

# Doctor of Missiology Program Handbook

Division of Intercultural Studies  
2011 – 2012



WESTERN SEMINARY

portland ■ san jose ■ sacramento

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## Welcome to Western's Division of Intercultural Studies!

You would not be reading this handbook if you had not spent many hours in prayer, seeking God's guidance in your life. He has given you a passion for the challenge of serving Jesus Christ's great commission in a multicultural context.

### **Why a Doctor of Missiology from Western Seminary?**

#### **1. Non-residential Program with Flexible Schedule.**

Convenient courses encourage students to remain active in ministry while studying. Courses are conducted in a one-week intensive module allowing students to remain active in ministry without resignation or relocation. The module design includes pre-session preparation, in-class meeting, and follow-up work, maintaining academic integrity.

#### **2. Experienced Faculty.**

Seasoned church leaders from Asia, Africa, and Latin America help ensure cross-fertilization of perspectives and spiritual insights between North Americans and those from abroad. Professors include both resident and visiting experts representing the spectrum of cross-cultural missions. These veterans of the field are actively engaged in cross-cultural ministry, traveling around the world to bring current findings and experiences into the classroom. And because of the nature and size of our program, our class discussion time lends itself to stimulating interaction with faculty, as well as with fellow students, who are missionary practitioners themselves.

#### **3. Field-based Research and Dissertation.**

This professional ATS accredited degree includes field-based research which enhances and enriches your ministry. To accomplish this goal, candidates will work closely with dissertation chair and faculty readers who will advise and mentor throughout this research/writing phase of the program.

#### **4. Leadership Development**

The focus of the D.Miss. program is on "leadership development" that is grounded in intercultural communication, intercultural education, contextualization, globalization and field-based research.

#### **5. Partnership with IICC (Institute For International Christian Communication) at Worldview Center.**

Through this partnership students can receive affordable room and board while living in international community during their one-week intensive courses.

#### **6. Unique option of cross-registration with D.Min. Program at Western Seminary.**

Students can take electives in D.Min. program.

#### **7. Peer learning**

Since the program is an in-service doctoral program most of the students in the program are seasoned missionaries, educators/trainers in the field of missiology. Therefore, peer

learning by exchanging of experiences/insights are very beneficial and on-going throughout the program.

This handbook is meant to be a reference point which will provide you with details of the program, inform you of policies and procedures, answer questions and guide you through your work as you achieve your goal. In addition, faculty and staff are here to provide assistance to you whenever you need it. We are honored to be a part of your ministry and trust that God will continue to encourage and direct you as He provides enrichment for your service to Him.

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### **Program Purpose**

The Doctor of Missiology is an in-service program that strives to enhance the ministry of workers in diverse ethnic and socio-cultural contexts (i.e. globalization, post-modernism, pluralism, multiculturalism, etc.) through further development in spiritual transformation, ministerial improvement and contextual relevance.

The D. Miss. Program is committed to each student's gaining the following core competencies:

#### **1. THE GREAT COMMISSION THROUGH SPIRITUAL TRANSFORMATION.**

To fulfill the Great Commission of "making disciples" through spiritual transformation

#### **2. FULFILLING THE GREAT COMMISSION VISION AND ACTION FOR CHRISTIAN MISSIONS.**

To maintain a vision for Christian missions that motivates and mobilizes others for Kingdom ministries (e.g. evangelism, church planting, ministry development).

#### **3. STRATEGIC AND ACADEMIC COMPETANCY.**

To formulate and practice a holistic understanding of ministry, integrating theology, missiology, anthropology, and related disciplines.

# GENERAL INFORMATION



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## **THE SCHOOL BEHIND THE PROGRAM**

### **Western Seminary's History**

Through the efforts of Walter B. Hinson, the Portland Baptist Bible Institute was organized in the winter of 1925. In 1926 efforts were begun to replace the Bible Institute with a graduate level seminary to provide more adequate theological education in the Northwest. Western Baptist Theological Seminary was officially dedicated on October 4, 1927.

Throughout the years, Western has established a number of highly visible and forward-looking programs. It was one of the first evangelical schools to offer the Doctor of Missiology degree and a variety of extension courses. In fulfillment of our desire to make residential seminary education accessible to key cities on the West Coast, Western established branch campuses or teaching sites in Northern California.

Western's current president brings a wide variety of effective leadership experience in both para-church and congregational settings. The president's passion and heart for relevant ministry are widely appreciated.

Throughout its history, Western Seminary has been richly blessed by God. The school has enjoyed a faithful and prayerful constituency; a loyal serving staff; a caring and gifted faculty; and a steady stream of teachable and dedicated students.

### **Western Seminary's Mission**

Western Seminary serves as a catalyst and resource for spiritual transformation by providing, with and for the church, advanced training for strategic ministry roles.

### **Western Seminary's Vision**

Our mission is to train men and women to be faithful agents of spiritual transformation in the lives of others. Confident in the uniquely transforming power of the biblical gospel, and knowing how to communicate God's truth and love in both word and deed, our graduates are well-equipped to play key roles in the outworking of the Church's mission. Their role may focus on a pulpit, a mission field, a counseling center, a classroom, the marketplace, or some other venue, but regardless of the setting, Western grads know how to be salt and light in it.

That redemptive impact depends on empowerment from the Holy Spirit. Such empowerment is most likely to be experienced when followers of Christ model godliness as they submit their lives to the truths revealed in Scripture and join the Lord in the outworking of His salvific missions, Biblically-grounded, Christ-focused and gift-based ministry emerges as does an atmosphere marked by both grace and gratitude. These values represent the heart of "Gospel-centered transformation".

### **Accreditation**

Western Seminary is accredited by the Northwest Commission on Colleges and Universities (NWCCU), the institutional accrediting body for colleges and universities in the Northwest region of the United States. Western Seminary is also accredited by the Association of Theological Schools (ATS), the accrediting body for theological schools in the United States and Canada.

