

READ FIRST

Course Submission & Contact Information

- **Submitting Course Component Assignments** - you are provided with a convenient online coursework upload form. This will reduce the number of steps required for coursework submission. The online address is: <https://ims.mdivs.edu/students-alumni/course-submission-form/> Please use this form for all your assignments unless for some reason your computer, smart pad, or other device is incompatible.

In the information given later in this study guide, you will see that coursework can also be sent as an email attachment to: lessons@mdivs.edu. This is NOT the preferred method, but as noted above, because some computing devices may have difficulty processing the upload form, you are provided with an alternative coursework submission method. Please use the email attachment method only as an alternative. It is more difficult, but it works with all email clients.

- **Contacting the University or the Course Professor** - the same is true for contacting the University or your course professor. You use email, but you are provided with a convenient online contact form that makes the process easier, and actually speeds up the reply process. The form address is: <https://ims.mdivs.edu/students-alumni/contact-us/>

Now, may God encourage your spirit as you begin this course.

"He will guide you into all truth" (John 16:13)



MASTER'S International UNIVERSITY of Divinity

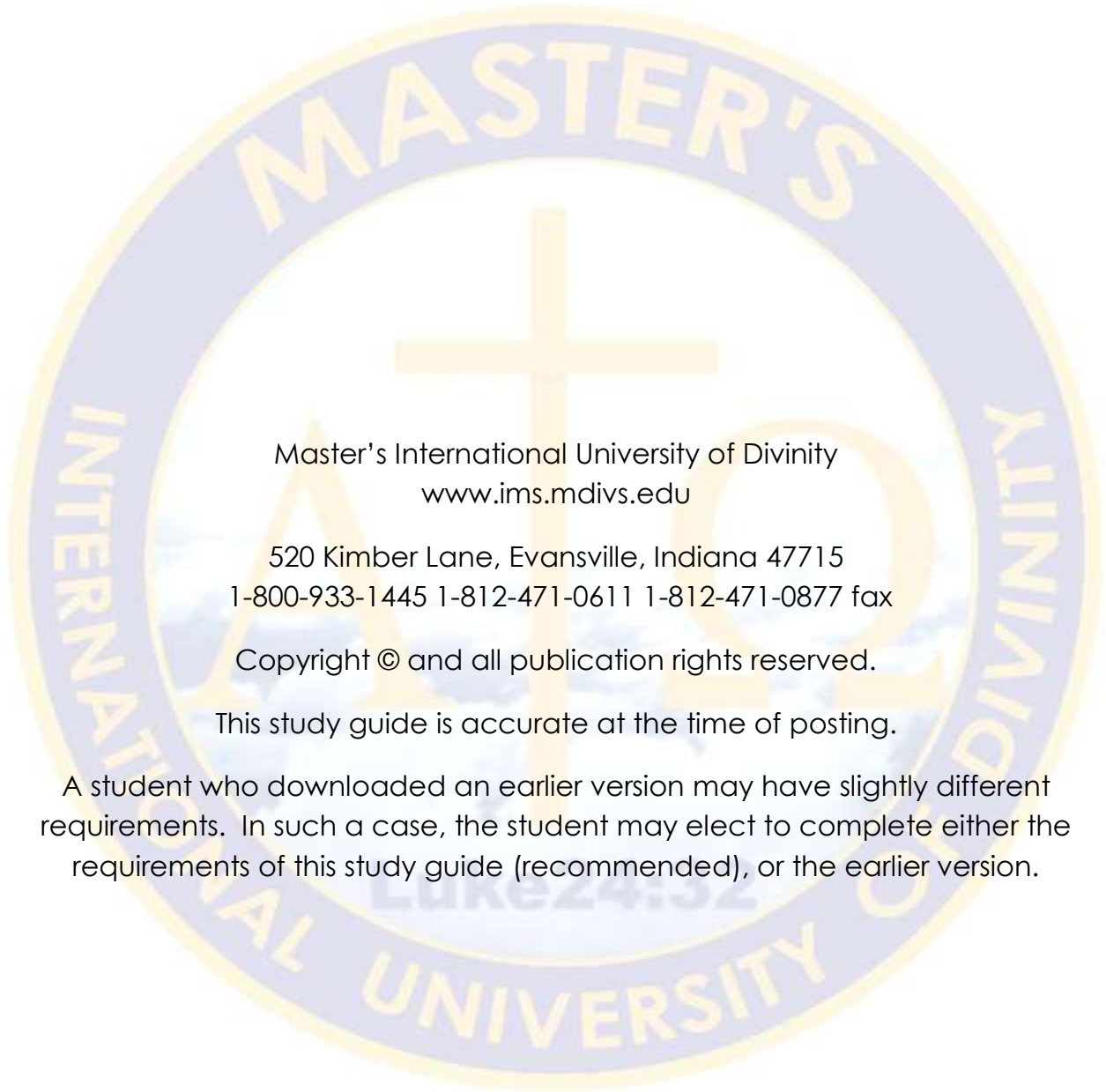
Course Study Guide

Biblical Research and Writing RW-401

3 credits

Home Page <http://www.ims.mdiv.edu/>
General Student Portal <http://ims.mdivs.edu/>

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Master's International University of Divinity
www.ims.mdivs.edu

520 Kimber Lane, Evansville, Indiana 47715
1-800-933-1445 1-812-471-0611 1-812-471-0877 fax

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This study guide is accurate at the time of posting.

A student who downloaded an earlier version may have slightly different requirements. In such a case, the student may elect to complete either the requirements of this study guide (recommended), or the earlier version.

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Welcome to this course! The completion of this course will prove to be a significant blessing to you both academically and spiritually. We recommend that you thoroughly read the entire study guide before you actually begin working on the Course Projects. If you are uncertain or unclear on any matter, contact the University for clarification (1-800-933-1445 ~ 1-812-471-0611 ~ lessons@mdivs.edu). Above all other things, we encourage you to pray for God's guidance before you begin this course, and each time you work on it.

