

## **DM931 – PROJECT PROPOSAL MODULE**

### **MARCH 1, 2019 – MAY 15, 2019**

Last revised: 11/06/2018

This syllabus is intended to give the student guidance in what may be covered during the term (or semester) and will be followed as closely as possible. However, the professor reserves the right to modify, supplement, and make changes as course needs arise.

### **MISSIO’S MISSION**

To prepare missional leaders who incarnate the story of Jesus with humility and authenticity and who communicate the story with fidelity to Scripture, appreciation of the Christian tradition, and sensitivity to the needs and aspirations of postmodern culture.

### **COURSE FORMAT**

This course delivers instruction in two or more modes, such as through classroom lecture and discussion, online instruction, small group interaction, field experiences, and more. Students are required to participate in all instructional sessions as noted in this syllabus.

### **DATES AND TIMES**

This class will be taught both online and in class as follows:

|         |           |                          |
|---------|-----------|--------------------------|
| 3/11/19 | 9am – 4pm | class session, place TBD |
| 3/18/19 | TBD       | online Zoom session      |
| 3/25/19 | TBD       | online Zoom session      |

In order to pass this module, students **MUST** be in attendance for the class session and **MUST** participate in both of the two Zoom sessions.

*Note:* For the Zoom sessions, please follow these instructions:

- Go to Zoom website (<https://zoom.us/>), create an account (“sign up”), and download the app.
- Once you install the app, you will see an icon on your desktop that looks like a movie camera. Clicking on the icon starts Zoom.
- You will get a Zoom ID; please let the instructors know what it is so you can get an invitation to the online meetings.
- Prior to a conference, you will get a notice to join with the session ID. Follow the instructions at the time of the meeting, and you will enter the meeting.

### **PROFESSOR**

Susan Baker  
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215-869-0342

Contacting the professor:

- Email is answered typically within 24 hours of receipt.
- To schedule a phone or in-office appointment with the professor, email your desires and suggested day and time at least 24 hours in advance.

### **COURSE DESCRIPTION**

This course will familiarize DMin students with the DMin program, with special attention to the applied research project, including providing a starting point for choosing their topics, planning their projects, writing their proposals, and identifying resources. It will also introduce the students to the format of the entire DMin program and will give them some beginning exposure to practicing research skills.

**PERSONAL NOTE FROM THE PROFESSOR**

This project module is probably the most important course you will take in the program in terms of giving you a framework for your doctoral work so you can get a great start for working on your project and eventual dissertation. The entire intent of this course is to assist you to be successful throughout your program.

**SYLLABUS**

This syllabus provides an overview of the course and course requirements. Students are responsible to know the content of the syllabus and follow the course schedule.

**PROGRAM GOALS AND COURSE OBJECTIVES**

| PROGRAM GOALS   | COURSE OBJECTIVES  |
|---|--|
| To introduce the structure of the DMin program to the students. | 1. To lay out students’ program courses and modules so as to assist with their final project.  |
| To complete a project proposal                                  | 2. To approve project themes and hone down the scope of the proposed projects so that they become manageable and can be written in 150 pages (possibly longer with special approval).<br>3. To complete approved applied research project proposals. |
| To get experience with research skills                          | 4. <b>Through the post-assignment</b> to begin developing sources to be utilized in the writing of the project dissertation.<br>5. <b>Through the post-assignment</b> to begin developing and utilizing research skills.                             |

**COURSE INSTRUCTIONAL HOURS**

| INSTRUCTION TYPE   | RELATED OBJECTIVES | HOURS TO COMPLETE             |
|--|--------------------|-------------------------------|
| 1. Class session   | 1,2,3              | DMin - 1 day<br>9 a.m.-4 p.m. |
| 2. Group work on project proposals and the start of identifying resources for projects – Zoom group meetings | 1,2,3,4,5          | 1-3 on two separate days      |

## COURSE ASSESSMENTS AND HOMEWORK HOURS

Assessments are graded assignments that measure a student’s mastery of the course content. Homework is course work in addition to the instruction listed above.