# ADMISSIONS INFORMATION



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## ***Admission Requirements***

In addition to the Seminary's general requirements for admission, an applicant for the Doctor of Missiology program shall hold either a Master of Divinity degree or a two-year master's degree in appropriate theological and missiological disciplines from an institution accredited regionally and/or by the Association of Theological Schools in the United States and Canada (A.T.S.). A cumulative grade point of 3.0 (on a 4 point scale) in graduate studies is required.

Doctoral applicants who are otherwise qualified but whose graduate degree is not a M. Div. or other specified master's degree may seek admission by establishing the educational equivalent of the admission requirement. For example:

1. The field of the graduate degree is in a field of study that can be shown to contribute directly to mission practice, with a minimum of sixteen semester hours of missiology or the equivalent.
2. The applicant demonstrates, by interview and written analysis, knowledge of his/her disciplines/ submitting their application to the missiology program.
3. The applicant presents at least sixteen semester hours each of biblical, theological and missiological studies or the equivalent.

An applicant with a degree from an institution not regionally or ATS accredited may seek admission by special review. If the review is favorable, the student will be admitted on academic probation.

D Miss. applicants are expected to have at least two years or more of intercultural or multi-ethnic ministry.

A set of admission materials must be completed and on file in the Admissions Office before action can be taken. These materials include:

1. An admission essay.
2. Experience statement (or professional vita).
3. A statement of supportive endorsement from the church or agency with which the applicant serves.
4. Four professional and personal references.
5. Official transcripts of all college, graduate-level, and seminary education (English translation required, if necessary).
6. An identifying photograph is requested prior to actual enrollment.

All application materials, including transcripts and personal references, must be received before an application will be reviewed for an admission decision. To permit timely

decisions and notification, the applicant's file must be completed and received by the Division of Intercultural Studies at least one month prior to beginning any module work.

Since English is the contemporary language of world scholarship, D.Miss. students must have the written and oral skills in English appropriate for research and dialogue at advanced level. Applicants for whom English is not their first language must pass an entry written and oral English examination (TOEFL) with a minimum score of 550 (paper-based exam) or 213 (computer-based exam) and 3.5 writing score.

International students, permanent resident students and other students who are unfamiliar with the language, culture, and academic environment of the United States will find many differences when they begin their residency studies. Students are assisted with cultural and social adjustments, and communication skills.

Fulfillment of these standards will be determined by the Director of the Doctor of Missiology program following evaluation of application papers, in consultation with the Registrar and potential faculty mentors, and, preferably, a personal interview.

### ***Pre-D.Miss. Status***

If you are given Pre-D.Miss. status upon acceptance to Western due to unfulfilled admission prerequisites, you will be allowed to take the two “gateway modules.” After admission prerequisites have been satisfactorily completed, the probation status will be removed and you will be allowed to proceed in the D.Miss. program.

### ***Transferred Credits***

Doctoral-level modules taken at other institutions may apply for Transfer Credits in the D. Miss. degree, as determined by the student’s doctoral committee, Program Director and Registrar. Up to nine (9) units may be earned in this way.

### ***Special Procedures for F-1 Students***

All students entering the U.S. with a valid Student Visa (F-1) must consult with the International Student Coordinator. There are differences in requirements for maintaining F-1 visa status for each level of studies at Western Seminary in conformity to the requirements of Homeland Security. It is the responsibility of the F-1 visa student to comply with Seminary and United States Department of Homeland Security regulations by working closely with the International Student Coordinator and the Program Director. Consequences of failing to comply with Seminary and Homeland Security regulations range from restrictions on enrollment to dismissal from the degree program and Seminary, which means the student will lose F-1 status and will be subject to deportation. When in doubt about Seminary and Homeland Security regulations, immediately check with the International Student Office.

# ORIENTATION



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## ***Introduction to the Doctor of Missiology Program***

The Doctor of Missiology (D.Miss.) is an advanced professional degree intended to aid in the development of leadership for the worldwide Church. The program is designed specifically for those who are faced with the challenge of a pluralistic society and who work within a multi-ethnic context. Mature church leaders from Asia, Africa, and Latin America who participate in the program ensure cross-fertilization of perspectives and spiritual insights with those from North America and Europe.

### Valuable Experience

The D.Miss. program at Western Seminary is a valuable experience because it is a well-integrated program. The program finds its balance by integrating three major areas. They are:

1. Academics (standard curriculum) and pragmatics (competence emphasis).
1. Classroom learning and field research.
3. Spirituality, scholarship and ministry effectiveness.

### Program Uniqueness

1. It is a professional degree that includes field-based research.
2. A module format is used to make graduate level education accessible to the active practitioner without compromising the academic integrity. The design includes sensitive pre-session preparation and follow-up work outside of the class meeting time.
3. It is designed to benefit students in the Doctor of Missiology (D.Miss.) and Doctor of Ministry (D.Min.) programs at Western as students may cross-register, which allows them to benefit from both, while maintaining the integrity and distinctiveness of each.

All students entering the D.Miss. program must take two foundational modules, i.e. the two gateway courses during which time the student will:

1. Complete a concise statement of their program focus.
2. Begin development of bibliographies and identify potential resources pertaining to the program focus.
3. Form the doctoral committee to guide the program and approve the dissertation
4. Develop and gain preliminary approval of the individual learning contract.

# DESCRIPTION OF THE PROGRAM



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## ***General Description***

The D. Miss. program is a professional in-service degree to enable Christian workers to serve more effectively in intercultural and multi-ethnic contexts.

**The program is designed specifically for those who work in an intercultural context, regardless of geography, including those who have to cross ethnic and cultural boundaries and overcome linguistic barriers to minister in their own county.**

The **program focus** of your studies will vary, depending on your ministry context and career goal. The program is not separate from your ministry, but is intended to enhance it. The non-residential format is designed to make higher education accessible to the practitioner in ministry. The learning process takes place both during class meeting time and in the field. The on-going ministry provides the context for integration and the module format allows you to join with other active Christian workers in order to benefit from classroom instruction, field and library research, and interaction with both faculty members and co-workers in seminars.