Become totally familiar with the Master's Online Digital Library, and make ample use of its resources throughout this course. The address is: <http://odl.mdivs.edu>. You will need your student ID# and a password. This information was sent to you shortly after your initial enrollment. Contact Master's if this has been misplaced or forgotten.

Follow the instructions given later in this study guide related to course formatting and submission. You may also refer to your original Student Orientation Page. IMPORTANT: The instructions on the study guide always supersede any other instructions. If there seems to be a conflict between this study guide and other instructions, always follow the instructions on the study guide.

Your Master's Student Portal is also a convenient place to get information on most subjects related to your student status. Go to: <http://ims.mdivs.edu/students-alumni/>

We strongly recommend that you use reliable word processing software and make frequent use of the spell checker and grammar suggestion aspects. Be sure to save your work frequently, and back up your files! Master's cannot be responsible for keeping backup copies of course work you have submitted.

If you need to contact the professor for this course (or the academic office), we recommend that you do so first by email. If the professor's email address is not listed on this study guide you may request it by email: lessons@mdivs.edu.

The total length of time required to complete this course is different for each person. This is because already acquired knowledge of the subject, previous education, and personal situations all influence study habits and ability.

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However, on average, one course credit usually requires between 35-40 clock hours of study. For example, a three-credit course will require between 105-120 hours. Since you are not restricted by classroom hours, on average you might expect to complete a three credit course in about eight to nine weeks by devoting four study hours per day four days per week (i.e. two hours morning and evening). Obviously, these are only general estimates, bearing in mind personal study habits and differing course requirements.

The time between the submission of your coursework, until it is returned to you (graded) will vary, but generally courses sent by postal mail may require as much as two weeks in transit (to and from), and another two weeks to get through the recording and grading process. Email submissions (preferred) generally require about two weeks. These are only averages.

Some courses require a final proctored written final summative exam. If so instructions will be included, further down in this study guide. Be sure to follow very carefully these instructions, and contact the University if you have. If no final exam is required, there will be no instructions given.

Please keep the University informed if you change your email, postal mailing address or telephone numbers.

Students with Disabilities

Students with documented disabilities who may need special instructional accommodations should notify the University.

May God bless you in your studies, and as you follow the timeless encouragement given by the Apostle Paul as recorded in II Timothy 2:15, *"Study to shew thyself approved unto God, a workman that needeth not to be to be ashamed, rightly dividing the word of truth."*

Also, his words in Galatians 6:9, *"And let us not be weary in well doing: for in due season we shall reap, if we faint not."*

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GENERAL INFORMATION

Identifying Course Projects - This study guide contains assignments that are related to the required textbook(s), instructional materials, lectures (if any), online or off-line research, as well as optional books along with other course materials. The combination of these assignments is called a *Project* or an *Assignment*.

You will complete *Projects and/or Assignments* for this course then be instructed as to how to submit these for grading. About half way through most courses, you will be asked to complete a Self-guided Personal Assessment. This assessment is not to be submitted for grading, but is designed to assist you in recalling and reaffirming your learning experience up to that point.

After you have completed the requirements for this course (if so required), you will be ready to take your final proctored summative exam (not all courses require a final written exam. Follow the instructions. If there are no such instructions, then this course is not one that requires a final proctored exam.

Instructional Methods - All of the distance education courses at Master's are taught using a variety of instructional methods including reading (lectures in some cases), research (both online and off-line in some cases), self-directed study, demonstration of comprehension through project creation and assessment, a self-directed mid-course personal assessment, and in some cases, a final proctored summative examination.

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Course Information

Instructor: Dennis D. Frey, Th.D.

Contact Information for your professor:

Email address: drfrey@mdivs.edu

Phone number: 1-812-471-0611

Course Purpose:

The purpose of this course (utilizing the Books of Genesis and Revelation), is to present the student with an opportunity to develop, polish and demonstrate the ability to do research and writing at the college level in a Biblical context.

Course Objectives:

1. To present the student with an opportunity to read, research, and then write on the content of the Books of Genesis and Revelation, including a generic overview of the various methods of interpreting the historic and eschatological implications.
2. To present the student with the basics of good research and writing which will allow him or her to understand the essentials of Bible College level research and writing.
3. To assist the student to be prepared to research, write on, and then competently teach the Books of Genesis and Revelation in a ministry situation.

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REQUIRED TEXTBOOKS (purchased online at: <http://mdivs.christianbook.com/>):

A PRACTICAL GUIDE TO MANUSCRIPT PRODUCTION, by Robert G. Witty, Ph.D., edited by Dennis D. Frey, Th.D., Published by the Master's Library Press, 2007. Available only through Master's International School of Divinity. This book is a free download at:
[http://www.mdivs.edu/m3/olbooks/A PRACTICAL GUIDE TO MANUSCRIPT PRODUCTION.pdf](http://www.mdivs.edu/m3/olbooks/A_PRACTICAL_GUIDE_TO_MANUSCRIPT_PRODUCTION.pdf)

Matthew Henry's Concise Commentary of the Whole Bible, by: Matthew Henry, Thomas Nelson, ISBN: 0785250476, ISBN-13: 9780785250470, 2003.

This book is also available online free of charge as a study component of your Master's Online Digital Library. Go to: <http://odl.mdivs.edu/> and use your Student ID# as the username, and LK2432AW as the password. Search under "Commentaries" and select the Concise (Condensed) version.

REQUIRED WRITING STYLE LINKS:

OFFICIAL SITES

Chicago Manual Style

www.chicagomanualofstyle.org/home.html

American Psychological Association

www.apastyle.org/

Modern Language Association

www.mla.org/

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TUTORIAL SITES

Chicago Manual Style

<https://owl.english.purdue.edu/owl/resource/717/2/>

American Psychological Association

<http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>

Modern Language Association

<https://owl.english.purdue.edu/owl/resource/747/15/>

RECOMMENDED BUT NOT REQUIRED SUPPLEMENTAL READING:

Perfect Term Paper: Step-By-Step, by: Donald Mulkerne, Random House, Inc., ISBN: 038524794X, ISBN-13: 9780385247948, Paperback, 1988.

