

# 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](mailto: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 Role and Function of the Pastor**  
**FP-401**

**3 credits**

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

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



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

Copyright © and all publication rights reserved.

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.

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

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](mailto: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](mailto: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.

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

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.*"

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

## 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.

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

### Course Information:

**Course Professor:** C. Harley Ihm, Th.D. - [drihm@mdivs.edu](mailto:drihm@mdivs.edu)

More information about your professor may be found on the faculty page located online at: <https://the.mdivs.edu/our-team>

Other contact information for your professor:

<https://ims.mdivs.edu/students-alumni/contact-us/>

**Course Purpose:** To assist the leaders of the local church so that they can stand on "biblical foundation" in the performance of that role and function. This course is designed to focus the student on the pastoral role in light of scriptural teaching so as to overcome the many erroneous and damaging philosophies of pastoring. This course also discusses pastoral development, families, and potential traps and pitfalls.

### Course Objectives:

1. To look to the scripture to find the biblical model of pastoring and to contrast and compare other pastoral models used today.
2. To clearly point out to the student what happens when pastors do not pastor their people and what happens when they do.
3. To clearly and distinctly point out areas in which the pastor is vulnerable to failure and to help the student to identify ways in which to be healthy emotionally, spiritually and relationally.
4. To direct to the student to think biblically and conceptually regarding his biblical role and function.

**REQUIRED PRINTED MATERIALS:** (Purchased from Master's by the student)

Escape from Church, Inc. by E. Glenn Wagner, ISBN: 0-310-24317-3, Published by Zondervan Publishing House, 1999.

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

The Pastor's Guide to Personal Spiritual Formation, by William Willimon, et al, ISBN: 0-83-412-209X, Beacon Hill Pres, 2005.

## COURSE COMPONENT NUMBER ONE

### YOUR TEXTBOOK PROJECT:

**Part One:** Read Escape from Church, Inc. carefully. Complete the questions or project after each chapter (listed below).

Layout your answer page for each of the questions as follows:

Question #1: (Print question here.)  
Answer here. Be very thorough.

Question #2: (Print question here.)  
Answer here. Be very thorough.

And so forth.

### **COURSE STUDY QUESTIONS FOR: ESCAPE FROM CHURCH, INC.**

#### **I. Introduction**

This book is the author's attempt to define a God-given model for successful churches and pastors. From the introduction, relate what the author believes is the reason the church in America is not growing.

#### **Chapter 1**



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

1. What is George Barna's assessment of the church today and what are his two probable outcomes for this country?
2. What does the author mean when he says that the underlying problem in the church is that we have moved both pastors and churches from a community model to a corporation model?
3. What is that people in our churches really need? What metaphor did Jesus use to teach how He wanted His church to relate?

## Chapter 2

1. Read Jeremiah 10:21 and discuss your personal interpretation of the verse and how it could apply to you as a pastor.
2. According to Jeremiah, what was the root problem of the pastors in Judah that led to such social and religious devastation?
3. What is the primary duty of those whom God calls to lead a church and what are the consequences if he does not fulfill this duty?

## Chapter 3

1. Discuss the author's presentation of the dynamic between the practice of ministry and the theology of ministry. How do you perceive pastoral ministry should be performed?
2. The author lists several consequences as a result of practicing ministry without a theological base being laid first. Name those consequences or others that many come to mind.
3. In your own words, define *pastoral theology*. What does pastoral theology do? What is its function?
4. Briefly discuss the analogy the author uses from Matthew 7:24-29 regarding what you learning in this study so far. This can be brief.

## Chapter 4

1. What is the author's belief as the basic truth of pastoral ministry? Do you agree? Why?
2. Explain the statement "The essence of ministry is simple, but not easy."

