

## **SYLLABUS**

### **703: Orientation and Preparation (OrP) Core Course (3 credits)**

**FACULTY: Ellen Louise Barner, PharmD, ThD**

**Fall 2017 (Updated August 2017)**

## **COURSE DESCRIPTION**

OrP is designed to provide new students with the information and skills necessary for successful completion of their Holos University (HU) studies including an overview of the university, academic writing and ethics in healing.

**The first part of OrP** introduces new students to HU's programs, courses, residency options, faculty, and staff. Topics covered include:

1. an orientation to the Holos University Graduate Seminary's mission and procedures
2. a description and discussion of the various academic programs and degrees offered
3. an introduction to and description of the courses available
4. an introduction to the faculty and staff
5. lively discussions of the potential for incorporating spirituality, subtle energies, and holistic health into graduate research projects or certificate programs.
6. working directly with the Dean or faculty advisor to design a DRAFT Program Schedule Form (PSF) that lists courses for at least the first two semesters and includes an appendix listing all additional courses required to earn the degree or certificate sought.

**The second part of OrP** prepares students to meet the rigorous standards of graduate level academics and writing skills. With a focus on holistic writing, students are equipped with a "survival toolbox" of the skills and competencies necessary for a successful and productive learning journey. Topics to be covered include:

1. an overview of writing styles with an emphasis on scholarly, academic writing and associated requirements
2. writing with Higher guidance, subtle energies and intuition
3. group work at a distance
4. organizational strategies
5. overcoming obstacles
6. compassion, integrity, and confidentiality in a collaborative learning environment
7. the template for HU papers that will be used in this and subsequent coursework.

**The third part of the course** introduces students to ethics and legal issues in having a healing practice.

Students are required to attend the online conference calls. If unable to attend, the student will listen to a recording of the session and send an email to the course faculty and fellow students with their input as if they had been on the call.

**Lead Faculty: Ellen Louise Barner; PharmD, ThD**

## **FACULTY BIOGRAPHICAL SKETCHES**

Ellen L Barner, ThD and President of Holos University comes to HU with over 30 years of experience in clinical hospital pharmacy practice and pharmaceutical industry as a science liaison. She has Bachelor of Science in Pharmacy and Doctor of Pharmacy degrees from Duquesne University. She received her Doctorate in Theology in Spirituality and Health from Holos University and ordination from All Faiths Church for Spirituality and Health in September 2014. Additionally, Ellen is a Reiki Level 3 practitioner and certified in Neuro Emotional Technique. She is trained in Beginning, Intermediate and Advanced Light Language (Sacred Geometry), Body Harmonization, Accessing Parallel Universes, as well as 12-Strand DNA Anchoring and

Restructuring. In her role as a Stampin'Up! Demonstrator, Ellen shares her love for creating beautiful, handmade greeting cards and holds the space for love, inspiration, stress-relief, relaxation and joy while participants create their projects. She is looking forward to building relationships with incoming students and supporting their academic journey.

## **FACULTY CONTACT INFORMATION**

Rev. Dr. Ellen L Barner  
e-Mail: [president@holosuniversity.org](mailto:president@holosuniversity.org)  
Phone/Voicemail: 888-272-6109x1 Text: 412-638-1850  
Location: Steubenville, OH 43953 Eastern Time Zone USA

## **LEARNING OUTCOMES**

### **Students will:**

- Establish an individual custom plan of study that supports their academic interests and personal passions
- Experience the culture, resources, and community of Holos University Graduate Seminary and All Faiths Church of Spirituality and Health
- Become familiar with online distance learning software (Zoom.com)
- Gain an overview of the primary tools, resources, and strategies needed for academic study
- Demonstrate academic writing and peer-review skills
- Achieve a certificate of completion in Ethics, Legal Issues & Risk Management Strategies for Energy Healing Practitioners

## **REQUIRED TEXTS & MATERIALS:**

Note: All required materials and texts are available online at <https://smile.amazon.com> (you may select All Faiths Church of Spirituality And Health as the charity, so Amazon will donate a portion of the proceeds to HU's parent corporation) or Barnes & Nobel. Most are available as eBooks. Used books may be purchased from other students/alumni through the HU Alumni Association Website: <http://huaa.wildapricot.org>.