*How do you benefit by enrolling in the D. Miss. Program?*

1. As a Christian worker who is focused on extension of the Kingdom of God, particularly across cultural boundaries.
2. As a church leader who wishes to influence your church or organization to greater involvement in the Great Commission.

## ***Five Core Components of the D. Miss. Program***

- Your individual program focus
- Ten competency modules
- Comprehensive examination
- Field research
- Dissertation

Equipped by the two modules on research methodology (DIS 712, DIS 725), students are expected to engage in field research within the natural context of their place of ministry during the entire period of D. Miss. studies. The research and writing of the dissertation facilitate learning throughout the whole D. Miss. curriculum, integrating reflection/evaluation of past ministry with intercultural strategy for ministry improvement and career advancement. This research becomes part of the completed dissertation which comprises the final two modules.

The equivalence of a two-year period of full-time study is a minimum time to complete the doctorate. An average of three years is normally required. An overall period of six years is allowed for completing the program. An extension of this period requires an *official academic petition* (See Appendix) and action and approval by the Doctoral Standards Committee.

### Program Focus for Individually Designed Curriculum

Your program focus varies according to many factors, such as, ministry context, career goal and ministry strategy. The program focus expresses your opportunities or concerns in ministry. It may be a fundamental question of understanding the group being reached or identifying ministry opportunity to build a strategy for evangelism and church-building among that group. It may be development of a leadership training program appropriate for a particular group, or a similar challenge. Working with your faculty advisors you will identify and describe explicitly a focus unique to your ministry. When the Division of Intercultural Studies (DIS) extends their official approval of the program focus it becomes your central point of study and research for the D. Miss. Program, leading to the completion of the individually designed Dissertation.

### Ten Academic Modules

These modules are comparable to what are called “courses.” However, modules are different from courses. In order to improve and measure your ministry development in specific areas, you will be assigned reading and possibly a written assignment which is to be completed prior to module attendance. This preparation before the module will enable you to participate and interact during the module. Each module will include lectures, seminars, practical assignments, and field work intended to introduce you to a specific area. Through your interaction with faculty, you will be able to chart the applications to your specific intercultural ministry. After each module you will be responsible for post-module reflection, personal integration of material to your specific program focus and field-based research.

## ***Program Structure and Procedures***

The program provides a basic structure with flexibility to accommodate your specific objective and program focus. Statement of the program focus, which is included in the learning contract, forms the basis for the design of your individual program, beginning with the development of bibliographies relevant to your program focus.

### The Learning Contract

Your unique program is based upon a learning contract (See Appendix I: Forms), developed during the first two gateway modules. It is a requirement that a learning contract be finalized, with all necessary signatures, within one month after you have completed the in-class sessions of the two gateway modules.

The learning contract states your specific program focus. It also includes a time table stating the terms that you will be taking specific modules, conducting field work, taking the comprehensive examination and completing your other requirements to be awarded your Doctor of Missiology degree. The learning contract will be completed when you have identified and secured two doctoral dissertation committee members, proposed a date of completion for your dissertation, and a graduation date.

### Changes to the Learning Contract:

If circumstances beyond your control preclude you from honoring the proposed dates of the learning contract, you must work closely with your doctoral dissertation committee and the DIS Administrative Office at Western Seminary to revise and update your learning contract.

It is important that you frequently review your learning contract with your doctoral dissertation committee chairperson to note your progress and monitor changes. If there have been changes in your plan, submit a revised learning contract to your doctoral dissertation committee chairperson and to the DIS Administrative Office for approval by obtaining the necessary signatures to validate your revised learning contract.

# ACADEMIC WORK



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## ***Module Calendar***

Each academic year, a module calendar is published which lists the schedule of modules to be offered. This calendar includes the following information:

1. Course Identification Number, e.g., DIS 711, DIS 712... .
2. Course Title, e.g., “Foundations for Missions / Ministry”.
3. Professor’s name.
4. The date the syllabus is available on the Western Seminary web site.
5. The date you must register and begin your preparatory work.
6. The dates the module will take place.
7. The date your post-module integration finished work is due to the professor.
8. The date your grade will be submitted to the records office.

There is a copy of the current module calendar in the Doctor of Missiology section of the Western Seminary web site.

## ***Registration***

You must complete your registration for a module nine (9) weeks prior to attending the course or doing fieldwork. You will register any/all modules through the DIS Administrative Assistant. The most efficient way to register is to come to the DIS Administrative Office in Milliken Hall and complete the form. However, we know that many students are not on campus. In that case, e-mail the DIS Administrative Assistant of your intention to register a minimum of nine (9) weeks in advance of the scheduled module meeting date. All distance registration must be in written form and phone call registration requests cannot be honored. The reason is that when you register for a course, your student account will be charged and we must have written authorization expressing your intention to be registered. You cannot register doctoral modules on-line.

## *Degree Requirements*

<b>Course Number</b>	<b>Course DescriptionHrs.</b>	<b>Credit</b>
DIS 711	Foundations of Missiology/History of Mission +	(3)
DIS 712	Proposal and Research Design +	(3)
DIS 715	Theology of Christian Mission *	(3)
DIS 725	Integrated Research Methodologies *	(3)
DIS 732	Educational Theory & Pedagogical Methodology *	(3)
DIS 741	Cultural and Educational Anthropology *	(3)
DIS 742	Contextualization and Leadership*	(3)
DIS 744	Evangelism and Church Planting Movements	(3)
DIS 747	Intercultural Education*	(3)
DIS 749	Intercultural Leadership and Mentorship*	(3)
DIS 751	D.Miss. Seminar	(3)
DIS 790	Dissertation: Field Research Integration *	(3+)
DIS 791	Dissertation: Research Report *	(3+)

**Total units for Graduation:**

**36**

Note: +gateway courses; \*required courses

## *Course Descriptions*

**DIS 711 – Foundations/History of Mission.** This is an introductory course for the D.Miss. program. Basic understanding of the field of missiology and historical review of Christian missions are essential elements for this course. 3 credits

**DIS 712 – Proposal and Research Design.** . This is an introductory module in basic research design and survey of methodologies. During these sessions, the student's Program Focus gradually emerges, the overall Learning Contract for completion of the program is drafted and approved, and a framework for research planning in anticipation of conducting research and writing the dissertation is presented. Required gateway course. 3 credits

**DIS 715 - Theology of Christian Mission.** Themes and issues of both biblical and contemporary theology of mission are surveyed and reviewed, leading to the formulation of theological foundation for missionary effort, mission practice and mobilization. 3 credits.

