

**PT6275
DISCIPLESHIP
AND CAMPUS MINISTRY
SYLLABUS**

***REFORMED THEOLOGICAL
SEMINARY
CHARLOTTE***



FALL 2021

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PT6275 DISCIPLESHIP AND CAMPUS MINISTRY
REFORMED THEOLOGICAL SEMINARY-CHARLOTTE
Fall 2021
DR. ROD CULBERTSON, JR.
ASSOCIATE PROFESSOR OF PRACTICAL THEOLOGY

COURSE DESCRIPTION

This course addresses the need for developing a philosophy of ministry that focuses on building followers of Christ among college students in particular. Attention is given to the concept of disciple-making in general, as well as to plans and strategies for creating a disciple-building environment that can be used in a campus ministry and/or in conjunction with a local church located near a college or university campus. A Reformed theological and philosophical perspective will undergird the content of the course.

COURSE OBJECTIVES

COGNITIVE (KNOW/UNDERSTAND)

1. The student will learn various philosophies of ministry which influence methods of discipleship, particularly in a campus environment.
2. The student will learn various areas of discipleship training and how to discern the needs of others who are growing as disciples.
3. The student will learn how to recognize the qualities of a maturing and growing disciple of Jesus Christ and avenues to enhance such.
4. The student will learn some of the various disciplines of the Christian life which enable one to walk daily with Christ for a lifetime.
5. The student will consider various philosophies of ministry and learn how to write his/her own personal philosophy of campus ministry statement.

AFFECTIVE (FEEL/MOTIVATION)

1. The student will gain a greater conviction for personal and corporate discipleship in a campus ministry setting.
2. The student will grow in his or her motivation to make disciples and to recognize potential leaders and to train future campus/church ministry leaders.
3. The student will grow in his or her desire to be involved in the lives of other believers and to build relationships with them which will foster their growth in faith.
4. The student will deepen his or her passion for personal sanctification.
5. The student will grow as a disciple himself or herself and in concern for his/her personal walk with the Lord and the practice of the disciplines that foster such growth.

VOLITIONAL (DO/COMPETENCIES)

1. The student will write a personal philosophy of ministry statement which could be used in a campus or a church-related campus ministry.
2. The student will write a plan for discipling a new believer in Christ.
3. The student will have the option of actually engaging in the initial one-on-one discipleship process with a college or university student.

Course Objectives Related to MDiv* Student Learning Outcomes

Course: PT6275 Discipleship and Campus Ministry

Professor: Dr. Rod Culbertson Campus: Charlotte Date: Fall 2021



<u>MDiv* Student Learning Outcomes</u>		<u>Rubric</u>	<u>Mini-Justification</u>
<p><i>In order to measure the success of the MDiv curriculum, RTS has defined the following as the intended outcomes of the student learning process. Each course contributes to these overall outcomes. This rubric shows the contribution of this course to the MDiv outcomes.</i></p> <p><i>*As the MDiv is the core degree at RTS, the MDiv rubric will be used in this syllabus.</i></p>		<ul style="list-style-type: none"> ➤ Strong ➤ Moderate ➤ Minimal ➤ None 	
Articulation (oral & written)	Broadly understands and articulates knowledge, both oral and written, of essential biblical, theological, historical, and cultural/global information, including details, concepts, and frameworks.	None	
Scripture	Significant knowledge of the original meaning of Scripture. Also, the concepts for and skill to research further into the original meaning of Scripture and to apply Scripture to a variety of modern circumstances. (Includes appropriate use of original languages and hermeneutics; and integrates theological, historical, and cultural/global perspectives.)	Minimal	The topic of hermeneutics is covered, with a focus on application to Bible study and leading in modified inductive small group Bible study.
Reformed Theology	Significant knowledge of Reformed theology and practice, with emphasis on the Westminster Standards.	None	
Sanctification	Demonstrates a love for the Triune God that aids the student's sanctification.	Moderate	Focus is on growing one's walk with the Lord and how to help others do the same.
Desire for Worldview	Burning desire to conform all of life to the Word of God.	Minimal	Growing as a disciple of Christ in all areas of life is a focus of the course.
Winsomely Reformed	Embraces a winsomely Reformed ethos. (Includes an appropriate ecumenical spirit with other Christians, especially Evangelicals; a concern to present the Gospel in a God-honoring manner to non-Christians; and a truth-in-love attitude in disagreements.)	Minimal	Relational abilities and sharing the love of Christ with others is considered.
Preach	Ability to preach and teach the meaning of Scripture to both heart and mind with clarity and enthusiasm.	None	
Worship	Knowledgeable of historic and modern Christian-worship forms; and ability to construct and skill to lead a worship service.	None	
Shepherd	Ability to shepherd the local congregation: aiding in spiritual maturity; promoting use of gifts and callings; and encouraging a concern for non-Christians, both in America and worldwide.	Moderate	Pastoring others and skills for discipling others is a primary focus.
Church/World	Ability to interact within a denominational context, within the broader worldwide church, and with significant public issues.	None	