### **Spirituality and Health Foundation:**

Shealy, C. Norman. *Energy Medicine: Practical Applications and Scientific Proof*. Virginia Beach, VA: 4<sup>th</sup> Dimension Press/A.R.E. Press (Association of Research & Enlightenment), 2011.

### **And either:**

Ballentine, Rudolph. *Radical Healing: Integrating the World's Great Therapeutic Traditions to Create a New Transformative Medicine*. Honesdale, PA: Himalayan Institute, 2011.

### **Or**

Gerber, Richard. *Vibrational Medicine: The #1 Handbook of Subtle-Energy Therapies, 3<sup>rd</sup> Edition*. Rochester, VT: Bear & Company, 2001.

### **The Process and Craft of Academic Writing:**

Herring, Laraine. *Writing Begins with the Breath: Embodying Your Authentic Voice*. Boston: Shambhala, 2007.

Holos University. *Holos University Course Catalog*. Available for download from [www.holosuniversity.org](http://www.holosuniversity.org).

Silvia, Paul. *How to Write a Lot: A Practical Guide to Productive Academic Writing*. Washington DC: American Psychological Association, 2007.

Sword, Helen. *Stylish Academic Writing*. Cambridge, MA: Harvard University Press 2012.

### **The Fundamental of Ethics and Legal issues in Energy Healing:**

Murphy, Midge. *Practice Energy Healing in Integrity; the Joy of Offering Your Gifts Legally & Ethically*. Eugene, OR: Territorial Publishing 2015.

Self-paced Legal and Ethics Exam. \$125 available at <http://www.midgemurphy.com/exam>.

### **Recommended Supplemental Texts:**

One of two referencing style manuals. Although both are acceptable, most journals are moving to APA rather than Chicago. Either choose:

American Psychological Association. Publication of the American Psychological Association (APA). Washington, DC: APA, 2010.

**or**

The Chicago Manual of Style. 16th ed. Chicago: University of Chicago Press, 2010. (Also available in electronic form at [www.chicagomanualofstyle.org/home.html](http://www.chicagomanualofstyle.org/home.html))

Strunk Jr., William & E. B. White. *The Elements of Style*, 4th Edition. Essex, England: Pearson Education Ltd., 2016. (ISBN: 1535462655)

## **HOLOS FACULTY-STUDENT COMMUNICATIONS POLICY**

Students and instructor communicate frequently via e-mail, telephone calls, and Zoom.com online conferences, creating a collegial forum for sharing ideas among participants. Telephone conference calls and calls with instructors are at the student's expense. Faculty members should inform students of any times that they are available for e-mail or phone communication. Students should inform instructors if they will not be available for scheduled calls or online sessions. Students should allow three days for a response after e-mailing an instructor. If you have not received a response after three days, re-send the e-mail and call or text the instructor, make sure you talk personally with the professor or leave a message. If you have still not received a response after two more days, forward your e-mail communications with the instructor to the Dean. Further action will be determined by the Dean.

## **ASSIGNMENT FORMATS:**

- All written assignments must be in **Microsoft Word** documents.
- Assignments may be submitted either via e-mail as attached files or via DropBox. A class DropBox link will be provided for each semester.
- All papers should be **double-spaced**.
- **FONT:** Times or Times New Roman, in 12 point size.
- **Naming Papers:** Use this format both in the subject line of your email, on the title page of your assigned papers and the file name of the paper. Example: 703\_LastNameI\_Assign#
  - The course number
  - Underscore
  - Your full last name
  - Followed by the initial of your first name,
  - Underscore
  - Assignment number
- **ATTENDANCE:** All students are expected to attend and participate in each class meeting be that online or telephone conference.

