

CAMP HILL ACADEMY

STUDYING SOCIAL THERAPY



PROGRAM HANDBOOK

2018/2019

camphill.edu



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CAMPHILL ACADEMY

Mission Statement

The Camphill Academy is a community of learning rooted in the life and work of the Camphill Movement in North America. It aims to provide a path of transformative learning that allows individuals to unfold their potential to contribute to the healing of the human being, society and the earth.

Vision Statement

Members of the Camphill Academy support each other in the quest for personal growth and transformation through the experience of active service in the context of community living. The Academy strives to fulfill its mission by creating formal opportunities and spaces for learning and schooling within the life of its member communities, including full-time courses of practice- and community-integrated studies in the fields embraced by the work of the Camphill Movement. All its programs seek to unite knowledge, art and practice through the cultivation of anthroposophy as founded by Rudolf Steiner (1861-1925) and the approaches to action research, phenomenological study and contemplative inquiry that arise from it. As an expression of the activity of the School of Spiritual Science, the Camphill Academy seeks to be a force for renewal in the context of North American Higher Education.



OVERVIEW AND ORGANIZATION

The Camphill Academy

The Camphill Academy is the higher education community of Camphill of North America. It offers its programs in partnership with other participating Camphill communities and affiliated organizations. It provides professional education and certification in Anthroposophic Curative Education, Social Therapy and related fields through practice-integrated courses of studies embedded in the life and work of participating communities and organizations. It also offers continuing education in a variety of areas related to the work of the Camphill movement.

An active member of the international network of professional education centers in Anthroposophic Curative Education and Social Therapy, the Camphill Academy is committed to the cultivation of Anthroposophy, the spiritual science inaugurated by Rudolf Steiner (1861-1925), as the philosophical and methodological foundation of its work. It is affiliated with the Medical Section of the School of Spiritual Science in Dornach, Switzerland, and its qualifications are recognized by the International Council for Curative Education and Social Therapy Council.

All full-time programs in the Camphill Academy emphasize emergent field-based learning, embedded in the experience of community life as practiced in the Camphill Movement. They are rooted in rich and diverse practical experiences, which provide the driving force for the educational process and challenge students to ever further growth in personal capacities, practical skills, insight and understanding. Contemplative capacities are cultivated as an essential means for self-education and self-development. The practice of the fine and performing arts permeates all aspects of the learning process, supporting and enhancing the development of practical skills, inter- and intrapersonal capacities, and conceptual knowledge.

In line with the needs of an increasingly fluid 21st Century environment, the Camphill Academy's view of learning focuses on supporting the transformation of the individual student to a whole, fulfilled human being with the capacity to serve the good as an active agent in the world. Part-time programs, continuing education programs, research and other activities of the Camphill Academy are oriented towards the same goal and principles of emergent, embedded and embodied inquiry and learning, extending possibilities for participation to a wider audience.



ACCREDITATION, COLLEGE CREDIT AND DEGREE OPTIONS

Accreditation

The Camphill Academy is accredited by the Accrediting Council for Continuing Education and Training (ACCET), an accrediting agency recognized by the US Department of Education (www.accet.org).

Undergraduate Credit and BA Completion

The Camphill Academy is a member of the University of the State of New York's National College Credit Recommendation Service (National CCRS, formerly National PONS). The Social Therapy coursework has been evaluated and received extensive College Credit Recommendations (CCRs), which can be reviewed at www.nationalccrs.org. This allows students to have evaluated learning experiences articulated for college credit through Excelsior College's transcript service for purposes of transfer and/or degree completion. For more information or to complete an application for this service, contact the Registrar.

Students may choose to complete a bachelor's degree in a field related to Social Therapy by transferring into a suitable BA-completion program after completion of the fourth year of the Diploma program. Currently, Prescott College (www.prescott.edu) is one of the colleges offering this possibility under the umbrella of its Limited-Residency Undergraduate Program. Students who are accepted into Prescott College's Program complete an individualized course of studies, allowing them to deepen or broaden various aspects of Social Therapy. A similar route exists through a partnership with SUNY Empire State College (www.esc.edu).

Students choosing this route may do so while also completing their professional internship at a participating community or another approved center of Social Therapy. Thus, the Diploma in Anthroposophic Social Therapy and a BA degree can be completed within a period of study of approximately five years.

Antioch University New England M.Ed. Program

Students entering the Diploma program with a bachelor's degree and demonstrated interest and commitment to anthroposophy and Social Therapy may be eligible to combine their studies in the advanced stages with work towards Antioch University New England's M.Ed. in Foundations of Education with a Transdisciplinary Focus on Healing Education (www.antiochne.edu). This advanced-level program is offered by the faculty of Antioch University New England's M.Ed. in Waldorf Education in partnership with the Camphill Academy. It can be integrated with studies in



the advanced stages of the Diploma program, allowing eligible students to complete the M.Ed. degree either concurrently or in the year following completion of their Diploma (depending on availability of a new program cycle).

Financial Considerations

While students on Community Fellowships from participating communities are not charged any tuition to attend the Camphill Academy, enrollment in a degree completion program will incur tuition fees. Financial support for students wishing to pursue degree completion while continuing as resident volunteers at a Camphill community is not guaranteed and must be arranged on an individual basis between the Student and Participating Community.



SOCIAL THERAPY

Studying Social Therapy

The Social Therapy programs are offered within the context of community life at one of the participating communities dedicated to the practice of Social Therapy on an anthroposophic foundation, through inclusive community building with adults with developmental disabilities (refer to Appendix A). In addition to academic and artistic coursework, supervised practice in home life and care, students' activities in the community include participation in extended-family living, the cultivation of an active cultural and spiritual life, and supervised practice in home life and care, and in cooperative work within the context of various craft workshops, biodynamic agriculture and other inclusive enterprises.

The Camphill Academy provides three levels of certification:

1. Foundation Studies Certificate in Anthroposophic Social Therapy

- Awarded after completion of the first year/stage
- Not a professional qualification or certification of competency
- May meet foundation studies requirements for other anthroposophical courses and programs (e.g. Waldorf Teacher Training)
- Eligible to transfer into Year/Stage 2 of the study of Curative Education or Social Therapy

2. Paraprofessional Certificate in Anthroposophic Social Therapy

- Awarded after completion of the second year/stage and an additional six to twelve months of supervised practice (Paraprofessional Internship)
- Also awarded to students who have completed the second year/stage and have passed all third-year practicum requirements.
- Holders of the Paraprofessional Certificate are considered qualified to serve in a paraprofessional capacity, assisting professionally qualified practitioners in providing direct support to adults with special needs

3. Diploma in Anthroposophic Social Therapy

- Awarded after completion of the fourth year/stage and an additional six to twelve month Professional Internship
- Holders of the Diploma in Anthroposophic Social Therapy are considered qualified to practice Anthroposophic Social Therapy in a professional capacity and may use the professional designation 'Certified in Social Therapy' or its post-nominal abbreviation 'CST'



EDUCATIONAL GOALS

Social Therapy as a Transdisciplinary Profession

As a profession, Social Therapy is concerned with building inclusive communities within which individuals of all abilities can find wholeness in life and biographical fulfillment. Its concerns are thus broader than those of conventional social work and human services. They include all aspects of individual and community life, from physical and psychological health to social and spiritual well-being. These different aspects are seen together as integral components of an unfolding biography.

Practitioners of Social Therapy strive to approach individual situations out of an understanding of the integrity of each individual's unique biography. They allow this holistic insight to guide the way social, educational and therapeutic support is provided as an integrated whole. As a result, Social Therapy brings an integral transdisciplinary approach to a field of work defined by the intersection of a wide range of disciplines, including not only social work, human services, medicine, psychology, and nursing, but also such elements as the arts, agriculture and community building.

As professionals with a transdisciplinary orientation, practitioners of Social Therapy must be able to form a holistic picture of human situations and individual biographical themes and challenges. On this basis, practitioners of Social Therapy build and shape community processes, social, cultural and economic, drawing on the widest possible range of tools and methods, so that individual destinies can unfold.

The Social Therapy Program is primarily grounded in the participating communities work with adults with intellectual and developmental disabilities. Internationally, practitioners of Social Therapy serve in a wide variety of contexts, including

- Home-based support
- Accompaniment and work with the elderly, individuals struggling with psychiatric conditions and other marginalized groups
- Workshops and community initiatives
- In-reach and outreach, education and volunteer support
- Inclusive community-building in a wide variety of settings



Professional Competencies of the Practitioner of Social Therapy

In their professional practice, practitioners of Social Therapy are faced with the need to develop creative approaches to meet the needs of complex and often unique biographical, interpersonal, and social situations. This requires a broad range of capacities, most importantly

- an ever-expanding repertoire of practical educational and therapeutic skills and methods
- practical social skills and organizational skills to facilitate working and building community with a diverse group of individuals
- the ability to work within the professional, social-political, and regulatory context of the field

Social Therapeutic practice is based on a holistic, transdisciplinary understanding of human situations and biographical themes and challenges. The development of such deepened insight as a basis for community-building and therapeutic action requires

- comprehensive transdisciplinary knowledge of the human being in its body, soul and spiritual organization
- an understanding of human development from childhood to old age, and of general educational and social principles
- the ability to engage in phenomenological study of the human being, including its imbalances and pathologies

The Social Therapy Program aims to lay a foundation for the lifelong development of these capacities and equip students with the means for ongoing, self-directed personal and professional development (see also Assessment – Program Rubric).

Transfers from Social Therapy to Curative Education

Transfer between fields of study after the Year/Stage 2 is generally not recommended. Students interested in transferring from Social Therapy to Curative Education or vice versa should plan to do so after the first year of study and completion of the Foundation Studies Certificate program. Students seeking to transfer during the Paraprofessional Certificate program may be asked to re-take a program stage and coursework completed as part of their former field of study, even if they have successfully passed it previously. Students intending to transfer in any stage should begin to explore the options and conditions applying to their individual situation with Program Directors as early as possible. Decisions are always made on a case-by-case basis, at the discretion of Program Directors.



THE LEARNING PROCESS

A Transformative Approach to Higher Education

Development of the competencies described in the previous section requires an educational approach that transcends traditional academic learning. All learning processes in the Camphill Academy emphasize field-based learning, embedded in the experience of community life as practiced in the Camphill Movement. They are rooted in rich and diverse practical experiences, which provide the driving force for the educational process and challenge students to ever further growth in personal capacities, practical skills, insight and understanding. Contemplative capacities are cultivated as an essential means for self-education and self-development, and the practice of the fine and performing arts permeates all aspects of the learning process, supporting and enhancing the development of practical skills, inter- and intrapersonal capacities, and conceptual knowledge.

Community Life

Community life, organized around the ideals and principles of the Camphill Movement, provides an environment that supports personal growth and development on many levels. Much of this happens through informal processes, as a result of encounters with others of diverse backgrounds and abilities, the need to constantly co-create the social, economic and cultural fabric of the community and to find collaborative solutions to the issues that present themselves in daily life. Common celebrations and conflict resolution alike offer opportunities for growth and development, especially if they can be reflected on individually, or in dialogue with others. As members of their community, students are expected to show initiative and become an integral and active part of all aspects of their community's life.

Guided Practice

Under the supervision and guidance of experienced practitioners, students begin to explore the practical dimensions of their field of study from day one. A strong emphasis on broadening and deepening practical exposure continues throughout the program. As they progress through the program, students are asked to carry increasing degrees of responsibility within the work of their community, while continuing to receive support, feedback and guidance. The deep immersion in practice provides a real-life context for the development of insight and conceptual knowledge, with many courses designed to build explicitly on student's practical experience. Students' emerging practical capacities are a key component in assessment and promotion through the various stages of the program.



Artistic Development

As a central part of the learning process, the practice of the fine and performing arts fulfills several distinct functions. Most obviously, students gain skills in a variety of artistic disciplines for use as tools in their professional practice. Beyond that, the engagement with artistic processes facilitates the development of new personal capacities, thus supporting self-education and self-development. By working with a variety of artistic practices, students develop refined capacities of perception for human and social processes, as well as the aesthetic sensibility needed to permeate all their actions with an artistic quality. Conscious reflection on the experiences that arise in the course of artistic practice, through dialogue or contemplation, leads to far-reaching insights and conceptual understanding. Thus, the fine and performing arts can provide a foundation for phenomenological research and inquiry into the nature of the human being.

Contemplative Practice

The development of capacities for contemplative and meditative practice forms another central thread in the educational process. The ability to distill insight from experience is itself a contemplative faculty and stands at the heart of practice-integrated study. It is also central to the ongoing self-directed development of the reflective practitioner. In addition, transdisciplinary practice requires an inner mobility that allows the practitioner to move between different cognitive modalities, integrating sense perception, aesthetic sensibility, analytical and conceptual thinking, synthetic and imaginative thinking, moral intuition and practical imagination with faculties for creative action. This integration is accomplished through the cultivation of contemplative and meditative capacities.