REQUIRED TEXTBOOKS

1. Coleman, Robert E. [Master Plan of Evangelism, The](#) (Paperback - April 1, 2006), 109 pp.
An excellent treatment of Jesus' plan to evangelize the world through his disciples. A classic.
2. Culbertson, Rod. *The "Disciple Investing" Life* (Paperback – January, 2017: Wipf and Stock) <http://wipfandstock.com/the-disciple-investing-life.html> 130 pp.
3. Marshall, Colin and Payne, Tony. [The Trellis and the Vine](#) by 158 pp. (Hardcover - Jan. 1, 2009)
An insightful philosophical approach to ministry that encourages maintaining an approach to ministry based upon people and their needs in a setting in which structure counts.
4. Setran, David P. and Kiesling, Chris A. [Spiritual Formation in Emerging Adulthood](#). (Paperback – 2013), 239 pp.
A tremendous diagnosis of the present generation that is emerging into the maturity of adulthood. Valuable as a recent text that studies college age individuals.
5. **In addition to the Required Reading list above, the student is required to read 250 pages from any of the "Recommended Textbooks" or "Books for Discipleship Topics" below.**

RECOMMENDED TEXTBOOKS

(Highly Recommended)

1. Anderson, Neil T. [Discipleship Counseling](#).
2. Bonhoeffer, Dietrich. [The Cost of Discipleship](#). (Mass Market Paperback - 1979)
3. Bruce, Alexander B. [The Training of the Twelve](#). (Paperback - Jun 1, 2007)
4. Chan, Francis and Beuving, Mark. [Multiply: Disciples Making Disciples](#).
5. Coleman, Robert E. [Master Plan of Discipleship, The](#). (Mass Market Paperback - Dec 1, 1998)
6. Cosgrove, Francis M., Jr. *Essentials of Discipleship (A Navigator Book)*, 192 pages, Navpress (1980)
7. Dever, Mark *Discipling: How to Help Others Follow Jesus (9Marks: Building Healthy Churches - Series: 9Marks: Building Healthy Churches (Book 8)*, 128 pages, Crossway (2016)
8. Erisman, Ken. *Grounded in the Faith: An Essential Guide to Knowing What You Believe and Why* Paperback, 288 pages, Baker Books (2013)
9. Geiger, Eric; Kelley, Michael; Nation, Philip *Transformational Discipleship: How People Really Grow*, 240 pages, B&H Books (2012)