A Manual for Writers of Term Papers, Theses, and Dissertations--7th Edition, by: Kate L. Turabian, University Of Chicago, ISBN: 0226823377, ISBN-13: 9780226823379, Paperback, 2007.

COURSE COMPONENT NUMBER ONE

I. YOUR TEXTBOOKS PROJECTS:

1. Read through the books of Genesis and Revelation twice. Write a one paragraph affirmation that you have read these. Provide a basic reading log of the time required for this reading.
2. Read A PRACTICAL GUIDE TO MANUSCRIPT PRODUCTION, by Robert G. Witty. Create a very simple reading log of the time spent reading this textbook.
3. Read the Books of Genesis and Revelation from Matthew Henry's Concise Commentary of the Whole Bible, by: Matthew Henry. Create a very simple reading log of the time spent reading this textbook.

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YOU ARE NOW READY TO SEND THE FIRST COMPONENT OF THIS COURSE FOR GRADING. REFER TO THE SUBMISSION INSTRUCTIONS AT THE END OF THIS STUDY GUIDE. Next, you will complete your Mid-course Self Directed Assessment, after which you will begin the Second Component of this course.

MID-COURSE SELF- DIRECTED ASSESSMENT TOOL

This Self-directed Assessment Tool is provided to serve you in two ways.

First, this tool is a vehicle for you to use to go back over the work you have completed up to this point by solidifying terms, concepts, and knowledge that you have encountered along the way.

Second, it helps you to stay focused on your work because all of your course work for the First Component of this course must be submitted for grading prior to beginning this assessment. In this way, as a result of grading the First Component of this course, your grading instructor can better understand where you may need assistance as you go forward. If there are any serious concerns, you will be contact right away.

You should also take this time to contact the University if you need to ask questions or clarify points of concern. Remember, if you are encountering difficulties, it is your responsibility to contact us: <http://ims.mdivs.edu/students-alumni/contact-us/>

We are here to assist you!

The Mid-term Self-Directed Assessment Instructions:

1. Go back through the work that you have just submitted for grading. Re-read your own work, looking for areas where you may still feel unclear or uncertain.
2. After identifying areas where you may feel unclear or uncertain, return to the section of the textbooks or other resources where that information is to be found.

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3. Locate the area(s) of your concern, and attempt to clarify and strengthen your understanding of the issue(s).
4. If you are still not satisfied, contact your professor for the course or the University for assistance. We recommend that you do so first by email. If the professor's email address is not listed on this study guide you may request it by email: lessons@mdivs.edu.
5. Finally, consider the length of time it has taken you to complete the First Component of this course. Are you satisfied with your time management, study habits, location of study (home, office, library, etc.)? Do you feel you have sufficient resources? Have you made good use of the Master's Online Digital Library <http://odl.mdivs.edu>? In what ways are you able to improve your study habits and conditions? Did you actually stop to pray before you started each study session, and did you prepare your mind and spirit to undertake the task? Are you sharing what you have learned with others?
6. Are you satisfied with the quality of your work, including English composition, logic, topic concentration (staying on message), and the general quality of your scholarship?
7. Whatever things are working to the benefit of your study ought to be continued, and whatever things may be hindering your study ought to be reassessed and wherever possible, adjusted in your favor.

You are now ready to begin Course Component Two (you do not need to wait until you receive a grade for the First Component). If your grading professor determines there is a significant cause for concern, you will be contacted.

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COURSE COMPONENT NUMBER TWO

II. YOUR ONLINE REVIEW PROJECTS:

Using the links below, complete a general review of the following writing styles: Modern Language Association (MLA); American Psychological Association (APA); and the Chicago Manual Style (CMA)..The CMA is often called the Chicago style or the Turabian style.

You are not required to purchase any materials unless you wish to do so. There is no written assignment. This is a research, read and review assignment only. However, as you read and review, you are to consider in what ways are they similar? How do they differ? With which writing style are you already familiar (none, one or more?). Which style seems to fit you best?

REQUIRED WRITING STYLE LINKS:

[Please report any broken links.](#)

OFFICIAL SITES

Chicago Manual Style

www.chicagomanualofstyle.org/home.html

American Psychological Association

www.apastyle.org/

Modern Language Association

www.mla.org/

TUTORIAL SITES

Chicago Manual Style

<https://owl.english.purdue.edu/owl/resource/717/2/>

American Psychological Association

<http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>

Modern Language Association

<https://owl.english.purdue.edu/owl/resource/747/15/>

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III. YOUR RESEARCH AND WRITING PROJECT:

Answer the assigned questions for the Books of Genesis and Revelation using Matthew Henry's Commentary as a primary source. Each of the questions can be answered by referring to what has been learned through completing the reading assignments. That is, you are to employ what you have read concerning good writing, and then drawing on the fact that you have read the Books of Genesis and Revelation in Henry's Commentary, demonstrate that you can research his work to arrive at an acceptable answer to the question.

Your answers should be written in such a way as to give evidence that not only are you able to research to get the right answer, but you are also able to write the answer in a competent manner. **IMPORTANT:** You will be graded on the correctness of your answers, the concise and salient virtues of your answers, as well as composition and grammar. **DO NOT BE WORDY.** Give simple and direct answers.

COURSE QUESTIONS FOR THE BOOK OF GENESIS

COURSE Q. #1

- A. Compare the first Adam to the last Adam (Jesus) in regard to God's purpose for man.
- B. Do you believe in the historical reality of Adam, Eve, Cain, and Abel? Why?

COURSE Q. #2

"He will guide you into all truth" (John 16:13).

- A. Discuss the "Good News" as found in Genesis 3:15.
- B. Explain how the Lord Jesus Christ bore and reversed the consequences of Adam's sin.

COURSE Q. #3

- A. Compare and contrast the personalities and spiritual characteristics of Cain and Abel.
- B. Compare and contrast the descendants of Cain and Seth.

COURSE Q. #4

- A. Describe, in detail, the construction and design of the Ark.
- B. Present some biblical, historical, and geological facts about why you believe it was a universal and not a local flood.

COURSE Q. #5

- A. Discuss the spiritual significance of the tower of Babel? What impact does it still have today?
- B. What promises does God make to Abram in Genesis 12:3?