## Chapter 5

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

1. Explain what you think the author means when he says that the pastor loses his effectiveness when he loses his biblical identity. Do you agree? Why?
2. Read I Peter 5:1-4 and highlight key points referring to the biblical function of a pastor.
3. The author lists 5 reasons why the term "shepherd" is a good one in describing the position and role of the pastor. List them.
4. Is it possible to adopt the shepherd's model as a pastor away from another model? If so, how?

### **Chapter 6**

1. Read Psalm 23 and John 10 and describe how these two chapters reveal God's portrait of a pastor.
2. Are these relevant today? Briefly explain your answer.
3. Using Nathan's confrontation of David in 2 Samuel 12:1-13, explain why it was that David responded so deeply.
4. After reading this chapter, briefly describe what you think about what you just read. Do you agree, not agree, or partially agree and why?

### **Chapter 7**

1. Briefly describe the difference between leader and pastor. Refer to the reigning styles of King David and King Solomon. Make note of the condition of the people after each reign.
2. What is one of the essentials that shepherding is based upon? In other words, before a shepherd can lead and cast a vision, what does the shepherd need to have from his congregation?

### **Chapter 8**

1. According to the author, what is it that should provide the pastor with a passionate sense of direction and destiny?
2. The author discusses at least three components of God-called pastoral ministry. Briefly describe them.
3. Briefly describe your call to pastoral ministry. If this has not happened to you at this point, you can state that.

### **Chapter 9**

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

1. List and briefly comment on the 5 reasons the author lists regarding the glory of the calling of a pastor.
2. Indicate how the teachings in this chapter help you gain a clearer focus on the role and function of a pastor.

### Chapter 10

1. What is the 80-10-10 principle as described by the author? What does this have to do with the church?
2. Read John 10:1-4 and make note of the phrase, "the man who does not enter the sheep pen by the gate, but climbs in by some other way, is a thief and robber." Who do you think "the man" may refer to?

### Chapter 11

1. Read the questions and answers in this chapter and briefly record your personal response to each question. It is not necessary to be lengthy, just a thought or two as to how the questions help you define who you are and how you are to function.

### Chapter 12

1. After reading this chapter carefully, write down a minimum of 5 statements the author makes that speak directly to you. Following the statement briefly discuss why it means to you what it did.