Dialogue and Inquiry

In a learning process that is grounded in experience, new ideas are distilled from experience through a process of inquiry and reflection that is enhanced through dialogue with others. Ideas acquired from others, whether through conversation or reading, in turn become facilitators of new experiences, opening up new capacities of perception and action, raising awareness of aspects of reality hitherto unnoticed. Traditional academic practices, such as reading, writing, discussion and reflection on concepts and ideas remain an integral part of the educational process, though not as activities isolated from life experience, but as one side of a learning cycle that moves continuously between full immersion in life and conscious inquiry into its meaning, laws and processes. Thus, the entire learning process takes on the form of a reflective action-research project.



To accommodate these various components, learning experiences combine a range of different formats, including hands-on, self-directed and project-based learning, individual mentoring and supervision, retreats, workshops, studio art courses and traditional classroom-based courses. These different components weave together into a seamless whole, forming an educational experience that engages the whole person in a process of growth and transformation. This experience is inherently challenging, and the most significant steps are often accomplished through moments of crisis. To navigate this process, students have access to several layers of individualized guidance and support.

Individualized Supervision and Consultation

Class Advisors

Each cohort of students is accompanied by two Class Advisors (one is acceptable for smaller cohorts, with the Program Director's approval) who are members of the program's Core Faculty Group. Class Advisors meet with their group of students on a weekly basis to check in, debrief, address questions and concerns and resolve any difficulties that may arise. Any student may approach his/her Class Advisors at any time with issues or concerns. Class Advisors provide a direct link between students, Program Director, and Core Faculty and are also responsible for providing guidance, support and supervision to Practicum Supervisors and Personal Tutors/Mentors.

Practicum Supervisors

Practicum Supervisors have a primarily instructional role. Each student is assigned a Practicum Supervisor for each practicum experience (e.g. Home Life & Care Practicum, Cooperative Work Practicum). Typically the Practicum Supervisor will be the person responsible for the setting in which the student's practicum takes place. The Practicum Supervisor develops a Learning Agreement with the student, provides direct and often hands-on instruction, guidance, direction and feedback, conducts formal evaluations of the student's work in the practicum setting and determines whether the student has met the objectives of the practicum at the conclusion of the practicum period. In fulfilling this function, the Practicum Supervisor receives guidance and support from the Practicum Coordinator (the Core Faculty member responsible for the respective practicum experience). In addition, the Practicum Supervisor can draw on support and input from the student's Class Advisors.



Personal Tutors/Mentors

The function of the Personal Tutor/Mentor is less directly instructional (though it includes an instructional component) and primarily one of consultation and guidance in the overall educational process. Each student is assigned a Personal Tutor/Mentor to meet with on a weekly basis. Personal Tutors/Mentors are typically senior members of the students' community who can effectively assist students in problem-solving with regard to any academic or non-academic (i.e. personal, social, practical...) issues that arise. Personal Tutors/Mentors are also responsible for assisting and guiding students in their integration into the life of their community. Their one explicitly instructional task consists in providing support and guidance for the student's annual individual study project (i.e. journal, portfolio, final project...). Personal Tutors/Mentors receive support and guidance from Class Advisors and should maintain regular communication with Class Advisors regarding any concerns that require the attention of the Program Director or Core Faculty.



CURRICULUM

Overview

The Camphill Academy provides pathways leading to three levels of certification in Social Therapy: the Foundation Studies Certificate, the Paraprofessional Certificate, and the Diploma in Anthroposophic Social Therapy (CST). The table below shows the main stages in this process. Two separate determinations are made at the conclusion of each stage: (a) Have all requirements of the previous stage been met? (b) Can the student be recommended for promotion to the next stage?

Programs	Years of Full-Time Study				
	Year 1	Year 2	Year 3	Year 4	Year 5
Foundation Studies	1 year of practice-integrated studies (Stage 1)				
Paraprofessional Certificate	<i>Foundation Studies Program</i>	1 year of practice-integrated studies (Stage 2)	A 6 -12 month full-time paraprofessional internship or completion of all Stage 3 practica		
Diploma in Anthroposophic Social Therapy (CST)	<i>Foundation Studies Program</i>	1 year of practice-integrated studies of the <i>Paraprofessional Certificate Program</i> (Stage 2)	2 years of practice-integrated studies (Stage 3 & 4)	A 6 -12 month full-time professional internship*	

*Students may choose to complete a bachelor's degree (or Master's degree, for those with a bachelor's degree already) in a field related to Social Therapy with a suitable degree completion program concurrent with their professional internship.

The following steps serve as major milestones in this process:

- The **Certificate in Foundation Studies in Anthroposophic Social Therapy** is awarded after successful completion of all Stage 1 requirements (one year of full-time studies). In order to continue their studies in Stage 2, students must also receive a recommendation for promotion.
- Students who complete all the requirements of Stage 2 and receive a recommendation for promotion to Stage 3 are eligible to continue working towards the Diploma in Social Therapy by entering Stage 3.
- Students who have completed all Stage 2 requirements, but do not receive a



recommendation for promotion to Stage 3, and students who have been recommended for promotion, but choose not to continue to Stage 3, may enter the one-year Paraprofessional Internship.

- Successful completion of the Paraprofessional Internship leads to an award of the **Paraprofessional Certificate in Anthroposophic Social Therapy**. This award will be given either with or without a recommendation for promotion to Stage 3 of the practice-integrated studies curriculum leading to the **Diploma in Anthroposophic Social Therapy**.
- Students who have completed all Stage 3 requirements and received a recommendation for promotion to Stage 4 are eligible to continue their studies towards the **Diploma in Anthroposophic Social Therapy**.
- Students who have completed Stage 3 in its entirety or all Stage 3 practica requirements only are also awarded the **Paraprofessional Certificate in Anthroposophic Social Therapy** whether they have been recommended for Promotion to Stage 4 or not.
- Students who have completed all Stage 4 requirements will be eligible to begin the Professional Internship. Successful completion of the Professional Internship leads to award of the **Diploma in Anthroposophic Social Therapy**.

The curriculum for practice-integrated studies is organized into three distinct learning formats. These three learning formats differ in their degree of formal structure, but reinforce and complement each other. Program goals and content cut across the three learning formats. Ranging from most unstructured and experiential to most structured and formal, these three learning formats include: (1) Participation in Community Life, (2) Practicum Experiences in Home Life & Care, Education, and Therapy, and (3) Academic and Artistic Coursework.

Completion of all requirements of a particular stage in each program is defined as successful completion (as indicated by a 'pass' or 'marginal pass' grade) of all Community Life, Practicum and Coursework components of that stage. The criteria for recommendations for promotion to the next stage are listed in the following sections of this handbook. A student's eligibility for promotion is discussed preliminarily in the student's Mid-Year Review and determined in the comprehensive End-of-Year Review at the conclusion of each stage (see Assessment).



Community Life – Building Supportive Relationships

For each stage or year, the student is required to complete an individual Social Therapy Project, which combines experiential learning with self-reflection and an increasing degree of research. The development of the first, second and third year projects is accompanied by the student's Personal Tutor/Mentor. The projects are evaluated by the Personal Tutor/Mentor and Class Advisors. The Final Project (fourth year) is a capstone experience with a substantial research component. It is described in the chapter on Stage 4 in this handbook.

Practicum Experiences

The practical component allows students to progress through an organized sequence of guided practice experiences, under the supervision of experienced Practicum Supervisors. Over the course of four stages or years, students are thus exposed to all major aspects of professional practice in Social Therapy. Students have an opportunity to develop their own professional capacities in a thorough and organic process, advancing from introductory level tasks and responsibilities to those of a fully qualified practitioner. Each practicum is defined by clear goals, supervision, evaluation and assessment processes. Satisfactory performance in all practicum areas is central to the advancement of students through the various stages.

Each of the first three stages includes two concurrent, year-long practicum experiences: one Home Life & Care Practicum and one Cooperative Work Practicum. During the fourth stage, students engage in a Practicum Concentration, which gives them opportunities to develop their professional capacities to practice Social Therapy in leadership capacities.

Academic and Artistic Coursework

To generate depth of insight and reflective consciousness, any organized process of learning needs spaces and times that are set apart and protected from the activities of everyday life and work. The classroom and the scheduled course fulfill that function, creating a retreat space for intensive and focused work, be it in form of a weekly one-hour class or a workshop that spans several days (and nights). Classroom-based courses, workshops and retreats create opportunities for dialogue and discussion, study and practice of the fine and performing arts, as well as reflection and digestion of the experiences that arise from daily life and practical work. The courses span a broad range of topics, tied together by one common theme: the human being and the experience of being human.

(For each course, the required length (1 contact hour = 50 min) and the College Credit Recommendations (CCR) awarded by National CCRS (1 CCR = 1 semester hour equivalent) are listed in the curriculum overview below. The listing of CCR in this handbook is for informational purposes only. Comprehensive details regarding currently valid credit recommendation can be found at www.nationalccrs.org.)



TYPICAL FIRST YEAR CURRICULUM

The first year curriculum aims to develop students' capacities to look at self and other in a new way. Some courses typical of the first year curriculum may be substituted with another approved course at the Program Director's discretion.

	Learning Experience	Contact Hours	CCR
Practica	Cooperative Work Practicum I	300	3
	Home Life and Care Practicum I	600	3
Courses	Anthroposophical Study	30	3
	Clay Modeling	8	0.5*
	Human Being I	34	2.5*
	Human Development I	30	3
	Introduction to Social Therapy	45	3
	Movement and Performing Arts	50	3
Retreat	Inner Work in Anthroposophy	25	1
Independent Study	Social Therapy Project I: Developing a new experience	n/a	1

An asterisk () next to the CCR indicates that the course combines with another course. Both courses must be completed successfully for the student to receive college credit recommendation (CCR). Refer to the course summary below for more details.*

Practicum Experiences

Cooperative Work Practicum I

(300 hrs supervised practice; 3 CCR)

This practicum provides a practical introduction to cooperative work for adults with special needs. Students are placed as assistant job coaches in cooperative work settings, under the guidance and supervision of experienced workshop leaders.

Home Life and Care Practicum I

(600 hrs supervised practice; 3 CCR)

This practicum is embedded in the experience of sharing life with adults with developmental disabilities. Students develop skills in homemaking and care, as well as social integration and community building, under the guidance of an experienced homemaker.



Courses

Anthroposophical Study

(30 contact hrs; 3 CCR)

An introduction to basic anthroposophy through a close study of one of Rudolf Steiner's foundational works.

Clay Modeling

(8 contact hrs; 0.5 CCR* - see also Human Being I)

Students are introduced to clay as an artistic medium and explore forms and formative processes through a variety of modeling exercises and activities. This course also supports the experiential dimension of 'Human Being I'. Both courses ('Clay Modeling' and 'Human Being 1') must be completed in order for the student to be eligible for the CCR indicated for the course.*

Human Being I

(34 contact hrs; 2.5 CCR* - see also Clay Modeling)

Students develop skills for disciplined and objective observation of human beings and human processes through experiential activities, exercises, discussion and reflection. This course provides a phenomenological foundation for the development of Social Therapeutic insights and actions. This course is supported by 'Clay Modeling' and is required to receive credit for that course. Both courses ('Clay Modeling' and 'Human Being 1') must be completed in order for the student to be eligible for the CCR indicated for the course.*

Human Development I

(30 contact hrs; 3 CCR)

Through an exploration of life span development, as expressed in human biographies, students are introduced to a holistic way of approaching individual biographic and developmental situations. The gates of birth and death are also introduced from an Anthroposophic perspective.

Introduction to Social Therapy

(45 contact hrs; 3 CCR)

This course gives an introductory overview of various aspects of Social Therapeutic principles and practices.

Movement and Performing Arts

(50 contact hrs; 3 CCR)

This course consists of a playful exploration of various movement and performing arts disciplines (including singing, speech, drama, Eurythmy, spatial dynamics).



Retreat

Inner Work in Anthroposophy

(25 contact hrs; 1 CCR)

During this retreat, students have an opportunity to explore and become familiar with a basic set of contemplative exercises that can be used to support personal development, as well as professional practice of social therapy.

Independent Study

Social Therapy Project I

(Independent study; 1 CCR)

The student engages with a person with disabilities (project partner) by spending at least an hour once a week for twelve weeks, supporting him or her in developing a new experience, for example to learn a new hobby, sport, skill or mode of artistic expression. The purpose is not only to impart a new experience, but also to develop a relationship with the person involved and to reflect on this process. The student is required to keep a journal of each week's activity. Student and project partner then share the results of their activity in an open forum with members of the community. The entire process is also brought together in a binder, including photographs, artwork and an assessment of what the student has learned through this project.