**DIS 721 - Principles of Intercultural Communication.** Students are given a foundation for relating insights from several disciplines to the essential task of Christian ministry - communication of the Gospel of Jesus Christ. A basic understanding of intercultural communication is developed in class lectures, readings in both scholarly and popular literature, and thorough examination of case studies. This course provides a framework for further study in areas of major importance to the intercultural Christian worker, areas such as education, management and administration, and contextualization. Application may include original field research in communication situations of the student's ministry. 3 credits.

**DIS 725 – Integrative Research Methodologies.** Various types of methodologies pertinent to missiological and educational research will be surveyed and compared. Specific methodologies and skills will be studied with the express purpose of preparing students to conduct research for the dissertation. 3 credits.

**DIS 732 – Educational Theory and Pedagogical Methodology.** This course provides an overview of the historical, philosophical, and social forces in the formation of approaches to various aspects in education, including teaching, learning and curriculum in North America and major cultures of the world. At the end of the course, students will gain an understanding of the interdisciplinary dimensions of educational thoughts and their implications and applications. Upon analyzing the various educational theories and models, students will be able to construct their own alternative frameworks and formulate educational strategy within the context of their ministries. 3 credits.

**DIS 741 – Cultural and Educational Anthropology.** Anthropological theories, methodologies and techniques of culture and education are surveyed to develop an appreciation and understanding of commonalities, complexities and diversities of various people-groups. A holistic understanding of man is presented in preparation for a holistic gospel and educational ministry of contemporary cross-cultural workers. 3 credits.

**DIS 742 – Contextualization and Leadership.** Being culture specific, leadership varies contextually. This seminar will cover the debate and literature concerning contextualization and leadership. Theological, theoretical and methodological dimension of contextualization and leadership are being covered in a seminar format in this course. 3 credits

**DIS 744 - Evangelism and Church Planting Movements.** . The broad areas of pioneer evangelism, planting and developing churches, and bringing those churches to maturity are discussed in the intensive sessions. A knowledge of church growth theories is expected as well as the ability to relate critical areas of communication, anthropology and the other disciplines of missiology to the central challenge facing the Church—giving every person the opportunity to acknowledge Christ as Savior and Lord. 3 credits.

**DIS 747 – Intercultural Education.** Basic educational principles, as well as how those principles will be worked out differently in differing cultural contexts, must be understood. Cultural differences in learning and teaching styles are considered with their implications for mission. Education programs such as theological education by extension, correspondence courses, use of video, Bible institutes, and lay training used in intercultural ministries are to be examined and evaluated. 3 credits.

**DIS 749 – Intercultural Leadership and Mentoring** This course will cover leadership and mentorship in intercultural contexts. Matter of leadership operations across cultural boundaries and related issues will be examined. Another major component of the course is the creation of a mentoring process which facilitates leadership development and operations crossculturally. 3 credits..

**DIS 751 – D.Miss. Seminar.** Specific topics are covered by specialists in various fields. 3 credits.

**DIS 751H – Intercultural Leadership and Mentoring.** This course will cover leadership development in intercultural contexts and leadership operations across cultural boundaries. Another major component of the course is the creation of a mentoring process which facilitates leadership development and operations cross-culturally. 3 credits.

**DIS 790 - D. Miss. Dissertation—Field Research Integration. (1-3 hours per semester)** Field research may be one of or a combination of the following: archival, educational and experiential. Field research is based on the approved program focus proposal and research design. The research must include data collection based on original research design which demonstrates integrative learning.

**DIS 791 - D. Miss. Dissertation—Research Report. (1-3 hours per semester)** The dissertation is a comprehensive statement of the central problem of the student's doctoral program and the proposed solution or course of action in ministry that has been developed during the program of study. It will include library and field research and, in many cases, the results of field testing of programs proposed. The dissertation-project integrates both the student's previous experience and the completed studies. A minimum of six hours is required for 790 & 791 combined.

A minimum of six hours is required for 790 & 791 combined.

### ***Course Work Expectations***

Each module is offered in an intensive format which consists of three parts:

1. A pre-module preparatory period during which you complete preliminary work such as reading or other readiness assignments. These requirements are listed on the module syllabus which is listed on the Western Seminary web site approximately three months prior to the scheduled module meeting.
2. The classroom instruction session involving 36 hours.
3. Post classroom instruction session period during which module projects are completed.

As a general rule you should expect to invest at least 100 clock hours doing the work required for each course. In addition to this are the 36 hours of classroom instructional time. This estimate assumes that you are above-average, have comprehensive command of the English language and can read rapidly. The amount of time you invest in each module depends in a large part upon your study skills.

### **Grading Standards**

The post classroom work must be completed by the date indicated in the module calendar for the current academic year. The professor will review your work and assign a grade which will be submitted to the records office. You will receive your grade in the mail approximately four weeks after the grade has been sent to the records office.

Grading is on a traditional A – F scale. To remain in good standing, a student must maintain a “B” average in all coursework. One grade of “D” or “F”, or two grades of “C” will place you on academic probation and will be automatically subject to review by the Doctoral Standards Committee.

Criteria upon which grades are based include, but are not limited to, the following:

1. Meeting the requirements listed in the course syllabus.
2. Paper content is reflective of doctoral level of field research, appropriate bibliographic data and integration of biblical and theological support integrating materials from the course and your program focus and mission application.
3. Significant participation in the modules and seminars.
4. Academic composition style, including format organization and accurate use of English grammar and language.

