

CAMP HILL ACADEMY

STUDYING CURATIVE EDUCATION



PROGRAM HANDBOOK

2019/2020

camphill.edu



TABLE OF CONTENTS

Mission and Vision	3
Overview and Organization	4
Accreditation, College Credit, and Degree Options	5
Curative Education	7
Educational Goals	8
The Learning Process	10
Curriculum	14
Typical First Year Curriculum	20
Typical Second Year Curriculum	23
Paraprofessional Internship	27
Typical Third Year Curriculum	28
Typical Fourth Year Curriculum	32
Final Project	36
Professional Internship	38
Assessment	39
Academic Progress, Remediation, and Termination of Enrollment	42
Attendance Requirements	45
Scheduling Guidelines	47
Admissions	48
Community Fellowship	50
International Student Guide	51
Policies and Procedures	55
Contact Information	61
Participating Communities	62
Appendix A: Library Resources	64
Appendix B: Writing Resources	66
Appendix C: Resources and Guidelines for Written Work	68
Appendix D: Research Guidelines	72



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.

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 PONSII). The Curative Education coursework has been evaluated and has 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 Curative Education by transferring into a suitable BA-completion program after completion of the fourth year of the Diploma program. To date, most of the students pursuing this option have used Prescott College's Limited-Residency Undergraduate Program (www.prescott.edu). Students who are accepted into this program complete an individualized course of studies, allowing them to deepen or broaden various aspects of Curative Education. Typically, this can be completed in the course of one year. A similar route exists through a partnership with SUNY Empire State College (www.esc.edu).

Students choosing one of these routes may do so while also completing their Professional Internship at The Camphill School or another approved center of Curative Education. Thus, the Diploma in Anthroposophic Curative Education 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 Curative Education 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 The Camphill School and its Associate 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 completing their Professional Internship and continuing as resident volunteers at The Camphill School or one of its Associate Participating Communities is not guaranteed and must be arranged on an individual basis with the supporting community. Typical arrangements include a period of commitment to service in the community after completion of the degree in exchange for full coverage of tuition by the community.



CURATIVE EDUCATION

Studying Curative Education

Students in the Curative Education programs are integrated into life and work at The Camphill School or one of its Associate Participating Communities, gaining practical experience while pursuing their studies. The experience of life and work in the community forms an integral part of their educational experience and provides the foundation for the growth of their personal and professional capacities as Curative Educators.

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 education within the context of the classroom, various craft workshops, biodynamic agriculture and other inclusive enterprises.

The Camphill Academy provides three levels of certification:

1. Foundation Studies Certificate in Anthroposophic Curative Education

- Awarded after completion of the first year
- Not a professional qualification or certification of competency
- May meet foundation studies requirements for other anthroposophical courses and programs (e.g. Waldorf Teacher Training)

2. Paraprofessional Certificate in Anthroposophic Curative Education

- Awarded after completion of the second year and an additional six to twelve months of supervised practice (Paraprofessional Internship)
- Also awarded to students who have completed the second year 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 Curative Education

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



EDUCATIONAL GOALS

Curative Education as a Transdisciplinary Profession

As a profession, Curative Education is concerned with providing holistic support to children, adolescents and young adults who encounter significant challenges on their individual path of development. Its concerns are thus broader than those of the special education teacher, whose primary focus is on academic learning and skill development. They include all aspects of 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.

Curative Educators 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, Curative Education brings an integral transdisciplinary approach to a field of work defined by the intersection of a wide range of disciplines, including not only education, medicine, psychology, social work and nursing, but also such elements as the arts, agriculture and community building.

As professionals with a transdisciplinary orientation, Curative Educators must be able to perform comprehensive diagnostic assessments, integrating contributions from a wide range of professional perspectives. On this basis, Curative Educators develop, implement and coordinate educational and therapeutic approaches, drawing on the widest possible range of tools and methods.

The Curative Education Program is primarily grounded in The Camphill School's work with children and adolescents with intellectual and developmental disabilities. Internationally, Curative Educators serve in a wide variety of contexts, including

- Early childhood education and early intervention
- Special education schools and kindergartens
- Integrative and inclusive school and kindergarten programs
- Home-based support services
- Residential programs for children and adolescents
- Social services for children and youth
- Child and juvenile psychiatric services
- Vocational training and supported living for young adults



Professional Competencies of the Curative Educator

In their professional practice, Curative Educators are faced with the need to develop creative approaches to meet the needs of complex and often unique developmental 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 children, colleagues and parents
- the ability to work within the professional, social-political, and regulatory context of the field

Curative Educational practice is based on a holistic, transdisciplinary diagnostic understanding of each individual developmental situation in its biographical context. The development of such deepened insight as a basis for pedagogical 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 Curative Education Program aims to lay a foundation for the lifelong development of these capacities and to equip students with the means for ongoing, self-directed personal and professional development (see also Assessment – Program Rubric).

Transfers from Curative Education to Social Therapy

Transfer between fields of study after 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 program. Students seeking to transfer during the Paraprofessional Certification 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 communities, 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 one or 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.

