

MASTER'S INTERNATIONAL

School of Divinity

1-800-933-1445 ~ 1-812-471-0611 ~ 1-812-471-0877 FAX

www.mdivs.edu ~ Student Portal www.mdivs.edu/mdsiap.html

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*"He will guide you into
all Truth." John 16:13*

Fundamentals of Biblical Counseling FB-201

Three (3) Credits

REVIEW THE FOLLOWING ITEMS BEFORE YOU BEGIN.

- 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 Divinity School 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 password (contact Master's if you have forgotten these).
- Follow the instructions provided at the end of this study guide related to course formatting and submission. You may also refer to your Student Orientation Page. IMPORTANT: The instructions on the study guide always supercede any other instructions. If there seems to be a conflict between this study guide and other instructions, be sure to 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. The address is: <http://www.mdivs.edu/mdsiap.html>.
- 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. Be sure to read carefully the Academic Integrity Policy at the end of this study guide.

- 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; already acquired knowledge of the subject, previous education, and personal situations influence study habits and ability. However, on average, one course credit usually requires between 35-40 clock hours of study. Therefore, a two credit course will require about 70-80 hours of work, likewise a three credit course 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 only 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.
- Most courses are divided into two major sections. When each part is completed, it is sent to Master's for grading (*course projects are not sent directly to the professor*). 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 generally require about two weeks. These are only averages. ***Be absolutely certain that you keep the Divinity School immediately informed if you change your email, postal mailing address or telephone numbers.***
- This course requires a proctored written final summative exam. Be sure to follow very carefully the instructions for this final component of the course, and contact the Divinity School if you have questions (see email and telephone information above).

Americans with Disabilities & Non-Discrimination Statement

Master's is an affirmative action, equal opportunity institution. Students with documented disabilities who may need special instructional accommodations should notify the Divinity School (see email and telephone information above).

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

Course Information:

Instructor: William Hines, D.Min.

More information about your professor may be found on the faculty page located online at: <http://www.mdivs.edu/admin&instructors.html>.

Contact Information for your professor:

Email address: drhines@mdivs.edu

Phone number: 1-812-471-0611

Course Purpose

To introduce the student to the fundamentals of multidimensional biblical (nouthetic) counseling. The student will have the opportunity to recognize, identify and recite these concepts.

Course Objective

1. To build a foundation for biblical counseling so that the student can identify the essential dynamics and discuss both the practice and the process involved.
2. To enable the student to recognize important differences with other theories and describe their relationship to the biblical counseling model.
3. To provide an opportunity for the student to examine model components and relate them to the biblical and theological framework upon which they depend.

MATERIALS

REQUIRED AUDIO LECTURES:

Fourteen lectures by Dr. Eyrich comprise the audio component of this course. These lectures are provided free online (see the links immediately below). The lectures can also be purchased on CD by the student at a cost of \$30 which includes shipping and handling. To order, send your request to: lesson@mdivs.edu.

1. [http://www.mdivs.edu/m3/audio/Fundamentals of Biblical Counseling Lecture 1.mp3](http://www.mdivs.edu/m3/audio/Fundamentals%20of%20Biblical%20Counseling%20Lecture%201.mp3)
2. [http://www.mdivs.edu/m3/audio/Fundamentals of Biblical Counseling Lecture 2.mp3](http://www.mdivs.edu/m3/audio/Fundamentals%20of%20Biblical%20Counseling%20Lecture%202.mp3)
3. [http://www.mdivs.edu/m3/audio/Fundamentals of Biblical Counseling Lecture 3.mp3](http://www.mdivs.edu/m3/audio/Fundamentals%20of%20Biblical%20Counseling%20Lecture%203.mp3)