TYPICAL SECOND YEAR CURRICULUM

The second year curriculum aims to develop students' capacities to move from observation to inner picture, imagination, and after-image in social situations. Some courses typical of the second year curriculum may be substituted with another approved course at the Program Director's discretion.

	Learning Experience	Contact Hours	CCR	
Practicum Experiences	Cooperative Work Practicum II	300	3	
	Home Life and Care Practicum II	600	3	
Courses	Disability in History and Society	15	1	
	Drama	28	2	
	Eurythmy I	22.5	1.5*	
	Human Being II	50	3	
	Human Development II	30	3	
	Knowledge of Higher Worlds	45	3	
	Light and Color	8	0.5*	
	Music I	22.5	1.5*	
	Projective Geometry ¹	8	0.5*	
	Social Therapy I (<i>one week visit to another community</i>)	45	3	
	Visual Arts I	15	1	
	Retreats	The Camphill Impulse I	15	1
		Development of Consciousness	25	1
Independent Study	Social Therapy Project II: Exploring a life story	n/a	1	

An asterisk (*) next to the CCR indicates that the course combines with another course. Both courses must be completed successfully for the student to receive college credit recommendation (CCR). ¹Form Drawing may be substituted for Projective Geometry with the Program Director's approval. Refer to the course summary below for more details.

Practicum Experiences

Cooperative Work Practicum II

(300 hrs supervised practice; 3 CCR)

This practicum builds on Cooperative Work Practicum I, providing opportunities to develop a broader range of tools and capacities for use in the cooperative work setting.



Home Life and Care Practicum II

(600 hrs supervised practice; 3 CCR)

Building on Home Life and Care Practicum I, this practicum also is embedded in the experience of sharing life with adults with developmental disabilities, within the context of an extended-family household. Students develop further skills and capacities in homemaking, care and the social arts under the guidance of an experienced homemaker.

Courses

Disability in History and Society

(15 contact hrs; 1 CCR)

This course gives an overview of the role of individuals with 'disabilities', as it has evolved historically, and explores the meaning and significance of 'disability' in relation to culture and civilization.

Drama

(28 contact hrs; 2 CCR)

Through the group process of producing a play for performance, and through intensive individual coaching in speech, movement and acting, opportunities for the development of a wide range of individual and social capacities are created.

Eurythmy I

(22.5 contact hrs; 1.5 CCR* - see also Music I)

This introduction to Eurythmy as a movement art focuses on the basic elements of Eurythmy, including rhythm, speech sounds, tone, and key principles of choreography. It explores the intimate relationship between outer movement and inner soul experience. This course combines with 'Music I' and is listed by National CCRS as 'Music and Eurythmy I'. Both courses ('Music I' and 'Eurythmy I') must be completed in order for the student to be eligible for the CCR indicated for the course.*

Form Drawing

(8 contact hrs; 0.5 CCR* - see also Light and Color)

Students are introduced to form drawing as an artistic, contemplative, pedagogical and therapeutic practice. Both courses ('Form Drawing' and 'Color and Light') must be completed in order for the student to be eligible for the CCR indicated for the course. With the approval of the Program Director, this course may be substituted for 'Projective Geometry'.



Human Being II

(50 contact hrs; 3 CCR)

This course builds on the foundation of observational capacities developed in 'Human Being I' and introduces key aspects of the human organization from a spiritual-scientific viewpoint. These serve as a further foundation for the development of Social Therapeutic insight and action.

Human Development II

(30 contact hrs; 3 CCR)

Building on Human Development I, this course combines an in-depth exploration of developmental principles and processes in childhood and adolescence, continuing through mid-life and old age. This becomes the basis of the second year project. The course also includes an overview of death, dying and life between death and rebirth from an Anthroposophic spiritual-scientific perspective.

Knowledge of Higher Worlds

(45 contact hrs; 3 CCR)

Taught in a study group format, this course provides an in-depth discussion and exploration of the main principles of inner development and contemplative practice, based on Rudolf Steiner's book 'Knowledge of Higher Worlds'.

Light and Color

(8 contact hrs; 0.5 CCR* - see also Projective Geometry/Form Drawing)

Through a series of experiments, experiential and artistic activities, students are led through a Goethean phenomenological study of phenomena of light and color, developing an understanding and appreciation of their qualitative dimensions. This course is supported by 'Projective Geometry' and is required to receive credit for that course. Both courses ('Projective Geometry' and 'Color and Light') must be completed in order for the student to be eligible for the CCR indicated for the course.*

Music I

(22.5 contact hrs; 1.5 CCR* - see also Eurythmy I)

Through the development of instrumental skills on the lyre, students enter into a relationship to the basic elements of music and acquire practical musical skills for use in their work. This course combines with 'Eurythmy I' and is listed by National CCRS as 'Music and Eurythmy I'. Both courses ('Music I' and 'Eurythmy I') must be completed in order for the student to be eligible for the CCR indicated for the course.*



Projective Geometry

(8 contact hrs; 0.5 CCR* - see also Light and Color)

Through a playful and artistic exploration of geometric principles, including construction and projective geometry, an experiential pathway towards an appreciation of the organizing principles of space is opened up. This course supports the experiential dimension of 'Light and Color' and is required to receive credit for that course. Both courses ('Projective Geometry' and 'Color and Light') must be completed in order for the student to be eligible for the CCR indicated for the course. ¹With the approval of the Program Director, this course may be substituted with 'Form Drawing'.

Social Therapy I

(45 contact hrs; 3 CCR)

This course develops an understanding of the underlying social ideals in Rudolf Steiner's work, as further developed by Karl Konig M.D., and how those are applied in the context of Camphill's communities for Social Therapy.

Visual Arts I

(15 contact hrs; 1 CCR)

Students become familiar with a range of visual art media and techniques, developing tools for their practical work and gaining confidence in their ability to work artistically with elements of form and color.

Retreats

The Camphill Impulse I

(15 contact hrs; 1 CCR)

Core principles of the Camphill Movement are explored through reading, reflection, discussion, artistic work and contemplative activities in a retreat setting.

Development of Consciousness

(25 contact hrs; 1 CCR)

This retreat explores the evolution of human consciousness throughout the history of humanity, as expressed in the art work, social structures and cosmologies of different civilizations and historical epochs.



Independent Study

Social Therapy Project II

(Independent study; 1 CCR)

The student works for at least four months with a person with disabilities (project partner) to help recall and explore his or her life story. This entails weekly hour-long meetings, assembling photographs, speaking with relatives and friends, discussing significant turning points and changes, discussing the different life periods and opening the opportunity to develop a healing picture of the entire life path. The student will keep a journal of these meetings. This culminates in a festive biography-sharing event, including relatives and friends. The student is also expected to create a written text, outlining the actual biography as well as the learning process of working with the project partner. In this, the student is expected to demonstrate an understanding of the underlying principles of biography as developed out of anthroposophy and bring forward a leading image of the individual.



PARAPROFESSIONAL INTERNSHIP

Students who have successfully completed all coursework, practicum and independent study requirements of Stages 1 and 2 are eligible to enter the Paraprofessional Internship. This includes students who have completed all Stage 1 and 2 requirements, but have not received a recommendation for promotion to Stage 3.

The Paraprofessional Internship consists of a six to twelve month full-time (i.e. at least 30 hours per week) placement in a paraprofessional (assistant) capacity in an Anthroposophic Social Therapy center approved by the Core Faculty. The purpose of the Internship is to demonstrate that the student is competent to assume the responsibilities and tasks of a paraprofessional (assistant) in Anthroposophic Social Therapy and has developed the capacities described in the Program Rubric for Year 2 Students.

The Paraprofessional Internship is framed by an Internship Contract between the student's supervisor in the internship placement, a representative of the Core Faculty and the student. This contract spells out the student's responsibilities, as well as the arrangements for appropriate supervision. A mid-year review meeting serves to check in and ensure the appropriateness of all arrangements and their implementation. At the end of the six to twelve month term, the student's supervisor and the Core Faculty representative provide written evaluations. Based on performance and demonstration of the capacities listed in the Program Rubric, they issue a recommendation to award the Paraprofessional Certificate or identify any deficiencies that would need to be addressed before such a recommendation could be issued. In addition, if the student was not previously recommended for promotion to Stage 3, has meanwhile demonstrated suitability for advanced study, the Core Faculty representative may issue such recommendation at this point. The evaluations and recommendations are reviewed by the Core Faculty, and the Core Faculty makes the final determination.

Upon successful completion of the Paraprofessional Internship, students are awarded the Paraprofessional Certificate in Anthroposophic Social Therapy. Students who have gained a recommendation for promotion to Stage 3 after completion of the Paraprofessional Internship are eligible to apply for admission to Stage 3. Promotion to Stage 3 may require transfer to another participating community, which is contingent on acceptance by that respective community.



TYPICAL THIRD YEAR CURRICULUM

The third year curriculum aims to develop students' capacities to discover and work with the weaving of destiny and its laws. Some courses typical of the third year curriculum may be substituted with another approved course at the Program Director's discretion.

	Learning Experience	Contact Hours	CCR
Practicum Experiences	Cooperative Work Practicum III	300	3
	Home Life and Care Practicum III	600	3
Courses	The Art of Storytelling	32	3
	Esoteric Science	45	3
	Eurythmy II	22.5	1.5*
	Group Work and Facilitation	15	1
	Human Being III	65	4
	Music II	22.5	1.5*
	Philosophical Perspectives	15	1
	Social Therapy II	45	3
	Visual Arts II	15	1
	Retreats	The Camphill Impulse II	25
Embryogenesis		15	1
World Evolution		15	1
Independent Study	Social Therapy Project III: Social Therapy in Action	n/a	1

An asterisk (*) next to the CCR indicates that the course combines with another course. Both courses must be completed successfully for the student to receive college credit recommendation (CCR). Refer to the course summary below for more details.

Practicum Experiences

Cooperative Work Practicum III

(300 hrs supervised practice; 3 CCR)

This practicum is aimed at continuing to develop the skills and capacities needed to support adults with disabilities in work processes in a variety of cooperative work settings. It prepares students to take a leadership role within a cooperative workshop.



Home Life and Care Practicum III

(600 hrs supervised practice; 3 CCR)

Building on the experiences of the first two years, students take on increasing responsibility, acting as significant support to their supervisor and beginning to share in the functions and responsibilities of the lead homemaker.

Courses

The Art of Storytelling

(32 contact hrs; 2 CCR)

Through a variety of forms such as storytelling, puppet theater, poetry, dramatic productions, etc., students will explore story themes and elements and prepare an appropriate story for community presentation.

Esoteric Science

(45 contact hrs; 3 CCR)

Through a study of Rudolf Steiner's 'Esoteric Science', students are introduced to a spiritual-scientific account of world evolution and cosmic processes, as well as the foundations of anthroposophic spiritual science as an approach to contemplative inquiry.

Eurythmy II

(22.5 contact hrs; 1.5 CCR* - see also Music II)

In addition to deepening the study and practice of Eurythmy and its key elements, this course also includes the developmental principles that govern the human being and some basic hygienic/therapeutic applications of Eurythmy. This course complements 'Music II' and is listed by National CCRS as 'Music and Eurythmy II'. Both courses ('Music II' and 'Eurythmy II') must be completed in order for the student to be eligible for the CCR indicated for the course.*

Group Work and Facilitation

(15 contact hrs; 1 CCR)

This introduction to principles of group process and facilitation is built on students' experiences in community life. The course uses role-play activities, discussion, reading, reflection and the development of a group project to uncover important factors for healthy group dynamics.

Human Being III

(65 contact hrs; 4 CCR)

Building on the observation skills and the understanding of the human organization developed through Human Being I and II, this course aims to build diagnostic capacities, allowing students to identify imbalances in their own constitution and in those they work with. The development of empathy is a fundamental element in building social-therapeutic communities.



Music II

(22.5 contact hrs; 1.5 CCR* - see also Eurythmy II)

This course aims to further develop students' instrumental skills and understanding of musical principles, with a view to practical application in social situations and performances. This course complements 'Eurythmy II' and is listed by National CCRS as 'Music and Eurythmy II'. Both courses ('Music II' and 'Eurythmy II') must be completed in order for the student to be eligible for the CCR indicated for the course.*

Philosophical Perspectives

(15 contact hrs; 1 CCR)

Through a comparative approach, this course develops an overview of a wide range of philosophical approaches to the human being in their historical and conceptual relationships to each other and to the anthroposophic spiritual-scientific perspective.

Social Therapy II

(45 contact hrs; 3 CCR)

This course focuses on the ideals and practices which support therapeutic living for every human being and especially those with disabilities.