The following is the grading scale adopted by the Faculty of Western Seminary:

**Grading Scale:**

A+	A	A-
100-99%	98-95%	94-93%
B+	B	B-
92-91%	90-88%	87-86%
C+	C	C-
85-84%	83-81%	80-79%
D+	D	D-
78-77%	76-74%	73-70%

Doctor of Missiology students must earn a B or higher grade in each course or become subject to academic probation.

Integrative Paper

A paper is to be submitted after each module taken. The goal is to integrate the course material with your program focus and mission application. This assures that your program stays on track and the material covered becomes the groundwork for possible inclusion in your doctoral dissertation.

***Independent and Individualized Study***

***Independent Study***

Due to factors that preclude a student from taking a regularly offered D.Miss. module (e.g. scheduling conflict), a student may take it in the format of “distance learning” as stipulated below.

***Individualized Study***

With the approval of Program Director and your dissertation committee, a student may take a specially designed course as an elective. There are two electives in the D.Miss. program and may be taken in the format of individualized study in order to cover subject matter outside of the D.Miss. curriculum. The focus of individualized study may be an extension of your current ministry or for career development or advance preparation for research towards the dissertation. This research might consist of an exegetical study of biblical texts, literature review or document

analysis, or field research such as surveys, case studies, systematic observation and the like. It follows the format of “distance learning” as stipulated below.

### **Guidelines and procedures for Independent and Individualized study:**

1. To initiate an Individualized or Independent study, a student may consult the Program Director who then assigns a faculty advisor or external supervisor to work with the student following the guidelines below.
2. When the advisor has been assigned, registration instructions and forms will be sent to you from the seminary records office. You must complete and return those materials as instructed before proceeding with the study.
3. All individualized and independent studies must be approved by the dissertation committee of each student, the D.Miss. Program Director, the Registrar and the Academic Dean.
4. The instructor designs the course and drafts up a syllabus to be submitted for approval, along with a completed Individualized Study Form or Independent Study Request Form (See Appendix: Forms: pgs. 53-54).
5. Guidelines and required work for a three-credit-hour independent study or individualized study are as follows:
  - a. Reading: Minimum of 2,800 pages
  - b. Paper: Thirty-to-forty pages and/or appropriate project with explanations.
  - c. Hours: Minimum of 135 hours for a three-credit hour course.
  - d. Time: There should be specific information regarding the timelines and deadlines for the completion. You will have fifteen (15) weeks (one academic term) to complete an individualized or independent study.

### ***Length of the Program***

#### **Statute of Limitations**

There is a six-year statute of limitations for the program. Students have the flexibility to choose how quickly they move through courses and dissertation. However, there is a minimum time period (two years) and a maximum time period (six years) in which students must complete the program. Ideally, a student should enroll in two or three courses per year, spreading coursework over the first 4 years of the program. The remaining two should be spent on dissertation research and writing process. Students should note that the statute of limitations begins with the semester indicated in the student’s admission letter (generally the semester during which the student is admitted, or the semester immediately following the date of the student’s admission). Thus, it is necessary for students to begin taking courses soon after their admission to the program.

#### **Program Extensions**

Students who cannot complete the program within the six year statute of limitations, due to circumstances that arise during the course of studies, may apply for a single one year extension. It is the student’s responsibility to monitor their progress toward program completion, and if they

anticipate the need to extend, take appropriate action to inform the D Miss. Director or Assistant. Petitions must state clearly the reason for the request, and the student's adjusted plan for completion of the program, including an updated Learning Contract. If the petition is granted, the student's active standing in the program is secured. If program requirements are not met within the extension, a student may be withdrawn from the program.

See Appendix: Forms for the Petition for Program Extension or Leave of Absence.

**Currency of Enrollment**

Students are expected to maintain current enrollment in the program, which means they must enroll in at least one module every 24 months. If they are unable to enroll in a course within 24 months, they must request permission for a six month leave of absence in order to maintain an active program status beyond the 24 month point. If a student does not take a course within a 24 month period, and they fail to request a leave of absence at the end of 24 months, they will be withdrawn from the program.

**A leave of absence does not extend the six year statute of limitations of the program.**

See Appendix: Forms for Leave of Absence (p. 49) or Petition for Program Extension (p. 50)

**Withdrawal from the Program**

When students are withdrawn from the program, either at their own initiative or because they fail to maintain active status in the program as described above, there remains the option of returning at a later date to resume their studies. Such students are required to reapply to reenter the program and continue their studies. Coursework from their previous time in the program will be transferred into the new program, but because of their absence from the current ministry discussions and the loss of some of the contemporary application aspect of the program, they will usually be asked to add some courses to ensure students graduate with the core competencies required of a D.Miss. program.

They will normally take additional course work in line with the following formula:

Age of Course at Time of Anticipated Graduation	Number of Additional Courses Required
6-8 Years Old	1
9-11 Years Old	2
12+ Years Old	3

***Assessment of Progress***

In conformity to the ATS guidelines, the Doctor of Missiology at Western Seminary is a post-graduate professional program of study leading to a formal degree in missiology which involves a standard combination of academic courses, personal growth and professional performance. Consequently, the professional assessment of students involves not only an evaluation of

academic competence but also an assessment of ministerial competence and overall professional development.

Assessment meetings are held by the faculty of DIS and chaired by the Director. The purpose the assessment is to review each student's progress in meeting academic, integrative and professional expectations.