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COURSE Q. #6

- A. Describe the person and typology of Melchizedek.
- B. What promise did God give Abram regarding a son? How does He demonstrate and validate the promise?

COURSE Q. #7

- A. List and describe the various ways in which Abram was tested.
- B. Research and submit an analysis of the descendants of Ishmael. Be sure to include the historical conflicts with Israel up to the present time.

COURSE Q. #8

- A. Describe how Lot was an illustration of Psalm One negatively and how Abram was an illustration of Psalm One positively.
- B. What were the two reasons why Ishmael had to be "driven out?"

COURSE Q. #9

"He will guide you into all truth" (John 16:13).

A. Discuss and describe, in-depth, the typology between Isaac and Christ in the events which transpired on Mt. Moriah.

B. What criteria, established by the servant, were met by Rebecca?

COURSE Q. #10

A. What were the ages of Isaac, Ishmael, Jacob, and Esau, when Abraham died? Prove your answers with Scripture.

B. Compare and contrast Jacob and Esau as to character, spirituality, and personality.

COURSE Q. #11

A. Describe Jacob's experience at Bethel. Be complete with details.

B. Discuss the circumstances surrounding the deception of Jacob by Laban.

COURSE Q. #12

A. Describe the encounter between Jacob and the Angel. What permanent changes took place?

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B. Discuss what happened when Dinah "visited the daughters of the land." Be specific with all the implications.

COURSE Q. #13

A. Explain how the disappearance of Joseph interfaces in the chronology after Rachel's death in Chapter 35.

B. Describe the circumstances surrounding the kidnapping and sale of Joseph by his brothers.

COURSE Q. #14

A. Discuss the dreams of the prisoners and Joseph's interpretations of them.

B. Describe the organizational structure which Joseph designed for Egypt.

COURSE Q. #15

A. Discuss how God controlled all of the events in the life of Joseph.

B. Summarize Joseph's character and personality as revealed in his introduction of himself to his brothers.

COURSE Q. #16

"He will guide you into all truth" (John 16:13).

- A. Describe and detail, in depth, the bedroom scene when Jacob blessed the sons of Joseph.
- B. Summarize the final years of Joseph.

COURSE QUESTIONS FOR THE BOOK OF REVELATION

COURSE Q. #17

- A. Why do you believe Revelation is written with many signs and symbols?
- B. What do you believe the first five words of Revelation 1:1 reveal?
- C. How was Jesus Christ the first born of the dead?

COURSE Q. #18

- A. Why is a *lamp-stand* a perfect symbol for the Church?
- B. Discuss the seven stars. Were they angels or pastors?
- C. What is your position on the identity of the twenty-four elders? Why?

COURSE Q. #19

- A. What are the criteria to redeem and take the scroll?
- B. Discuss the various descriptions used of Christ prior to taking the scroll.
- C. What is significant about Christ standing in the midst as a lamb?

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COURSE Q. #20

- A. Discuss the person of Antichrist as he is described in Scripture.
- B. Who will be able to stand in the Tribulation?
- C. What were three purposes of the trumpet in the Old Testament? How do these purposes apply to the trumpets which will be blown by the seven Archangels?

COURSE Q. #21

- A. Describe the specific judgments which accompany trumpets one through six.
- B. What are some interpretations concerning the identity of the locusts? What is your position? Why?
- C. Discuss how Satan's objectives are in direct opposition to God's program.

COURSE Q. #22

- A. What does the False Prophet encourage those who dwell on the earth to do regarding the Beast? How does he convince them?
- B. Discuss the controversy over the identity of the two witnesses.
- C. Whom do you think they are? Give your reason.

COURSE Q. #23

- A. Explain what the visual appearance of the Beast (Antichrist) teaches us about his character and his intentions.
- B. What will be the destiny of the world religion (the Harlot) when Satan possesses the Beast?

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C. What happens to Satan after the battle is over?

