual experiences into the broader aspects of the church's thinking and life <i>(National Directory, page 87)</i></p>	<ul style="list-style-type: none"> ● Demonstrates a knowledge of the biblical, historical, systematic, liturgical/sacramental and pastoral theologies of the Church ● Engages in critical thinking which includes: <ul style="list-style-type: none"> ○ Engagement in theological research ○ Employment of a variety of theological methodologies ○ Analysis of a variety of theological texts and traditions ○ Synthesis of insights from a variety of theological disciplines in light of pastoral situations ○ Evaluation of theological texts ● Seeks out opportunities for life-long theological reflection to assist him in his ministries in a complex world
<p>Communication develop a prophetic voice for the needs of others and to proclaim God's Word in this contemporary World <i>(National Directory, page 52)</i></p>	<ul style="list-style-type: none"> ● Demonstrates an ability to read critically ● Demonstrates an ability to speak clearly and meaningfully ● Articulates an accurate understanding of the biblical, historical, systematic, liturgical/sacramental and pastoral theologies of the Church ● Demonstrates an ability to write with clarity and insight and adheres to standards of academic integrity ● Effectively delivers homilies and reflections, assisting others to embrace the word of God in their lives ● Demonstrates competency in communications skills enabling him to work effectively in group settings ● Effectively uses different cultural communication patterns ● Employs good verbal and non-verbal communication skills, and acts as an empathetic and active listener

<p>Collaboration to become a bridge and not an obstacle with and for others. To facilitate encounter and dialogue (<i>National Directory, page 53</i>)</p>	<ul style="list-style-type: none"> • appropriately values diverse ecclesiologies, theological positions, cultures and global perspectives and responds with prudence to erroneous positions • works well with others in class projects and discussions • animates others to live out their baptismal calling to promote and assist in the apostolic activities of the laity
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In summary, the MA in Diaconal Ministry assists a man in putting on the mind of Christ and relating his individual experiences into the broader aspects of the church’s thinking and life, especially through the biblical, historical, systematic, liturgical/sacramental, and pastoral theologies of the church.

The MA in Diaconal Ministry helps the student develop skills to become a bridge to the church’s mission rather than an obstacle to it. Through various classes and field education placements, students develop an understanding of the broader social context in which diaconal ministry is performed.

Moreover, students seek out opportunities for life-long theological reflection to assist them in a variety of ministries in a complex world.

The MA in Diaconal Ministry strives to develop the whole person so that each dimension of formation outlined by the *National Directory for the Formation, Ministry, and Life of Permanent Deacons in the United States*, 2nd ed. become so interrelated that they achieve the integration of their objectives in the lives of each person.

A DMISSION PROCEDURES

Admission to the MA in Diaconal Ministry program requires acceptance into the diocesan formation program for the Permanent Diaconate. In addition, admission to the MA in Diaconal Ministry program requires a bachelor’s degree from an accredited institution. The applicant must request that an official transcript of credit earned at ALL colleges and graduate schools previously attended be sent directly to the Registrar’s Office of the Seminary.

After the application and other records have been received, letters of recommendation may be requested from former professors and others familiar with the applicant’s ability and probable performance as a graduate student.

D EGREE PROGRAM CURRICULUM

Prerequisites:

- A Bachelor of Arts degree or its equivalent from an institution accredited by a regional accrediting association
- An undergraduate background supported by academic achievement which would indicate the ability to engage successfully in graduate theological studies. It is most desirable that this background includes courses in philosophy and some introductory undergraduate courses in Scripture and Catholic doctrine.
- Maintain at least an accumulative “B” (3.00) average.

Core Courses	44		
Biblical Studies	8	Liturgical-Sacramental Theology	8
• Introduction to Scripture	2	• Liturgy and Sacraments	2
• Old Testament Survey	3	• Sacraments of Initiation	2
• New Testament Survey	3	• Homiletics	2
		• Liturgical Practicum	2
Historical Studies	2	Pastoral Theology	10
• Church History	2	• Canon Law	3
		• Pastoral Counseling	3
Systematics	11	• Parish Administration	2
• Theology of God	2	• Evangelization and Catechesis	2
• Christology	2		
• Ecclesiology	2	Field Education	4
• Christian Anthropology	2	• Ministry of Charity	1
• Fundamental Moral Theology	3	• Ministry of the Word	1
		• Ministry of Leadership	1
		• Ministry of Liturgy	1
		Portfolio/Capstone Project	
		• Integration Seminar	1