1. When would the review would take place during the student's program?  
At the mid-point of fulfilling course requirements, i.e. after satisfactory completion of half of the modules..
2. What criteria would be used for assessment?
  - a. Academic course work
  - b. Theoretical knowledge
  - c. Ministerial skills
  - d. Interpersonal skills
  - e. Amenability to feedback / being teachable
  - f. Professional ethical knowledge and practice
  - g. Spiritual maturity
3. Who are to serve on the Review Committee?  
The Review Committee is formed by a minimum of 2 from the list below and shall be chaired by the D.Miss. Program Director (or his designate)
  - a. Dr. Wan, director of D.Miss. Program
  - b. Dr. Ron Marrs, director of Center for Ministry and Leadership
  - c. Dr. Epp, Dean of Students
  - d. Dr. Cortez, Academic Dean
  - e. Faculty advisor or dissertation committee members
4. What procedures would be used in any remediation/suspension or dismissal  
If the outcome of the "Assessment of Progress" is positive, then the student will be approved to continue his/her study towards graduation.  
If the outcome of the "Assessment of Progress" is negative then there are two alternatives for the next step: "remediation/suspension" or "dismissal"
  - a. Remediation/suspension:  
As a follow-up to the negative outcome of the "Assessment of Progress," the Review Committee will designate a staff or faculty member to gather more information then meet with the student to work with the student on issues of concern then report to the Review Committee for further discussion and deliberation. If necessary, suspension from the program will provide more time and opportunity towards remediation. Progress report shall be given to the Review Committee for a final decision to terminate the process of "remediation" either to allow the student to resume his/her study towards completion or dismissal.
  - b. Dismissal:  
If the process of remediation/suspension is not leading towards

positive change, then dismissal may be the final resolution of the Review Committee. In such case, the Program Director will officially notify the student, the Dean of Student, the Registrar and the Academic Dean in writing.

In the event appeals are to be made, then it shall be handled by the Doctoral Standard Committee and the Academic Dean's office.

### ***Comprehensive Examination***

The written comprehensive examination is an academic exercise and learning opportunity for the student to demonstrate his/her understanding and application of intercultural and biblical insights to the student's own "program focus."

#### Two Requirements for Taking the Comprehensive Exam

1. Completion of all modules. Grades must have been submitted prior to examination.
2. Submission and approval of the dissertation proposal to the student's committee chair. Each committee member must receive a copy of the dissertation proposal at least two weeks prior to the comprehensive examination.

#### The Day of the Comprehensive Examination

1. The examination will require one full day, eight (8) to ten (10) hours.
2. It is an open-book, open-note examination but no discussion is allowed with others. You should find a quiet place and have all the books and notes available.
3. Breaks may be taken, including lunch, but discussion is not allowed.
4. The examination is normally written on a computer. Your answers along with the examination should be returned to the person who administers the examinations as designated by DIS.
5. The comprehensive examination is graded as pass/fail. The rationale for passing or failing will be included in the form of a written evaluation, which is intended to provide insights helpful in subsequent work.
6. You will be notified of the examination results. In case of a failing grade, a second examination may be taken after six (6) months. A second failure eliminates you from the program. A pass allows you to formally begin your dissertation.



# MODULES



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### Module Week

Typically, D. Miss. modules are Monday through Friday, five days long. Most modular meetings are held at WorldView Center ([www.worldviewcenter.org](http://www.worldviewcenter.org) or call 1-503-235-3818).

### Program Orientation

The morning of the first day of the gateway module will be a time of introduction and orientation by the program director. It is expected that you will schedule an appointment with the program director, or his designate, during the module meeting week. A good time to do this is when you first arrive at the meeting on the first day, during orientation.

### Travel Arrangements

You are responsible for your own travel arrangements. For a map to the WorldView Center visit the website [www.worldviewcenter.org](http://www.worldviewcenter.org).

### Housing and Meals

The seminary does not provide housing for out-of-town/country students. Most modules are held at WorldView Center (WVC), which makes it a convenient housing choice. WVC provides an opportunity to interact with students from diverse ministries and contexts in addition to the comfort and lower cost. Module meetings held at WVC include beverages and snacks during meeting breaks and a lunch. If you are staying at WVC you need to sign up for breakfast and evening meals and will be charged accordingly. For additional information and a complete description of WorldView Center, or to make reservations, the contact information is [www.worldviewcenter.org](http://www.worldviewcenter.org) or call 1-503-235-3818.

# DISSERTATION



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## *Dissertation Requirements*

### Description

The dissertation is the result of study, reflective integration of modules and extensive scholarly research centered on your program focus. The program focus and learning contract will provide the direction for individually designed curriculum. In this way, you are more intentional when relating module work to your dissertation. The following are examples of a dissertation focus which can prepare you for your dissertation:

1. The recognition and clarification of a major aspect in intercultural ministry.
2. Developing a solution to an identified and analyzed problem.
3. A plan of action that will lead to increased effectiveness in ministry.
4. A presentation which describes the context within which mission goals must be achieved.

Here are four types of dissertation research possibilities available to students of the D. Miss. program at Western Seminary.

1. Archival:  
Research conducted by the use of secondary sources of available documents and published works such as doing exegetical, theological and historical studies
2. Educational:  
Research conducted by the use of data gathered (primary sources) through original research for the sake of developing training programs, designing curricula, dealing with pedagogical matters of teaching method or learning style or training manual.
3. Experimental:  
Research conducted by putting something designed originally into real life situation as a means to test (hypothesis) and evaluate (criteria) the outcome toward an anticipated end, such as ministry plan, outreach program, small/cell group....
4. Ethnographic research:  
Research conducted by prolonged or intensive immersion/observation (e.g. field work, participant observation, etc.) to collect findings of a cultural or social group. This type of study is qualitative (as compared to quantitative), naturalistic (as compared to experimental), and descriptive (as compared to analytical/explanatory) in nature. The focus of the study may be a certain aspect of socio-cultural group (e.g. Christian organization such as local congregation or parachurch or target group of ministry). Qualitative data are to be interpreted to produce a description of selected phenomenon, process, people-group, etc.  
Example: descriptive study on the ministry context of a local congregation or vocational missionary being multi-ethnic or post-modernist.

- 5      Combination: for those who are not so restricted to one of the categories listed above; but a mixture of them.