COURSE Q. #24

A. Discuss the 1,000 year reign of Christ on the earth. Who will inhabit the earth?

B. Discuss the passing away of heaven and earth.

C. Why will there be no more sea in the new earth?

COURSE Q. #25

A. Why is there no naos (Holy of Holies) in the New Jerusalem?

B. Discuss the river and tree in the New Jerusalem.

C. Discuss the three-fold invitation given in Revelation 22:17.

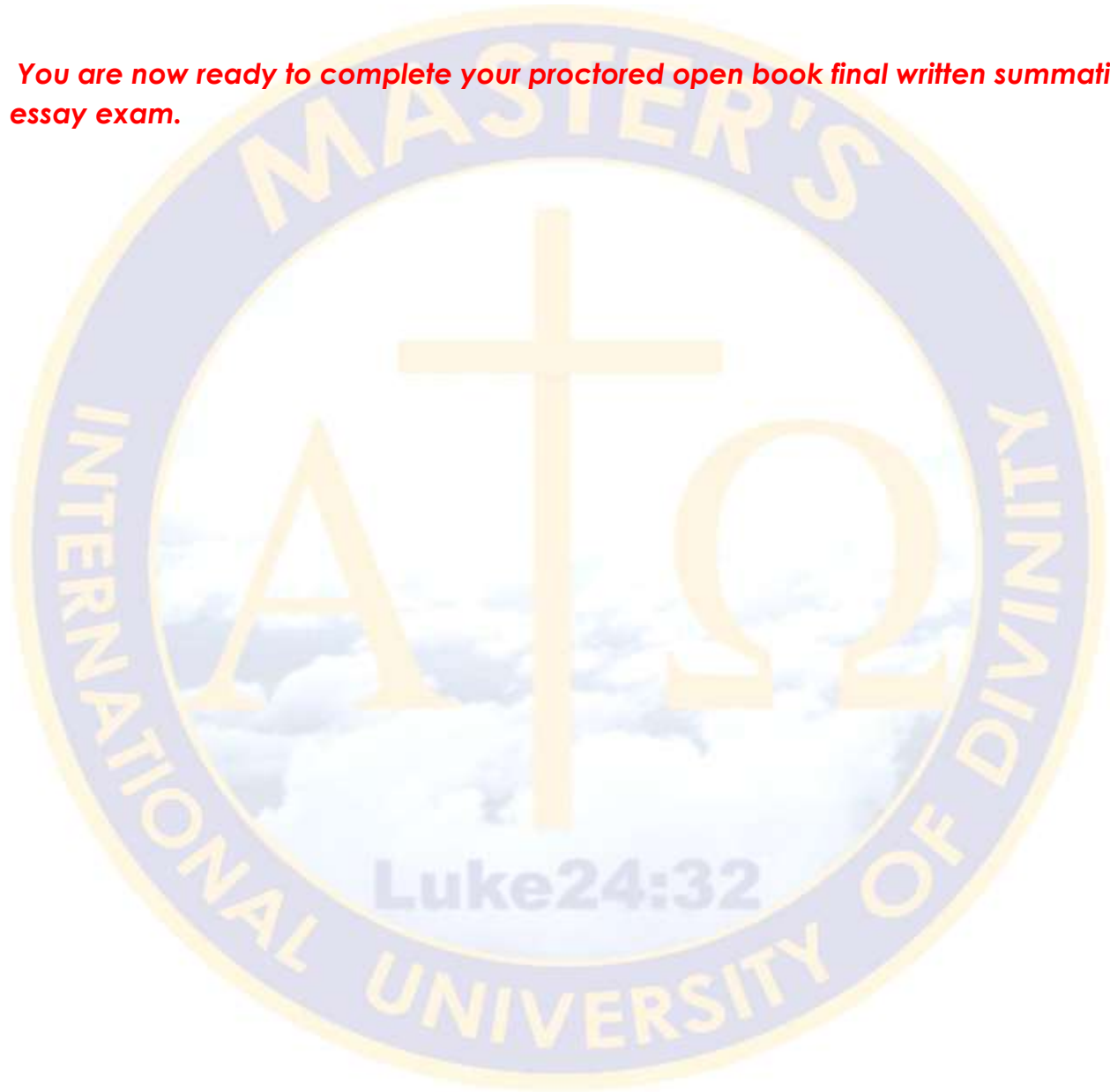
IV. YOUR FINAL COURSE ASSESSMENT PROJECT:

This is the final project, and must be completed only after you have finished all of the other Projects above. Write a summary of the entire course. Include in this summary how this course on Biblical Research and Writing has impacted your understanding of the subject; has helped you in your ministry to others; and how this understanding has changed the way you think and react in matters related to the subject of the course. Use not less than 500 words.

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YOU ARE NOW READY TO SEND THE SECOND COMPONENT OF THIS COURSE FOR GRADING. REFER TO SUBMISSION INSTRUCTIONS AT THE END OF THIS STUDY GUIDE.

You are now ready to complete your proctored open book final written summative essay exam.



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IV. PROCTORED FINAL SUMMATIVE ESSAY EXAM PROJECT

General Instructions: Immediately after sending the second Project for grading, you should select someone to be the proctor for your final summative exam.

Proctor Qualifications:

- Must be age 25 or older, and not related by blood or marriage to the student.
- Must be a recognized member of the clergy (or retired). Examples: pastor, associate pastor, missionary, evangelist, director of worship, choir director, minister to (youth, seniors, women, men, etc.), chaplain (military, hospital, other), Christian school or college level administrator or faculty. Or a Christian serving in (or retired from) secular education at the faculty or administrative level.
- Must have an email address.
- Must know how to access and use the Internet.
- We must be able to confirm ministry status by one of the following methods: by our visiting a personal web site or the web site of a ministry where the proctor is identified; by confirming an address through one of the online white page services; by contacting personally by telephone.

Proctor Duties:

- Several days prior to the exam, receive by email the web site address for both the final exam form, and the examination.
- Must have email and Internet access at the location where the student will complete the exam.
- Must be able to assure that the student will have access to a computer with word processing features and connection to the Internet (student may bring his or her own computer).
- Remain with the student during the examination at any suitable location, and initiate the start and finish of the exam.
- Proctor will be asked to log in and out of the online exam form (will need access to the Internet and email).

Proctor Selection and Exam Request Process:

- Make personal contact with an individual who meets the above qualifications and is willing to serve as your proctor.

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- Send the person the following Internet link to the Proctor Approval and Validation Form: <https://www.mdivs.edu/final/proctorvalidation.html>, and ask that they complete the form as soon as possible.
- Master's will notify you and the proctor by email if they are approved (if disapproved the reason why).
- Once the proctor has been approved you must agree on a place and time for you to take the exam.
- When you are ready to take the exam, you must email Master's requesting that the web address for your exam be sent to your proctor. Send your request to: finals@mdivs.edu. **DO NOT send this request to any other email address.**
- You should request that your exam link be sent to your proctor about ten working days prior to the date you expect to take the exam in order to assure that the exam will be available to you on the date you have selected for completion.
- Though it will probably take you between two to three hours to finish your exam writing, you must do so in not more than five (5) hours.

Here is a Sample of What You Can Expect the Day of the Examination:

PROCTOR INSTRUCTIONS

(To be read by the student also.)

- Ask the student to present you with some official form of photo identification (driver's license, etc.), unless you are already personally acquainted with the student.
- Give the final exam address to the student, and instruct the student to access the final exam address online. If you and the student are sharing a computer, you will need to switch back and forth between this page and the exam file. Otherwise, the student may wish to read these instructions on your computer, and only open the exam on the computer the student is using.
- Confirm that the student is able to access the exam file.
- The student should read all of the exam instructions on the exam file, and the Student Instructions on this page, and also read your instructions. This will help to assure that the student has all of the information required to take the proctored examination.
- Confirm that the student has all of the resources needed.
- Confirm that the student knows his or her student ID number.

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- This is an open book and open resource exam. The student may use any resource in print, digital or online.
- There is a maximum time limit of five (5) hours. The student may not write beyond that time. The student may take breaks as often as required, but the break times count toward the five hour limit.
- At this time, complete the proctor information.
- Ask the student to complete the student information.
- Do not allow the student to begin writing the exam until you are confident that all instructions have been read and understood.
- When the student is ready to begin, fill in the exam start time and date.
- When the student completes the exam, fill in the exam stop time and date.
- Confirm that the student has sent the file transfer of the written exam to finals@mdivs.edu.
- Confirm that the student has made provision for a back-up copy of the examination.