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ORTFOLIO & CAPSTONE SYMPOSIUM

Portfolio

Students enrolled in the MA-DM degree program maintain an electronic academic portfolio, *Percorso*, for the duration of their studies. The goal of the electronic portfolio is to demonstrate student growth toward the goal of personal, spiritual, intellectual, and spiritual maturity, enabling them to reinvigorate and deepen their vocational calling. The MA-DM degree program aims to provide a transformative learning experience that opens the student's mind and heart to new knowledge about theology and the practice of ministry, hone competencies in pastoral analysis and ministerial skills, and integrate these dimensions into the theological reflective practice of ministry, all of which lead to continued growth in spiritual and personal maturity.

At the completion of all course work, the student is required to present an integration capstone symposium which demonstrates the goal stated above.

Symposium Preparation

Symposium preparation begins two semesters prior to completion of the program (generally in the spring of Year 3 of the formation program). It is an integrative process of gathering course materials the student has already studied, presented, reflected on, and performed as part of the total formation program. The material is contained in *Percorso*, an electronic portfolio system.

From the materials collected in *Percorso*, students will choose two areas of strength as part of their formation and one area of growth. The criteria may be selected from the Institutional Outcomes (Christian Discipleship, Formation, Theological Thinking, Communication, and Collaboration), the academic disciplines of Saint Mary Seminary (Scripture, Church History, Systematic Theology, Liturgical/Sacramental Theology, and Pastoral Theology), and/or the dimensions of the Formation Process (Human, Spiritual, Intellectual, and Pastoral).

The Academic Dean and the Director of the Permanent Diaconate Formation Program will assign an advisor and two other members of the faculty and/or Diaconate Formation Evaluation Committee to serve as the committee who will engage and evaluate the presentation of the degree candidate.

Portfolio Integration Seminar

At the beginning of the fall semester of the fourth year, the student, working with the advisor for his Capstone Project, will edit his portfolio to create a presentation that is approximately thirty (30) minutes in length. This presentation will synthesize the two areas of strength and the area of growth the student has identified.

The advisor and the two other member of the committee will engage the student after his presentation with questions intended to demonstrate both his mastery and his integration of the

elements of the program as well as his skill at participating in a theological and pastoral discussion.

The faculty/evaluation committee will determine whether a student's presentation has "passed" or "failed" to meet the requirements of the degree program based on the overall quality of the student's presentation, responses to questions, and demonstration of integration.

GENERAL ACADEMIC INFORMATION

Academic year

The Academic year is divided into two semesters. The 15-week fall semester usually begins the last week of August and ends in mid-December. Also 15-weeks, the spring semester begins mid-January and ends in mid-May. In addition, an 8-week summer term is offered primarily for independent study by Doctor of Ministry and Master of Arts Students. A course may be taught during this time to meet student needs.

Hours of Credit

Course hours of credit are based on the number of 55-minute class periods, or their equivalent, devoted to a particular subject. One credit is granted for approximately 15 class periods. The number of hours of credit for each course is given with the course descriptions.

Class Attendance

Class Attendance is expected at every meeting of the course(s) for which students are registered, unless they are granted the privilege of optional class attendance. Normally, illness or other sufficiently serious circumstances are the only legitimate reasons for missing class.

In case of absence, the student is responsible for class work, assignments, and/or examinations and must, with personal initiative, ascertain what is expected from the professor.

Honor students (GPA>3.6) may be granted, at the discretion of an individual professor, the privilege of optional class attendance so they may acquire a more thorough knowledge of a subject through independent study under scholarly direction.

Withdrawal and Credit/Audit Change

To withdraw from a course or to change registration from credit to audit or the reverse without penalty, a student must obtain the official form available online or from the Registrar's office. Failure to attend class or merely giving notice to the instructor will not be regarded as official notice of withdrawal and will result of a final grade of F.

Examinations

Students usually undergo examinations or signature assignments in all subjects at the end of each term. While such examinations might be oral, written examinations last a maximum of two hours for each subject. Exams, papers, or projects might also be given at mid-term and from time to time during the term at the discretion of the professor.

The Master of Arts in Diaconal Ministry integration symposia are scheduled toward the end of the fall semester of the fourth year. It serves as summative and integrative examination for candidates enrolled in this program.