10. Geiger, Eric; Peck, Kevin. *Designed to Lead*, 248 pages, B&H Books (2016)
11. Hanks, Billie; Shell, William A. (Editors) *Discipleship: Great Insights from the Most Experienced Disciple Makers*, 192 pages, Zondervan (1993)
12. Hendricks, Howard. *As Iron Sharpens Iron*. (A Promise Keepers Edition for Mentoring Men)
13. Hollinger, Dennis P. *Head, Heart & Hands: Bringing Together Christian Thought, Passion And Action*. (Paperback - May 5, 2005)
14. Hull, Bill. *Disciple-Making Church, The*
15. Hull, Bill. *Disciple-Making Pastor, The: Leading Others on the Journey of Faith*. (Paperback - Oct 1, 2007)
16. Hull, Bill. *Jesus Christ, Disciplemaker*. (Paperback - Feb 1, 2004), 252 pp. A philosophy of disciple making based on a thorough examination of Jesus' disciple building, as exhibited in the Gospel accounts.
17. Hull, Bill. *The Complete Book of Discipleship: On Being and Making Followers of Christ*. (The Navigators Reference Library). (Paperback - Oct 23, 2006)
18. Clark, Chap. *Hurt 2.0*. Grand Rapids. MI: Baker Academic, 2011.
19. Kuhatschek, Jack and Bunch, Cindy. *How to Lead a Lifeguide Bible Study (Lifeguide Bible Studies)*. InterVarsity Press, 1967/2003, 59 pages.
20. Kullberg, Kelly Monroe, Finding God at Harvard. Veritas Forum Books (Paperback – 1996/2007), 364 pages. http://www.amazon.com/Finding-God-Harvard-Spiritual-Christians/dp/0830834338/ref=sr_1_2?s=books&ie=UTF8&qid=1436961203&sr=1-2&keywords=Kelly+Kullberg&pebp=1436961216833&perid=0SD9THV8DRCKXXFBYTMG
21. McCallum, Dennis and Lowery, Jessica *Organic Disciplemaking: Mentoring Others Into Spiritual Maturity And Leadership*. (Paperback - Jun 1, 2006)
22. Mahaney, C. J. *Why Small Groups*.
23. Malik, Charles. *A Christian Critique of the University*.
24. Morley, Patrick. *Pastoring Men: What Works, What Doesn't, and Why It Matters Now More Than Ever*. (Hardcover - Nov 1, 2008). A strategy for reaching men and helping them to grow spiritually.
25. Ogden, Greg. *Discipleship Essentials (Easy Read Large Bold Edition): A Guide to Building your Life in Christ*. (Paperback - May 11, 2009)
26. Ogden, Greg. *Transforming Discipleship: Making Disciples a Few at a Time*. (Paperback - May 2003), 198 pp.
27. Parrett, Gary and Packer, J. I. *Grounded in the Gospel: Building Believers the Old-Fashioned Way*, 240 pages, Baker Books (2010)
28. Pope, Randy Insourcing: *Bringing Discipleship Back to the Local Church* (Leadership Network Innovation Series), 224 pages, Zondervan (March 19, 2013)
29. Sanders, J. Oswald. *Spiritual Discipleship: Principles of Following Christ for Every Believer*. (Paperback - Jul 1, 2007), 175 pp. A serious look at the calling and demands involved in being a true disciple of Jesus Christ.
30. Smallman, Stephen. *What is Discipleship?* (pamphlet)
31. Spader, Dann. 4 Chair Discipling: Growing a Movement of Disciple-Makers

- 160 pages, Moody Publishers; New edition (August 1, 2014)
32. Traina, Robert A. [*Methodical Bible Study*](#) (Paperback - Jan 1, 2002) A book on basic hermeneutics; helpful for leading modified inductive Bible studies
 33. Turner, John G. [*Bill Bright and Campus Crusade for Christ: The Renewal of Evangelicalism in Postwar America*](#). (Paperback - Mar 6, 2008) An analytical and critical history of Campus Crusade for Christ (CRU)
 34. Wald, Oletta, [*The New Joy of Discovery in Bible Study*](#). by [Oletta Wald](#) (Paperback - Jan. 4, 2002)
 35. Wald, Oletta, [*The New Joy Of Teaching Discovery Bible Study \(New Joy of Discovery\)*](#). by [Oletta Wald](#) (Paperback - May 30, 2002)
 36. Wilson, Carl. [*With Christ in the School of Disciple Building a Study of Christ's Method of Building Disciples*](#). (Paperback - 1978)
 37. Whitney, Donald S. *Spiritual Disciplines within the Church: Participating Fully in the Body of Christ* Paperback, 216 pages, Moody Publishers (1996)

BOOKS FOR DISCIPLESHIP TOPICS

1. Boice, James Montgomery. [*Christ's Call to Discipleship*](#). (Paperback - Aug 14, 1998), 169 pp.
2. Ferguson, Sinclair B. [*Taking the Christian Life Seriously: Biblical Teaching on Christian Maturity*](#). (Paperback - 1981)
3. Grudem, Wayne and Grudem, Elliot [*Christian Beliefs: Twenty Basics Every Christian Should Know*](#). (Paperback - Nov 1, 2005)
4. Kennedy, D. James. [*Truths That Transform*](#).
5. Mack, Wayne A. and Johnston, Wayne Erick. [*A Christian Growth and Discipleship Manual, Volume 3: A Homework Manual for Biblical Living*](#). (Paperback - Oct 2005)
6. Ryle, J.C. [*Holiness*](#).
7. Smallman, Stephen. [*The Walk*](#).
8. White, John. [*The Fight*](#).