STUDENT INSTRUCTIONS

- This is an open book and open resource examination. You may find it a helpful resource to have a copy of your completed coursework for this course. However, the writing must be your original work, and completed only at the time of this examination
- Be very careful to cite sources for all quoted and referenced materials. You may use whatever writing style you prefer, but be consistent.
- Your proctor will provide you with access to the web page address of your final written summative exam.
- Read the exam instructions carefully.
- IMPORTANT: You must save this file to the computer you are using. Click "Save As" and add your Student ID Number to the front of the file name. For example: If the exam file is "Exam-NT-501.rtf" and your student number is MDS001234, you would Save As "MDS001234Exam-NT-501.rtf".
- Keep the file in the Rich Text Format (.rtf). Do not change file formats. This entire process is nearly identical to the way you have previously been sending your regular course work.
- Fill in the required personal information at the top of the exam.
- Notify your proctor when you are ready to begin. Your proctor will fill in the start time and date. While there is no minimum time limit, you may not write beyond five (5) hours. Your proctor will notify you if you approach

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the five hour limit. You may take breaks as often as required, but the break times will count toward the five hours.

- When you are finished, spell check and read over your work. Make any changes or corrections as may be prudent. You will be graded on a combination of recall, comprehension, content, logic and English composition.
- Save your work frequently as you write.
- Notify your proctor when you are finished. Your proctor will fill in the stop time and date.
- Save your work one last time.
- Double check the file name, and upload the file to: finals@mdivs.edu.
- You may do this by clicking on the address or keying it into any email client.
- In the subject line place: "Final Examination for (name and number of the course)."
- In the body of the email, provide your name and student ID number.
- Attach your exam file to the email and send.
- Be sure to make provisions for a back-up copy of your final written exam. In the unlikely event that your file transfer was unsuccessful, you will be required to resubmit the exam.

You will be notified if there are any issues or concerns regarding the grading of your examination. Otherwise, your final exam will be graded within two to three weeks from the time it is received.

YOU ARE NOW READY TO REQUEST THE PROCTORED FINAL WRITTEN SUMMATIVE EXAM. BE SURE TO FOLLOW THE INSTRUCTIONS NOTED ABOVE. *Be certain that your proctor has been approved and the date and time of your exam has been confirmed.*

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GENERAL INFORMATION ON HOW TO SUBMIT YOUR COURSEWORK

[Read Me 1 of 6](#)

ALL COURSES SENT ONLINE **MUST** BE IN THE FOLLOWING FORMAT:

ALL course assignments **MUST** be completed in the form of a single document file transfer attached to an email message. **DO NOT** paste your assignments into the body of the email message. Be sure the assignment is attached as a single file transfer. ALL assignment files must be sent in either one of two forms:

1. Microsoft Word® - or - 2. Any form of text (such as ASCII, Text Only, RTF, Text, etc.). Assignments submitted in unreadable formats will be returned for resubmission in the proper format. Send your assignments to lessons@mdivs.edu.

MAKE BACK UP COPIES OF EVERY COURSE!

TIP: You may create your lesson in your favorite word processor, and when you save it, select "Save As," and then select: .doc, .docx, .rtf, .txt. Remember, all the *text* types are simple, clean and easy way of submitting your courses.

HOWEVER, only the .rtf format is likely to retain all or most of the text formatting that you may have worked so hard to produce. THEREFORE, if you are not submitting your coursework in Microsoft Word (recommended), we strongly suggest that you save to .rtf formatting.

DO NOT SEND COURSES IN ANY OTHER FILE FORMAT. DO NOT SEND COURSES AS A ZIP FILE. In only rare cases will you be instructed to send course components in multiple files. Unless instructed to do so, always send a completed course component as a single file with all of the projects and assignments for that component saved within a single file. Courses not sent according to these instructions may be refused and a request will be made for resubmission.

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THIS INFORMATION IS *ONLY* FOR STUDENTS WHO MUST PRINT THEIR COURSE SUBMISSIONS AND SEND THEM BY POSTAL MAIL, AND FOR THOSE FEW COURSES THAT REQUIRE THAT THE COURSE BE SENT BY POSTAL MAIL.

Most of the instructions for sending courses apply whether you print and mail your courses or elect to send them online.

"He will guide you into all truth" (John 16:13).

When printing be sure to print on only one side of the page, but be sure that your name, student number and the name plus number of the course is printed on each page (header or footer is acceptable).

If you wish to have us return your graded course, you must include with your submission a return envelop of sufficient size and affixed with sufficient postage to allow us to return your graded course. If you forget to do this, your student account will be charged for the cost of shipping and handling. Send your course submissions to: Master's International University of Divinity, PO Box 5009, Evansville, IN 47716-5009.

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BEFORE SENDING YOUR FIRST COURSE, PLEASE BE SURE TO READ VERY CAREFULLY THE INSTRUCTIONS THAT ARE A PART OF THIS PARTICULAR COURSE. IN MOST CASES (THERE ARE SOME EXCEPTIONS) YOU WILL BE REQUIRED TO SEND THE FIRST PART OF THE COURSE, COMPLETE A SELF-ASSESSMENT, THEN BEGIN THE FINAL PART OF THE COURSE, AFTER WHICH YOU MAY BE REQUIRED TO COMPLETE A PROCTORED FINAL WRITTEN SUMMATIVE ESSAY EXAM. **INSTRUCTIONS ON THE CURRENT STUDY GUIDE ALWAYS SUPERSEDE ANY OTHER INSTRUCTIONS.**

NOW, LET US LOOK AT THE GENERAL PAGE FORMATTING & WRITING STYLE GUIDELINES THAT YOU SHOULD FOLLOW AS YOU COMPLETE YOUR COURSE.

Page margins are one inch (top, bottom, left and right). Use page numbering, and place the page numbers at the bottom right of each page. Page number one (1) will be the very first page of your first course project and so-forth. Always double-space.