Practicum Supervisors

Practicum Supervisors have a primarily instructional role. Each student is assigned a Practicum Supervisor for each practicum experience (e.g. Care, Relationships, and Community Building Practicum, Cooperative Work, Education, and Professional Development 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 Class Advisor (the Core Faculty member responsible for the respective program year student cohort).



Personal Tutors

The function of the Personal Tutor 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 to meet with on a weekly basis. Personal Tutors 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 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 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 attention.



CURRICULUM

Overview

The Camphill Academy provides pathways leading to three levels of certification in Curative Education: the Foundation Studies Certificate, the Paraprofessional Certificate, and the Diploma in Anthroposophic Curative Education (CCE). 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 Curative Education (CCE)	<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 Curative Education 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 Curative Education** 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 Curative Education 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 Curative Education**. 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 Curative Education**.
- 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 Curative Education**.
- Students who have completed Stage 3 in its entirety or all Stage 3 practica requirements only are also awarded the **Paraprofessional Certificate in Anthroposophic Curative Education** 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 Curative Education**.

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 Care, Relationships, and Community Building; Cooperative Work, Education, and Professional Development; 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).



Participation in Community Life

An essential part of the learning process takes place through active engagement in community life. In order to allow an element of reflection to flow into this process, students in the first three years are required to create a portfolio of their engagement and initiative in the life of the community. This process is supported by the Personal Tutor. This portfolio should be developed in such a way that it can be shared with other students, faculty and members of the community towards the end of the academic year.

The actual form of the documents to be included in the portfolio is very open and limited only by an individual's own creativity. It should provide evidence of the artistic assimilation and transformation of an experience, rather than simply providing a descriptive account of events. All items must show evidence of reflective engagement. The objective of the portfolio is to demonstrate the student's learning process as a result of participation in the community, its life and celebrations. Portfolios are evaluated by the Personal Tutor and the Class Advisor. The review of the portfolio together with the Personal Tutor will also provide the student with an opportunity for self-assessment.

Overview of Portfolio Requirements

Portfolio requirements change slightly from year to year. As the student progresses through the four years of the program, it is expected that engagement in the community will broaden gradually to go beyond the village community to encompass the larger Camphill Movement and the Anthroposophical Society.

Reading Suggestions

In addition to the portfolio work, students and Personal Tutors are encouraged to take up some of the suggested readings and related materials during their meetings. These readings have been selected to provide opportunities for deepening the reflection on the various aspects of community life.

Festivals:

- Barz, B. (1988). *Festivals with Children*. Edinburgh: Floris Books.
- Benesch, F. (1979). *Whitsun, Ascension (and other volumes in this series)*. Edinburgh: Floris Books.
- Bock, E. (1956). *The three years*. London: The Christian Community Press.
- Bock, E. (2000). *Rhythms of the Christian year*. Edinburgh: Floris Books.
- Capel, E. (2004). *The Christian Year*. Edinburgh: Floris Books.
- Carey, D. & Large, J. (1982). *Festivals Family and Food*. Stroud, UK: Hawthorn Press.
- Cooper, S., Fynes-Clinton, C. & Rowling, M. (1986). *The children's year*. Stroud, UK: Hawthorn Press.
- Davy, G. & Voors, B. (1998). *Lifeways*. Stroud, UK: Hawthorn Press.
- Held, W. (2011). *Rhythms of the week*. Edinburgh: Floris Books.



Johanson, I. (1993). *Stories for the festivals of the year*. Stourbridge: The Robinswood Press.
Kovacs, C. (2007). *The spiritual background to Christian festivals*. Edinburgh: Floris Books.
Steiner, R. (1984). *The four seasons and the archangels*. London: Rudolf Steiner Press.
Steiner, R. (1996). *Festivals and their meaning*. London: Rudolf Steiner Press.
Steiner, R. (2007). *Christmas*. London: Rudolf Steiner Press.
Steiner, R. (2007). *Easter*. London: Rudolf Steiner Press.
Steiner, R. (2007). *Whitsun*. London: Rudolf Steiner Press.
Steiner, R. (2007). *St. Johns*. London: Rudolf Steiner Press.
Steiner, R. (2007). *Michaelmas*. London: Rudolf Steiner Press.

Camphill and Anthroposophy:

Bang, J. (2008). *The hidden seed*. Bright Pen.
Bock, F. (2004). *The builders of Camphill*. Edinburgh: Floris Books.
Camphill Village USA (2001). *Shining lights*. Copake, NY: Author.
Clay, B. (2000). *Shaping the flame*. Art Books International.
Emmichoven, W.Z.v. (2002). *The Foundation Stone*. Forest Row, UK: Clairview Books.
Grosse, R. (1984). *The Christmas foundation: Beginning of a new cosmic age*. London: Rudolf Steiner Press.
Jackson, R. (2011). *Discovering Camphill*. Edinburgh: Floris Books.
König, K. (1993). *The Camphill movement*. Botton Village: Camphill Books.
König, K. (1993). *The three essentials*. Botton Village: Camphill Books.
König, K. (1994). *The inner path*. Botton Village: Camphill Books.
König, K. (1995). *A Christmas Story*. Botton Village: Camphill Books.
König, K. (2009). *The child with special needs*. Edinburgh: Floris Books.
König, K. & Selg, P. (2008). *Karl König: My task*. Edinburgh: Floris Books.
Kühl, J., von Plato, B. & Zimmermann, H. (2011). *The School of Spiritual Science: An orientation and introduction*. London: Temple Lodge.
Lipson, M. (2002) *Stairway of surprise*. Hudson, NY: Steiner Books.
Pietzner, C. (1991). *A candle on the hill*. Bristol: Floris Books.
Pietzner, U. (2010). *The history of Beaver Run*. Glenmoore, PA: The Camphill School.
Roth, P. (2007). *Worlds in the mirror*. Botton Village: Camphill Books.
Selg, P. (2008). *Karl König's path into anthroposophy*. Edinburgh: Floris Books.
Steiner, R. (1967). *The younger generation*. Hudson, NY: Anthroposophic Press.
Weihs, A. (1992). *Fragments from the Story of Camphill*. Coleg Elidyr.
Weihs, A. & Tallo, J. (1989). *Camphill Villages*. Botton Village: Camphill Books.



Curative Education:

- Gibson, A. (1993). *Kaspar Hauser speaks for himself*. Botton Village: Camphill Books.
- Hansmann, H. (1992). *Education for special needs: Principles and practice in The Camphill Schools*. Edinburgh: Floris Books.
- Hogenboom, M. (2001). *Living with genetic syndromes associated with intellectual disability*: London & Philadelphia: Jessica Kingsley.
- Holtzapfel, W. (1995). *Children with a difference*. Lanthorn Press.
- Holtzapfel, W. (1991). *Children's destinies*. Spring Valley, N.Y.: Mercury Press.
- Jackson, R. (2006). *Holistic special education: Camphill principles and practices*. Edinburgh: Floris Books.
- König, K. (1989). *Being human*. Hudson, NY: Anthroposophic Press.
- Lindenberg, N. (1996). *Strangers to themselves*. Edinburgh: Floris Books.
- Luxford, M. (1994). *Children with special needs*: Hudson, NY: Anthroposophic Press.
- Luxford, M. (1995). *Adolescence*. Botton Village: Camphill Books.
- Luxford, M. (2000). *Loving the stranger*. Botton Village: Camphill Books.
- Pietzner, C. (1983). *Who was Kaspar Hauser?* Edinburgh: Floris Books.
- Selg, P. (2008). *A grand metamorphosis*. Hudson, NY: Steiner Books.
- Selg, P. (2008). *Therapeutic eye*. Hudson, NY: Steiner Books.
- Taylor, M. (1999). *My brother, my sister*. Aberdeen: Northern College.
- Wassermann, J. (1956). *Kaspar Hauser*. New York: W.W. Norton & Company.
- Weihs, T. (2000). *Children in need of special care*. London: Souvenir Press.
- Williams, D. (1998). *Autism and sensing: The unlost instinct*. London & Philadelphia: Jessica Kingsley.



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 years, students are thus exposed to all major aspects of professional practice in Curative Education. 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 Curative Educator. 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 consecutive practicum experiences: one Care, Relationships, and Community Building Practicum and one Cooperative Work, Education, and Professional Development Practicum. In addition, the third stage includes a brief Therapy Practicum. During the fourth stage, students engage in a Practicum Concentration which gives them opportunities to develop their professional capacities to practice Curative Education in leadership capacities. In addition, they pursue a Therapy Practicum with in-depth experience of working in one specific therapeutic modality.

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 Core Faculty's determination.

	Learning Experience	Contact Hours	CCR
Practicum Experiences	Cooperative Work, Education, and Professional Development Practicum I	375	TBD
	Care, Relationships, and Community Building Practicum I	375	TBD
Courses	Anthroposophical Study	30	3
	Art of Writing	30	TBD
	Clay Modeling	8	0.5*
	Human Being I	34	2.5*
	Human Development I	30	3
	Introduction to Curative Education	50	3
	Movement and Performing Arts	50	3
Retreat	Inner Work in Anthroposophy	25	1
Independent Study	Portfolio I: Reflection on Christmas Season	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, Education, and Professional Development Practicum I

(375 hrs supervised practice; CCR pending evaluation)

This practicum provides students opportunities to concentrate on developing practical competency in tasks related to their development as creative and dynamic professionals. The practicum may take place in any context that allows students to demonstrate their capacity to apply and integrate in daily life concepts, skills and dispositions related to the practicum objectives.



Care, Relationships, and Community Building Practicum I

(375 hrs supervised practice; CCR pending evaluation)

This practicum provides student opportunities to concentrate on developing practical competency in tasks related to homemaking and community building, including care for individuals, groups, and the environment. The practicum may take place in any context that allows students to demonstrate their capacity to apply and integrate in daily life concepts, skills and dispositions related to the practicum objectives.

Courses

Anthroposophical Study

(30 contact hrs; 3 CCR)

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

Art of Writing

(30 contact hrs; CCR pending evaluation)

An introduction to the principles and practice of academic, artistic, and contemplative writing with an emphasis on Creative Nonfiction.