### Expectations

You are expected to identify and analyze ministry needs that will be the focus of your research. This focus is the blueprint which guides the identification and collection of resources. The results will define the implementation of a strategy that will effectively minister to those identified needs. The dissertation is a demonstration of your ability to research precise theological and biblical fields, as well as secular arenas that pertain to the practice of ministry. You are expected to write a scholarly paper that achieves superior academic standards, while effectively meeting a need in your specific ministry. This combination of theory and practice in your ministry is what distinguishes the Doctor of Missiology program from other doctoral programs that focus on academic and experiential research alone.

### ***Procedure for Dissertation Writing and Grading***

The procedure for initiating the dissertation includes a series of steps that must be taken in the order presented below. As you move toward completing your dissertation and graduation, other seminary staff notifications are necessary to be able to complete the process toward graduation. The following will give you an idea of the order in which the dissertation should progress. While preparing the dissertation, you will need additional resources for specific details which are provided for you in this handbook.

1. Submit a dissertation proposal for approval by the Doctor of Missiology Program Director. (A sample of a dissertation proposal will be handed out in the Gateway modules or you can get one from the Program Director).
2. After your proposal has been approved the formal appointment of a faculty advisor will be secured. This selection will be made in conjunction with the designated professor's availability and your preference. The advisor will guide you through the process of writing your drafts and final copy.
3. You will receive the following forms from the Division of Intercultural Studies (DIS) administrative staff. It is a requirement that you complete and process these forms (Samples of each form are included in the Appendix. "Process and Procedures" instructions are also included in the Appendix).
  - a. "Application to Initiate Dissertation" form. This is the tool that informs the Registrar/records, advisor, dissertation committee and DIS administrative staff that you are officially beginning your dissertation.

In addition, this form authorizes records to enroll you in DIS 790 (1 credit hour per semester). Once you have begun the dissertation process, you must continue to register for DIS 790 every semester until graduation. The only exception to this continual registration is if you initiate, and are approved for a formal leave of absence from the program. Depending on how much time you have left in the program, you have the option to choose the length of time to complete the dissertation. For Example, if you have two years left in your program, you may register for up to six (6) semesters of DIS 790, at one credit hour a semester. If you have a year until the required completion date, you may register for three (3) semester hours at two credits a semester and so on. The total credit load for the dissertation is six (6) credit hours.

b. “Completion Calendar” is a schedule of deadlines for completing your work. Some listed deadlines are slightly flexible and may be established in consultation with your advisor. However, deadlines established by the **Academic Dean** must be met or graduation will be postponed. If you find that you cannot complete the dissertation within the established dissertation calendar, a “Petition for a Dissertation Continuation” **must** be submitted.

The procedure for initiating, writing and grading the dissertation follows. Reviewing these steps will give you an idea about the order in which the dissertation should progress. While you work on your dissertation consult this handbook for specific details.

When your proposal has been approved and an advisor identified, you will receive the following forms from the DIS Administration Office (See Appendix)

1. A COMPLETION CALENDAR for the term in which you plan to graduate. This will state the deadlines set by the Academic Dean’s office and those deadlines which need to be established by you with your advisor (See Appendix).
2. A copy of your title declaration form will be the official confirmation of your dissertation title, advisor, readers and expected completion date.
3. THESIS/DOCTORAL DISSERTATION WRITING STANDARDS AND RECOMMENDATIONS (TDDWSR) (See Appendix).

**It is imperative that you become familiar with TDDWSR format and requirements from the beginning of the dissertation writing process.** While your advisor may choose to point out format problems, your advisor is not responsible for tutoring you on format requirements. If you have any questions regarding the dissertation formatting consult your handbook first. There is an administrative staff member assigned to check your work to assure that you are working within format requirements and that assistance is available for consultation.

In some cases the nature of the dissertation will indicate format requirements divergent from those set out in TDDWSR, e.g., special fonts, spacing. In such situation, your

advisor may grant approval for exceptions to prescribed format requirements. However, it is expected that you will present a clear rationale for any exceptions that you request. TDDWSR standards for front matter, footnotes, bibliography, pagination, and margins may not be changed and **must** be followed.

Examples of a “Title Page”, “Approval Page”, and two format styles for “Table of Contents” are included in the Appendix. You must follow these examples when writing your dissertation. Select either “table of contents” example that seems appropriate for your dissertation.

#### First draft & second draft

When you begin writing your dissertation it is expected that you and your advisor will interact regularly regarding the content, style and structure of your work.

When you have completed your **first draft** of the dissertation, submit this draft to your advisor by the due date according to the completion calendar. In order to develop your work, you may be required by your advisor to submit a **number of drafts**, to be checked for content and style. Your drafts will be returned to you for revision and re-submission. The format and typing of all drafts will be submitted on regular / standard copy paper and will closely approximate the final draft (with exception of the required special watermark quality paper), following the DDWSR guidelines in the Appendix of this handbook. The length of the dissertation should not be less than 150 pages nor exceed 250 pages without the expressed approval of the advisor. Attention should be given to *quality* not quantity.

#### Final draft

The **final draft** should reflect the corrections requested by your advisor and should be turned in according to the date specified on the completion calendar.

If, as it is in most cases, format corrections are necessary, the dissertation will be returned to you for final format revision. There is a strong likelihood that the dissertation will need format adjustments. That being the case, **do not** submit preliminary or final drafts on watermark paper

After your advisor has approved the content of the **final draft** it will be forwarded on to the administrative staff to have the format checked for conformity to the guidelines found in DDWSR. If, as it is in most cases, format corrections are necessary, the dissertation will be returned to you or a detailed letter describing the required revisions.

When you receive the information about the required final format revision, you will also receive all the “Library Processing” forms. These completed forms are necessary for the binding of your dissertation and other academic processing procedures tied to your completed dissertation which are explained on the forms. These forms should be completed and returned to the administrative staff that reviewed your final draft for format adherence. The library forms will also indicate the costs associated with binding and distributing your final dissertation and any additional copies you wish to have bound. A check payable to Western Seminary may be included when you return the final copy of your dissertation or you may contact Western Seminary Accounts Payable to determine

the exact amount due on your student account. Your student account must be paid in full prior to graduation.