Grading System

Grade reports are given to the students through their *Populi* student profile at the end of each term. Term grades are based on oral and written class work and examinations. The grade received is an evaluation of actual performance and the degree of mastery the student has manifested to the instructor.

The following grading system is employed

<i>Grade</i>	<i>Quality Points</i>
A	4.00
A-	3.667
B+	3.333
B	3.00
B-	2.667
C+	2.333
C	2.00
C-	1.667
D	1.00
F	Failure
I	Incomplete
NR	Grade not reported
P	Pass
AD	Auditor
W	Withdrew with permission

An incomplete (I) is given only for serious reasons. If a student is unable to comply with a deadline, he or she must obtain permission for an “I” from the professor on or before the due date for the assignment. Course work must be made up within a designated time, usually one month, but no restriction is placed on the grade a student may receive.

Course work not completed during the extended time given for an Incomplete (I) results in a grade of “F”.

Should a student in a degree program fail a required course, he/she must repeat the course. A failing grade is computed in the cumulative grade average.

The following descriptions serve as evaluative measures of the professor’s assessment of student work. The use of pluses and minuses in the grading scale allows for an accurate evaluation of the student’s performance within the range of each letter grade.

[A: 100–96%, A-: 95–93%] Outstanding achievement: exceptional aptitude and performance. The student has demonstrated a number of the following characteristics: an exceptionally good grasp of the course material; evidence of self-initiated reading; cooperation in course activities; manifestation of exceptional capability and originality; a command of appropriate vocabulary and superior ability to integrate and make associations with other material studied.

[B+: 92–91%, B: 90–87%, B-: 86–84%] Good achievement: a significantly higher grasp of the course material, which goes beyond the required basic elements. The student has demonstrated several the following characteristics: a significantly more effective command of the material than is generally required; demonstrated ability to perceive applications of principles and relate them to other material; work distinctly above the average; investment in extra-curricular work on his own on course material; a personal grasp of principles so they can be discussed with ease.

[C+: 83–81%, C: 80–77%, C-: 76–71%] Satisfactory achievement: a grasp of the basic content, which enables the instructor to certify the required mastery of the material of the course. The following characteristics are usually present

present: a command of the basic course content and demonstrated ability to make generally correct applications of principles; demonstrated ability to express knowledge intelligibly; the standard performance expected.

[D: 70–65%] Poor achievement: a minimal grasp of course content and limited ability to apply principles learned. The following may further characterize this level: sub-standard achievement as related to graduation; the instructor believes the student would not profit materially by repeating the course; the student may advance to course or courses to which the given course is a prerequisite but with dubious prospects of success.

[F: Below 65%] Failure: failure to meet minimal requirements as specified by the instructor. The student must repeat the course if it is required for a degree program.

Academic Appeals

Saint Mary Seminary reserves the right to discipline or dismiss a student who fails to meet the Seminary's or degree program's academic standards. Any student who objects to an academic decision can appeal that action by submitting a formal letter of appeal to the Academic Dean within ten days of the receipt of the evaluation or grade report. The letter should present the facts surrounding the student's complaint and include any pertinent documentation. If the appeal concerns a grade or academic decision, the Academic Dean will arrange a meeting with the student and the professor at a mutually agreed upon time. Depending on the nature of the complaint, such as dismissal from an academic program, the Academic Dean may select members from the Seminary community to serve on an Appeals Board. In requesting an appeal, the student agrees to be bound by the decision of the Appeals Board. The decision of the Appeals Board is final and not subject to further appeal. The decision and rationale are communicated in writing to the persons involved and are kept on file in the Academic Dean's office.

Academic Probation

A degree-seeking student who falls below the minimum G.P.A. is placed on academic probation for the following semester. Students who remain on academic probation for three consecutive semesters will be dismissed from the program. Students who fail to show sufficient progress during academic probation are also subject to dismissal. In the case of Diaconal Ministry candidates, the Director and Academic Dean will determine if the student should continue as a degree-seeking student or move to Audit status for the remainder of the formation program

The Seminary reserves the right to refuse to admit or readmit any student at any time should it be deemed required in the interest of the student or the Seminary to do so, and to require the withdrawal of any student at any time who fails to give satisfactory evidence of academic ability, earnestness of purpose or active cooperation in all the requirements for acceptable scholarship.

Grievances

Regarding grievances regarding academic issues, it is preferable if issues are resolved with the instructor. The Academic Dean may be involved in discussion if the student and faculty member agree. In non-academic matters, a student presents a formal letter to the Director of the Permanent Diaconate Formation Program outlining the grievance. The Director will determine the process for review and resolution and will maintain a file of all pertinent documentation of formal grievances.