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 Curative Educational diagnostic capacities. 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, and a study of the developmental processes of the first three years, students are introduced to a holistic way of approaching individual biographic and developmental situations.

Introduction to Curative Education

(50 contact hrs; 3 CCR)

This course gives an introductory overview of various aspects of Curative Educational 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 music, speech, drama, Eurythmy, spatial dynamics and folk dancing).

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 the professional practice of the educator.

Independent Study

Portfolio I

(Independent study; 1 CCR)

The first year portfolio focuses on the celebration of the festivals during the Christmas season (from Advent to Candlemas). Personal tutors should support their students in the exploration of this festival season.



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 Core Faculty's determination.

	Learning Experience	Contact Hours	CCR
Practicum Experiences	Cooperative Work, Education, and Professional Development Practicum II	375	TBD
	Care, Relationships, and Community Building Practicum II	375	TBD
Courses	Development of the Will through Crafts	15	1
	Disability in History and Society	15	1
	Drama	28	2
	Eurythmy I	22.5	1.5*
	Home Life and Care	30	2
	Human Being II	50	3
	Human Development II	30	3
	Knowledge of Higher Worlds	45	3
	Music I	22.5	1.5*
	Visual Arts I	15	1
Retreats	The Camphill Impulse I	15	1
Independent Study	Portfolio II: Reflection on Easter Season Reflection on Village Experience 1 st Conversation on Living in Community	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, Education, and Professional Development Practicum II

(375 hrs supervised practice; CCR pending evaluation)

This practicum builds on 'Cooperative Work, Education, and Professional Development Practicum I', providing students opportunities to develop a broader range of tools and capacities in tasks related to their development as creative and dynamic professionals. The practicum may take place in any context that allows students to demonstrate their capacity to apply and integrate in daily life concepts, skills and dispositions related to the practicum objectives.

Care, Relationships, and Community Building Practicum II

(375 hrs supervised practice; CCR pending evaluation)

Building on 'Care, Relationships, and Community Practicum I', this practicum provides students an opportunity to develop a broader range of tools and capacities in tasks related to homemaking and community building, including care for individuals, groups, and the environment. The practicum may take place in any context that allows students to demonstrate their capacity to apply and integrate in daily life concepts, skills and dispositions related to the practicum objectives.

Courses

Development of the Will through Crafts

(15 contact hrs; 1 CCR)

This course combines hands-on activities, reading, lecture and discussion and leads to an understanding of the essential role of craft activities for school age children, as well as the key principles of craft teaching in the Waldorf curriculum and their adaptation for children with developmental disabilities.

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.*

Home Life and Care

(30 contact hrs; 2 CCR)

In support of the Home Life and Care Practicum, this course introduces homemaking as a practical and healing art. The deeper meaning and significance of various aspects of homemaking is explored from a practical, social and spiritual perspective.

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 Curative Educational diagnostic capacities.

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 with a developmental case study to explore and understand complex individual developmental patterns. 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'.



Music I

(22.5 contact hrs; 3 CCR*)

Through the development of instrumental skills on lyre and C-flute, students enter into a relationship to the basic elements of music and acquire practical musical skills for use in their work with children. 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.*

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 with children 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.

Independent Study

Portfolio II

(Independent study; 1 CCR)

The second year portfolio focuses on the celebration of the festivals during the Easter season (from Mardi Gras to Whitsun). Personal tutors should support their students in the exploration of this festival season.



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 Curative Education 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 Curative Education 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, but 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 Curative Education. 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.



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 Core Faculty's determination.

	Learning Experience	Contact Hours	CCR
Practicum Experiences	Cooperative Work, Education, and Professional Development Practicum III	375	TBD
	Care, Relationships, and Community Building Practicum III	375	TBD
	Therapy Practicum I	15	1
Courses	The Art of Storytelling	32	2
	Contemporary Social and Political Issues	15	1
	Crafts and Work	15	1
	Curriculum and School	34	2
	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*
	Visual Arts II	15	1
Retreats	The Camphill Impulse II	25	1
	Embryogenesis	15	1
Independent Study	Portfolio III: Reflection on Michaelmas season 2 nd Conversation on Living in Community	n/a	2

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, Education, and Professional Development Practicum III

(375 hrs supervised practice; CCR pending evaluation)

This practicum builds on 'Cooperative Work, Education, and Professional Development Practicum II', providing students opportunities to take on greater responsibility, acting as significant support to their supervisor and beginning to share in the functions and responsibilities opportunities as creative and dynamic professionals.

Care, Relationships, and Community Building Practicum III

(375 hrs supervised practice; CCR pending evaluation)

Building on the experience of the first two years, this practicum provides students opportunities to take on greater responsibility, acting as significant support to their supervisor and beginning to share in the functions and responsibilities in tasks related to homemaking and community building, including care for individuals, groups, and the environment.

Therapy Practicum I

(15 hrs field experience; 1 CCR)

This practicum consists of a series of field observation of various therapeutic modalities. By providing an overview of the range of therapeutic applications in Curative Education, it prepares students for a more in-depth practical experience of therapeutic work in Therapy Practicum II.