Use a font that is easy to read (Ariel, Century Gothic (preferred), Verdana, etc.) as well as a font size that is appropriate (usually 12 point so that it is not too small or too large).

Put your name, student number, degree level, and course name in the "Properties" section of your course file. To find the "Properties" box for your file (this may be different for your word processing program), click on "File" at the top left of your word processor. Next, select "Properties" and key in the required information. This will permanently identify your document. You may select any recognized writing style you prefer (A.P.A., M.L.A., Chicago/Turabian), but be consistent in your style selection.

"He will guide you into all truth" (John 16:13).

Courses not sent according to the proper submission steps may be returned for proper compliance. PLEASE understand that with thousands of lessons sent each year; this requirement is a matter of high importance and self preservation for both you and our staff. Thank you for your understanding.

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When you send your lesson as a file transfer, use the course number followed by your first, middle (if you have a middle name), and last initials as the name for the file. For example: Let us say you are completing the course "Advanced New Testament I ANT-701." In this example, a course from, let us say, student Steve L. Pack, might have a file name of [ANT-701slp.rtf](#) (if it were saved as an RTF file), or [ANT-701slp.doc](#) if it is a Word document. The point being that the course number is followed by the initials of your name.

In order to be sure that your faculty member knows that the work on your lesson has actually ended, you "must" place the following statement on the last line of the last page of your component submission: ****Last page of this lesson***.

Of course, you are ultimately responsible for creating and maintaining a secure backup file of all courses sent to Master's (online as well as offline). While the occurrence of a course being lost is rare, it does happen.

In some cases, it may be necessary for new students to take a computer/word-processing course from a vendor in his or her own community, or to secure the help of a friend who has mastered the basics.

Of course, as online skills relate specifically to the use of any of Master's Internet based resource, we certainly *are* prepared to assist you in any way possible.

If ever you are just "plain old stuck", send a message to: lessons@mdivs.edu explaining your situation in detail. There is a solution to every problem, and together we will find it.

Each course must be completed with a passing grade of not less than a "C" (75%) for undergraduate programs, and a "B" (85%) for graduate level programs. If a grade falls below the required minimum, you will not be automatically failed, but will be assisted in knowing exactly what is required for a successful re-submission. The goal is always to assure that you will receive the highest quality education possible, and you may be confident that we will actively work with you toward this goal. Please refer to the Course Evaluation Criteria located a couple of pages below.

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Be sure that the following information is *always* included at the very top of the first page of each and every Course Component.

Name:

Student I.D. Number:

E-Mail Address:

Date:

Course Name:

Level of Study and Program Area (Example, Bachelor of Ministry in Biblical Counseling):

Postal Address:

City: State:

Postal Zip or country code:

Country:

Office Telephone & Home Telephone:

You MUST add the above information at the very beginning of your work. COURSES NOT SENT ACCORDING TO THE ABOVE, MAY HAVE TO BE REFUSED, AND A REQUEST WILL BE MADE FOR RE-SUBMISSION.

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HOW TO REQUEST YOUR NEXT COURSE IF THE ONE YOU ARE SUBMITTING IS NOT THE FINAL COURSE.

Except when you are submitting your final course for the program, it will be necessary for you to request your next course (it will not be sent to you automatically). BEFORE you do so, please read the following:

If you do not already have the study guide for your next course, you will need to request that it be sent to you. Except in very rare circumstances, we do not recommend that students request future study guides far in advance. Courses are constantly being up-dated, and study guides that were current many months ago, may have undergone revisions.

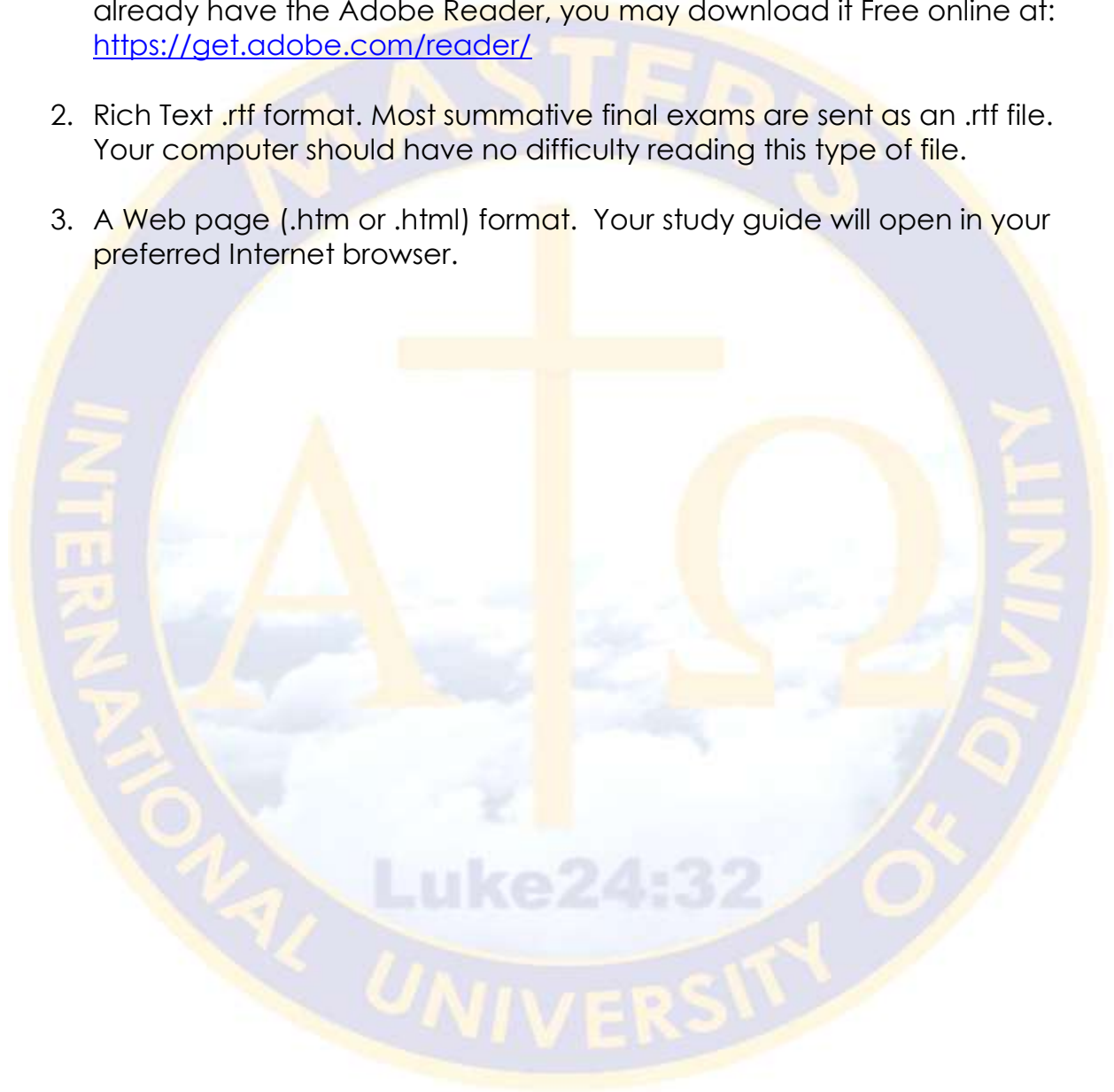
To order your next course, use the Study Guide Request Form on your Program Access Page or the Student Portal. You may also go to:

<http://ims.mdivs.edu/students-alumni/request-a-study-guide/>

"He will guide you into all truth" (John 16:13).

Your study guides will come to you in one of three formats:

1. Adobe .pdf format. This is the standard file format in higher education, and is increasingly the standard in general. It is most likely that you already have an Adobe .pdf reader installed on your computer. If you do not already have the Adobe Reader, you may download it Free online at: <https://get.adobe.com/reader/>
2. Rich Text .rtf format. Most summative final exams are sent as an .rtf file. Your computer should have no difficulty reading this type of file.
3. A Web page (.htm or .html) format. Your study guide will open in your preferred Internet browser.



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GENERAL COURSE EVALUATION CRITERIA USED BY MASTER'S

IMPORTANT: Undergraduate students must achieve not less than 75/C grade level, and graduate/doctoral students not less than 85/B. Student's failing to attain the minimum passing grade, will be asked to resubmit either the entire course, or the portion of the course needing remedy.

20 PTS.
MAX

KNOWLEDGE: recalls details of learned material, including relevant facts and theories.

20 PTS.
MAX

COMPREHENSION: Answers are relevant to questions and projects. Student grasps the meaning of the learned material. Correctly explains, interprets, and summarizes as appropriate.

20 PTS.
MAX

APPLICATION: Applies rules, methods, concepts, and principles as required by questions and projects.

10 PTS.
MAX

ACADEMIC LEVEL: Answers are insightful, original and developed with adequate detail and depth.

10 PTS.
MAX

ACADEMIC LEVEL: Student follows accepted norms of written submission including spelling, grammar and syntax.

10 PTS.
MAX

PROPER CITATION OF REFERENCES: References are appropriate.

10 PTS.
MAX

SUBMISSION REQUIREMENTS: The course has been submitted neatly and in accordance with course submission guidelines.

100 PTS.
MAX

100-96 = A 79-75 = C
95-90 = A- 74-70 = C-
89-85 = B 69-65 = D
84-80 = B- 64-60 = D-

"He will guide you into all truth" (John 16:13).

ADDITIONAL GRADE CRITERIA

- | | | |
|---|---|---|
| <input type="checkbox"/> Exemplary development of ideas. | <input type="checkbox"/> Excellent recall of material. | <input type="checkbox"/> Submission requirements not fulfilled. |
| <input type="checkbox"/> Strong in the area of application. | <input type="checkbox"/> References very strong and relevant. | <input type="checkbox"/> Grammatical errors excessive. |
| <input type="checkbox"/> Unique and helpful expressions employed. | <input type="checkbox"/> Aware of important intricacies of the issues involved. | <input type="checkbox"/> Lack of flow in communication. |
| <input type="checkbox"/> Nice mix of theological and/or pastoral ideas. | <input type="checkbox"/> Overall work at the peak of or above grade level. | <input type="checkbox"/> Overall work somewhat below grade level. |

MASTER'S ACADEMIC INTEGRITY POLICY

The following statements express the policy of Master's International University of Divinity pertaining to academic dishonesty:

Cheating/Plagiarism

A student who submits written material as his/her own work which has been copied in whole or in part from another person's writing without proper acknowledgment is guilty of plagiarism.

Material (whether published or unpublished), copied from another writer must be identified by the use of quotation marks and documentation with specific citation of the source. Paraphrased material must likewise be attributed to the original author. Copying another student's paper, with or without his/her permission, or using his/her ideas with only minimal reworking is plagiarism just as is copying material from printed books and magazines without giving credit to the original source. Having another person do his/her work and submitting it as his/her own is considered cheating.

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Reporting Procedures

First Offense

The grading faculty member will confront the student and the student will be given an opportunity to respond. Taking the student's response into account, the professor will indicate to the student what action will be taken according to the University policy and what procedures will be carried out for reporting the matter to the Dean of Academic Affairs.

The professor may require that the student sign an academic misconduct incident report and give the student a copy of the report. If this is a first incident of plagiarism, the student will receive an "incomplete" for the assignment and the instructor will require the paper to be rewritten in correct form.

Second Offense

The student will receive a "0" for that assignment and will need to re-submit the assignment with a full letter grade reduction as penalty. A notice of the academic offence will be submitted to the Dean of Academic Affairs with a copy of the incident report form and the plagiarized paper or relevant material put in the student's file.

Third Offense

The Professor will send a copy of the incident report to the Dean of Academic Affairs. The student will meet by telephone conference or in person with the Dean of Academic Affairs for consultation regarding academic integrity. The student will fail the course. The student is placed on disciplinary probation. The offending course must be completely repeated if the student is to remain in the program.

**** This is the end of this study guide. ****