Please submit all assignments to the professor’s **email**, not on e-campus.

| ASSESSMENTS AND HOMEWORK HOURS  | RELATED OBJECTIVES | PERCENT OF GRADE | ESTIMATED TIME | DUE DATE |
|---|--------------------|------------------|----------------|----------|
| Read the complete DMin Handbook and familiarize yourself with the DMin Research Manual and DMin Templates (all will be posted on course pages of e-campus)  | 5                  | 5%               | 4 hours        | 3/8/19   |
| Draft of sections A-D of project proposal per the DMin handbook. These should be submitted to professor by <b>email</b> no later than <b>midnight</b> on the due date   | 3                  | 10%              | 5 hours        | 3/8/19   |
| First draft of complete proposal – Due to professor on <b>email</b> no later than 12 <b>noon</b> on the due date  | 3                  | 10%              | 5 hours        | 3/15/19  |
| Second draft of complete proposal – Due to professor on <b>email</b> no later than 12 <b>noon</b> on the due date   | 3                  | 10%              | 5 hours        | 3/22/19  |
| Final approved proposal – submit to professor on <b>email</b> no later than 12 <b>midnight</b> on the due date  | 4                  | 10%              | 5 hours        | 3/29/19  |
| Post-assignment – submit to professor on <b>email</b> no later than 12 <b>midnight</b> on the due date  | 1,2                | 55%              | 30 hours       | 5/15/19  |
| Total estimated time on homework  |                    | 100%             | 54 hours total |          |
| <p><b>Note:</b> All assignments must be submitted by the due date listed in the syllabus. Grades may be affected by late submissions, and no assignment should be submitted later the final due date for the course listed in this syllabus. After the final due date, faculty cannot grant students permission to submit late work. See “Completion of Course Work” below.</p> |                    |                  |                |          |

## REQUIRED READING AND MATERIALS

**NOTE:** Hyperlinks to Amazon.com are placed here for your convenience. However, please be aware that there may be other websites (by publishers or by other ebook publishers) that may sell the same item for cheaper prices. Please shop around! In addition, some sites offer ebook rental prices for a limited number of weeks. These may also be cost effective. However, be sure to buy the right edition and recognize some of the smaller sellers may not deliver books in a timely fashion.

### REQUIRED BOOK

Turabian, Kate L., ed. *A Manual for Writers of Research Papers, Theses, and Dissertations, Eighth Edition* Chicago: University of Chicago Press, 2013. (<https://www.amazon.com/Manual-Writers-Research-Papers-Dissertations/dp/0226816389/>)

### RECOMMENDED BOOKS

Ammerman, Nancy T., Jackson W. Carroll, Carl S. Dudley, and William McKinley, eds. *Studying Congegations: A New Handbook*. Nashville: Abingdon Press, 1998. (<https://www.amazon.com/Studying-Congregations-Handbook-Nancy-Ammerman/dp/0687006511/>)

Sensing, Tim. *Qualitative Research: A Multi-Methods Approach to Projects for Doctor of Ministry Theses*. Eugene OR: Wipf & Stock, 2011. (<https://www.amazon.com/Qualitative-Research-Multi-Methods-Approach-Projects/dp/1610972767/>)

Bolker, Joan. *Writing Your Dissertation n Fifteen Minutes a Day: A Guide to Starting, Revising, and Finishing Your Doctoral Thesis*. New York: Henry Holt, 1998. (<https://www.amazon.com/Qualitative-Research-Multi-Methods-Approach-Projects/dp/1610972767/>)

## COURSE PROCEDURES AND REQUIREMENTS

### Attendance Policy and Grades

Students are expected to login to the E-campus course site regularly and participate in the course activities in a timely manner. Your grade will be lowered for absences or lateness to group sessions at the discretion of the instructor.

### Completion of Course Work

All course work is to be completed by the last day of classes for the term or by the date posted in the course syllabus. Extensions to this time limit will be made only by the academic affairs committee. The individual faculty member does not have the authority to grant any extensions of time beyond the last week of the term. Requests for extensions must be made in writing to the committee at least one week prior to the last day of the term. Variance forms for this purpose are available in the academic office or on Missio's website. All requests should specify the reasons for the extension and the length of the extension desired. Requests are not automatically granted.

### Policies and Procedures

- All papers should be posted on e-campus on the assigned day. (For this module, all paper should be emailed to the professor rather than posted on e-campus.)
- All papers should follow the Missio Seminary writing style guide which is in the DMin Handbook and should use the *Chicago Manual of Style, 16th edition* [http://www.amazon.com/dp/0226104206/ref=pe\\_385040\\_30332200\\_TE\\_item\\_image](http://www.amazon.com/dp/0226104206/ref=pe_385040_30332200_TE_item_image) or Kate L. Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations, Eighth Edition* [http://www.amazon.com/dp/0226816389/ref=pe\\_385040\\_30332200\\_TE\\_item\\_image](http://www.amazon.com/dp/0226816389/ref=pe_385040_30332200_TE_item_image).  
 Note: A shortened list of how to do notations can be found at [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html).
- All late papers will be subject to grade deductions at the discretion of the professors.