Courses

The Art of Storytelling

(32 contact hrs; 2 CCR)

Through an exploration of stories, story themes and elements, and through storytelling practice, students prepare to write and tell a developmentally appropriate story for an individual child in their care.

Contemporary Social and Political Issues

(15 contact hrs; 1 CCR)

Through study and discussion of various current issues in the field of disabilities and education, 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 the issues discussed in the course.



Crafts and Work

(15 contact hrs; 1 CCR)

This course combines hands-on work on a craft project with reflection, discussion and study of theoretical background to lead to an understanding of the significance and principles of craft instruction and work experience for adolescents.

Curriculum and School

(34 contact hrs; 2 CCR)

This course gives an overview of the Waldorf curriculum, Waldorf educational principles and practices, and their adaptation in a Curative Educational school for children with developmental disabilities.

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 an overview of the Eurythmy curriculum in the Waldorf School, the developmental principles that govern its pedagogical use, 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 the children 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 educational situations. It also adds an overview of the Waldorf music curriculum and its developmental principles. 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.*

Visual Arts II

(15 contact hrs; 1 CCR)

This course provides an overview of the Waldorf art curriculum through activities and discussion of developmental principles. It supports the student's use of artistic modalities in the second year practica.

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.

Independent Study

Portfolio III

(Independent study; 2 CCR)

The third year portfolio focuses on the celebration of the Michaelmas season. Personal tutors should support their students in the exploration of this festival season.



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 Core Faculty's determination.

	Learning Experience	Contact Hours	CCR
Practicum Experiences	Practicum Concentration	750	8
	Therapy Practicum II	30	2
Courses	Conflict and Communication	15	1
	Eurythmy III	22.5	1.5*
	Human Being IV (<i>see also Final Project</i>)	34	4
	Medical and Artistic Therapies	34	2
	Music III	22.5	1.5*
	Organizational Development	15	1
	Philosophy of Spiritual Activity	45	3
	Visual Arts III	15	1
	Retreats	The Camphill Impulse III	15
The Point-Circle Meditation		25	1
Final Project	Written Report and Oral Presentation, including <ul style="list-style-type: none"> ▪ Child Study ▪ 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). 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 'Care, Relationships, and Community Building' and 'Cooperative Work, Education, and Professional Development'. It provides an opportunity to develop the advanced skills and capacities of a professional Curative Educator and prepares the student for the Professional Internship.

Therapy Practicum II

(30 hrs supervised practice; 2 CCR)

This practicum adds an opportunity for in-depth practical engagement with one particular therapeutic discipline, under the guidance of an appropriately qualified practitioner.

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.

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 exercises appropriate for use in curative educational work. 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.*

Human Being IV

(34 contact hrs; 4 CCR)

Based on a study of Rudolf Steiner's 'Curative Education Course', this course deepens students' diagnostic capacities, synthesizing 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 of the Curative Educator given by Steiner, and possibilities for their practice in the context of professional life.



Medical and Artistic Therapies

(34 contact hrs; 2 CCR)

Various practicing therapists introduce a wide range of therapeutic modalities used in Curative Education. Students become familiar with the qualities, Therapeutic possibilities and the conditions for the appropriate use of each.

Music III

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

Students are guided through the process of developing developmentally and pedagogically appropriate music activities for individual children or groups of children, integrating previously developed skills and capacities. This course combines with 'Eurythmy III' and is listed by National CCERS 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.*

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.

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 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 Curative Education and bear witness to a process of personal growth and transformation.

The final project in Curative Education includes the following components, presented together in a **written report** and **oral presentation**:

- a child/case study (including initial impression, biography, symptomatology, anthroposophically extended diagnostic picture with elaboration on relevant aspects, therapeutic gesture and specific therapeutic directions)
- a practical component, involving the development, implementation and review of therapeutic, curative educational, and artistic activities for an individual child/adolescent/young adult or group of children/adolescents/young adults (including the individual described in the child/case study)
- a written reflection on the process of personal engagement that links observation, insight, artistic activity, and practice based on a journal kept throughout the process

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 curative 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. (*Refer to Appendix D: Research Guidelines for more detailed information*).



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, class teacher, workshop leader or therapist). 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 Curative Education 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 Curative Educator.

The Professional Internship may be completed at any Anthroposophic Curative Educational center, under the guidance of a suitably qualified Internship Supervisor. If possible, 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 all placements and Internship Supervisors must be approved by the Core Faculty.

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 Curative Education
- 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 the 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 Curative Education. Only holders of the Diploma are entitled to use the professional designation 'Certified Curative Educator' or the post-nominal abbreviation 'CCE'.



