

**DM932A – PROJECT RESEARCH MODULE**  
**MARCH 1 – MAY 15, 2019**  
**SPRING 2019**

Last revised: 10/4/2018

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 mostly via the E-campus course site, with one Zoom session online. Students are required to participate in all the instructional sessions as noted in this syllabus.

Students should now be working with their advisers and may contact their advisers via email at any time for guidance in completing the course work. Students should not be contacting the professors for advisory role in projects unless the professors are advisers or readers. However, advisers are free to contact the professors at any time.

- Appointments with the advisers should be set up in advance. Students are responsible for managing their course work throughout the semester.
- Appointments typically are scheduled for one hour (or less) via teleconference or in person.
- Students should submit their first work via e-campus to the professor no later than noon on March 8, 2019 so the professor can review the work prior to the Zoom session (March 15, 2019). Students should be prepared for the class session by thinking through how they are doing with their projects to date, where they may feel stuck and need some help, and be prepared to defend their use of the various research instruments (questionnaires, surveys, interview questions, etc.). All other outstanding assignments are to be turned in by May 10, 2019.

### **ONLINE PARTICIPATION STANDARDS**

Attendance in this course constitutes both attending online sessions and logging in to the E-campus course site and participating in the online or out-of-class activities assigned throughout the course. Students are responsible for reading and familiarizing themselves with the material posted on the E-campus course site throughout the course. Students should login to the course site regularly.

### **PROFESSORS COORDINATING ADVISER/READER TEAMS**

Susan Baker, PhD  
[sbresearch@aol.com](mailto:sbresearch@aol.com)  
215-869-0342

Contacting the professor (please email the professor):

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

## COURSE DESCRIPTION

The purpose of this course is to assist students with their progress on planning and implementing their DMin project. Students will devise all research instruments for evaluation (before they use the instruments) and will be prepared with an advisor’s report and their own assessment of project progress.

## GOALS OF THE COURSE

- To review all research instruments and give students advice on how to make those instruments as helpful as possible.
- To review with the students (and with a report from their advisors) how they are progressing on their projects, clearing up questions and offering suggestions.

## 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. Questions about the syllabus or schedule should be emailed to the professor promptly and will generally be answered in an email to the entire class so that everyone is informed.

## PROGRAM GOALS AND COURSE OBJECTIVES

PROGRAM GOAL	COURSE OBJECTIVES
Students will learn how to analyze, organize, write, and present data they have collected	1. To understand how to use the data they have collected.
Students will integrate the core goals of the program into an advanced-level project in their chosen track of specialization.	2. Develop research instruments for progressing with the project. 3. Get an evaluation from their advisor as to their progress to date.. 4. Clear up any questions or misunderstandings of how to do the project so that students can proceed smoothly in their research and writing.

## REQUIRED READING

No additional reading required than assigned in previous module, DM931. As a reminder, they are listed below:

### 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 in 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 ASSIGNMENTS, SUBMISSION METHODS, AND DUE DATES

ASSIGNMENT OR ASSESSMENT	RELATED OBJECTIVES	MINIMUM GRADE	HOW & WHEN TO SUBMIT THE ASSIGNMENT
1. Copies of all research instruments (questionnaires, surveys, interview questions, etc.)	2	n/a	Submit on e-campus Deadline: 3/8/19 - noon
2. Meeting with adviser and short report from adviser	3	n/a	Submit report on e-campus Deadline: 3/8/19
3. Review how to manipulate and use the data collected	1	n/a	Deadline 3/8/19
4. Attend online Zoom session with above assignments prepared and ready to participate.	2,3,4	n/a	Deadline: 3/15/19
5. Students lay out each chapter with the who, what, when, where, and how they will be approaching that chapter	1,4	n/a	Deadline: 5/10/19
6. Students will fill out chapter structure and data sheets	1,4	n/a	Deadline: 5/10/19
Final due date for course work to be submitted to professors for grading			5/10/19
<b>Note:</b> All assignments must be submitted by the due date listed in the syllabus and no later than the final due date for the course listed in this syllabus by permission of the instructor. After the final due date, faculty cannot grant students permission to submit late work. See "Completion of Course Work" below.			

## 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 class 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.

### 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 are 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.

### Policies and Procedures

1. All papers should be submitted to the course e-campus site on or before midnight of the due date, except where noted.
2. All papers should follow the Missio Seminary writing style guide on e-campus and should use the *Chicago Manual of Style, 16th edition* <http://www.amazon.com/dp/0226104206/> or Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations, Eighth Edition* <http://www.amazon.com/dp/0226816389/>.
3. All late submissions will be subject to grade deductions at the discretion of the professor.

## GRADING

Students must earn a grade of B or higher on each assignment in order to pass the module and proceed to the next module.

Exceeds expectations: A or A-	Meets expectations: B+ or B	Does not meet expectations: B- or lower
Completed research instruments. Progress report from advisor indicating good progress on developing the project per the approved proposal (from DM931). Complete plan sheets for each chapter indicating sound plans for the utilization of the data in their project .	Completed most of the research instruments. Either no progress report or poor evaluation by advisor. Still needs some work on plans for data utilization.	Incomplete research instruments. No or poor advisor evaluation. No or poor chapter plan sheets No or poor plan for data utilization.
Passes the module.	Passes the module.	Does not pass the module.

## 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.

## MISSIO SEMINARY 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.