SUGGESTED READING

1. Adsit, Christopher *Personal Disciplemaking* https://www.amazon.com/Personal-Disciplemaking-Step-Step-Christian/dp/1579020224/ref=sr_1_1?ie=UTF8&qid=1515879761&sr=8-1&keywords=Adsit%2C+Christopher+Personal+Disciplemaking
2. Barna, George. [*Growing True Disciples: New Strategies for Genuine Followers of Christ*](#). (Hardcover - Oct 16, 2001)
3. Boice, James Montgomery. [*How to Live the Christian Life*](#). (Paperback - Mar 1982)
4. Bomar, Chuck. [*College Ministry From Scratch*](#).
5. Bonhoeffer, Dietrich. [*Discipleship \(Dietrich Bonhoeffer Works, Vol. 4\)*](#). (Paperback - Jun 1, 2003)

6. Bonhoeffer, Dietrich. [*Life Together: The Classic Exploration of Faith in Community*](#). (Paperback - Oct 25, 1978)
7. Breen, Michael. [*Building a Discipleship Culture*](#).
8. Edwards, Jonathan. [*Faith Beyond Feelings*](#).
9. Eims, LeRoy (The Navigators). [*The Lost Art of Disciple Making*](#). (Paperback - Jul 29, 1978)
10. Fryling, Alice. [*Disciple-Makers Handbook*](#). (Paperback - Jan 1, 1989)
11. Geiger, Eric, Kelly, Michael and Nation, Philip. [*Transformational Discipleship*](#).
12. Hadidian, Allen. [*Discipleship*](#).
13. Harper, Norman E. [*Making Disciples*](#). Memphis: Christian Studies Center, 1981, 178 pages.
14. Jamieson, Bobby. [*Growing One Another: Discipleship in the Church*](#). (9 Marks)
15. Joiner, Reggie, Chuck Bomar, and Abbie Smith. [*The Slow Fade: Why You Matter in the Story of Twenty Somethings*](#). Colorado Springs, CO: David C. Cook, 2010.
16. Kullberg, Kelly Monroe. [*Finding God at Harvard*](#).
17. Lawless, Chuck. [*Mentor: How Along-the-Way Discipleship Will Change Your Life*](#).
18. Ligon, Greg. [*Bonhoeffer's Cost of Discipleship*](#). (Shepherd's Notes. Christian Classics) (Paperback - Jan 1999)
19. Lutz, Stephen. [*Campus Ministry in a Post-Christian Culture*](#).
20. Macchia, Stephen A. [*Becoming a Healthy Disciple*](#).
21. MacDonald, William. [*True Discipleship*](#). (Paperback - Jun 6, 2003)
22. Morley, Patrick. [*A Man's Guide to the Spiritual Disciplines: 12 Habits to Strengthen Your Walk With Christ*](#). (Hardcover - Feb 1, 2007)
23. Morley, Patrick. [*Discipleship for the Man in the Mirror*](#). (Paperback - May 1, 2002)
24. Morley, Patrick. [*The Man in the Mirror: Solving the 24 Problems Men Face*](#). (Paperback - Oct 2000)
25. Peterson, Eugene H. [*A Long Obedience in the Same Direction: Discipleship in an Instant Society*](#). (Paperback - Jul 2000)
26. Petersen, Jim, [*Lifestyle Discipleship: The Challenge of Following Jesus in Today's World*](#). (The Navigators)
27. Putnam, Jim. [*Real Life Discipleship*](#).
28. Rainer, Thom S. and Geiger, Eric. [*Simple Church: Returning to God's Process for Making Disciples*](#). (Hardcover - Jun 1, 2006)
29. Senter, Mark. [*Four Views of Youth Ministry and the Church*](#).
30. Skinner, Betty Lee. [*Daws: A Man Who Trusted God*](#).
31. Sire, James. [*Discipleship of the Mind*](#).
32. Stanley, Andy and Willits, Bill. [*Creating Community: Five Keys to Building a Small Group Culture*](#). By Andy Stanley and Bill Willits (Hardcover - Dec. 31, 2004)
33. Willard, Dallas. [*The Great Omission: Reclaiming Jesus' Essential Teachings on Discipleship*](#). (Hardcover - Jun 13, 2006)

REQUIREMENTS AND EVALUATION

I. CLASS ATTENDANCE AND INVOLVEMENT

You will be expected to attend class and to participate in the class discussion and activities, especially as we interact with the textbooks and assigned reading, as well as the required papers. Excessive absences will jeopardize your grade.