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/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-Term Evaluation serves as the formative assessment opportunity for term-long (approximately 5 month) practicum experiences. The Final Evaluation serves as summative assessment for both the term-long and year-long practicum experiences. 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 Class Advisors. 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 Portfolio Requirements in the Curative Education Program are evaluated against the criteria listed in this handbook. The primary responsibility for evaluating these projects rests with the Personal Tutor and the Class Advisors. The Personal Tutor 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 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 1-4 participate annually in two comprehensive evaluation processes to address their overall progress and eligibility for promotion to the next year in the program. In addition to the student, these conversations include the Personal Tutor, 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
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 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 or identification of missing requirements
2. Review of progress towards overall program goals, based on Program Rubric and appropriate Criteria for Promotion to next year. Recommendation for promotion to next year 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 the study of the human being through direct, lived experiences and observations based on knowledge of the anthroposophical 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 REQUIREMENTS

Expectations

Students enrolled in the Camphill Academy are required to attend all scheduled activities belonging to the program and program year 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.

Instructors are responsible for maintaining attendance records and submitting these to the Registrar and alerting Class Advisors of any attendance-related concerns.

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.

Unexcused absences—in which the student does not send apologies within 24 hours of the absence and/or does not provide an acceptable excuse—shall be referred to the Class Advisors for review and determination of appropriate action.

Frequent or prolonged attendance issues (typically absence from 20% or more of the course or a pattern of tardiness or early departures for classroom-based courses), which can be disruptive to the learning process and may impede a student's ability to participate and attain program goals must be noted in the attendance record and referred to the Class Advisor for review and determination of appropriate action. Serious and systemic issues shall be referred by Class Advisors to the Core Faculty Group, where further action shall be determined.

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.



Although class make-ups are not compulsory, they may be required to remediate attendance issues in order for the student to be able to pass the course. It is the Course Instructor's or Practicum Supervisor's responsibility, in consultation with their Course Coordinator or Class Advisor as appropriate, to determine what, if any make-up is required to maintain student progress and the integrity of the learning experience. When deemed necessary, make-up work, or remediation, for absences shall be (1) comparable to the content, time, and delivery of the class missed, (2) determined by the Course Instructor and Practicum Supervisor (in consultation with their Course Coordinator or Class Advisors if needed) and (3) documented and submitted to the Program Administrator to be filed in the Student's Record.

All absences—excused, unexcused, late arrivals, and early departures—are taken into consideration when determining the student's overall grade. Unremediated or irremediable attendance issues will result in the assignment of a 'fail' grade. In making that determination, individual factors, such as student performance, projected ability to compensate for absences and overall progress shall be taken into account. Additionally, special consideration may need to be given to absences that arise from students' engagement in other program-related activities (such as practicum responsibilities).

In all cases, instructors should exercise discretion and take into account context, format and structure of their class in determining what constitutes a recordable absence, late arrival or early departure. Instructors who are unsure about how to apply this policy should seek guidance from their Program Director.

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.



SCHEDULING GUIDELINES

Individual Study Time

The following guidelines for personal study time have been established by the Beaver Run Circle for students enrolled in the Camphill Academy at The Camphill School:

1. First year courses will take place from 8:00am until 6pm on Mondays.
2. Courses for students in years 2, 3, and 4 will generally take place from 8:00am until 6:45pm on the designated day for their program year.
3. Personal study time can take place at the students discretion during the scheduled allocated free time each day/week. Students should also be prepared to use other free times, such as vacations and days off, from time to time, as needed, to complete their work.



ADMISSIONS

The Curative Education programs are field-based courses of study, 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 Curative Education programs full-time.

Individuals cannot apply independently to participate in these programs. Communities that are not currently participating in the Curative Education 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 TOEFL score of 70 (Internet-based) (corresponds to an IELTS overall band score of 6 or DET score of 95-100) 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 in the Curative Education programs are usually required to be resident volunteers at The Camphill School or Associate Participating Community. Participation by other members of The Camphill School and members of other participating communities 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 (corresponds to an IELTS score of 6.5 or DET score of 105) 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 test score 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 Curative Education 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, nonimmigrant 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 Curative Educative 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 Register 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.



ACCET Document 49.1
Date Developed: April 1990
Date Revised: April 2008/April 2018
Page 1 of 1
Pertinent to: All institutions

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.).
3. 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	Managing Co-Director	jgoeschel@camphill.edu	610-545-6083 ext 120
Elizabeth Sanders	Managing Co-Director	esanders@camphill.edu	610-545-6083 ext. 122
Dana Jain	Director of Academic Affairs	djain@camphill.edu	610-545-6083 ext 131
Philipp Jacob	Director of Communications	pjacob@camphill.edu	831-476-7194
Melody Konderwich	Registrar	mkonderwich@camphill.edu	518-329-7924 ext. 114
Elizabeth Sanders	Research Fellow	esanders@camphill.edu	610-545-6083 ext. 122



PARTICIPATING COMMUNITIES

The Camphill School

1784 Fairview Road, Glenmoore, PA 19343, USA
 Phone: 610-469-9236 | Fax: 610-469-9758

The Camphill School is a curative educational school community offering education, care and therapy to children and adolescents with intellectual and developmental disabilities. Its activities comprise the 'Children's Village' at Beaver Run, with its K-12 Waldorf School and residential program, and the Transition Program at Beaver Farm for young adults aged 18 – 21 who have completed the K-12 program and are preparing for their transition to adulthood. Members of Camphill Soltane and Camphill Village Kimberton Hills are also eligible to participate.