## ASSIGNMENT DESCRIPTIONS AND GRADING

- Read the DMin Handbook and familiarize yourself with the DMin Research Manual**  
 The DMin Handbook contains all the process for the entire DMin program. Students will be held accountable for the information within.

|  | Excellent | Satisfactory | Poor |
|--|-----------|--------------|------|
| Students indicate an understanding of the DMin program |           |              |      |

- Parts A-D of their DMin Project Proposal**  
 Instructions: Utilizing the information found in the DMin Program Handbook (located on the DM931 course site), students should submit a draft of parts A-D of the project proposal.

### Rubric for evaluating first section of proposal draft

|   | Excellent | Satisfactory | Poor |
|---|-----------|--------------|------|
| Proposal parts A-D are complete per the DMin handbook |           |              |      |

- Project proposal first draft**

Instructions: Utilizing the information found in the DMin Program Handbook (located on the DM931course site), students should submit a first draft of their complete project proposals on the required date.

#### Rubric for evaluating project proposal draft

|  | Excellent | Satisfactory | Poor |
|--|-----------|--------------|------|
| Proposal is complete per the DMin handbook |           |              |      |

#### 4. Project proposal second draft

Instructions: Utilizing the information found in the DMin Program Handbook (located on the DM931 course site), and making all changes required after evaluation of the first draft, students should submit a second draft of their complete project proposals on the required date.

#### Rubric for evaluating project proposal draft

|  | Excellent | Satisfactory | Poor |
|--|-----------|--------------|------|
| Proposal is complete per the DMin handbook |           |              |      |

#### 5. Final project proposal

Instructions: Final project proposal is due **in triplicate and signed by student** by the due date. Again, the proposal should reflect any required changes given during evaluation of the second draft. This final proposal should be approved by the instructors who will submit it to the DMin Director for final approval.

#### Rubric for evaluating final project proposal

|   | Excellent | Satisfactory | Poor |
|---|-----------|--------------|------|
| Project is doable and important for kingdom mission |           |              |      |

#### 6. Post-assignment, part 1 - Annotated bibliography

Instructions: Students should submit a 30-entry annotated bibliography of books and/or articles pertaining to the student's project area to be posted on e-campus no later than the required due date. The thirty entries should be varied as to content in order to assist in the student's overall project. For example, a student may want to include a few items related to the theological foundation of their project, a few items related to the context in which the student is doing the project, and a few items related with the topic of their project (e.g., church planting). Each annotation should indicate in one to three sentences how that particular work could be useful for the student's project. Bibliographic entries **MUST BE** in correct Turabian form (see required book above). Missio Theological Seminary's Research Manual gives you a good start on how to do these entries.

#### Rubric for evaluating annotated bibliography

| CATEGORY   | A  | B  | C  | D  | F  |
|--|--|--|--|--|--|
| <b>Quantity of sources</b><br><br><b>10 pts.</b> | Document cites the number of sources outlined in the assignment. | Document is one source under the required number of sources. | Document is two to three sources under the required number of sources. | Document is four to five sources under the required number of sources. | Document is more than five sources under the number of required sources. |

|   |   |  |  |   |  |
|---|---|--|--|---|--|
| <b>Quality of Sources</b><br><br><b>20 pts.</b>                       | Document lists sources that are well balanced between scholarly sources and other sources that are considered authoritative, significant, and trustworthy for your topic. | Document lists sources that are mostly scholarly or mostly other sources that are considered authoritative, significant, and trustworthy for your topic. | Some sources cited are of sufficient quality to be considered scholarly or authoritative, significant, or trustworthy. | Few sources cited are of sufficient quality to be considered scholarly or authoritative, significant, or trustworthy. | Little or no sources cited are of sufficient quality to be considered scholarly or authoritative, significant, or trustworthy. |
| <b>Variety of Sources</b><br><br><b>20 pts.</b>                       | Excellent variety of sources; cites more than four types of sources.  | Good variety of sources; cites four types of sources.  | Adequate variety of sources; cites three types of sources.   | Poor variety of sources; cites two types of sources.  | No variety of sources; cites only one type of source.  |
| <b>Writing fluency of annotations</b><br><br><b>25 pts.</b>           | All annotations are thoughtful, complete, and well written.   | Most annotations are thoughtful, complete, and well written.   | Some annotations are well written but some are lacking in completeness, thought, and /or writing quality.              | Most annotations are lacking in completeness, thought, and/or writing quality.  | All annotations are lacking in completeness, thought, and/or writing quality.  |
| <b>Style Guide (Turabian) and Documentation</b><br><br><b>25 pts.</b> | Citations are formatted correctly in the document.  | There are a few formatting errors in the document's citations.   | There are some formatting errors in the document's citations.  | There are many and/or frequent formatting errors in the document's citations.   | There is little or no adherence to APA format in the document.   |

## 7. Post-assignment, part 2 - Model studies

Instructions: Students must do two 10-page model studies to be submitted on e-campus no later than the above due date. Students should utilize the Missio Seminary Research Manual on how to do model studies. Formatting of the model studies should follow the Missio Seminary Style Guide and Kate Turabian's writing style book (see required book). Whenever there is a conflict between Biblical's style guide and Turabian's book, students should follow Missio's style guide.