Independent Study

Ordinarily, no independent studies are allowed in the MA-DM program since the program includes a formation component. However, for an exception determined by the Academic Dean and Director, degree-seeking students may participate in an independent study under the supervision of a faculty member.

Inclusive Language

Gospel values and contemporary social consciousness urge us to recognize and change those attitudes and practices that are unjust. Christian tradition holds that all people are created in the image of God and that attitudes against anyone because of sex, age, race, or handicap diminish us all. Therefore, it is the policy of Saint Mary Seminary and Graduate School of Theology to foster the use of inclusive language in academic and liturgical endeavors and to work to eliminate attitudes and customs that stereotype and unfairly separate persons one from another.

Transcripts

Students who wish transcripts of records to transfer to other schools or for other purposes should complete a Transcript Request Form, available in the Registrar's Office, through Populi, or on the seminary website at least two weeks in advance of need. To protect students and alumni, no telephone requests for transcripts will be honored. Transcripts are issued only at the written request of the student, and official transcripts are sent directly to the college, university, or employer to which transfer is desired. A fee of \$2 is required for each transcript.

Official transcripts are sent directly to institutions or agencies. Transcripts sent or given to students are marked "unofficial," are unsigned, and do not bear the seminary seal. Transcripts are released only when all outstanding financial balances have been paid.

Transfer of Credit and Advanced Standing from Other Schools

Ordinarily the MA-DM program must be pursued in total. Transfer credit is not accepted unless a candidate (for work or family reasons) relocates from another diocese while in another formation program. In this case, the Director of the Permanent Deacon Formation program along with the Academic Dean review completed course work at the graduate level for alignment with the Saint Mary Seminary Deacon Formation Program and decide to accept prior course work or to re-take the course.

Academic Counseling

Master of Arts in Diaconal Ministry students work directly with the Academic Dean and the Permanent Deacon Program Director to set goals for the completion of the degree program. It is recommended that students approach individual faculty members for questions about assignments such as exams, papers, and final projects. Students should be proactive in approaching faculty when there are difficulties with assignments or attendance.

Writing Style Manual

Saint Mary Seminary and Graduate School of Theology expects that students in all degree programs use *A Manual for Writers of Research Papers 2020*, by Kate Turabian. Students are encouraged to have a personal copy of this style manual and to consult it for all writing assignments.

Textbooks

Required books are listed on *Populi* prior to the beginning of the semester. Saint Mary Seminary does not have a bookstore. Most students order books on-line and have their books shipped directly though their homes with some discount savings. Students should contact the individual professors if they have difficulty obtaining a certain textbook. At times, you may need to order directly from the publisher (i.e. USCCB, NCEA, Liturgical Press, etc.). Students are expected to have the necessary texts and materials for the first class.

Educational Technology

Access to the Seminary Internet system and other forms of educational technology is made available to students and faculty to enhance the educational experience and to improve their ability to communicate with others. The appropriate use of educational technology in class is both permitted and encouraged.

All classrooms are equipped for use of technology and Internet access. While in class students are expected to limit their use of personal technology to the course work at hand. Faculty may limit a student's use of personal technology if it is deemed to be a distraction or inappropriate or is detrimental to the learning environment.

The usual expectation of ethical behavior extends to the use the Internet and educational technology. While users are encouraged to conduct legitimate research on the system, any use of technology that panders to immoral behavior or attitudes is prohibited. Obviously civil and criminal laws must be obeyed. Users are reminded that they are responsible for observing the U.S. Copyright laws (United States Code, Title 17); obeying all licensing restrictions in connection with software that is downloaded or used in connection with the system and respecting the privacy of others.

Plagiarism results in failure of the course as well as possible dismissal from the Degree Program.

Professional Appearance and Attire

Saint Mary Seminary and Graduate School of Theology prepares men and women for formal ministry in the Church. Therefore, personal appearance and attire should reflect ministry standards. Non-resident students are expected to dress appropriately and be well groomed for class and while on campus. The administration and faculty reserve the right to determine whether a student's appearance is acceptable.

Cancellation of Classes

St. Mary Seminary and Graduate School of Theology normally does not cancel classes or offer an individual lecture of class online. The formation program, including academic classes require in-person attendance.