Program Administration and Core Faculty

Name	Function	E-Mail	Phone
Sonja Adams	Program Co-Director	sadams@camphill.edu	610-469-9236 ext. 125
Elizabeth Sanders	Program Co-Director	esanders@camphill.edu	610-545-6083 ext. 122
Becca Winiarski	Program Administrator, DSO	rwiniarski@camphill.edu	610-469-9236 ext. 141
Paula Toburen	DSO	ptoburen@camphill.edu	610-469-9236 ext. 123
Dana Jain	PDSO	djain@camphill.edu	610-545-6083 ext. 131
Tobias Adams	Core Faculty	tadams@camphill.edu	610-469-9236 ext. 408
Carsten Callesen	Core Faculty	ccallesen@camphill.edu	610-469-9236 ext. 154
Gleice DaSilva	Core Faculty	gdasilva@camphill.edu	610-469-4225
Jan Goeschel	Core Faculty, DSO	jgoeschel@camphill.edu	610-469-6292
Anna Harris	Core Faculty	aharris@camphill.edu	610-415-9305
Andrea Janisch	Core Faculty	ajanisch2@camphill.edu	610-469-9236 ext. 125
Rudiger Janisch	Core Faculty	rjanisch@camphill.edu	610-469-6253 ext. 301
Norma Lindenberg	Core Faculty	nlindenberg@camphill.edu	610-469-2583
Becky Rutherford	Core Faculty	brutherford@camphill.edu	610-458-5022
Gillian Schoemaker	Core Faculty	gschoemaker@camphill.edu	610-415-9534
Else Wolf	Core Faculty	ewolf@camphill.edu	610-469-9820

The Camphill Academy at The Camphill School will be offering the Foundation Studies Program, the Paraprofessional Certification Program, and the Diploma Program in 2019/20. The Camphill Academy is approved to enroll international students on F-1 visas at this location.



Program Associates

<p>Camphill Village Kimberton Hills P.O. Box 1045 1601 Pughtown Road, Kimberton, PA 19442 Phone: 610-935-0300 Fax: 610-935-8896</p>	<p>Site Coordinator: Diedra Heitzman dheitzman@camphill.edu 610-935-0300 ext. 19</p>
---	--



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 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 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 failproof. 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 ($\frac{1}{2}$) 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.



APPENDIX D: RESEARCH GUIDELINES

The following standards are informed by best practices in the social sciences The following standards are informed by best practices in the social sciences and the humanities, and consistent with the principles of anthroposophical curative education, social therapy, and other fields encompassed by inclusive social development.

An attitude of respect and recognition of the inherent dignity of each individual human being, regardless of disability, is the First Essential of the Camphill movement. This is the foundation for research within the Camphill Academy, which aims to support the unfolding of human potential/ human flourishing, treat all persons with respect, and promote positive self-transformation in service of the wider community. These ethical guidelines apply to all persons involved with research projects, not only the main Researcher.

Definitions

Anonymity – Withholding a participant’s name in research reports or presentations (whether required or requested). This is typically accomplished through the use of a pseudonym or “false name” so as to not reveal an individual’s identity, as well as eliminating or obscuring other potentially identifying information (see also ‘personal information’ below). Anonymity may also refer to a participant withholding their own name in the process of data collection, as in the case of “anonymous surveys.” In this instance, neither readers/audience of a study nor the Researchers themselves will know the identity of research participants.

Confidentiality – Confidentiality is an agreement between the Researcher and participants as to what personal information can or cannot be disclosed, to whom, and how.

Human Subject – This is a common term used in academic discourse to describe human participants in research studies. In the Camphill Academy, we prefer to use terms which foreground the full personhood of all individuals, and therefore prefer terms such as “human beings,” “persons,” “participants,” etc.

Informed Consent – The process of getting consent or permission before conducting research with human subjects, including obtaining personal information. Elements of informed consent include answering:

- What is the purpose of the research project?
- Who is being asked to participate and why?
- What will happen in the course of the project?
- What are the risks involved with participating?



Individuals must also be told and understand that they have the right to decline participation and the freedom to leave the project at any time without consequence. Informed consent should be treated as an ongoing process, rather than a one-time event.

Personal Information – Sensitive or intimate details about an individual, including biographical events, physical or behavioral descriptions, and descriptions of educational, medical, and therapeutic activities. These personal details belong to the individual, not the researcher.

Privacy – Control over one’s personal information, including what and to what degree a person decides to share their personal information with others. All Researchers must respect the privacy of person’s participating in their projects.

Researcher – Any individual conducting research in affiliation with the Camphill Academy.

Student Researcher – Individual enrolled in programs of the Camphill Academy and conducting research for a specific course or assignment. Such assignments are distinct from formal academic research and are always conducted under the supervision of qualified course instructors in line with the normal practices, activities, and supports offered in the course of community life. Projects undertaken by Student Researchers for specific class assignments are developed in accordance with the ethical guidelines outlined in this document, and the instructor is responsible for ensuring ethical guidelines are followed.