4. [http://www.mdivs.edu/m3/audio/Fundamentals of Biblical Counseling Lecture 4.mp3](http://www.mdivs.edu/m3/audio/Fundamentals%20of%20Biblical%20Counseling%20Lecture%204.mp3)
5. [http://www.mdivs.edu/m3/audio/Fundamentals of Biblical Counseling Lecture 5.mp3](http://www.mdivs.edu/m3/audio/Fundamentals%20of%20Biblical%20Counseling%20Lecture%205.mp3)
6. [http://www.mdivs.edu/m3/audio/Fundamentals of Biblical Counseling Lecture 6.mp3](http://www.mdivs.edu/m3/audio/Fundamentals%20of%20Biblical%20Counseling%20Lecture%206.mp3)
7. [http://www.mdivs.edu/m3/audio/Fundamentals of Biblical Counseling Lecture 7.mp3](http://www.mdivs.edu/m3/audio/Fundamentals%20of%20Biblical%20Counseling%20Lecture%207.mp3)
8. [http://www.mdivs.edu/m3/audio/Fundamentals of Biblical Counseling Lecture 8.mp3](http://www.mdivs.edu/m3/audio/Fundamentals%20of%20Biblical%20Counseling%20Lecture%208.mp3)
9. [http://www.mdivs.edu/m3/audio/Fundamentals of Biblical Counseling Lecture 9.mp3](http://www.mdivs.edu/m3/audio/Fundamentals%20of%20Biblical%20Counseling%20Lecture%209.mp3)
10. [http://www.mdivs.edu/m3/audio/Fundamentals of Biblical Counseling Lecture 10.mp3](http://www.mdivs.edu/m3/audio/Fundamentals%20of%20Biblical%20Counseling%20Lecture%2010.mp3)
11. [http://www.mdivs.edu/m3/audio/Fundamentals of Biblical Counseling Lecture 11.mp3](http://www.mdivs.edu/m3/audio/Fundamentals%20of%20Biblical%20Counseling%20Lecture%2011.mp3)
12. [http://www.mdivs.edu/m3/audio/Fundamentals of Biblical Counseling Lecture 12.mp3](http://www.mdivs.edu/m3/audio/Fundamentals%20of%20Biblical%20Counseling%20Lecture%2012.mp3)
13. [http://www.mdivs.edu/m3/audio/Fundamentals of Biblical Counseling Lecture 13.mp3](http://www.mdivs.edu/m3/audio/Fundamentals%20of%20Biblical%20Counseling%20Lecture%2013.mp3)
14. [http://www.mdivs.edu/m3/audio/Fundamentals of Biblical Counseling Lecture 14.mp3](http://www.mdivs.edu/m3/audio/Fundamentals%20of%20Biblical%20Counseling%20Lecture%2014.mp3)

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

Competent To Counsel, by Jay E. Adams.
ISBN: 0-310-51140-2... Published by Zondervan.

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*. You will complete the first part of this course then be instructed to submit it for grading. At that time 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 your personal assessment, you should begin to work on the next part of the course. In the meantime, you will receive a grade for the first part of the course. If there are any serious concerns with your work, your grading faculty member will be in contact with you personally. ***Be absolutely certain that you keep the Divinity School immediately informed if you change your email or postal mailing address or telephone number.***

After you have completed the Second Component for this course (if so required), you will be ready to take your final written proctored summative essay exam. Follow the instructions given at that point in this study guide. If there are not such instructions, then this course is not one that requires a final proctored exam.

Instructional Methods

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 most cases, a final proctored summative examination.

COURSE COMPONENT NUMBER ONE

Upon the completion of this first Component, you will send it to the Divinity School for grading.

I. Your Lecture Project is:

1. Listen to each lecture.
2. Summarize the information on *each* lecture (do this for every lecture) with at least 200 words. Include key points to demonstrate your comprehension of the lecture.

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 Divinity School if you need to ask questions or clarify points of concern. Remember, if you are encountering difficulties, it is your responsibility to contact the Divinity School. ***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 Divinity School 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 without delay.

COURSE COMPONENT NUMBER TWO

Upon the completion of this Second Component, you will send it to the Divinity School for grading.

Your Textbook Course Project is:

Part One: Read the textbook and write a one paragraph affirmation that you have read the required textbook.