An individual professor due to weather, illness, or special circumstances may cancel a class. Ordinarily the individual professor communicates via e-mail or text with his/her class.

In the case of severe weather, the Director of the Permanent Diaconate Formation Program will decide if classes will be held. Students will be notified if classes are cancelled. Or, students may contact their professors and/or the program director. and let them know they will not be able to attend class. The professor will not penalize the student. In either case, professors and students will work to make up whatever class time is missed. Individual students who miss a class will be responsible to obtain class notes and complete assigned readings.

Leave of Absence

A student may request a leave of absence from the program director and Academic Dean for not more than one year. At the end of the year, the student may continue either as a degree student or as an auditor. Students may not take an indefinite leave of absence.

***Populi*: Degree Program Learning Management System**

All students are required to have access to an internet-capable device to access the seminary learning management system for course information, communication with instructors, and grade reports and academic transcripts. See below for orientation directions.

***Populi* Orientation**

--a cloud-based campus and learning management system.

Activating your account:

--You will have received an e-mail with your Populi account login. A temporary Populi password is randomly generated. Follow the prompts to change it.

Log in to Populi:

Go to stmarysem.populiweb.com

Enter your login credentials

Suggestion: Bookmark the login page on your Internet Browser and mark it a “favorite” or put it in the toolbar

*An alternate way to get to the *Populi* site is to go to the seminary website:

www.stmarysem.edu . In the top navigation next to the Search field is the word LOGIN. Click on this and you will be taken to the *Populi* login screen.

Dashboard – Home

My Profile – Announcements and Seminary calendar events for the day.

Activity Feed – your personal *Populi* bulletin board

Info tab: basic contact info

Student: courses (drop down menu of academic terms): Courses you are scheduled to take in the current or upcoming semester.

- Click on the name of a course.
- On the course page, click on the “Info” tab to see general information about the course.
- On the right side of the course “Info” page you will find the required books that have been posted by your instructor. Additional files, syllabi, etc. will be added later. (Books may be purchased anywhere that is convenient. Click on each title for author, copyright, etc. Students are expected to have required books for the first class.)
- Assignments, Lessons, Discussions, etc. will be utilized by the professor as appropriate and indicated in the syllabus.

BUILDING AND SECURITY GUIDELINES

Because of the residential nature of the building within the Center for Pastoral Leadership, the following guidelines have been established to protect the rightfully expected privacy of the seminary residents and to allow for the greatest possible use of the seminary facilities by non-resident students.

Non-resident students should confine their activities and movements within the building to the public areas (e.g., first-floor classrooms, the administrative corridors, Chapel, the Student Dining Room, and the Library, etc.) All floors and corridors where resident rooms are located are restricted to resident students and priests only.

Entering the Property and Parking

To enter the Center for Pastoral Leadership campus, please use the main entrance facing Euclid Avenue. Parking is available in lots A, B, C and, if necessary, D. Although areas A, B and C are set aside for outside students and guests, space availability is on a first-come basis. Please LOCK YOUR CAR and do not leave valuables visible.

If classes are scheduled in the St. Anthony Center, students will receive an access fob for the duration of the semester. A \$25 refundable security is expected, and a \$50 loss fee will be charged if the fob is lost or not returned. Please refer to the building hours posted in the lobby.

Times on Campus

Non-resident students are welcome in the Center for Pastoral Leadership facility from 8:00 A.M. until 10:00 P.M. After 10:00 P.M. it is expected that non-resident students will have exited the CPL campus for the night.

Security

Students are always to be conscious of the security needs of the facility. All doors should be closed and secured when entering and leaving the building. Ground floor windows should be locked when rooms are vacated. Any criminal action or emergency situation must be reported immediately to available administrative staff or faculty personnel by contacting the receptionist at the front desk.

All students and staff should make themselves aware of emergency assistance procedures and be able to quickly contact police, fire, or medical emergency help when the need arises. The local police and fire departments of the City of Wickliffe have immediate access to the campus. The facility is in compliance with fire and safety codes and the campus is regularly inspected for life- safety protocols and compliance.

Phones

Cell phones should be turned off or switched to vibrate when carried into the building. Please do not disrupt a class lecture or discussion by taking a phone call. If it is an emergency call, please quietly leave the classroom.

Non-Smoking Facility

The Center for Pastoral Leadership is a non-smoking facility. There is to be NO smoking within 50 feet of any CPL building. Smoking is not permitted in any courtyard.

