

DM951 – PERSONALIZED PROJECT STUDY 1

SEPTEMBER 1, 2019 – DECEMBER 15, 2019

Last revised: 4/4/19

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.

PROFESSORS

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BIBLICAL'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 and email with the professors, but with one day of residence immediately following DM 941 in the fall. Students are required to participate in the residence session.

Contacting the professors (please email both professors):

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

COURSE DESCRIPTION

The purpose of this course is to assist students design their individualized literature review(s) which will be utilized as part of at least one chapter of their dissertations.

GOALS OF THE COURSE

- To determine which areas of the students' dissertation would be enhanced with a literature review.
- To design the literature review(s) with reference to the *DMin Handbook* found on e-campus.

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.

REQUIRED READING

No additional reading required than assigned in previous module, DM 941 (931). As a reminder, they are listed below:

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 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 ASSIGNMENT

A literature review follows the development of a theory, a theology on a specific issue, or how to think about and assess an issue. The final paper should be 25-30 pages long. A literature review on more than one topic is allowed but each topic should be at least 8-10 pages in length.

TENTATIVE DAILY SCHEDULE

<u>Date</u>	<u>Topic</u>	<u>Preparation Due</u>
9/20/19	Introduction to literature review Suggestions for individual reviews Instructions for final assignment	
12/15/19	Post-assignments due	Literature review(s)

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 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 submitted by email on or before midnight of the due date, except where noted.
2. All papers should follow the Biblical 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.

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.