- **ASSIGNMENT DUE DATES:** All assignments will be due *on or before* the dates listed on the syllabus. If a sickness or genuine emergency adversely affects your ability to complete any given assignment on time, contact faculty to discuss the possibility of an extension at least 3 days prior to the due date. *As consistent with HU's policies, an incomplete in this course will not be granted unless you are faced with extraordinary circumstances.*
- **ACADEMIC INTEGRITY:** All students are expected to adhere to basic standards of academic honesty and integrity. All work submitted is expected to be the student's own thought and expression unless another source is acknowledged and appropriately referenced. Violation of academic honesty is regarded as an extremely serious offense and will result in a "U" Unsatisfactory for the course, and possible termination as a student of HU.
- **END NOTES:** All referenced material must be cited using endnotes. Include the Author's name, the publication name, the publisher, the date of publication, and the page number.
- **SPECIAL CIRCUMSTANCES:** If you have disabilities or other special needs, please contact the instructor so that we may provide the accommodation(s) that you might need to successfully complete all the work in this course.
- **FILE NAME: When you "save" your document,** you MUST use the same format to name your Word file, or your file will be returned so that you can add the proper file name and format:  
The document you attach to your email should be in the following format: **703\_SmithJ\_#1.doc.** **(Course #, Last Name, First Initial, Assignment#.doc or .docx)** Use Times, Times New Roman, or Helvetica fonts, 12 pt. and cite all referenced material using *Chicago Manual of Style* or *APA*.

## OVERVIEW OF ASSIGNMENTS BY WEEK

Dates/times for the conference calls will be decided at the beginning of the semester to give consideration to both student and faculty schedules. Assignments are to be submitted by Friday of the week they are due.

The following checklist is provided to aid you in tracking assignment completion:

- Before or during the first week of the semester: Pre-Semester Arrangements
- Weeks 0 – 16: Keep a Personal Journal, Participate in two How Café #1 online sessions and read ethics text.
- Week 1: **Welcome Online Conference Call** 1 hr on Day/Time TBD & Draft Program Schedule Form (PSF) is due on Friday.
- **Week 2: Paper #1 Due – Personal Storytelling**
- Week 3: **Online Conference Call** – (1-2 hours) Day/Time TBD
- Week 4: Check-in call or email faculty
- Week 5: Check-in call or email faculty
- **Week 6: Paper #2 Due – Selected Topics in Energy Medicine (Scholarly Paper)**
- Week 7: Peer Review papers
- Weeks 8: **Online Conference Call** – (1-2 hours) Day/Time TBD
- Mid-semester break
- Week 9: Check-in
- Week 10: **Paper #3 Due – My goals for studying at HU (Scholarly Paper)**
- Week 11: Peer Review
- Week 12: **Online Conference Call** – (1-2 hours) Day/Time TBD
- Week 13: **Paper #4 Due - Personal Reflection Paper**
- Week 14: Check-in call or email faculty
- Week 15: **Complete Energy Healing Book Exam, must pass with 80% correct answers**
- **Week 16: Online Conference Call** – (1-2 hours) Day/Time TBD
- & complete Course Evaluation (form will be sent from the Data Manager)

**Note: The conference calls on weeks 1, 3, 8, 12 and 16 require online internet access. Check-in calls may be via telephone or email.**

## **DETAILS OF ASSIGNMENTS**

### **ASSIGNMENT: Pre-Semester Arrangements**

Due Date: Before or during the first week of the semester

Assignment Description:

- Read through the syllabus, send an email with any questions to the faculty.
- Order required textbooks
- Send an introductory email with a photo to the faculty prior to the first day of the Semester.

### **ASSIGNMENT: Personal Journal**

Due Date: Weeks 0 – 16: During the entire semester

Percentage of Grade: 5%

Learning Outcomes of Assignment:

- Reflexivity and Reflectivity
- Exploration of writing as a spiritual practice
- Build the writing muscles

Required Texts and/or Materials: *Writing Begins with the Breath* and *How to Write a Lot*

Assignment Description:

**Personal Journal** – Keep a personal journal of your experiences upon embarking on your Holos Journey.

- Writing a minimum of one typed or two handwritten pages *per day* to document your thoughts, feelings, and experiences during the first 2 weeks of the semester.
- Add an additional 2 handwritten pages *each week* throughout the OrP semester.

The required books for this assignment detail the writing process and are applicable to all types of writing and large projects. When writing your entries, include your reflections and responses to the suggested writing prompts and how they relate to your thesis/dissertation project or certificate program. Note any resistance to the process. This personal journal will not be submitted or graded but *is* necessary to complete further assignments.

