Duquesne University, in collaboration with the Congregation of the Holy Spirit, offers distance learning to ecclesial ministers worldwide to provide them with access to the best resources available on social analysis in ministry, conflict resolution, establishing peace and justice, and respecting the integrity of creation.

Short English-language courses, made available on DVD and on the Web, include micro-lectures, readings, explanatory text, discussion questions, and research, application and writing assignments. Each course requires approximately 45 hours to complete. Ideally, groups of students enroll in a course simultaneously and work under the supervision of a local coordinator. Students who do so earn 4.5 continuing education units from Duquesne University for the course.

Local coordinators convene and direct a group of ecclesial ministers or ministers in training who would like to enroll in a course in the program. Typically, they are leaders of religious congregations and orders, student formation directors, seminary faculty, diocesan officials, or other missionary leaders.

Local coordinators carry out the following duties:

1. Offer to lead a course, enroll themselves and their students as affiliates of Duquesne University, and register students for the course.
2. Download and distribute course materials to students.
3. Familiarize themselves with the course so that they can provide guidance and answer questions.
4. Learn the technology and serve as a technical resource for students.
5. Establish a schedule of regular meetings, including an initial orientation meeting, of students who are enrolled in a specific course. Confirm the date, location and time of the orientation and subsequent meetings with students.
6. Conduct class meetings, following guidelines provided in the course materials.
7. Monitor and participate in on-line discussions.
8. Read (but do not grade) students’ written assignments in order to be able to lead and participate in discussions with students.
9. With input from a panel of reviewers, certify to Duquesne University that students have successfully completed a course in order for Duquesne University to award a certificate and continuing education units.

10. Receive certificates of course completion from Duquesne University and award them to students.