II. READING OF TEXTBOOKS (25% of course grade)

Textbook reading will be graded based on discussions and an honor system assessment on the final exam, in which the student will be asked the actual amount of reading he or she has done.

III. PAPERS: Two papers are required for the course.

Papers must... (Please note: you can lose points here):

- Be double-spaced
- Be numbered
- Be written with 12 point/Times Roman typeset and standard margins.
- SUBMITTED by *the time of class* on the assigned due date.

Any questions: follow the Chicago style.

A. PHILOSOPHY OF DISCIPLE-MAKING STATEMENT (20% of course grade)

Write out an entire personal philosophy of ministry statement for a campus ministry, based upon the concepts and guidelines discussed in class.

Length: At least 6 pages.

Due: November 2.

B. AREAS OF DISCIPLE-MAKING PAPER (35% of course grade)

Develop a plan for discipling a new believer in Christ. Choose at least ten topics, one passage of Scripture (at least 5 verses in context) which will cover the topic and at least ten (10) questions per passage which will walk the student through the text in an interactive manner.

Length: Whatever it takes.

Due: November 30.

C. OPTIONAL: INTEGRATION EXPERIENCE PAPER (20%)

In lieu of the final exam, the seminary student can choose the following option: Ask a local college or university student (of the same sex) to meet with him or her for six (6) one-hour meetings to be “discipled” throughout the course of the semester. Write a four-page summary of the meetings and what was accomplished. Answer these or similar questions:

“What was discussed in the meetings?” “What was learned?” “What was studied?” “What problems or challenges arose in the relational context?” “What are your reactions to the process?” “Where do you need help in a ministry approach of this type?” Be certain to maintain appropriate confidentiality in the paper as to the student’s identity and other personal issues.

NOTE: The student must inform the professor regarding his or her choice of this option *by the fifth class meeting (September 28)* in order for this choice to become a substitute for a paper or the final exam. No exceptions.

Length: 4 pages

Due: Exam Week

VI. FINAL EXAM (15%)

You will be responsible for the material covered in all of the lectures, as well as the basic content of Robert Coleman’s *Master Plan of Evangelism*.

ACADEMIC POLICIES

POLICY ON CHEATING AND PLAGIARISM: Cheating is the use of another person’s work on behalf of your own work, with the assumption being that it is your work. The MLA Handbook for Writers of Research Papers says, “To plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from someone else.” Plagiarism is the use of ideas, information and content from a particular source without giving credit to that source by footnoting the source or accounting for it in a bibliography. Cheating will result in an automatic zero (0) grade for the assignment, paper or exam involved. Plagiarism, whether intentional or unintentional, is considered academic theft. The RTS academic consequences of plagiarism are as follows: 1) First offense: The student must rewrite the paper and receive no better than a passing “D” grade for it. 2) Second offense: The student fails the entire course.

POLICY ON LATE WORK: Any work turned in late and without either a written excuse or previous permission granted by the professor *will be docked three points/day for that assignment*. Excuses for late work will be accepted for dire medical needs or reasons or other extreme emergencies.

POLICY ON GRAMMAR AND SPELL CHECK: Any work turned in which appears to lack “proofing” or displays poor grammar will receive a small penalty affecting the grade.

**PT6275 Discipleship and Campus Ministry
Reformed Theological Seminary
Fall 2021 Schedule
Dr. Rod Culbertson, Jr.
Associate Professor of Practical Theology**

SESSION	DATE	TOPIC
1	08/31	Introduction to the Concept of Disciple-Investing
2	09/07	Introduction (Cont.); The Nature and Development of the Student; The Campus Demographic
3	09/14	Balanced Discipleship: The Three Domains
4	09/21	Developing a Philosophy of Ministry (Coleman)
5	09/28	Campus POMs
6	10/05	Methods and Models of Discipleship
	10/12	FALL READING WEEK
7	10/19	How the Campus Worker/Minister Comes; How the Student Comes
8	10/26	Diagnosis and Counseling
9	11/02	Areas of Discipleship >Philosophy of Ministry Statement Due
10	11/09	Areas of Discipleship
11	11/16	Modified Inductive Bible Study: The Method and the Small Group Dynamic
12	11/23	Modified Inductive Bible Study: The Use of Questions
13	11/30	Modified Inductive Bible Study: Implementation >Areas of Discipleship Paper Due
<i>Final Exams</i>		<i>> (Take Home/Short Essay) or Integrative Experience Paper</i>