**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.**

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

## 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!*

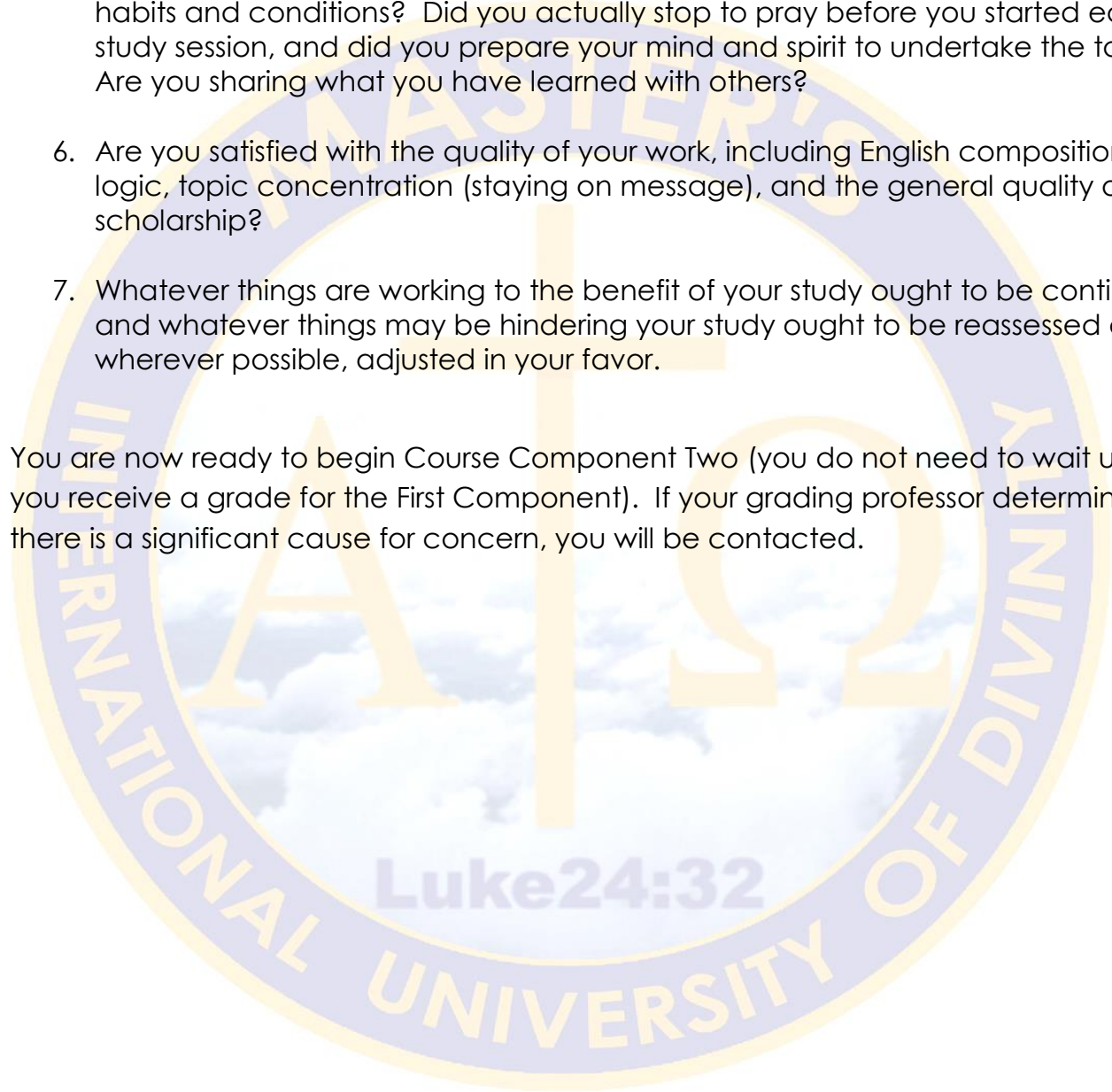
### **The Mid-term Self-Directed Assessment Instructions:**

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.
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](mailto:lessons@mdivs.edu).

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

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.



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

## COURSE COMPONENT NUMBER TWO

**Part Two:** Make note of the various books that E. Glenn Wagner mentions in his book. From there, pick one book of your choosing. After reading it, write a paper of no less than 500 words on how this book enhanced and enlarged your understanding of your pastoral role and function.

**Part Three:** Read the book The Pastor's Guide to Personal Spiritual Formation, by William Willimon, et al. After each chapter, write a synopsis of no less than 150 words and no more than 300 on what you think the authors are trying to convey. This assignment is not looking for lists, but for the student's thoughts and concepts. Finally, list the three chapters that impacted you the most and explain why.

**Part Four:** Read Psalm 78:70-72 in at least three translations. There are several principles in these verses concerning the role and function of a pastor. Write a paper of 1,000 words highlighting the components relating to pastoral ministry in this passage and from information and insight you have learned from this course and your reading.

### **YOUR FINAL WRITING PROJECT:**

This is the final project, and must be completed only after you have finished all of the Projects. Write a summary of the entire course. Include in this summary how this course 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 750 words.

**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.**

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

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



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

#### 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.



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

- 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](mailto: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.

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

- 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](mailto: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

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

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](mailto: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.***

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

## 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](mailto: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.

### [Read Me 2 of 6](#)

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.

### [Read Me 3 of 6](#)

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.

### [Read Me 4 of 6](#)

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](mailto: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.

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

[Read Me 5 of 6](#)

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.**

[Read Me 6 of 6](#)

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.