LIBRARY SERVICES

The mission of the library is to support the curriculum of the Saint Mary Seminary and Graduate School of Theology in its goal of study and research at the master's and doctoral levels. The library also collaborates with and serves as a theological resource for Borromeo Seminary, the Permanent Diaconate program, the Lay Ecclesial Ministry program, the Office of Ongoing Formation, and, more generally, for patrons across Ohio.

In pursuit of its mission, the library has five primary goals:

- To assemble a strong collection of materials adequate to support graduate work in theology at the master's and doctoral levels;
- To create and provide the tools necessary to allow patrons to efficiently identify and obtain materials required for their study;
- To maintain inventory and circulation control of the collection;
- To provide assistance to patrons in effectively using the Library;
- To provide physical facilities adequate for housing the collection, for the staffing of the library, and for the creation of a hospitable place to study.

The Collection

The library owns over 85,000 items, making it the largest theological library in northeast Ohio. Its collection of 67,000 books, and nearly 18,000 bound journals emphasize

philosophy (particularly that related to St. Thomas Aquinas), scripture, systematic theology, ecumenism, moral theology, spirituality, pastoral theology, religious education, liturgical theology, canon law, Church history, and patristics.

Periodicals

The library subscribes to approximately 250 periodicals. Current issues are on display in the balcony. Back issues of the current volume/year can be found in alphabetically arranged boxes behind the display shelves in the balcony. Bound periodicals are shelved alphabetically on mobile shelving in the basement. All periodicals, both current issues and bound volumes, are Library Use Only and may not be checked out.

Microforms

The library owns a number of resources in microfilm and microfiche format. Notable among our holdings are a complete run of the Catholic Universe Bulletin on microfilm. Also available are a microfilm reader and a film/fiche reader/printer. Please request assistance from the library staff if you wish to make use of these resources.

Library Tools

The Catalog

The catalog is the primary means by which patrons can locate books within the collection. The catalog is accessible at <http://catalog.stmarysem.edu>. The catalog can be searched by author, title, subject, keyword, and call number. Search results will include the location of the book, the call number, and the status (such as available, library use only, due on _____, etc.).

The Library is also a member of a consortium of 121 academic libraries in Ohio called OhioLINK. Together, the central catalog of all members offers access to more than 50 million items statewide. Students, faculty, and staff can use the OhioLINK central catalog to find and request materials online, and have them delivered to their home library. The central catalog is accessible at <http://olc1.ohiolink.edu/search/>.

Periodical Indexes

Periodical indexes provide access to the journal literature. The primary periodical indexes in the Saint Mary Seminary Library are: the Atla Religion Database; the AtlaSerials PLUS, Religion Collection; New Testament Abstracts; and Old Testament Abstracts. The easiest way to access these databases is to open the Seminary web site <http://www.stmarysem.edu> and under the library tab, click on the Search button. They are also accessible via links in the bibliographic records included in the SMS catalog.

Other periodical indexes are available through OhioLINK. Of the more than 140 databases available, a few are of particular interest to SMS students:

Academic Search Complete
Dissertation Abstracts

Humanities International Complete Religion and Philosophy Collection

These are also available at the Seminary web site, as described above, as well as from the main OhioLINK site <http://www.ohiolink.edu> under the link “Library Databases”. These databases include both citations and full-text resources.

Other OhioLINK Resources

Electronic Book Center – OhioLINK has a growing collection of 125,000 e-books covering a wide variety of subjects and including encyclopedias, dictionaries and other reference works.

Electronic Theses and Dissertations Center – The ETD contains 107,000 theses and dissertations from students at 31 of Ohio’s academic institutions.

Circulation

Library cards are available through the Librarian. Valid library cards are required to check out books. All library cards expire on the last day of August (as indicated by the expiration sticker on your library card), so each year patrons will need to revalidate their library card. This is the means by which the library can collect updated patron information, whether it be a new address, a new phone number, a new email address, etc. Please see a member of the library staff if you need to update your library card.

The loan period for SMS books is 3 weeks for students, and 90 days for faculty, and books are renewable two times. The loan period for OhioLINK books is also 3 weeks, but 1 week for other formats (CD’s, DVD’s, etc.). OhioLINK books can be renewed up to four times, but other formats may not be renewed.