REFORMED THEOLOGICAL SEMINARY

RTS Charlotte Classroom Technology Usage

RTS Charlotte recognizes how essential it is for students to have reliable, campus-wide access to the internet. For that reason, we have made Wi-Fi available for our student body, not only in the library and student lounges, but also in the classrooms. We know that students need to use the internet to download class materials, access files on the Cloud, and locate other important information. However, we also recognize that internet access in the classroom provides opportunity for abuse and misuse. Some students have unfortunately used their internet access to engage in many activities that distract them from the classroom lectures (e.g., surfing the web, checking sports scores, playing games). Not only does such activity hamper a student's own seminary education, but it distracts other students who can easily view the screens of nearby students. In addition, donors and classroom guests (who often sit in the back) can see this inappropriate internet usage, which reflects poorly on RTS. Classroom etiquette includes leaving cell phones turned off, refraining from surfing the Internet or playing computer games or other distracting activities. In addition, students must respect standards set by individual professors regarding the use of technology during their class.

In order to address this issue, we must appeal to the integrity of the students as ones who are preparing for a lifetime of ministry to Christ and his church. We expect each student to take personal responsibility for proper classroom technology usage and to encourage others around them to do the same. All RTS-Charlotte students are accountable to the policies stated in the Student Handbook and Academic Catalog and are therefore expected to use technology in the classroom only for appropriate class-related activities. Student conduct is under the supervision of the Dean of Students.

Student Instructions for Exams with LockDown Browser

1. Install the LockDown Browser application on the computer you intend to use for exams, prior to sitting for the exam, using this link:
<https://download.respondus.com/lockdown/download.php?id=998253613>
 - This link is ONLY for RTS students and covers Mac and Windows applications.
 - Be sure that you are able to login to your Canvas account from the LockDown Browser before scheduling a time to take your exam.
 - The LockDown Browser application is already installed on the computers in the RTS Charlotte library. (Note that if you elect to use the library computers, your proctor must still be present throughout the duration of the exam.)
 - If you use internet filtering software (for example, Covenant Eyes) you may need to disable it before beginning an exam with LockDown Browser. Some types of filtering software can block your computer's connection to Canvas. Also, please be sure to add an exception for our Canvas URL: <https://rts.instructure.com>
2. Make arrangements with a proctor to supervise the exam within the date timeframe set by the professor. The proctor cannot be a family member, current RTS student (current = taken a class within the past year but not yet graduated), or member of the library staff. Typical proctors are pastors or church staff members. The document "Proctor Expectations Letter.doc" has been provided on your Canvas homepage in order to facilitate communication with your proctor. For your convenience, there will be several on-campus proctor blocks where a proctor will be available to supervise your exam. Dates and times will be posted on Canvas and announced in the weekly Semper.
3. The proctor must observe student taking exam and ensure that there are no devices or resources available other than the computer being used for the exam.
4. Access the exam during the date window specified for that midterm:
 - a. Start the LockDown Browser application using a wired or known reliable WIFI connection. We do not recommend using restaurant or coffee shop WIFI to take exams.
 - b. Have your student ID number available to input into the exam.
 - c. If you use internet filtering software, you may need to disable it before beginning an exam with LockDown Browser.
 - d. Login to your Canvas account using your Self-Service username and password. If you need to reset your Self-Service password, you may do so at <https://selfservice.rts.edu>.
 - e. Navigate to the exam. You will not be able to access the exam with a standard web browser. For additional details on using LockDown Browser, review this **Student Quick Start Guide (PDF)**.
 - f. Time clock will begin once you open the exam.
 - g. Exam must be completed in one sitting. You may not exit and return to exam later.
 - h. The exam will contain questions requiring the proctor contact information, an honor pledge, and certification that your proctor was present during the entire exam period.
5. Proctors may be contacted to verify information regarding exam administration.
6. In the rare case of a technical issue (for example, if internet service goes out during exam), the proctor should contact the course TA. While the TA's may not be immediately available, the date and time of the email will document when the issue was reported. Please have your TA's contact

information available for your proctor before opening the exam. Once you open the exam using the LockDown Browser, you will not be able to access other programs on your computers.