Visual Arts II

(15 contact hrs; 1 CCR)

This course provides artistic experiences of basic developmental principles. It supports the student's study of Social Therapy II.

Retreats

The Camphill Impulse II

(25 contact hrs; 1 CCR)

This retreat builds on the Camphill Impulse I workshop and deepens the exploration of the spiritual community building principles embodied by the Camphill Movement.

Embryogenesis

(15 contact hrs; 1 CCR)

In a retreat setting, students are introduced to the process of embryonic development from a phenomenological scientific, as well as a spiritual-scientific, perspective.



World Evolution

(15 contact hrs; 1 CCR)

This retreat supports and deepens the study of world evolution in 'Esoteric Science'. It further explores the cosmic processes involved, as well as the relationship between macrocosmic and microcosmic evolutionary processes.

Independent Study

Social Therapy Project III

(Independent study; 1 CCR)

The Third Year Project is the experiential aspect of what will become the Fourth Year Research Paper. The student will choose an aspect of Social Therapy which interests him or her and create an activity with a group of persons with disabilities (project partners) in that particular field. This could be, for example, in the field of work (land or crafts), home life, therapy, the art etc. This is not merely an activity, but an action-research, based on a question, for instance "How can the art of drama enhance healing for the individual and the group?" The student will keep a journal of the process of this activity, which should unfold over a period of at least four months. The group will give a demonstration of their research activity at the end of the Third Year. This experiential process, as well as the journal and notes will be monitored and assessed by the Personal Tutor.



TYPICAL FOURTH YEAR CURRICULUM

The fourth year curriculum aims to develop students' capacities to work out of moral intuition, moral imagination, and moral technique as a professional in the social/human services field. Some courses typical of the fourth year curriculum may be substituted with another approved course at the Program Director's discretion.

	Learning Experience	Contact Hours	CCR
Practicum Experience	Practicum Concentration	750	8
Courses	Conflict and Communication	15	1
	Contemporary Social and Political Issues	15	1
	Eurythmy III ²	22.5	1.5*
	Human Being IV (see also Final Project)	34	4
	Medical and Artistic Therapies ²	34	2
	Music III ²	22.5	1.5*
	Organizational Development	15	1
	Philosophy of Spiritual Activity	45	3
	Social Therapy III	45	3
	Visual Arts III	15	1
Retreats	The Camphill Impulse III	15	1
	The Point-Circle Meditation	25	1
Final Project	Written Report and Oral Presentation, including <ul style="list-style-type: none"> ▪ Focused Study of Subject ▪ Practical Component ▪ Written Reflection 	n/a	n/a

An asterisk () next to the CCR indicates that the course combines with another course. Both courses must be completed successfully for the student to receive college credit recommendation (CCR). ²Medical and Artistic Therapies OR Eurythmy III AND Music III may be substituted with Integrated Arts Project with the Program Director's approval. Refer to the course summary below for more details.*

Practicum Experiences

Practicum Concentration

(750 hrs supervised practice; 8 CCR)

The Practicum Concentration is based on an individually tailored set of responsibilities that may combine elements of Home Life and Care and Cooperative Work. It provides an opportunity to develop the advanced skills and capacities of a professional practitioner of Social Therapy and prepares the student for the Professional Internship.



Courses

Conflict and Communication

(15 contact hrs; 1 CCR)

This course builds on 'Group Work and Facilitation', with an exploration of the nature of conflict and principles and processes of conflict resolution. Conflict is treated as an opportunity for individual and collective growth and development.

Contemporary Social and Political Issues

(15 contact hrs; 1 CCR)

Through study and discussion of various current issues in the field of disabilities and social work, students learn to understand and evaluate complex social and political circumstances and their implications for their own professional practice. A strong emphasis is placed on the ethical dimensions of professional practice.

Eurythmy III

(22.5 contact hrs; 1.5 CCR* - see also Music III)

This course further enhances the students' ability to work with the key artistic principles of Eurythmy, as well as expanding their repertoire of hygienic and artistic exercises appropriate for use in Social Therapy. This course combines with 'Music III' and is listed by National CCRS as 'Music and Eurythmy III'. Both courses ('Music III' and 'Eurythmy III') must be completed in order for the student to be eligible for the CCR indicated for the course. ²With the approval of the Program Director, this course, along with Music III, may be substituted with Integrated Arts Project.

Human Being IV

(34 contact hrs; 4 CCR)

Based on a study of Rudolf Steiner's 'Curative Education Course', this course synthesizes much of what has been learned throughout the program. It directly supports the development of the Final Project. In addition, it explores the indications for the inner development given by Steiner, and possibilities for their practice in the context of professional life.

Integrated Arts Project

(34 contact hrs; 2 CCR)

This group project is an opportunity to integrate artistic and social skills in order to develop and produce an artistic performance for adults in the community with special needs. It is a challenge to the group of students to work independently and creatively as a group, producing an event that embodies curative educational principles in an artistic process. ²With the approval of the Program Director, this course may be substituted for Eurythmy III AND Music III OR Medical and Artistic Therapies.



Medical and Artistic Therapies

(34 contact hrs; 2 CCR)

Various practicing therapists introduce a wide range of therapeutic modalities used in Social Therapy. Students become familiar with the qualities, the therapeutic possibilities and the conditions for the appropriate use of each. ²With the approval of the Program Director, this course may be substituted with Integrated Arts Project .

Music III

(22.5 contact hrs; 1.5 CCR* - see also Eurythmy III)

Students are guided through the process of developing appropriate music activities for individuals and groups, integrating previously developed skills and capacities. This course combines with 'Eurythmy III' and is listed by National CCRS as 'Music and Eurythmy III'. Both courses ('Music III' and 'Eurythmy III') must be completed in order for the student to be eligible for the CCR indicated for the course. ²With the approval of the Program Director, this course, along with Eurythmy III, may be substituted with Integrated Arts Project .

Organizational Development

(15 contact hrs; 1 CCR)

This course provides an overview of basic principles of organizational development and community building, based on an understanding of the threefold nature of the social organism. Students study processes in their own community in an organizational case study.

Philosophy of Spiritual Activity

(45 contact hrs; 3 CCR)

Through a study of Rudolf Steiner's 'Philosophy of Spiritual Activity' ('Philosophy of Freedom'), the nature of intuitive thinking as spiritual activity is explored in relation to human freedom and the capacity for creative, transformative action in the world.

Social Therapy III

(45 contact hrs; 3 CCR)

In this third level of the Social Therapy studies, the emphasis is on vocation and the meaning of work for any human being and in particular for a person with disability. Questions of the transition from education to vocation, of the morality of work, of individual destiny versus the social context as well as the creation of viable and authentic work opportunities for mentally challenged individuals are the focus of this course.



Visual Arts III

(15 contact hrs; 1 CCR)

This course challenges students to bring their spiritual-scientific understanding of aspects of the human being to expression in artistic form. Each student develops and executes an individual artistic project.

Retreats

The Camphill Impulse III

(15 contact hrs; 1 CCR)

In a retreat setting, this workshop deepens the understanding of the inner principles of the Camphill Movement and the Camphill Community, building on the foundations laid in Camphill Impulse I and II.

The Point-Circle Meditation

(25 contact hrs; 1 CCR)

This culminating retreat explores the central contemplative exercise suggested by Steiner for Curative Educators: the 'Point-Circle Meditation'. This meditation is explored in relation to a wide range of aspects of life and professional practice.



Final Project

The Final Project is a capstone experience completed during the course of Year/Stage 4 as part of the requirements for 'The Human Being IV'. The Final Project presents a challenge to the student to integrate the different components of the learning path and demonstrate an ability to apply practical therapeutic skills out of transdisciplinary diagnostic insight. It should reflect the aesthetic orientation of practice in Social Therapy and bear witness to a process of personal growth and transformation.

The Final Project in Social Therapy is an action research project building on the practical experience and preliminary research conducted in the third year as part of the Social Therapy Project III. All that the student gains as experience from and reflection on the Social Therapy Project III becomes the basis for the Final Project. At this stage, the experience is broadened and deepened through focused research and social practice, and developed from the original insight of the student. On a larger scale, the Final Project should be in conversation with current research and add to the evolving body of understanding in the discipline of Social Therapy.

At the culmination of the fourth year, students will present their Final Project in the form of an ***oral presentation*** and ***written report*** which includes three components:

- (1) a focused study of an individual or situation,
- (2) practical aspects involving the development, implementation and review of social therapeutic or vocational activities for this individual or situation, and
- (3) a written reflection on the process of personal engagement that links observation, insight and practice developed from one's journal entries and oral presentation.

In addition to the written project, the student presents their work in an open community sharing. The student is supported in developing the presentation through conversations with their tutor. The oral presentation is not a verbal recapitulation of the written project, but rather an artistic free sharing of the student's research, discovery and social therapeutic process. This is an opportunity for the student to articulate with warmth and confidence the process and understanding and can include a description of the expanded diagnostic picture that inspired the relevant research and informed the implementation of curative activities and self-reflection. The student can shape the presentation in a creative and individual manner that best expresses the work.

As in all student work, confidentiality is to be respected and no identifying names, facts, reports or other materials should be included in the presentation.

Final Projects are supervised and evaluated by a project committee consisting of the Personal Tutor, at least one additional member of the Core Faculty and the Practicum Supervisor responsible for



overseeing the practical component of the project (e.g. mentoring houseparent, workshop leader or therapist).

At the beginning of the project phase, the student develops a written proposal, which is reviewed and approved by the project committee. This proposal specifies the nature and aims of the project and is included in the review conversation at the conclusion of the project phase. Acceptance of the Final Project is determined by the Core Faculty, based on the recommendation of at least two reviewers. The evaluation of the project is documented in a written evaluation report.



PROFESSIONAL INTERNSHIP

The Professional Internship in Social Therapy follows the completion of all other program requirements and the final project. It must be between six and twelve months in length and must be taken full-time (i.e. at least 30 hours per week). The purpose of the Internship is to demonstrate that the student is able to transfer the skills and capacities acquired to a new context or role, and is competent to assume the responsibilities and tasks of a professional practitioner of Social Therapy.

The Professional Internship may be completed at any Anthroposophic Social Therapy center, under the guidance of a suitably qualified Internship Supervisor. During the Internship, the student should not be supervised by any of his or her previous Practicum Supervisors. All arrangements must be made in communication with the Core Faculty and the Core Faculty reserves the right to approve placements and Internship Supervisors.

During the Internship the student fulfills the role of a fully qualified practitioner in a probationary capacity. The responsibilities of the Internship Supervisor include:

- introducing the student to the institution and his professional role and responsibilities
- supervising the work of the student and giving regular feedback
- conducting a review conversation at the conclusion of the internship
- writing an evaluation of the student's performance, indicating whether the student is qualified to practice as a professional in the field of Anthroposophic Social Therapy
- implementing any other aspects of the placement agreement that are required by the Core Faculty

The Professional Internship begins with the development of an Internship Contract between student, Internship Supervisor and Core Faculty. It is followed by periodic informal reviews and evaluations and concludes with a final assessment, based on a review process involving student, Internship Supervisor, a Core Faculty representative and any other relevant senior staff of the organization providing the placement.

Upon successful completion of the Professional Internship, students are awarded the Diploma in Anthroposophic Social Therapy. Only holders of the Diploma are entitled to use the professional designation 'Certified in Social Therapy' or their post-nominal abbreviation 'CST'.



ASSESSMENT

General Principles

Each course, practicum and independent study project includes elements of evaluation and assessment. These serve at least three distinct functions that are integral to the overall educational process:

1. As **self-evaluation processes**, they promote the student's ability to assess his/her own strengths and needs and deliberately guide his/her own learning process. The regular practice of self-evaluation is essential in fostering capacities for self-education and self-directed professional development.
2. As **formative assessment processes**, they provide faculty with feedback on students' progress towards the goals and objectives of a learning experience, thus allowing instructors to make adjustments and respond to students' needs.
3. As **summative assessment processes**, they allow faculty to determine the extent to which a student has reached the goals and objectives of a learning experience at its conclusion. Summative assessment of all coursework, practica and independent study projects is on a pass/marginal pass/fail basis, with qualitative feedback given in the context of review conversations and/or written evaluations. A 'pass' grade represents the equivalent of 3.0 grade points (letter grade B) or higher on the common four-point scale.