Responsibilities

1. Research involving one’s fellow human beings affiliated with the Camphill Academy must follow ethical standards.
2. Researchers must respect an individual’s dignity in all aspects of their person at all times. All choices made by the Researcher should be held up to this standard for dignity and respect, including but not limited to the inclusion of certain biographical or personal details, the invitation for adults to stand as co-authors or co-presenters, the practice of informed consent, and the need for collaboration with colleagues in light of the Researcher’s professional competency.
3. Any project which affirms and abides by the inherent dignity of the individual should have as its guiding star and ultimate motive a sincere effort to support human flourishing.
4. Researchers must honestly assess their own motives, standpoints and beliefs and pursue research out of a sincere and specific interest in striving to support an individual’s flourishing.
5. Researchers—both in written documentation and oral and visual presentation—must respect the privacy of the individual(s) throughout the entire research process. They should take great care to protect personal information and the identity of the individual(s) with/about whom they conduct their research and include only details which are relevant to the larger questions or aims of their projects.
6. Individuals have the right to not share about their personal lives and experiences if they do not wish (see also Informed Consent).



7. Researchers should not discuss individuals by name with persons not involved in the research. In many Camphill environments the number of colleagues who may support an individual can be large. Researchers should be mindful of what information is essential to share to meaningfully and effectively support an individual's flourishing and not divulge details which are not relevant to direct care and support.
8. All adults should be given the opportunity to stand and be recognized as co-authors or co-presenters of the publication or presentation of the research in which they participated, if they so wish. In that case, they must be given guidance on what personal information to make public, and what to hold private, that is based on their best interest, rather than the goals of the research project or researcher.
9. If a participant does not choose to make their identity public their name and other potentially identifying information must be anonymized in all written work. In oral presentations where an individual is not present, he/she/they must remain anonymous as well.
10. Children's and youth's identities should be anonymized at all times.
11. Researchers must obtain informed consent from any individual(s) participating in their research. In the case of minors or individuals under legal guardianship, consent must be sought from guardians. This notwithstanding, where ever possible, consent should also be sought in an age-appropriate and individually appropriate manner from the individual participant. Student Researchers of curative education and social therapy receive instruction and support to ascertain the individual's ability to capably provide informed consent and to develop appropriate and valid measures and capacities to obtain informed consent from individuals for whom age, intellectual disability, and/or communication may be a complicating factor. Other Researchers should present any research proposal, including how they plan to assess and obtain informed consent from the individual(s) participating in their research, to the Director of Research of the Camphill Academy, who will consult with the Executive Advisory Committee and/or the Collegium if necessary, especially in the case of more complex projects. An account of the methods used, and the nature of the consent given must be included in the documentation of the project.
12. If the Core Faculty has concerns over a student's capacity to obtain informed consent, it reserves the right to carefully supervise or restrict the student's project and/or make recommendations for how to proceed.
13. If the research includes activities beyond those experiences in the course of "daily life," such as specific medical or artistic therapies, the Student Researcher's activities must be pre-approved by the Core Faculty (and, if applicable, a legal guardian). For research not related to student requirements, the Researcher must describe these activities in their research proposal for review and approval from the Research Committee. In both cases, the Researcher may require the support and supervision of a trained professional.
14. The Researcher must recognize—and state clearly—their own presumptions, prejudices, sympathies and antipathies, skills, and limits in conducting research.



Process for Approval of Research

Student Researchers — Student researchers are enrolled in programs of the Camphill Academy and conduct research for a specific course or assignment. Such assignments are distinct from formal academic research and are always conducted under the supervision of qualified course instructors in line with the normal practices, activities, and supports offered in the course of community life. Projects undertaken by Student Researchers for specific class assignments are developed in accordance with the ethical guidelines outlined in this document, and the instructor is responsible for ensuring ethical guidelines are followed. Student Researchers of curative education and social therapy receive instruction and support to ascertain the individual's ability to capably provide informed consent and to develop appropriate and valid measures and capacities to obtain informed consent from individuals for whom age, intellectual disability, and/or communication may be a complicating factor.

Other Researchers — Any individual who is not a current student enrolled in programs of the Camphill Academy and completing research for specific courses or assignments and wishes to conduct research in affiliation with the Camphill Academy should present any research proposal, including how they plan to assess and obtain informed consent from the individual(s) participating in their research, to the Director of Research of the Camphill Academy. The Director of Research will consult with the Executive Advisory Committee and/or the Collegium to develop an ad hoc group to review the proposal, drawing in experts in particular fields as needed. An account of the methods used, and the nature of the consent given must be included in the documentation of the project before the ad hoc group of the Collegium grants approval. The Director of Research of the Camphill Academy will serve as point of contact between the researcher and the Collegium. Researchers affiliated with another academic institution must receive ethical approval from their own Institutional Review Board or equivalent oversight body in addition to the approval process of the Camphill Academy.

This policy applies to research conducted in affiliation with the Camphill Academy. In the event that researchers wish to conduct research in affiliation with other Camphill communities, those communities may refer potential research proposals to the Director of Research of the Camphill Academy for review and recommendation at their discretion.