If students wish to renew the books they have checked out, they may do so within 5 days of the due date. Earlier than this, the system will respond that it is too early to renew. Later, and the system will not permit it because they are overdue. To renew both SMS and OhioLINK books, visit the SMS catalog, and click on the login button, or go to My Record. Access your record by entering your last name as the username, and your library card number as the password. You will then see a list of items you have checked out, and you can select those items you wish to renew.

All periodicals, both current issues and bound volumes, are “Library Use Only” and may not be checked out.

The Saint Mary Seminary Library follows the policy of confidentiality recommended by the American Library Association. The confidentiality of all patron records will be upheld.

Patron Assistance and Services

Orientation & Bibliographic Instruction

To assist patrons in finding materials in the library, orientation sessions are conducted for new students at SMS and Borromeo Seminary. Bibliographic instruction sessions are also conducted upon request for other groups, such as the Permanent Deacons, DMin students, or at the request of an individual instructor.

Reference Collection

The reference collection includes books like encyclopedias, dictionaries, or other titles you might consult for information, but not necessarily read from cover to cover. They are designated by the letter “R” at the beginning of the call number. Reference books are non-circulating.

Reserved Books

At the beginning of each semester, professors have the option of requesting that books in the circulating collection be moved to their “Reserve Shelf.” This transfer temporarily changes the book status to non-circulating or “Library Use Only” to ensure that all students in the class have access to the book, and to prevent the book from being monopolized by a single student. Reserve books can be found by locating the professor’s name, and the course abbreviation.

Inter-library Loan

If there are resources that cannot be located either in the SMS Library or within the holdings of the OhioLINK consortium, please see the library staff to request Interlibrary Loan services. While every effort is made to borrow from libraries that do not charge a lending fee, if there is a charge by the lending library, that fee is passed on to the patron.

Library Facilities

Layout of the Library

There are three levels in the library, the Main floor, the Balcony, and the Lower level or Basement.

On the Main floor you will find our Reference collection on shelves around the walls. Also on the Main floor are the VHS cassettes and DVDs, and the Reserve books. The other books on this level are primarily biographies, philosophy, and psychology. (The Library uses the Dewey Decimal classification system, and the books with classification numbers 0 – 199 are found on the Main floor.) The Horstmann collection is also found on the Main floor.

The circulation desk, and the public catalog computers are on the Main floor, along with the offices of the library staff.

In the Balcony current periodicals on display, plus previous issues for the current volume. A reading area and study tables are available in the Balcony, as well as the library’s microfilm resources, plus computers for student use.

The Basement houses the bulk of the library collection, books with the classification numbers 200 – 999. Bound journals and study tables are also found in the Basement.

Copy Machine

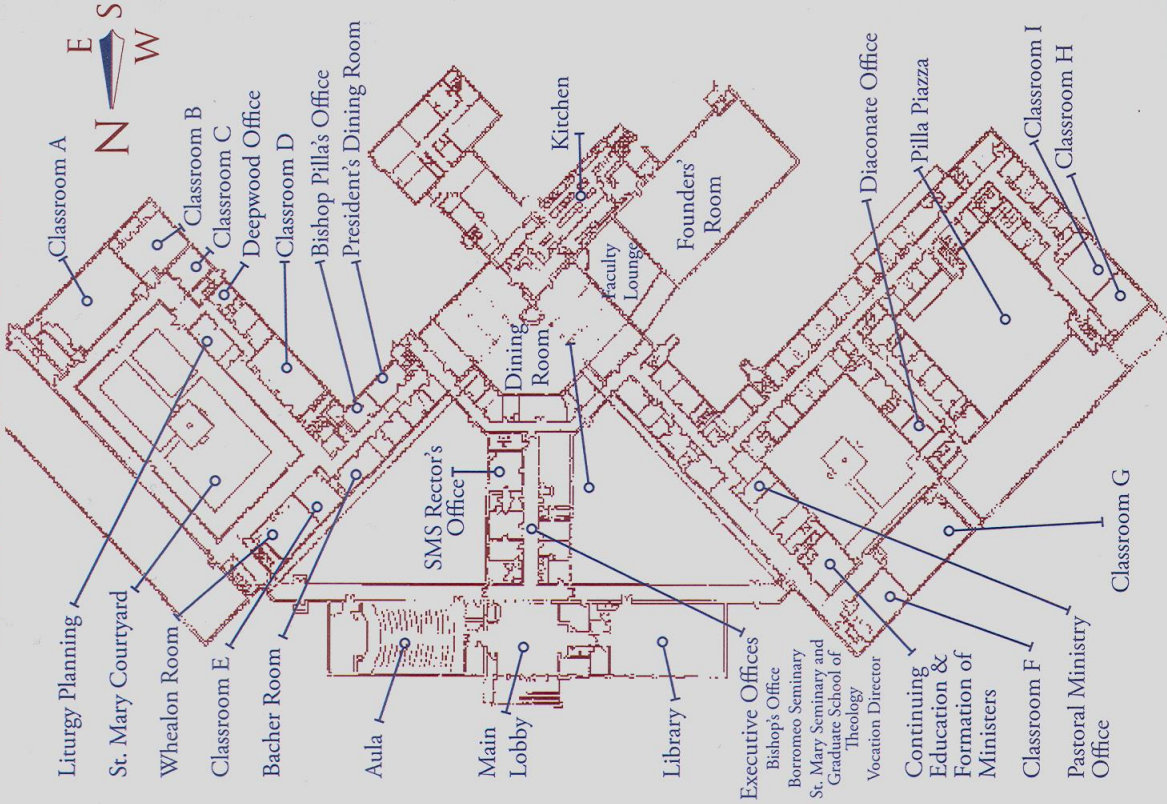
The library copy machine/scanner is in the Basement. Please see a member of the library staff if paper copies are desired. The copy machine may also be used as a scanner, with files either saved to a USB drive or emailed to a patron’s personal email address. USB drives may be