Coursework

The syllabus for each course lists the course objectives, as well as the components of student work that are used as basis for evaluation. These may include participation in class discussion and activities, skill performances, practical application assignments, oral presentations, written assignments, artistic projects, group projects, individual review conversations, self-evaluation activities and other elements. For each assignment that is used as a basis for evaluation, instructors provide a written qualitative evaluation and assign a separate pass/marginal pass/ fail grade. The assignment of a pass/marginal pass/fail grade for the entire course is based on a review of pass/marginal pass/marginal pass/fail grades for each of the required assignments, as well as attendance, participation and in-class performance. Ordinarily, students will only receive a 'pass' grade for a course if they have received 'pass' grades for all assignments and have shown satisfactory attendance, participation and in-class performance. The primary responsibility for awarding grades rests with Course Instructors and Course Coordinators. Any unclear situations should be brought to the attention of the responsible Class Advisors, who will determine an appropriate course of action in communication with the Core Faculty Group.



Practicum Experiences

Students' performance in a practicum is evaluated against the objectives listed in the Learning Agreement. The Mid-Year Evaluation serves as a formative assessment opportunity for year-long practicum experiences. The Final Evaluation serves as summative assessment. A 'pass' grade will be awarded when all objectives have been substantially met. A 'fail' grade will be given if significant deficiencies remain on any of the objectives. The primary responsibility for awarding grades rests with Practicum Supervisors and Practicum Coordinators. Any unclear situations should be brought to the attention of the responsible Class Advisors, who will determine an appropriate course of action in communication with the Core Faculty Group.

Independent Study Projects

The Social Therapy Projects are evaluated against the criteria listed in this handbook. The primary responsibility for evaluating these projects rests with the Personal Tutor/Mentor and the Class Advisors. The Personal Tutor/Mentor reviews the project with the student and writes a qualitative evaluation, recommending a pass/marginal pass/fail grade. This is reviewed by the Class Advisors, who either confirm the Personal Tutor's/Mentor's grade or ask for clarification and refer the issue to the Core Faculty Group for resolution.

Mid-Year and End-of-Year Review Meetings

In addition to the evaluation and assessment processes connected with individual courses, practicum experiences and projects, students in Years/Stages 1-4 participate annually in two comprehensive evaluation processes to address their overall progress and eligibility for promotion to the next year/stage in the program. In addition to the student, these conversations include the Personal Tutor/Mentor, at least one Class Advisor, at least one Practicum Supervisor and any other instructors invited by the student, the Class Advisor or the Core Faculty Group. In addition to reviewing individual learning experiences, it is the task of these conversations to create a comprehensive picture of the student's overall progress towards the broader program objectives and identify any potential issues and difficulties arising in the student's learning path.

Mid-Year Review Meeting

The Mid-Year Review serves a formative function, allowing issues to be identified and addressed before the end of the year. The process includes the following steps:

1. Review of individual courses and practicum experiences to identify any concerns
2. Review of progress towards overall program goals, based on the program rubric and appropriate criteria for promotion to next year/stage
3. Identification of any issues that need to be addressed or monitored
4. Formulation of support plans or other recommended action, if appropriate



End-of-Year Review Meeting

The End-of-Year Review serves a primarily summative function, allowing the Core Faculty to determine whether the student will be recommended for promotion to the next year/stage of the program. The process includes the following steps:

1. Review of all courses, practicum experiences and individual study projects to identify any issues, such as (anticipated) 'fail' or 'incomplete' grades. Determination of satisfactory completion of current year/stage or identification of missing requirements
2. Review of progress towards overall program goals, based on Program Rubric and appropriate Criteria for Promotion to next stage => Recommendation for promotion to next year/stage or identification of deficiencies
3. Formulation of recommendation for promotion, remedial plan or other course of action for review and approval by Core Faculty

Program Rubric

The Program Rubric gives an overview of the seven main program objectives. It is used as a basis for Mid-Year Reviews and End-of-Year Reviews, including decisions regarding advancement to the next year of the program. These seven main program objectives are:

1. The ability to perceive other human beings and their relationships with empathy
2. The ability to develop and build upon a range of practical, social, educational and therapeutic skills and methods.
3. The ability to adopt artistic ways of working and use artistic process as a means to enhance practice, understanding and personal competencies
4. The ability to identify, pursue and take part in opportunities for continuing personal and professional development.
5. The ability to engage in phenomenological study of the human being based on knowledge of the spiritual scientific image of the human being.
6. The ability to exercise practical social skills and organizational skills to facilitate community building and cooperative working relationships.
7. The ability to work within the professional, social-political, and regulatory context of the field.



ACADEMIC PROGRESS, REMEDIATION, AND TERMINATION OF ENROLLMENT

Academic Progress

In order to advance to the next year, a student must show appropriate progress towards overall program goals (in addition to completion of all coursework, practicum and independent study requirements of the previous year). Students may advance to the next year of the program if their competency for all or most program objectives meets or exceeds expectations. Students whose performance meets the relevant criterion on most, but not all program objectives may advance at the faculty's discretion, if there is sufficient reason to believe that students will be successful at remediating the shortfall as they enter the next year of studies or professional practice.

Remediation

In the event that a student fails to complete any of the requirements for completion of the program, or for completion of a particular course or practicum, faculty may develop a plan for remediation that allows the student to make up for the failed or incomplete requirement. If the student fails to complete the remedial requirements, or the remedial requirements necessary to address deficiencies in performance would be too extensive to be addressed under the conditions in which the program is offered, the Core Faculty will determine an appropriate course of action and communicate this to the student. This may include offering the student the opportunity to repeat a year of the program in its entirety or termination of enrollment. Repeated failure to complete remedial requirements requires the Core Faculty to review the student's continued participation in the program.

Completion of Practica and Coursework

If a student failed to meet all the requirements for completion of a course or practicum, the instructor or supervisor may propose activities or assignments to allow the student to complete the failed course or practicum requirements, together with a timeline for completion. The course or practicum shall be considered completed when all remedial requirements have been fulfilled within the given time frame.

Completion of the Respective Years of the Program

Ordinarily, successful completion of all learning experiences in a given year is required for promotion to the next year. At the Core Faculty Group's discretion, students who do not meet the requirements for promotion may be offered the opportunity to repeat a year of the program in its entirety. However, if warranted by individual circumstances, the Core Faculty Group may make arrangements that vary from this general rule.



If a particular course, practicum or individual study requirement for the present year of the program will not be completed, the class advisors, in conversation with the relevant faculty members, may develop a plan to allow the student to complete the required course or practicum at a different time, or as an equivalent learning experience in a different format. Remedial plans for program completion must be developed in writing, with specific criteria and timelines, and approved by the Core Faculty.

The respective year of the program shall be considered completed when all remedial requirements have been fulfilled.

The Final Project

If the Core Faculty determines, after evaluations by at least two Core Faculty members, that a student failed to complete the requirements of the Final Project, the student is given detailed feedback on the deficiencies, guidelines for remediation and a mutually agreed deadline for completion of the requirements. The Final Project will be considered complete once the revised work has been reviewed by at least two members of the Core Faculty and formally accepted by the Core Faculty.

The Paraprofessional and Professional Internship

If, after completing an internship, a student is not judged competent to work in a paraprofessional or professional capacity (as appropriate), the Core Faculty will review the deficiencies in the student's professional performance and determine what further education is necessary to address these issues. After completing the recommendations for further professional development, the student is given the opportunity to repeat the internship once.

Probation, Repetition and Termination of Enrollment

Any student entering the next year of a program while still completing remedial requirements for the previous year shall be considered in probationary status, subject to the conditions spelled out in the remedial plan. At the Core Faculty Group's discretion, students may also be placed in probationary status with any remedial plan put in place during the course of a particular program year.

Ordinarily, successful completion of all learning experiences in a given year is required for promotion to the next year. At the Core Faculty Group's discretion, students who do not meet the requirements for promotion may be offered the opportunity to repeat a year of the program in its entirety. However, if warranted by individual circumstances, the Core Faculty Group may make arrangements that vary from this general rule.



The Core Faculty Group may terminate a student's enrollment if the student fails to complete remedial requirements; the remedial requirements necessary to address deficiencies in performance would be too extensive to be addressed under the conditions in which the program is offered; or if there are any other substantive reasons to believe that the student is not able to successfully continue his/her studies in the program, even after reasonable accommodations are made. In addition, the Core Faculty Group may terminate a student's enrollment as a result of serious academic or professional misconduct. In all cases, the Core Faculty Group will communicate the reasons for termination to the student's sponsoring organization.

Appeals

Students wishing to appeal faculty decisions or actions on matters of evaluation, assessment and promotion should address their concerns to their Class Advisors. If Class Advisors are not able to resolve the issue, it should be referred to the Program Director responsible for the student's program, who will bring the issue to the Core Faculty Group for final resolution.



ATTENDANCE, PARTICIPATION, AND STUDY TIME

Expectations

Students enrolled in the Camphill Academy are required to attend all scheduled activities belonging to the program and program year/stage they are enrolled in. This includes all courses, lectures, demonstrations, discussions, presentations, workshops, retreats and field trips. In addition, students are required to fulfill all duties associated with the practical and community-life components of their program of studies. Students are expected to come to class prepared and ready to engage. Depending on the course, students may be required to complete assignments, rehearsals, and readings outside of scheduled class time.

Absences

Students may be excused from attendance for illness or other extenuating circumstances. In that case, students are expected to send apologies to the responsible instructor in advance of their absence and to make up the content and tasks missed. Instructors are responsible for maintaining attendance records and submitting these to the Registrar and alerting Class Advisors or Program Directors of any attendance-related concerns.

Repeated unexcused absences or frequent or prolonged absences that impede a student's ability to participate and attain program goals must be brought to the attention of the Core Faculty. The Core Faculty will review all cases of problematic absences and determine appropriate action. Unexcused absences, periods of absence that are too significant to be addressed through a remedial plan, and failure to complete remedial plans may result in a 'fail' grade.

In order to fulfill certain particular program objectives or remedial requirements, the schedule of classes and assigned duties of a particular student may be individualized. In such cases, the student is also required to attend all scheduled activities included in the individualized program as described above.

Placement in the Workshop Program

The student's involvement in the workshop program needs to be taken into account when scheduling study time, especially for third year students. While some consistency in placement is desirable, it is not necessary for all their time to be spent in the same setting. Third year students, however, must have a consistent placement of at least three times per week in one or two workplaces in order to be able to take on a significant role in that setting (as required for the Cooperative Work Practicum).



ADMISSIONS

The Social Therapy programs are field-based courses of studies, delivered in partnership with participating communities. Admission and continued participation is contingent on membership in a participating community and sponsorship by that community. Only individuals who are staff or volunteer members of a participating community and have been awarded a Community Fellowship by their participating community are eligible to enroll in the Social Therapy programs full-time.

Individuals cannot apply independently to participate in these programs. Communities that are not currently participating in the Social Therapy programs of Camphill Academy must establish affiliation before they can sponsor their members for enrollment.

Students must have completed a high school education or equivalent and be at least 19 years of age before beginning the programs.

The programs presuppose a solid command of the English language. Applicants whose native language is not English must submit a TOEFL, IELTS, or Duolingo English Test (DET) score. A score of 70 (internet-based) (corresponds to an IELTS overall band score of 6 or DET score of 40%) is considered the minimum necessary for admission, though individual sub-scores are also taken into account.

To fulfill the field-based supervised practice requirements, students are required to be resident volunteers of a participating community. Participation by others, such as non-residential community members is arranged on a case-by-case basis.

Students with significant prior education and experience may qualify for advanced entry into the second year. They must demonstrate that their background is at least equivalent to the first year in terms of relevant practical experience and knowledge, including a good understanding of the anthroposophical foundations of this work. In addition, a minimum TOEFL score of 80/213 (corresponds to an IELTS score of 6.0 or DET score of 40%) is required for advanced entry into second year.



Admissions Process

For candidates applying to become new members of a participating community in order to enroll in the program, the following is required:

1. Simultaneous submission of application to join the participating community and to become a student in the Camphill Academy, including all required materials. Specific materials required for the Academy application include:
 - The 'Autobiography' section of the application should be about 2 pages in length and comment on your interest, motivation, study skills and prior practical and academic experience.
 - At least one reference must be an academic reference (teacher/professor) and comment on the applicant's study skills and oral and written expression.
 - Non-native English speakers must submit a TOEFL, IELTS, or Duolingo English Test (DET) score. For TOEFL, the institution code is #8718. For IELTS, an institutional code is not required. Please contact the test center where you took the IELTS test and request that your text scores be sent electronically using the IELTS system. For DET indicate that you want to share your test score with Camphill Academy from the Duolingo English Test website.
2. Admission interviews with the community's coworker admissions group and a member of the Program Core Faculty
3. Acceptance into the participating community and into Year/Stage 1 of the Foundation Studies Certificate program (or Year/Stage 2 of the Paraprofessional Certificate program, for those who qualify) by the Core Faculty and award of Community Fellowship by the participating community.

