

**DM941 – ADVANCED RESEARCH AND WRITING
SEPTEMBER 1, 2019 – DECEMBER 15, 2019**

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PROFESSORS

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INTRODUCTION

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 through classroom lecture and discussion and field experiences. Students are required to participate in all instructional sessions as noted in this syllabus.

DATES AND TIMES

This class is a residency course and will be taught from September 16-19 from 9 a.m. to 4 p.m. each day. Students **MUST** attend every day of this course.

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.

COURSE OBJECTIVES

1. To lay out students' program courses, personalized project studies (PPS) , and project modules so as to assist with their final project.
2. To approve project themes and hone down the scope of the proposed projects so that they become manageable and can be written in 150-250 pages.
3. To approve completed applied research project proposals.
4. To develop individualized PPS's.
5. To begin delineating chapters of the dissertations so as to determine what is needed to complete each one.
6. To get initial approval of research instruments to be used in the projects.
7. To compile a beginning bibliography for use in the dissertations.
8. To utilize a number of research skills in developing model studies.

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 e-book publishers) that may sell the same item for cheaper prices. Please shop around! In addition, some sites offer e-book 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 BOOKS

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/>)

Branson, Mark Lau. *Memories, Hopes, and Conversations: Appreciative Inquiry, Missional Engagement, and Congregational Change*. Lanham, MD: Rowman & Littlefield, 2016.

(<https://www.amazon.com/Memories-Hopes-Conversations-Appreciative-Congregational/dp/1566997836/>)

ASSIGNMENT DESCRIPTIONS AND GRADING

1. Read the DMin Handbook completely - The DMin Handbook contains all the process for the entire DMin program. Students will be held accountable for the information within.
2. Project Proposal Purpose Statement, parts A-D - Utilizing the information found in the DMin Program Handbook (located on the DM 941 e-campus site), students should submit a draft of the purpose statement, parts A-D, of the project proposal.
3. Project proposal first full draft - Utilizing the information found in the DMin Program Handbook (located on the DM 941 e-campus site), students should submit a first draft of their complete project proposals on the required date.
4. Project proposal second draft - Utilizing the information found in the DMin Program Handbook (located on the DM941 e-campus 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.
5. Final project proposal - 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.
6. Chapter worksheets – A chapter worksheet (see required format in the DMin Handbook, Appendix F) should be completed for each chapter as laid out in the program proposal. Note: In the course of doing research, these chapters may change. The purpose of this assignment is for students to begin thoroughly thinking through their dissertations. Chapter changes will not require a new proposal.
7. Research instruments – The chapter worksheets should identify the type of research necessary to complete that chapter. From these worksheets, all required research instruments should be identified and developed for review in class.
8. Post-assignment, part 1, Annotated Bibliography - 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). Biblical Theological Seminary's Research Manual gives you a good start on how to do these entries.

9. 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 Biblical Seminary Research Manual on how to do model studies. Formatting of the model studies should follow the Biblical 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 Biblical's style guide.

TENTATIVE DAILY SCHEDULE

<u>Date</u>	<u>Topic</u>	<u>Preparation Due</u>
9/16/19	Intro to DMin program Review DMin handbook Collegial review of proposals	Proposal Purpose Statement Read DMin Handbook pages 1-26
9/17/19	Collegial review of proposals PPS 1 and 2 for proposals Chapter worksheets review Review handbook research sections	First full proposal drafts Completed chapter worksheets
9/18/19	Final collegial review of proposals Research instruments review Library/e-campus instructions	Second full proposal drafts Completed research instruments
9/19/19	Signing proposals Assigning advisers Review changes in chapter worksheets Review changes in research instruments Post-assignments explanation Ethnography research	Final proposals Updated chapter worksheets Updated research instruments
12/15/19	Post-assignments due	Annotated bibliography Two model studies

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 BTS' 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

1. All papers should be emailed to the professor rather than posted on e-campus.
2. All papers should follow the Biblical 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 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.
Note: A shortened list of how to do notations can be found at http://www.chicagomanualofstyle.org/tools_citationguide.html.
3. All late papers will be subject to grade deductions at the discretion of the professors.

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 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.

BIBLICAL SEMINARY GRADING SYSTEM			
A	4.00	96.0 -100	Superior
A-	3.67	94.0 – 95.9	
B+	3.33	92.0 – 93.9	
B	3.00	88.0 – 91.9	Good
B-	2.67	86.0 – 87.9	
C+	2.33	84.0 – 85.9	
C	2.00	80.0 – 83.9	Fair
C-	1.70	78.0 – 79.9	
D+	1.30	76.0 – 77.9	Poor
D	1.00	72.0 – 75.9	
D-	.70	70.0 – 71.9	
F	0.00	00. - 69.9	Failing

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