purchased at the reception desk for \$3.00. Paper copies cost \$0.05 each, while scanning is done at no cost.

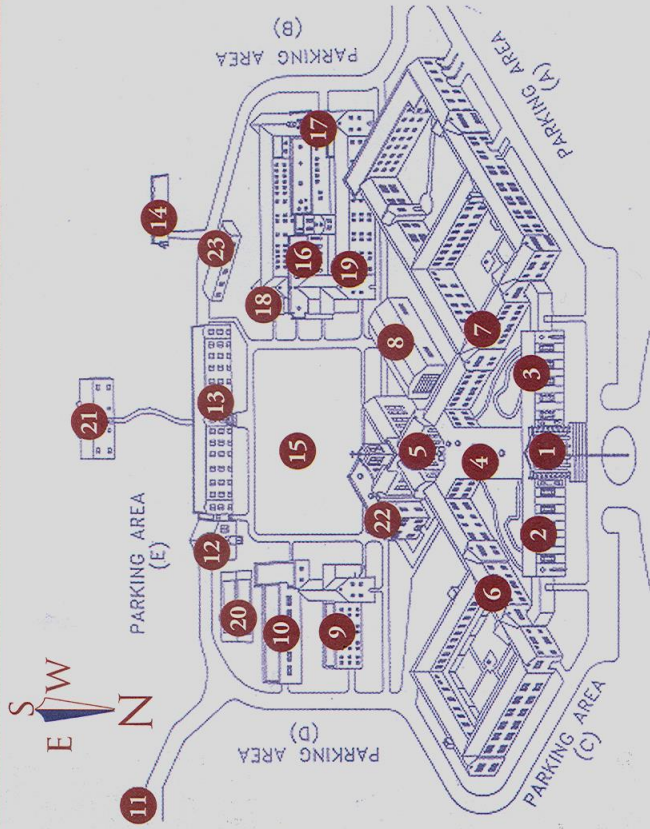
Wireless Access

Students with appropriately capable laptops have access to a wireless connection in the library. Please see a member of the library staff if prompted for a username and password.

MAIN BUILDING MAP



CENTER FOR PASTORAL LEADERSHIP GROUNDS MAP



- | | |
|--|---------------------------------|
| 1 Center for Pastoral Leadership (Main Entrance) | 13 Issemmann Building |
| 2 Aula | 14 Outdoor Swimming Pool |
| 3 Library | 15 Quadrangle |
| 4 Administration Corridor | 16 Sacred Heart Chapel |
| 5 Resurrection Chapel (2nd Floor) | 17 All Saints Elementary School |
| 6 Saint Mary Seminary Residence Area | 18 Farrelly Hall |
| 7 Borromeo Residence Area | 19 Schrems Hall |
| 8 Founders Room | 20 Tennis Courts |
| 9 St. Anthony Center | 21 Barn |
| 10 Field House | 22 Convent |
| 11 Bishop Road Entrance | 23 Maintenance Garage |
| 12 Issemmann Hall | |