### **ASSIGNMENT: H.O.W. Café**

Due Date: Weeks 0 – 16: Any two Wednesdays during the semester

Percentage of Grade: 5%

Learning Outcomes of Assignment:

- Community Building
- Experience with informal conference calls

Required Texts and/or Materials: Phone and optional online access

Assignment Description:

**HOW Café** – Students are to participate in a minimum of two sessions of the HOW (Holos On Wednesdays) Café conference calls during the semester. While the dates are optional, students are encouraged to arrange to participate in the first call before Mid-term. HOW Café meets every Wednesday from 7pm – 8pm Central Time. .

Access information for How Café is available on the HU Calendar at [www.holosuniversity.org](http://www.holosuniversity.org)

Student emails will be added to the How Café mailing list for updates.

**ASSIGNMENT: Draft PSF**

Due Date: Week 1

Percentage of Grade: 5%

Learning Outcomes of Assignment:

- Clarify student's academic goals
- Address transfer and equivalency credits
- Outline a draft Program Schedule Form (PSF)

Required Texts and/or Materials: HU Catalog (Available Online)

Assignment Description:

Meet with faculty and advisor via conference call to collaborate on a draft PSF

**ASSIGNMENT: Welcome Conference Call**

Due Date: Week 1

Percentage of Grade: 5%, all calls totaled together

Time: 1-2 hours

Learning Outcomes of Assignment:

- Meet students and faculty
- Review PSFs
- Clarify course assignments & due dates
- Explore thesis/dissertation projects or focus of certificate program

**PAPER #1: Personal Storytelling (Personal Exploration Paper)**

Due Date: Week 2

Percentage of Grade: 10%

Learning Outcomes of Assignment:

- Self exploration through storytelling
- Students will be able to clearly and concisely articulate how the chosen research project and/or course of study relates to their personal experiences and interest.

Required Texts and/or Materials: *Stylish Academic Writing*

Assignment Description:

**Program Review** – Write a 3 to 5 page paper describing (1) your personal reasons for embarking on your educational program at Holos University, (2) the choices you have made for your Program Schedule, (3) what newness you hope to bring to the world through your study and research, and (4) how Holos can support you through this journey. The length of this assignment is intentionally short to focus your writing for maximum content and minimum filler. Papers in excess of 5 pages will be returned unread for editing. No references are required for this assignment. Students are advised to utilize the required texts as references for structure, readability, and engagement.

Students who have not decided upon a research project or who are struggling with the content of this assignment are encouraged to contact the faculty to brainstorm ideas.

**ASSIGNMENT: Conference Call**

Due Date: Week 3

Percentage of Grade: 5%, all calls totaled together

Learning Outcomes of Assignment:

- Meet students and faculty
- Further clarify thesis/dissertation projects
- Community Building
- Shared visioning
- Strategies for organizing scholarly writing
- Experience with online conferencing

Required Texts and/or Materials: Computer with internet access, and final version of Paper #1

Assignment Description:

**Conference Call** – Students and faculty participate in a 1-2-hour conference call with the following agenda:

- Introductions
- Student experiences – challenges, opportunities & learnings
- Vision Sharing (from Paper#1)
- Lessons learned
- Drivers Ed for Distance Learning
- Holistic Writing strategies
- Discussion of upcoming assignment requirements

**ASSIGNMENT: Check-in**

Due Date: Week 4

Learning Outcomes of Assignment:

- To keep students engaged in the class
- To address questions and concerns regarding assignments proactively

Required Texts and/or Materials: Computer with internet access or Phone.

Assignment Description:

**Check-in by phone or email** –Student shares their experiences – challenges, opportunities & learnings, and makes requests for any help needed for Paper #2

**ASSIGNMENT: Check-in**

Due Date: Week 5

Learning Outcomes of Assignment:

- To keep students engaged in the class
- To address questions and concerns regarding assignments proactively

Required Texts and/or Materials: Computer with internet access or Phone.