Part Two: Assume that you are asked to write a Book Review of the required textbook for a magazine. Write your review, as both a synopsis and a critique of the content. Use not less than 600 words.

Part Three: Using the textbook as your foundation, write a position paper on the subject of competency in counseling. That is, what constitutes competency, and what constitutes incompetence. If your personal position differs from the foundational premise of the text, include in this paper your reasons for holding a different position. Use not less than 1,000 words (about six to eight pages).

III. Your Course Writing Project is:

This is the final project, and must be completed only after you have finished the lecture and textbook 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 800 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.

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

Assuming that you have completed the requirements for this course, and providing there are no follow-up issues concerning submission and grading, you are now one course closer to the successful completion of your ministry education goal. Congratulations!

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.
- 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.
- 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 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.

THE PROCTORED FINAL SUMMATIVE ESSAY EXAM PROJECT

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.*

Assuming that you have completed the requirements for this course, and providing there are no follow-up issues concerning submission and grading, you are now one course closer to the successful completion of your ministry education goal. Congratulations!

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 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 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 "Text" or DOS, ASCII, ANSI, or RTF (preferred) which are all essentially the same. 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, we strongly recommend that you convert to RTF formatting.**

DO NOT SEND COURSES IN ANY OTHER FILE FORMAT. DO NOT SEND COURSES AS A ZIP FILE. Courses not sent according to the above, will be refused and a request will be made for resubmission.

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THIS INFORMATION IS FOR STUDENTS WHO ELECT TO PRINT THEIR COUSE 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.
- 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).
- You must include with your course, a return envelop of sufficient size and affixed with sufficient postage to allow us to return your graded course to you. 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 School of Divinity, PO Box 5009, Evansville, IN 47716-5009.

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BEFORE SENDING YOUR FIRST COURSE ONLINE, PLEASE BE SURE TO READ VERY CAREFULLY THE INSTRUCTIONS THAT ARE A PART OF THAT 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 WILL PROBABLY BE REQUIRED TO COMPLETE A PROCTORED FINAL WRITTEN SUMMATIVE ESSAY EXAM. **INSTRUCTIONS ON THE STUDY GUIDE ALWAYS SUPERCEDE ANY OTHER INSTRUCTIONS.**

NOW, LET US TAKE A LOOK AT THE GENERAL PAGE FORMATTING GUIDELINES THAT YOU WILL NEED TO 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.
- Double-space.
- Use a font that is easy to read (Ariel, Time New Roman, 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, 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.

Courses not sent according to the proper submission steps will 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 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 component****.

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 BE REFUSED AND A REQUEST WILL BE MADE FOR RE-SUBMISSION.

ALSO: DO NOT send your lesson file both online and then again off-line (by postal mail). Select one or the other method but do not send your lessons both ways.

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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://www.mdivs.edu/studyguiderequest.html>
- It is unlikely that you will need to contact the Divinity School directly since the Study Guide Request Form will assure that your request will be handled as soon as possible. However, in the event that you should need to contact the Divinity School concerning a Study Guide, you may telephone (812) 471-0611 or email studyguides@mdivs.edu.

Your study guides will come to you in one of two 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:
<http://www.adobe.com/products/acrobat/readstep2.html>
2. Rich Text .rtf format. Your computer should have no difficulty reading this type of file.

This is also an ideal time to inform us of any change to your email address, postal address or telephone numbers.

COURSE EVALUATION CRITERIA

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-

ADDITIONAL GRADE CRITERIA

Exemplary development of ideas.

Strong in the area of application.

Unique and helpful expressions employed.

Nice mix of theological and/or pastoral ideas.

Excellent recall of material.

References very strong and relevant.

Aware of important intricacies of the issues involved.

Overall work at the peak of or above grade level.

Submission requirements not fulfilled.

Grammatical errors excessive.

Lack of flow in communication.

Overall work somewhat below grade level.

ACADEMIC INTEGRITY POLICY

The following statements express the policy of Master's International School 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.

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 Divinity School 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.