Current members of a participating community should express their interest to the responsible individual or group in their community, who will then approach the Program Director with a request for enrollment. Like other applicants, they should submit a similar statement of their intent to participate in the program to the core faculty. The admissions process will follow all other steps, as outlined above, except for those relating to admission to a participating community.



COMMUNITY FELLOWSHIP

All full-time students accepted in the Social Therapy programs must secure an award of a Community Fellowship by a participating community before enrollment is confirmed. The Community Fellowship provides the terms under which a community supports a student to study in the Camphill Academy.

Students' Community Fellowship will begin at the start of their program and continue for the duration of enrollment in the program. Continued enrollment is contingent on maintaining good standing and satisfactory progress, as determined in periodic academic reviews.

As per the terms of the Community Fellowship, each participating community of the Camphill Academy (Host and Associate), will provide for each full-time student placement for supervised practice and internship components of the curriculum as well as the following benefits (actual amounts may vary depending on the participating community):

- Coverage of all Program Costs/Fees
- Free Room & Board on Campus
- Health Insurance (international student health plan or other plan, as appropriate to the community's individual circumstances)
- Life-needs stipend for incidental expenses not included in room and board (determined annually, as per community policy)

As a Community Fellow, students are expected to maintain a strong academic record while pursuing their studies. By accepting the Community Fellowship, students commit to being a member of their participating community, with all the responsibilities connected with that, including participating fully in the shared life and activities of the community and offering their services as a volunteer within the context of community life in a spirit of mutual support and reciprocity. The responsibilities connected with the Community Fellowship are discussed with each student during the admissions process.



INTERNATIONAL STUDENT GUIDE

International students can only study in the Camphill Academy at participating communities that have been approved by the US Department of Homeland Security's Student and Exchange Visitor Program (SEVP) for attendance by international students. Further information on locations currently available to international students may be obtained from the Registrar (info@camphill.edu).

What is SEVP?

SEVP is the government program that manages schools and nonimmigrant students and their dependents with the F and M visas on behalf of the Department of Homeland Security as part of U.S Immigration and Customs Enforcement (ICE).

All SEVP-certified schools must have staff members dedicated to the nonimmigrant students enrolled there; these are referred to as Designated School Officials. At minimum, a Principal Designated School Official (PDSO) is required for each approved instructional site, but there may be additional DSOs as well.

PDSOs and DSOs both have responsibilities for managing school and nonimmigrant student records in the Student and Exchange Visitor Information System (SEVIS), a Web-based system for maintaining information on SEVP-certified schools and the students enrolled there.

What is a DSO?

The DSO serves as a link between nonimmigrant students and SEVP and plays a central role in ensuring the nonimmigrant students at their school maintain status while in the United States. DSOs are dedicated resources to F and M students who keep their records updated in SEVIS. In attending to the details of students' records, a DSO may be able to alert students to issues that might jeopardize their nonimmigrant status or make it difficult for them to re-enter the United States to continue their studies.

What is a PDSO?

A PDSO is a DSO with added responsibilities. The PDSO is the main point of contact for SEVP, must make updates to DSO information, and is responsible for overall compliance.

When should a DSO be notified?

There are specific and somewhat different requirements that F (academic) and M (vocational) students have to meet in order to maintain status and remain in the country legally. In all cases, this



includes maintaining full enrollment in the program as approved with a full course load and meeting requirements for academic progress. Specific information can be found at <https://studyinthestates.dhs.gov>.

It is critical to communicate with the Program Director, PDSO, and DSO regarding any issues that may affect the status of an international student. There are specific requirements international students have to meet in order to maintain status and remain in the country legally. In all cases, this includes maintaining full enrollment in the program as approved with a full course load and meeting requirements for academic progress. Failure to enroll in, attend, or successfully satisfy the requirements for the program's coursework and learning experiences, including practica and retreats, may jeopardize a student's visa status and prevent him or her from remaining in the United States.

PDSOs and DSOs at participating communities should be made aware of situations that could affect a student's status and should communicate any concerns regarding a student's status to the Program Director and student. The PDSO and DSOs, in addition to the Program Director, should be notified as early as possible and before any final arrangements are made regarding any situation that may affect a student's visa status. The PDSO and DSO will be able to help determine the best plan of action for a specific situation.

The following information aims to address some of the more common scenarios which may have implications for nonimmigrant students and is for information purposes only. It is by no means exhaustive. Further rules apply and individual situations may be complex.

International students with questions about their visa status should speak with the PDSO or DSO at their participating community. Complete and current information on the rules that apply to international students can be found at www.studyinthestates.dhs.gov.

Change of Start Date/Arrival

Prospective students may enter the United States 30 days prior to the program start date listed on their Form I-20. If a nonimmigrant student cannot arrive by the program start date listed on the Form I-20, the student must contact their DSO, defer his or her program start date, and get a reprinted Form I-20 for the deferred start date. If a nonimmigrant student does not arrive as expected or is delayed, the DSO must be notified.



Change of Status

Although individuals can enter the U.S. in one nonimmigrant status (e.g. as a volunteer on a B-1 visa) and then apply to change their purpose for being here (e.g. change status to F-1 student), change of status requests submitted through USCIS while the individual is in the country can take months (or even years!) to process. The lengthy delay may prevent students from being able to enroll in the Academy's program, as nonimmigrants on certain classes of visas (such as B-1 volunteers) may not begin their studies prior to approval of the change of status. Additionally, nonimmigrant students that originally entered as M-1 nonimmigrant are not permitted to change status to F-1 while in the U.S. Therefore, often the best option for any volunteer seeking a change of status to F or M student, or for an M student seeking a change of status to F student, is to leave the U.S. and apply for an F or M visa (as appropriate) at a US consulate in their home country. Alternatively, applicants may apply for a visa corresponding to their new status at a US consulate in a third country if the consulate accepts applications of third country citizens. (This applies, for example, to the US consulates in Canada.)

Conversely, nonimmigrants students awaiting a change of status to a non-student category must maintain their status as student while the change of status is pending or depart the U.S. within 15 days after leaving the program.

Reduced Course Load (RCL)

F-1 students may be authorized to take less than a full course of study for three reasons only: certain types of academic difficulties during their first term in the program, properly certified medical conditions, or to complete the course of study when the remaining requirements no longer add up to a full course load. M-1 students can only drop below a full course of study due to a medical condition. The definitions for what is permissible are very narrow and all considerations for reduced course load must be discussed with the DSO before any arrangements are made with the student.

Transfer

All nonimmigrant students can transfer from one SEVP-certified school to another. Communication between the current (transfer-out) and future (transfer-in) school's DSOs is necessary to coordinate the transfer start and end dates and ensure the student maintains status throughout the process. DSOs should be aware of students' intentions to travel outside the U.S. during the transfer period as it could have consequences for the student's transfer. This also applies for transfer between two approved instructional locations under the Camphill Academy umbrella.



Withdrawal

When a nonimmigrant student voluntarily withdraws from the Social Therapy programs before completing his or her intended qualification, his or her SEVIS record must be terminated as an authorized early withdrawal. He or she has 15 days to depart the United States. Students who receive an authorized early withdrawal and depart within 15 days have not violated status.



POLICIES AND PROCEDURES

Academic Honesty

All written work must meet commonly accepted standards of academic honesty. This means first and foremost that all sources of ideas, facts, information and actual formulations must be properly attributed. Failure to do so constitutes plagiarism and will result in an automatic fail grade for the assignment and a conversation with the instructor. In cases of serious and/or repeated plagiarism, students may face additional consequences, including academic probation or termination of enrollment, as determined by the Core Faculty Group.

To avoid unintentional plagiarism, students must familiarize themselves with the American Psychological Association's (APA) guidelines for use of references, apply them conscientiously and seek help in case of uncertainty about what is acceptable. Academic honesty is the student's responsibility!

Academic Misconduct, Probation, and Remediation

The Academy recognizes that a path of transformative learning is complex and challenging and requires great courage and compassion on the part of all its stakeholders to uphold the integrity of one's work and actions.

All faculty members in the Academy shall address issues of misconduct, including lack of participation, excessive tardiness or absences, and unprofessional or unethical behavior as they arise, with counsel from the Program Director and/or Core Faculty Group, through a process of open dialogue and exchange, and supported with documented evidence of the issue on hand.

The Core Faculty Group shall be informed of any student under review for academic misconduct at its next meeting and determine a process for remediation. If the time until the next regularly scheduled meeting is too long to provide a timely response to the issue, the concerned faculty member shall contact the Program Director and determine how to proceed. This may involve holding a special meeting of the Core Faculty Group or designating an individual or committee to follow up on the issue and report at the next regularly scheduled meeting.

The terms of academic probation and remediation are determined on a case-by-case basis depending on the individual situation with consideration for severity, history of misconduct, and the student's acknowledgment and resolve to improve.

A student on academic probation is expected to satisfactorily complete the year with no further issues of academic misconduct, including following all established policies and successfully



complete all required assignments. Depending on the individual terms of probation, any further incidence of misconduct may result in a 'fail' grade and dismissal from the program, either immediately or at the very latest at the end of the academic year.

A student who does not agree with the charge of academic misconduct, and which may not be resolved informally through dialogue, may file a formal grievance.

It is the responsibility of the Program Director to ensure that the remediation process is implemented and followed in accordance with the determined plan and timelines.

A student's probationary status will be reflected in the student's record and will be considered in determining the student's suitability for advancement at the time of the end-of-year review.

Accommodations for Special Learning Needs

Students are responsible for identifying and discussing special learning needs. Students are asked to inform their Class Advisor or Program Director of any special learning needs. Class Advisors will inform the Program Director of any requests for accommodations that they receive.

Requests for accommodations will be reviewed by the Program Director and brought to the Program Core Faculty Group for consideration. Program Core Faculty Groups shall make all reasonable attempts to accommodate and support students with diverse learning styles and learning needs. Participating organizations must commit to making reasonable resources available to support special learning needs of students they sponsor.

If the Program Core Faculty Group suspects that a student's needs for support may be too extensive or of a nature that precludes successful participation in the program, this shall be shared orally and in writing with the student. If appropriate, a probation period may be determined. If the Program Core Faculty determines, either after a probation period or – in serious cases, especially where the capacity to competently and safely perform practicum responsibilities is in question – immediately, that a student's needs for support are too extensive or of a nature that precludes successful participation in the program, this shall be communicated to the student orally and in writing. In addition, arrangements for the student's withdrawal from the program shall be made with the sponsoring organization.

Copyright and Software Licenses

The partner organizations implementing a program are responsible for ensuring that all materials made available to instructors and students are made available in compliance with applicable intellectual property protections and licensing requirements. Instructors and students may not engage in activities that violate intellectual property rights in connection with program activities.



Leaves of Absence

A Leave of Absence is a temporary break in a student's attendance during which he/she is considered to be continuously enrolled. Students must make requests for a Leave of Absence in writing. Requests must be addressed to the Program Director of the program that the student is enrolled in, with copy to the Registrar, and must be made before the beginning date of the Leave of Absence. If unforeseen circumstances prevent the student from submitting the request in advance, the request must be submitted as soon as possible, and no later than two weeks after the beginning date of the absence in order to prevent withdrawal.

Leaves of Absence are limited to 180 calendar days in any 12-month period. Multiple Leaves of Absence may be approved, provided that the total of the leaves does not exceed this limit. Students enrolled on a student visa may be granted a Leave of Absence in emergency situations, such as serious illness or death in the immediate family, in accordance with the applicable regulations of the Department of Homeland Security.

The student must sign and date the Leave of Absence request and specify a reason for the leave. The reason must be specified in order for the institution to have a reasonable expectation of the student's return within the timeframe of the Leave of Absence as requested. The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study.

Requests must be approved in writing by the Program Director of the student's program and are entered into the student's records by the Registrar. An approved Leave of Absence may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the Leave of Absence does not exceed the specified limit.

Non-Discrimination

The Camphill Academy does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, ethnicity, national origin (ancestry), disability, marital status or sexual orientation in any of its activities or operations.

Official Academy Email

The Academy has established email as one of the means of sending official information to faculty, staff, and students. In addition to Camphill Academy related communications, users are permitted to use their Camphill Academy account for all personal communications that do not violate any applicable laws or policies of the Camphill Academy and that are not damaging to the Camphill Academy and its community.



All official Academy communications will be sent to this official Academy email address and all email users are responsible for reading, understanding, and complying with the guidelines set forth in Camphill Academy Policy #4021, which is provided to faculty, staff, and students when their email account is created.

Photo, Video, and Audio Consent and Release

The Camphill Academy may copyright, use, and publish, with or without identifying persons by name, photographs, videos, and/or audio taken of its members in connection with course activities or program events, for any lawful purpose, including in publications, newsletters, online content, and in other communications related to Camphill Academy's mission. Such use shall be without payment of fees, royalties, special credit or other compensation. Members will be given the opportunity to consent to the use of photographs, videos, or audio recordings of them upon joining the Academy and permission may be revoked at any time.