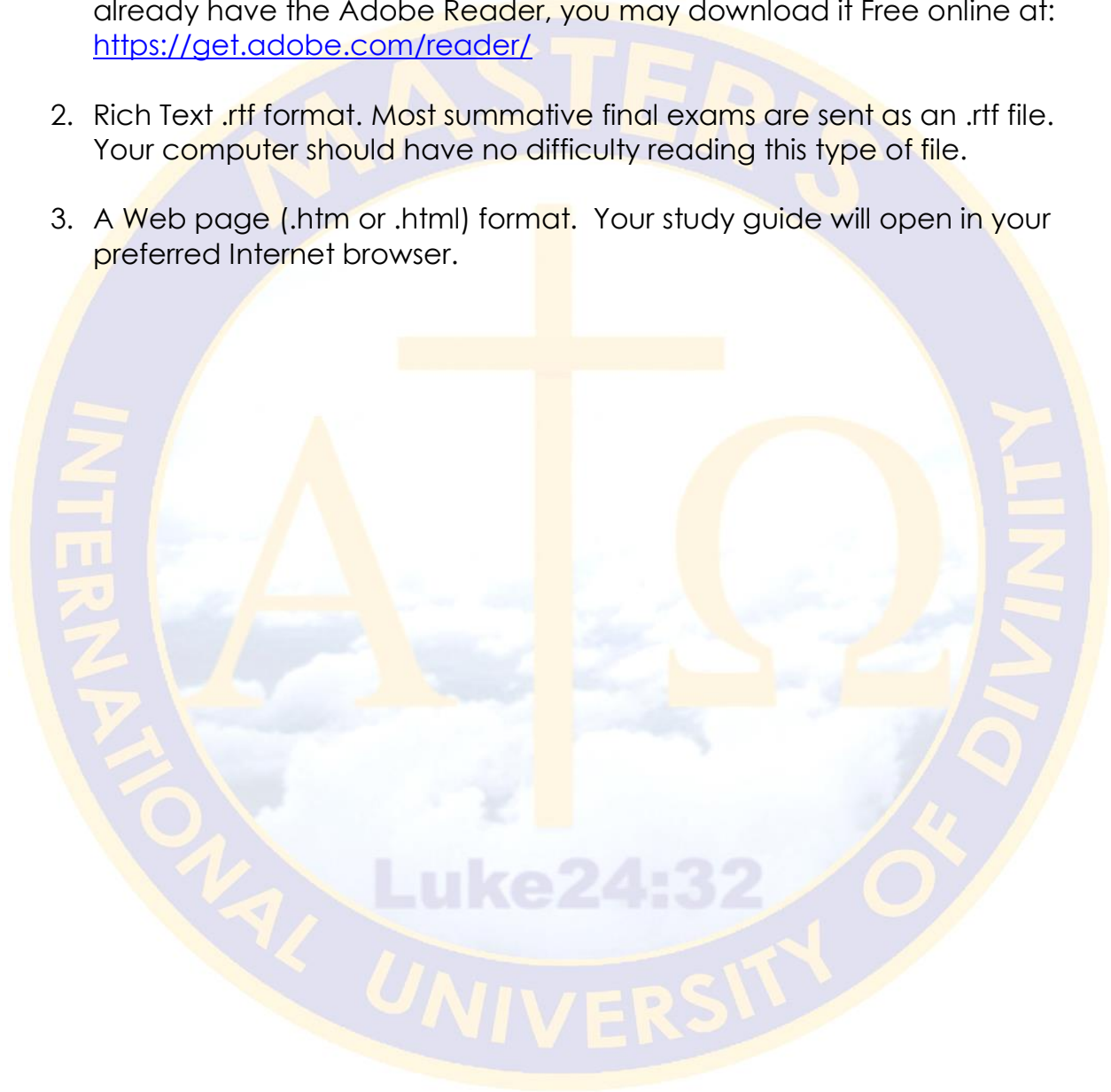
To order your next course, use the Study Guide Request Form on your Program Access Page or the Student Portal. You may also go to:

<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.





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

## 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.

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

## 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. \*\***