

## Andrews University SDA Theological Seminary

GSEM 790 DMin Project Proposal

(2 credits)

SID Leadership Cohort March 3-7, 2008

Helderberg College Campus

INSTRUCTOR: Bill Knott

Office Contact: Kenley Hall

(269) 471-6366

kenley@andrews.edu

### COURSE DESCRIPTION (proposed)

Participants receive assistance in forming their DMin project proposal, and orientation to issues in successful completion of the project. Participants review field and literature research techniques, writing standards, how to develop an effective work plan for completion of their project, as well as assistance with other project related topics.

### COURSE OBJECTIVE

To assist students in the completion of an acceptable DMin project proposal, based on a relevant ministerial problem or challenge.

### COURSE REQUIREMENTS

#### A. Reading:

1. *Andrews University Standards for Written Work. 10<sup>th</sup> ed.* Berrien Springs, MI: Andrews University Press, 2001.

This book can be purchased through the Andrews University Bookstore and can also be downloaded from the following URL: <http://www.andrews.edu/GRAD/style.html>. Also found at: [www.doctorofministry.com](http://www.doctorofministry.com)

Skip pages 31-34. The contents of these pages do not pertain to Seminary style.

Study carefully the reference styles presented in the Appendix: Footnote and Bibliography Information and Samples—pages 52-56. The working bibliography required in the proposal needs to meet the standards outlined in this section of the book. Follow the examples carefully.

2. *Publication Manual of the American Psychological Association. 5th ed.* Washington DC: American Psychological Association, 2001.

#### B. Writing:

Write a one-paragraph Statement of the Problem. (Statement of the Ministry Challenge).

Write a one-sentence Statement of the Task. (Include in the Statement of the Ministry Challenge).

Write a one-page Description of the Project Process (The Research Method).

Complete the bibliography exercise (150 points). Due Wednesday, March 5, 2008.

Prepare and Submit a Project Proposal (450) Due July 2, 2008.

.

#### COURSE GRADES:

Bibliography Exercise 150 points

Proposal 450 points

Total 600 points

#### LETTER GRADE SCALE:

A (95-100%) B (83-86%) C (73-76%)

A- (90-94%) B- (80-82%) C- (70-72%)

B+ (87-89%) C+ (77-79%) D (60-69%)

#### IMPORTANT INFORMATION:

All written papers and reports should be submitted double-spaced and in accordance to Andrews University Standards for Written Work. Follow the sample proposals exactly!

Papers turned in late are discounted 20%.

Academic dishonesty, including plagiarism, is a serious offence. Disciplinary measures may include dismissal from the program.

#### RECOMMENDED BIBLIOGRAPHY

Booth, Wayne C., Gregory G. Colomb, and Joseph M. Williams. *The Craft of Research*. Chicago: University of Chicago, 1995.

Cook, Claire Kehrwald. *Line by Line: How to Improve Your Own Writing*. Boston: Houghton Mifflin, 1985.

Davies, Richard E. *Handbook for Doctor of Ministry Projects: An Approach to Structured Observation of Ministry*. New York: University Press of America, 1984.

Davis, Gordon B.; Parker Clyde A. *Writing the Doctoral Dissertation, A systematic Approach*, 2<sup>nd</sup> ed. NY: Barron's Education Service, 1997.

- Fink, Arlene and Kosecoff, Jacqueline. *How to Conduct Surveys, A step-by-Step Guide*. Thousand Oaks, London: SAGE Publications, 1998.
- Hopper, Vincent F., Cedric Gale, and Ronald C. Foote. *Essentials of English*. 4<sup>th</sup> ed. Revised by Benjamin W. Griffith. New York: Barron's, 1990.
- Kiernan, Vincent. *Writing Your Dissertation with Microsoft Word: A Step-by-Step Guide*. Alexandria, VA: Mattily, 2005.
- Madsen, David. *Successful Dissertations and Theses: A guide to Graduate students Research from Proposal to Completion*. 2<sup>nd</sup> ed. San Francisco: Jossey Bass, 1992.
- Markman, Roberta H.; Markman, Peter T. and Waddell, Marie I. *10 Steps in writing the reseach Paper*. 6<sup>th</sup> ed. NY: Barron's Educational Service, 2001.
- Myers, William R. *Research in Ministry: A primer for the Doctor of Ministry Program*. 3<sup>rd</sup> ed. Chicago: Exploration Press of the Chicago Theological Seminary, 2000.
- Rowland, Robin. *The Creative Guide to Research, How to Find What You Need Online or Office*. NJ: Career Press, 2000.
- Strunk, William, and E. B. White. *The Elements of Style*. 3<sup>rd</sup> ed. New York: Macmillan, 1979.
- Vyhmeister, Nancy. *Handbook for Research: Guidelines for Theology Students*. 3d rev., corrected ed. Berrien Springs, MI: SDA Theological Seminary, 1998.
- Vyhmeister, Nancy. *Quality Research Papers, for Students of Religion and Theology*. Grand Rapids: Zondervan, 2001.
- Williams, Joseph M. *Style: Toward Clarity and Grace*. Chicago: University of Chicago Press, 1990.