Upon Initial Registration for the Camphill Academy programs, Students will be asked to complete a Photo, Video, and Audio Consent and Release Form to grant or deny permission to Camphill Academy and its participating communities to use any photograph, video, and/or audio recording of them for the purposes indicated above. To revoke permission, Students/Participants should notify the Registrar in writing.

Upon joining the Academy, Faculty and Staff will be asked to complete a Photo, Video, and Audio Consent and Release Form to grant or deny permission to Camphill Academy and its participating communities to use any photograph, video, and/or audio recording of them for the purposes indicated above. To revoke permission, Faculty and Staff should notify the Coordinator of Academic Affairs in writing.

Transcripts and Student Records

Transcripts of student records, including identifying information (name, student ID, date of birth, current address) and information on all programs, courses and internships/externships enrolled, dates of enrollment, current status, completion status, grades assigned, clock hours and recommended credit earned (as applicable) and qualifications awarded are maintained by the Registrar.

Students may request transcripts at any time in person, in writing, by phone or by electronic communication. Requests for transcripts by third parties shall only be processed if authorized by the student in person, in writing, by phone or by electronic communication. Official transcripts must include the signature of the Registrar and bear the seal of the Academy. No charge is made for the issuance of a transcript. However, the Academy reserves the right to request reimbursement or



apply a reasonable charge if a special method of shipment (such as express or overnight delivery) or an unusual number of transcripts is requested.

Students may also request to review their physical file on site at the Academy's main office, by arrangement with the Registrar.

Student Grievances

In line with its Mission and Vision, the Academy strives to foster a culture of open, respectful collaboration, exchange and dialogue in which conflict is recognized as an opportunity for growth and development. All stakeholders in the Academy are encouraged to address issues as they arise and seek informal resolution on the basis of open dialogue and exchange.

Students have the right to express informal and formal grievances without fear of retaliation. Formal grievances may be addressed to the Class Advisor, Program Director or any other Core Faculty member. The Core Faculty Group shall be informed of any formal grievances at its next meeting and determine a process for resolution. If the time until the next regularly scheduled meeting is too long to provide a timely response to the complaint, the faculty member addressed with the complaint shall contact the Program Director and determine how to proceed. This may involve holding a special meeting of the Core Faculty Group or designating an individual or committee to follow up on the complaint and report at the next regularly scheduled meeting.

It is the responsibility of the Program Director to ensure that the resolution process is implemented and followed in accordance with the determined timelines. If the Program Director is directly involved in the complaint or otherwise subject to a conflict of interest, another Core Faculty Member shall be designated to ensure the proper implementation of the resolution process. Formal grievances and their resolution shall be documented in Core Faculty Minutes and/or student and faculty files, as appropriate.

In the event that a student has exercised Camphill Academy's internal complaint procedure and the issue remains unresolved, the student may refer the problem to Camphill Academy's accrediting body. Information on the ACCET complaint procedure can be found on the ACCET website (www.accet.org - Documents & Forms) as well as on the Camphill Academy website (www.camphill.edu - Resources) and in this handbook.



NOTICE TO STUDENTS: ACCET COMPLAINT PROCEDURE

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When issues or problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

In the event that a student has exercised the institution's formal student complaint procedure, and the problems or issues have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing (by email or mail) to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following information:
 - a) Name and location of the ACCET institution;
 - b) A detailed description of the alleged problem(s);
 - c) The approximate date(s) that the problem(s) occurred;
 - d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
 - e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
 - f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
 - g) The status of the complainant with the institution (e.g. current student, former student, etc.).
1. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

4. **SEND TO:** ACCET
CHAIR, COMPLAINT REVIEW COMMITTEE
1722 N Street, NW
Washington, DC 20036
Telephone: (202) 955-1113
Email: complaints@accet.org
Website: www.accet.org

Note: Complainants will receive an acknowledgement of receipt within 15 days.



CONTACT INFORMATION

All Camphill Academy programs are controlled from the Main Campus in Glenmoore, PA where the central administration's offices are located and student records are maintained.

Main Office

Camphill Academy
1784 Fairview Road, Glenmoore, PA 19343, USA
Phone: 610 545 6083 | Fax: 610 469 9758
Email: info@camphill.edu | Website: www.camphill.edu

Central Administration

Name	Function	E-Mail	Phone
Jan Goeschel	President	jgoeschel@camphill.edu	610-545-6083 ext 120
Dana Jain	Coordinator of Academic Affairs	djain@camphill.edu	610-545-6083 ext 131
Philipp Jacob	Coordinator of Communications	pjacob@camphill.edu	831-476-7194
Becca Winiarski	Registrar	rwiniarski@camphill.edu	610-545-6083 ext 141
Libby Sanders	Research Fellow	esanders@camphill.edu	610-415-9534



PARTICIPATING COMMUNITIES

Camphill Communities California

P.O. Box 221, Soquel, CA 95073, USA

Phone: 831-476-7194 | Fax: 831-476-0690

The mission of Camphill California is to provide a nurturing and dynamic life-sharing community where adults with special needs live, learn and work together with professional caregivers and volunteers. Located on 7 acres of land between the north shore of Monterey Bay and the Santa Cruz Mountains, Camphill California is part of an international movement with more than 100 life-sharing communities worldwide.

Currently, Camphill California is a community with eight homes that include two large licensed residential homes and six small homes. Meals are prepared and eaten in a community setting and house members share responsibilities and decision-making. Members of our large and small homes support one another and form cooperative "neighborhoods". Once a week, all of the houses come together for "lunch café," a community-building event when everyone enjoys a delicious meal together.

Camphill California coworkers are committed to life-sharing and cooperative living. All community members share homes, work alongside each other, and celebrate life together. Life at Camphill California is rich with cultural and social activities such as singing, painting, movement workshops, outdoor activities, theater and storytelling. Festival celebrations and participation in local outreach projects play an important role in daily life.

The Camphill Academy at Camphill Communities California will be offering the Foundation Studies Program and Year 2 of the Paraprofessional Certification Program only in 2018/19.



Camphill Village Kimberton Hills

P.O. Box 1045, 1601 Pughtown Rd, Kimberton, PA 19442 USA

Phone: 610-935-0300 | Fax: 610-935-8896

Camphill Village Kimberton Hills is situated on 432 acres in Chester County. We are about 120 people with and without disabilities, sharing our daily life, in ways that are intentionally therapeutic and intentionally social. People of all abilities support each other in various areas, including in the weavery, mosaics, fiber arts, and pottery studios, the Sankanac Community Supported Agriculture (CSA) garden which provides for the village residents and to over 200 families outside of the village, Sweet Water Baking Company, Camphill Café (open to the public), the orchards, herb garden, apiary, vineyard, and homemaking.

Village members also enjoy an abundance of cultural opportunities that encourage the discovery and development of each person's talents, capabilities and interests. A diverse program of concerts, lectures, dramatic events, art exhibits, folk dances and festivals, held here in the village and locally, enrich life and provide occasions for interaction with the local community and beyond.

Village life has its own unhurried, regular rhythm. Weekdays are structured by the morning and afternoon sessions and three family-style meals shared in each house. Weekends have their own pace, including outings and trips, Saturday Bible evenings, Sunday services, folk dances, concerts or other special gatherings. While all share active social idealism and an intention to be in this community, abilities and capacities vary. Each person adds to the richness of interdependent living.

The Camphill Academy at Camphill Village Kimberton Hills will be offering the Foundation Studies Program and some courses from Year 3 of the Paraprofessional Certification Program only in 2018/19. The Camphill Academy is approved to enroll international students on F-1 visas at this location.



Camphill Village USA, Inc.

84 Camphill Road, Copake, NY 12516, USA
 Phone: 518-329-4851 | Fax: 518-329-0377

The founding of Camphill Village in 1961 was part of a transformative movement in the United States to reform how society treats people with special needs. Instead of isolation and institutionalization, exclusion and separation, Camphill Village celebrates and honors the uniqueness, dignity and spiritual integrity of each individual, regardless of outward appearance or disability.

On 615 acres of wooded hills, gardens, and pastures in rural upstate New York, adults with special needs and long- and short-term service volunteers strive to live and work together as equals in extended families in homes throughout the Village. A leader in biodynamic organic agriculture, our gardens and farm weave the community with the cycles of nature coinciding with and reflected by seasonal festivals.

At Camphill Village, we share life: joys and sorrows, celebrations and prayers, work, play, meals, and song. Each person is encouraged to achieve his or her full potential at every stage of life.

The Social Therapy Program at Camphill Village USA is open to long-term and short-term service volunteers living at Camphill Village USA, a Camphill community in Copake, NY dedicated to the practice of Social Therapy on an anthroposophic foundation, including adults with developmental disabilities, as well as those living at other nearby Camphill communities: Camphill Triform (a Camphill community that includes young adults with developmental disabilities), Camphill Hudson (a small community including adults with developmental disabilities in the city of Hudson, NY) and Camphill Ghent (an eldercare community).

The Camphill Academy at Camphill Village USA will be offering the Foundation Studies Program, the Paraprofessional Certification Program, and the Diploma Program in 2018/19. In Year 3 of the Diploma Program, Philosophy of Freedom will be offered instead of Esoteric Science. The Camphill Academy is approved to enroll international students on F-1 visas at this location.

Associate Participating Communities

Camphill Ghent 2542 Route 66 Chatham, NY 12037 Phone: 518-721-8402 Fax: 518-392-2762	Camphill Hudson 360 Warren Street Hudson, NY 12534 Phone: 518-828-3431 Fax: 518-697-3368	Triform Camphill Community 20 Triform Road Hudson, NY 12534 Phone: 518-851-9320 Fax: 518-851-2864
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Heartbeet Lifesharing

218 Town Farm Road, Hardwick, VT 05843
Phone: 802-472-3285 | Fax: 802-472-6863

Heartbeet is a vibrant lifesharing Camphill community and licensed therapeutic residence that includes adults with developmental disabilities and interweaves the social and agricultural realms for the healing and renewing of our society and the earth. Community members live and work together, in beautiful extended family households, forming a mutually supportive environment that enables each individual to discover and develop his or her unique abilities and potential.

The Camphill Academy at Heartbeet Lifesharing will be offering select courses from the Foundation Studies Program only in 2018/19.



Maison Emmanuel

1561 Chemin Beaulne, Val-Morin, QC J0T 2R0, Canada

Phone: 819-322-7014 | Fax: 819-322-6930

Maison Emmanuel is a Camphill inspired community of people living together, some of whom have special needs. Situated an hour north of Montreal, in the beautiful Laurentian Mountains, our community of 45 people is nestled in a valley on old farmland, in the midst of the forest.

Those in need of special care live together with their co-workers in an extended family setting, sharing responsibility for the day to day running of the home. The day is structured round communal mealtimes, domestic chores, work in our craft workshops and caring for our land and gardens. All are involved in building a supportive community environment where everyone learns to care and provide for the needs of the others. Festivals, plays, concerts and a weekly ecumenical Sunday gathering, celebrations and outings all form part of a rich social life in which meaningful and supportive relationships can develop.

Maison Emmanuel aims not only to provide an alternative model of residential care for adults with developmental disabilities: it aims to provide an alternative way of living together in a society where how people are valued often depends on their productivity and earning ability.

The Program Partnership with Maison Emmanuel will be offering select courses from the Foundation Studies Program and Year 2 of the Paraprofessional Certification Program only in 2018/19.



Plowshare Farm

32 Whitney Drive, Greenfield, New Hampshire 03047, USA

Phone: 603-547-2547 | Fax: 603-547-2547

Plowshare Farm is a community whose primary task is to serve those in need of special care. Harmonious to this task come a wide variety of activities which support Plowshare Farm's striving to be a vessel for the balanced and healthy unfolding of the human being. How this manifests and the exact nature of our daily tasks are more challenging to describe.

Like a well-functioning farm (one of the things we strive to be), there are many complexities of relationships and inter-weavings. We are a group of people – coworkers and their families, residents, apprentices, and volunteers who live together in what we call lifesharing homes. We are a biodynamic farm. We are a bakery, woodwork and candle-making workshops. We are a vocational training center for people with special needs who join us during the day time. We are a 'safe port' for those who, within their lives' journeys, need some time in a haven for repair. We are fertile ground for other initiatives to meet, germinate and grow. We are a place where the line between caregiver and care receiver is blurred through the understanding that we each have something to learn from the other and that caring for someone or something else is often a very fine path for self-development.

The Program Partnership with Plowshare Farm will be offering Stage 2 of the Paraprofessional Certification Program only in 2018/19.