### Rubric for evaluating model studies

|   | Excellent | Satisfactory | Poor |
|---|-----------|--------------|------|
| Model chosen will be helpful to their overall DMin project  |           |              |      |
| Students utilized at least three types of research (e.g., participant observation, interview, and written material) |           |              |      |
| Formatting followed Biblical and Turabian style guides  |           |              |      |

## STUDENT RESPONSIBILITY AND ACADEMIC POLICIES

1. **Academic Policies:** Students are fully responsible to know and follow all seminary rules, regulations, and deadlines published in the [Academic Catalog](#) and all requirements concerning their degree programs.
2. **Course Syllabus:** Students are fully responsible to know and fulfill the requirements stated in the course syllabus. Students should email the professor about issues related to course work and deadlines during the course. See the [Academic Catalog](#) for policies on course extensions.
3. **E-campus Course Site:** Students are fully responsible for course content and materials that are posted on the course site. Students are encouraged to check the course site frequently during the course. Students who experience difficulty accessing or using the E-campus should email [helpdesk@biblical.edu](mailto:helpdesk@biblical.edu) and include their student ID# in their correspondence.
4. **Academic and General Integrity:** As followers of Jesus Christ, we are called to integrity and Christ-likeness in all areas of life. What this means in the academic realm is that the completion of all assignments and assessments are to reflect your own work. Students found guilty of cheating or plagiarism will receive a grade of zero on the assessment and will follow the process outlined in the Academic Catalog. See the [Academic Catalog](#) for more information on plagiarism and policies related to cheating and plagiarism.
5. **Student PC Security Statement:** Missio Seminary recognizes the need for computer use throughout the entire educational process today. Computers equipped with Internet access and applications that help deliver information and knowledge are vital. Students are encouraged to bring their electronic computing devices to campus to facilitate their course work and supplemental activities. Given the current climate of online dangers such as viruses, malware, phishing scams, and other related risks it is critical to secure all such devices regardless if they're being used on campus or not. Please take the appropriate steps to safeguard the security of your own electronic devices to protect the integrity of the student network on campus and provide a safe computing environment for everyone to use.

## GRADING SYSTEM

To remain in good academic standing, a student must maintain the grade point average designated for his or her program.

| MISSIO SEMINARY GRADING SYSTEM |      |             |          |
|--------------------------------|------|-------------|----------|
| A                              | 4.00 | 93.0 -100   | Superior |
| A-                             | 3.67 | 90.0 – 92.9 |          |
| B+                             | 3.33 | 87.0 – 89.9 |          |
| B                              | 3.00 | 83.0 – 86.9 | Good     |
| B-                             | 2.67 | 80.0 – 82.9 |          |
| C+                             | 2.33 | 77.0 – 79.9 |          |
| C                              | 2.00 | 73.0 – 76.9 | Fair     |
| C-                             | 1.70 | 70.0 – 72.9 |          |
| D+                             | 1.30 | 67.0 – 69.9 | Poor     |
| D                              | 1.00 | 63.0 – 66.9 |          |
| D-                             | .70  | 60.0 – 62.9 |          |
| F                              | 0.00 | 00. - 59.9  | Failing  |

Note: DMin students cannot receive lower than a B without having to retake the course/module.

**COURSE SCHEDULE**

| DATE                          | IN CLASS   | OUTSIDE-OF-CLASS                           |
|-------------------------------|--|--|
| Mon. 3/11/19<br>Class session | Topics: Review of DMin program<br>Evaluation and presentation of draft<br>project proposals parts A-D<br>Review post-assignment and advisor/reader<br>selections<br>Assignment due: Draft of project proposal, parts<br>A-D. | Rework proposal pieces in groups and alone |
| Mon. 3/18/19<br>Zoom meeting  | Topics: Review first full proposal draft<br>As a group work through each student's contract<br>and give constructive advice.<br>Assignment due: Complete second draft of project<br>proposal.                                | Rework proposal pieces in groups and alone |
| Mon. 3/25/19<br>Zoom meeting  | Topics: Review second full proposal draft<br>As a group work through each student's contract<br>and give constructive advice<br>Assignment: Complete final proposal for approval   | Rework proposal pieces in groups and alone |