Assignment Description:

**Check-in by phone or email** –Student shares their experiences – challenges, opportunities & learnings, and makes requests for any help needed for Paper #2

**PAPER #2: Selected Topics in Energy Medicine (Scholarly Paper)**

Due Date: Week 6

*Note: HU Fall Semester MID-TERM break is following week 8*

Percentage of Grade: 20%

Learning Outcomes of Assignment:

- Clear and concise writing
- Effective use of sources and references
- Knowledge and use of the HU Template
- Overview of the field of Spirituality & Health/Energy Medicine

Required Texts and/or Materials: *Spirituality & Health Texts as noted in the Required Reading*

Assignment Description:

**Selected Topics in Energy Medicine** – Read, highlight and make notes on the Spirituality & Health required reading list. From these texts, select three topics for the written assignment.

**Scholarly Paper** – Write an 8-page paper with the following format:

**Page 1:** Introduction – Why you chose the following topics and how these topics do or do not relate to your chosen research project or certificate program.

**Pages 2-7:** For *each* topic, write a two-page overview including a minimum of 3 references and your personal views on the topic.

**Page 8:** Write a one-page conclusion that places the previous topics within the context of Spirituality Holistic Health, and Energy Medicine.

#### **ASSIGNMENT: Peer Review (Online Collaboration)**

Due Date: Week 7-8

Percentage of Grade: 10%

Learning Outcomes of Assignment:

- Understand the requirements and evaluation process for scholarly work
- Create/foster constructive academic dialog

Required Texts and/or Materials: Completed Paper #2

Assignment Description:

**Peer Review Process** – **Each student is to submit their completed Paper #2 via email to the class by the due date for peer review.**

Students are to read and review all papers submitted by their classmates and provide feedback via email. Use this opportunity to engage in academic dialogue via email exchanges during the peer-review week.

Faculty feedback will be posted within 3 days of the student review deadline.

#### **ASSIGNMENT: Zoom Conference Call – Online Peer Review and Experience**

Due Date: Week 8

Percentage of Grade: 5%, all calls totaled together

Learning Outcomes of Assignment:

- Build community

Required Texts and/or Materials: Computer with internet access (optional), Phone.

Assignment Description:

**Conference Call** – Students and faculty participate in a 1-2-hour conference call with the following agenda:

- Opportunity for students to share insights gained from reading each other's papers and field questions and comments.
- What insights did you gain from the questions or comments of others on your paper?

#### **MID-SEMESTER BREAK**

#### **ASSIGNMENT: Check-in**

Due Date: Week 9

Learning Outcomes of Assignment:

- To keep students engaged in the class
- To address questions and concerns regarding assignments proactively

Required Texts and/or Materials: Computer with internet access or Phone.

Assignment Description:

**Check-in by phone or email** – Student shares their experiences – challenges, opportunities & learnings, and makes requests for any help needed for Paper #3

### **PAPER #3: Putting one's own research into context (Scholarly Paper)**

Due Date: Week 10

Percentage of Grade: 20%

Learning Outcomes of Assignment:

- Understanding of the student's research topic or area of focus within the context of the larger field of Spirituality and Health

Required Texts and/or Materials: Required reading and supplemental references as needed.

Assignment Description:

**Scholarly Paper** – Write an 8 to 10 page paper describing your ideas about your proposed research project and how it fits within the larger fields of Spirituality & Health, Subtle Energy, and Energy Medicine, as well as the potential impact of your research/study or certificate program. In describing your chosen research project, include pertinent references from the books on the required reading list of this course and ideas about research methodology.

### **ASSIGNMENT: Peer Review (Online Collaboration)**

Due Date: Weeks 11-12

Learning Outcomes of Assignment:

- Understand the requirements and evaluation process for scholarly work
- Create/foster constructive academic dialog

Required Texts and/or Materials: Completed Paper #3

Assignment Description:

**Peer Review Process** – Each student is to submit their completed Paper #3 via email to the class by the due date for peer review.

Students are to read and review all papers submitted by their classmates and provide feedback via email. Use this opportunity to engage in academic dialogue via email exchanges during the peer-review week. Faculty feedback will be posted within 3 days of the student review deadline.