The Cascadia Society for Social Working

351 West 19th Street, North Vancouver, British Columbia V7M 1X7, Canada
1561 Chemin Beaulne, Val-Morin, QC J0T 2R0, Canada
Phone: 604-987-3407 | Fax: 604-987-3408

Cascadia is a life-sharing community. Its home is the urban setting of Vancouver’s North Shore, with several residences and a day centre. Cascadia is more than just a job or a safe place to spend a few hours each day. It is a way of life where each participant can make a meaningful contribution to the community, and where challenges are provided for everyone to grow in dignity and freedom to the fullest potential. Cultural, artistic and therapeutic experiences are provided through residential home care and day activities within the urban setting of Vancouver’s North Shore. By emphasizing the practical elements of life, skills are developed and matured. Beauty and order help to create a healthy soul atmosphere.

The Program Partnership with the Cascadia Society will be offering select courses from the Year 4 of the Diploma Program on an audit-only basis in 2018/19.

Associate Participating Community

Ita Wegman Association of British Columbia (Glenora Farm) 4766 Waters Road Duncan, British Columbia V9L 6S9, Canada Phone: 250-715-1559 Fax: 250-715-1971
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APPENDIX A: LIBRARY RESOURCES

Each of the communities hosting or participating in one of the programs of the Camphill Academy maintains a community library that includes the basic resources needed to support the specific learning experiences offered to its members. Students are also expected to find and access local resources, such as public library systems and local college or university libraries, including the interlibrary loan facilities available through these. In addition, students and faculty are encouraged to use the resources accessible through the 'Library' on the Camphill Academy's website (see <http://camphill.edu/library/>). These include:

ProQuest

While affiliated with or attending Camphill Academy, students, faculty, scholars, and researchers have access to ProQuest Research Library, a multidisciplinary database of scholarly journals, trade publications, magazines, and other timely sources in 150 subject areas.

Many communities are set-up with IP authenticated access. To begin searching the database, users with IP authenticated access simply need to go to search.proquest.com. No additional log-in or password is required. Other users may obtain log-in and password information from the Program Director or Site Supervisor for their community or by contacting the Coordinator of Academic Affairs. Once users have established access via one of the methods above, they may choose to create a "My Research" account. This allows users to log into ProQuest anywhere, anytime as well as to save searches and documents and connect to their RefWorks account.

Rudolf Steiner Library

The Rudolf Steiner Library is the lending and mail-order library of the Anthroposophical Society in America. It includes a wide range of holdings, many of which are directly relevant to the programs and courses offered in the Camphill Academy. Borrowing service is free for members of the Camphill Academy and bibliographic research services are available at a reasonable rate. Fees for shipping and overdue or lost material still apply and are the responsibility of the individual or participating community. The catalog can be searched online via the Camphill Academy "Library" webpage or at <http://rsl.scoolaid.net/bin/home>.

Additional Open Access Resources

The **Rudolf Steiner Online Archiv** based at Brigham Young University's Department of German Studies and Slavic Languages brings together previously published German editions of Rudolf Steiner's writings and lectures, as well as previously published translations into English and other languages.



The [RS Archiv](#) is an independent, non-profit initiative that provides access to previously published English translations of Rudolf Steiner's writings and lectures, as well as previously published German editions (and some other translations). It also includes original (not previously published) translations, which may be of poor quality and need to be treated with caution.

The [Online Waldorf Library](#) is a project of the Research Institute for Waldorf Education and provides access to publications on Waldorf education and related subjects.

An open-access, peer-reviewed journal on Steiner/Waldorf education, co-sponsored by Rudolf Steiner University College (Oslo, Norway) and Alanus University of Arts and Social Sciences (Alfter, Germany), [Research on Steiner Education \(ROSE\)](#) publishes empirical, theoretical and philosophical research serving the theoretical and practical development of Steiner/Waldorf education within the contemporary globalizing world.

The [Directory of Open Access Journals \(DOAJ\)](#) provided by Lund University Library in Sweden, covers free, full-text, quality controlled scientific and scholarly journals in all subjects and languages.

[Free Electronic Journals](#) are sorted by subject areas and journal titles. This list, maintained by the library of the University of Nevada, provides links to a wide range of peer-reviewed open access journals for browsing.

A [Directory of Open Access Scholarly Journals in Education](#) is available through the American Educational Research Association (AERA) which provides this subject-specific directory through the Center for Educational Research for Global Sustainability at Arizona State University.

The [Directory of Open Access Repositories \(OpenDOAR\)](#) is a quality-controlled, searchable directory, maintained by Lund University Library in Sweden, which provides access to academic works across many subject areas.

Advertised by the U.S. Department of Education, which hosts this database, as the "world's largest digital library of education literature", the [Education Resources Information Center \(ERIC\)](#) provides searchable access to comprehensive bibliographic records of education literature and full-text articles.

Disclaimer: The open access resources listed here are not maintained by the Camphill Academy or any of its affiliates. Links are provided as a service to students and faculty, and do not imply endorsement. As with all sources, users are expected to exercise independent judgment and discretion in evaluating the reliability, merits and flaws of any publication.



APPENDIX B: WRITING RESOURCES

American Psychological Association (APA) Publication Manual

Unless otherwise specified by the instructor, all written work should be submitted in a format following the guidelines of the American Psychological Association (APA) Publication Manual (6th edition) with regard to layout, referencing and citations. Detailed explanations of these guidelines are available at www.apastyle.org.

Online Writing Lab (OWL) at Purdue University

The Online Writing Lab (OWL) at Purdue University provides a very helpful summary of the relevant guidelines. The site offers an introductory online workshop, as well as APA formatting and style guidelines. It is recommended that you refer to the OWL website when editing your papers (<http://owl.english.purdue.edu/owl>).

Grammarly

As members of Camphill Academy, students and faculty have free access to Grammarly Premium services, including Advanced Grammar Rules, Contextual Spell Checker, Vocabulary Enhancement, Plagiarism Checker, Corrects Writing Mistakes, to assist with written assignments and projects.

All enrolled students' are invited to join Grammarly. Unless previously invited, students will receive an invite to their camphill.edu email at the beginning of the school year. Students are encouraged to use the services, which may help them to avoid spelling and grammar mistakes and to identify potential plagiarism issues. However, it's important to remember that technology is not perfect or fail-proof. Students are still expected to proofread their work and their decisions to accept and apply any suggested revisions or not are their responsibilities.

Faculty members are also welcomed to use Grammarly and may create an account as follows:

1. Go to grammarly.com/edu.
2. Click "Join Your Organization" at the top right corner.
3. Provide your name, @camphill.edu email, and set up a password.
4. Check your inbox for the email and click on the activation link.

To make sure users get the most out of Grammarly, additional features for Microsoft Word, Internet browsers, emails, and the desktop are available to install at <https://app.grammarly.com/apps>.

Access to Grammarly is available to students and faculty for the duration of their participation in the programs and may be terminated within three months thereafter.



Office 365

Students and faculty are eligible for Office 365 Education, which includes Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools online. To sign up, go to <https://products.office.com/en-us/student/office-in-education> and enter the school-provided @camphill.edu email address.



APPENDIX C: GUIDELINES FOR WRITTEN WORK

Structuring an Essay

An essay has three main parts:

- Introduction (say what you are going to do)
- Main Body (do it)
- Conclusion (say what you did)

Each part has a specific purpose.

Introduction

In the introduction, you need to tell the reader what you are going to talk about. Imagine that the reader has no idea what the topic of the essay is going to be, or why it is even worth writing about.

You need to tell the reader:

- what the general topic of your essay is
- why the topic is important or interesting
- what the specific questions are that you are going to discuss
- how and in what order you are going to answer them

Main Body

In the main body of the essay, you will deal with the topic by bringing your information, arguments, evidence, examples, facts, perspectives, discussion, evaluation and whatever else you need in order to address the topic and answer all the specific questions that you developed in the introduction.

The main body needs to be structured into paragraphs that follow a logical sequence.

Conclusion

In the conclusion, you need to summarize what you talked about in the main body and relate it back to the original topic and the questions you developed in the introduction. Imagine that, after reading the main body, the reader still hasn't quite understood how all of this is relevant to the topic. Make it very clear and explicit. You need to tell the reader:

- what answers to the specific questions you came up with
- how they all fit together
- how they address the general topic
- which questions are still open or could be asked to deepen the subject

Before you hand in your assignment, please make sure that your name is on it and that you have edited it for spelling, grammar and style.



Format

In general, writing assignments should be typed on 8.5"x11" letter-size paper, in an easy-to-read 11 to 12-point font, such as Times New Roman or other Serif typeface. Apply 1" margin on all sides and double-space the entire document, including References page(s). In the "Header," at the top of the page, include the title of the paper or assignment (left-hand side) and page number (right-hand side). Align text to the left-hand margin, leaving a "ragged" right margin and indent first line of every paragraph one-half (½) inch. If you are ever unclear about the expectations for the assignment, check with your instructor.

Title Page

Please follow the APA guidelines and make sure your title page includes the following information:

The title of the assignment

Your name

The title of the course

The name of the instructor

The date of submission

All of these should be centered.

In-Text Citations

All published or unpublished materials that you used in writing your paper must be referenced correctly. This is called "in text citation". References in the running text must include the author's last name and year of publication.

There are essentially two ways to reference others' ideas in your own work: direct quotes and paraphrase. **Direct quotes** are when you include the author's words verbatim, exactly as written in the source text. To signal that it is a direct quote, put the author's words in quotation marks and include the page number where it originally appeared in parenthesis afterwards. References for direct quotes must also include the page number.

Examples:

As Schwenk (1996) describes, it appears "as though it were permeated through and through by a delicate sensitivity" (p. 119).

"On one of her sea journeys she experienced the sea burial of a crew member." (Sander, 2004, p. 88).



Paraphrase is when you translate the author's original ideas into your own words.

Examples:

As Jones (2003) pointed out, many different approaches have been used to deal with this. One problem appears to be the recurring lack of stamina (Gardner, 2001).

References Page

At the end of your paper, a section titled "References," which begins on a new page after the last page of text, must include the full bibliographical reference for each work mentioned in your assignment. Format each entry as specified by the APA guidelines for each type of source. Below is an overview of some basic formatting rules followed by examples of the most common types of references.

- List each work alphabetically by the last name of the first author for each work. For multiple articles by the same author(s), list the entries chronologically, from earliest to most recent.
- Capitalize all major words in journal titles. However, when referring to books, chapters, articles, or Web pages, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.
- For each entry, indent all lines after the first line by one-half a (½) inch from the left margin. This is called hanging indentation.

Authored book:

Schwenk, T. (1996). *Sensitive chaos: The creation of flowing forms in water and air*. London: Rudolf Steiner Press.

Edited book:

Bock, F. (Ed.). (2004). *The builders of Camphill: Lives and destinies of the founders*. Edinburgh: Floris.

Individual article from edited book:

Sander, M. (2004). Anke Weihs-Nederhoed. In F. Bock (Ed.), *The builders of Camphill: Lives and destinies of the founders*. Edinburgh: Floris.

Periodical article:

Prasher, V. & Haque, M.S. (2005). Misdiagnosis of thyroid disorders in Down syndrome. *American Journal on Mental Retardation*, 110, 1-12.

Unpublished manuscript:



Koehler, B. (1998). Why we're always wrong. Unpublished manuscript. Glenmoore, PA: Author.

Website:

Neyhart, D. & Karper, E. (2001). *Using American Psychological Association (APA) format (updated to 5th edition)*. Retrieved August 29, 2005, from http://owl.english.purdue.edu/handouts/research/r_apa.html

Special Guidelines when Referencing Steiner Lectures

When referring to individual lectures by Rudolf Steiner, taken from a published collection of lectures, please list them as if they were chapters in an edited book. Use the following format and include date, place and GA number (serial number in the bibliographical survey of Steiner's complete works), in addition to the title of the lecture. This makes it easier to find the same lecture in a different translation, a different collection of lectures or in the original German. If you are referring to several lectures, list each lecture separately. Note that the date to use in your paper is always the copyright date of the actual publication you are using (not the date the lecture was given). If this leaves you with multiple bibliographical entries by the same author, listed with the same year of publication, list them in alphabetical order (by title) and designate them as Steiner (1995a), Steiner (1995b), etc.

Examples:

Steiner, R. (1995a). Overcoming nervousness (January 11, 1912, Munich, GA143). In R. Steiner, *Anthroposophy in everyday life* (pp. 25-49). Hudson, NY: Anthroposophic Press.

Steiner, R. (1995b). Practical training in thought (January 18, 1909, Karlsruhe, GA108). In R. Steiner, *Anthroposophy in everyday life* (pp. 1-24). Hudson, NY: Anthroposophic Press.