### **ASSIGNMENT: Conference Call**

Due Date: Week 12

Percentage of Grade: 5%, all calls totaled together

Learning Outcomes of Assignment:

- Experience in giving/receiving peer reviews

Required Texts and/or Materials: Computer with internet access, and a phone

Assignment Description:

**Conference Call** – Students and faculty participate in a 1-2-hour conference call with the following agenda:

- Discussion of peer reviewed papers: insights gained from reading each other's papers and field questions and comments.
- What insights did you gain from the questions or comments of others on your paper?
- Student experiences – challenges, opportunities & learnings
- Overview of final assignments

### **PAPER #4: Reflections**

Due Date: Week 13

Percentage of Grade: 10%

Learning Outcomes of Assignment:

- Understanding of how ideas are influenced and grow as a result of academic study

- Self-reflection
- Personal growth

Required Texts and/or Materials: *Personal Journal kept during the semester.*

Assignment Description:

**Personal Reflection Paper** – Write a 3 to 5-page paper summarizing your learning journey throughout your first semester. How did the assignments affect your plans for your studies? How have you changed or grown through the semester? Endnotes are not required, unless quoting from a source.

#### **ASSIGNMENT: Conference Call – Check-in**

Due Date: Week 14

Percentage of Grade: 5%, for participation in all calls

Learning Outcomes of Assignment:

- Build community

Required Texts and/or Materials: Computer with internet access (optional), Phone

Assignment Description:

**Conference Call** – Students and faculty participate in a ½ hour check-in conference call with the following agenda:

Student experiences – challenges, opportunities & learnings

#### **ASSIGNMENT: Ethics and Legal Issues in Spirituality and Health Exam**

Due Date: on or before Week 15

Percentage of Grade: 20%

Learning Outcomes of Assignment:

- Understanding of the legal and ethical issues in having an energetic or healing practice.
- The exam covers ethics, legal issues, and risk management strategies for all practitioners (licensed and non-licensed) who use energy healing methods.
- Demonstrate you have acquired knowledge and understanding regarding ethics, legal issues, and risk management strategies by passing the Exam with 80% correct answers.
- Achieve a certificate of completion in Ethics, Legal Issues & Risk Management Strategies for Energy Healing Practitioners, you will receive this after you pass the exam.

Required Texts and/or Materials: Murphy, Midge. *Practice Energy Healing in Integrity; the Joy of Offering Your Gifts Legally & Ethically*. Eugene, OR: Territorial Publishing 2015. Self-paced Legal and Ethics Exam. \$125 available at <http://www.midgemurphy.com/exam>.

During the OrP course, read the book *Practice Energy Healing in Integrity; the Joy of Offering Your Gifts Legally & Ethically* (should take approximately 2.5 hours). Then purchase and take the online exam at <http://www.midgemurphy.com/exam/901-energy-healing-book-exam>.

You must pass the exam with 80% correct answers and receive a certificate of completion before completing this course. Receipt of the certificate will be noted on your PSF as meeting the ethics requirement for graduation.

#### **ASSIGNMENT: Conference Call**

Due Date: Week 16

Percentage of Grade: 5% for participation in all calls

Learning Outcomes of Assignment:

- Evaluation of the course
- Reflection on your progress towards your goals.

Required Texts and/or Materials: Computer with internet access

Assignment Description:

**Conference Call** – Students and faculty participate in a 1-2-hour conference call with the following agenda:

- Have your personal reasons for embarking on your educational program at Holos University changed during the semester?
- Did the choices you have made for your Program Schedule Form change?
- What courses are you taking next semester?
- Do you feel you were supported by the faculty and fellow students during the course?
- What other challenges, opportunities & learnings did you experience during the semester?
- How did you find the online distance learning software (Zoom.com)?
- How do you feel your academic writing and peer-review skills are now compared to when you started the semester?
- Did you achieve a certificate of completion in Ethics, Legal Issues & Risk Management Strategies for Energy Healing Practitioners
- Review of final assignment

### **FINAL ASSIGNMENT:**

Complete and return the course evaluation form. You will receive an emailed course evaluation from the Data Manager at the end of the semester. Notification of final course grades happens only after you have submitted an evaluation for all courses you completed this semester. Students who have been granted an Incomplete in a course must wait until finishing a course before returning the evaluation form for the course. *As consistent with HU's policies, an incomplete in this course will not be granted unless you are faced with extraordinary circumstances.*

Once you have completed the evaluation and the faculty has submitted your grade, you will receive a copy of your PSF with your grade for the semester. You should receive this 2-3 weeks after completion of the course.