When you have made all the content changes on your final draft that were requested by your advisor, and strictly followed all the format changes per the directions you have received from the administrative staff, you may print out the final copy on the appropriate paper. As the printing of the final copy instructions indicate, your dissertation final copy will be printed on “special” paper which is defined as: 16-20 lb, 25-50% cotton. If you are submitting your final product from outside the United States, you may send a PDF file by email along with a check for \$10 to cover production of a hard copy at this end.

You are required to provide to the library one complete copy of your dissertation as a PDF file and a hard copy on the “special watermarked” paper, to be bound and kept in the seminary library. You may determine that you would like to have additional personal copies bound. If that is the case, there is a space for you to indicate that on the library forms sent to you with the format changes. The charges for the library copy and each personal copy you have bound will be added to your student account.

You must email the PDF file and mail or deliver the final hard copy of your dissertation and your personal copies to the administrative staff that reviewed your format. It is imperative that you provide a **separate, strong, secure** box for the library copy. Personal copies may be boxed together with a colored page separating copies. Please indicate clearly exactly which copy is for the “library” and mark all others “personal”.

Include the completed library forms in the box containing the final copy for the library. If you are paying your student account with a check, include that with the library forms.

When your dissertation, personal copies, and library forms have been received by the administrative staff, and everything is in order, the advisor will sign the “Approval” page of your dissertation as well as all personal copies. The signed “Approval” page, which signifies that the content and format of the dissertation is in line with DDWSR requirements, will be sent to the Academic Dean for his signature. A copy of the “Approval” page will be sent to the Record’s Office and all signed approval pages will be returned to the library to be reinserted in the documents for binding. When the “Title” page is received by the Records Office you will be cleared for graduation and a diploma prepared. The library collects all submitted dissertations and sends all to the bindery together. The time needed for the bindery to finish binding all the copies of dissertations Western submits depends on the work load of the bindery. Typically the turn around time is between one to three months after graduation.

### Dissertation Abstract

The seminary participates in the program of the American Theological Library Association for the indexing of Doctor of Missiology dissertations. You will receive a form as part of the library forms that accompany your final draft format corrections. You

will also be furnished with a copy of the guidelines for completing the abstract. The abstract should be submitted to the D.Miss. Program Director for review and advice at the time of the dissertation defense.

You will submit the completed form to the director at the time the final copies of the dissertation are submitted to the seminary. The D.Miss. Program Director will then review the abstract to ensure that it complies with the guidelines.

DO NOT submit any of the forms directly to ATLA. All forms will be collected by library staff and sent to ATLA Religion Indexes together.

#### Publication of Dissertation

In the event that you want to publish the results of the professional project, you must complete the dissertation and dissertation defense prior to publication. You are required to obtain the approval of the Doctor of Missiology committee prior to any agreement with the publisher. The publication need not be identical to the manuscript, but may be a revision designed to meet publishing requirements.

#### Enrollment of Project Students and Graduates in Seminars

After you have graduated from the Doctor of Missiology program you are encouraged to continue your ministerial education by enrolling in doctoral seminars offered on campus. You will be enrolled as a regular student, not as an auditor, and will be required to complete all pre-seminar assignments, but without credit. The cost of the tuition is free for up to one course per year. Additional courses will cost one-half the normal tuition for the course. In any seminary, regularly enrolled students in the doctoral program have preference over a returning graduate. You may also enroll if you are in the dissertation stage of your program.

# GRADUATION



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## ***Graduation Procedure***

The graduation date is listed on the dissertation completion calendar for the academic year you have determined you will complete your dissertation work and graduate.

It is imperative that you submit an “Application to Graduate” form early in the fall (September) of the academic year in which you intend to graduate. The Registrar will then perform a Graduation Audit.

When you submit the “Application to Graduate” form, a cap, gown, tassel and hood will be ordered for you. If you would like to purchase your own cap, gown, tassel and/or hood, you may contact the student records department or go to “current students” on the Western Seminary web page ([www.westernseminary.edu](http://www.westernseminary.edu)). The other graduation logistical details that you need to know are also on the web site. For example, the day before graduation there is a graduation practice and a banquet that evening. The day of graduation, you will be expected to arrive early. The location of, and directions to, all the events will also be available on the web site.

## ***Graduation Requirements***

1. Maintain the schedule you designed in your Learning Contract (including approved modifications), completing all work within six (6) years. Any further extension of time can be granted only through petition to the Doctoral Standards Committee.
2. Reflect a life of sound doctrinal beliefs and genuine Christian character and conduct, becoming a person called by God to a position of Christian leadership (for details please refer to the corresponding sections of the catalog for Western Seminary (current catalog is available on our web site).
3. Manifest an ability to use language with precision in both speech and writing.
4. In the case of Pre-Doctoral students, satisfactory removal of any admission provision.
5. Be recommended by the faculty for graduation.
6. Settle all financial obligations to the seminary, including payment of the graduation fees.
7. Complete all modules satisfactorily.
8. Have the dissertation proposal approved by committee chair and members and submit the Application to Initiate Dissertation.
9. Pass the comprehensive examination.
10. Successfully complete DIS 790 and DIS 791 and pass the presentation / defense of the dissertation.
11. Submit the Application to Graduate and the required graduation information four months prior to graduation.
12. Be present at commencement (graduation in absentia must be by petition to the Doctoral Standards Committee).

# CAMPUS INFORMATION



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### ***Cline-Tunnell Library***

The Portland campus offers the use of a full library with more than 93,000 volumes and receives over 750 current theological journal subscriptions. It is a member of the Online Computer Library Center (OCLC) a national library network which gives you access to more than 43 million volumes at over 36,000 institutions through inter-library loan. You also have access to the American Theological Library Association's index to religious periodicals, as well as several other programs which are helpful for research in ministry.

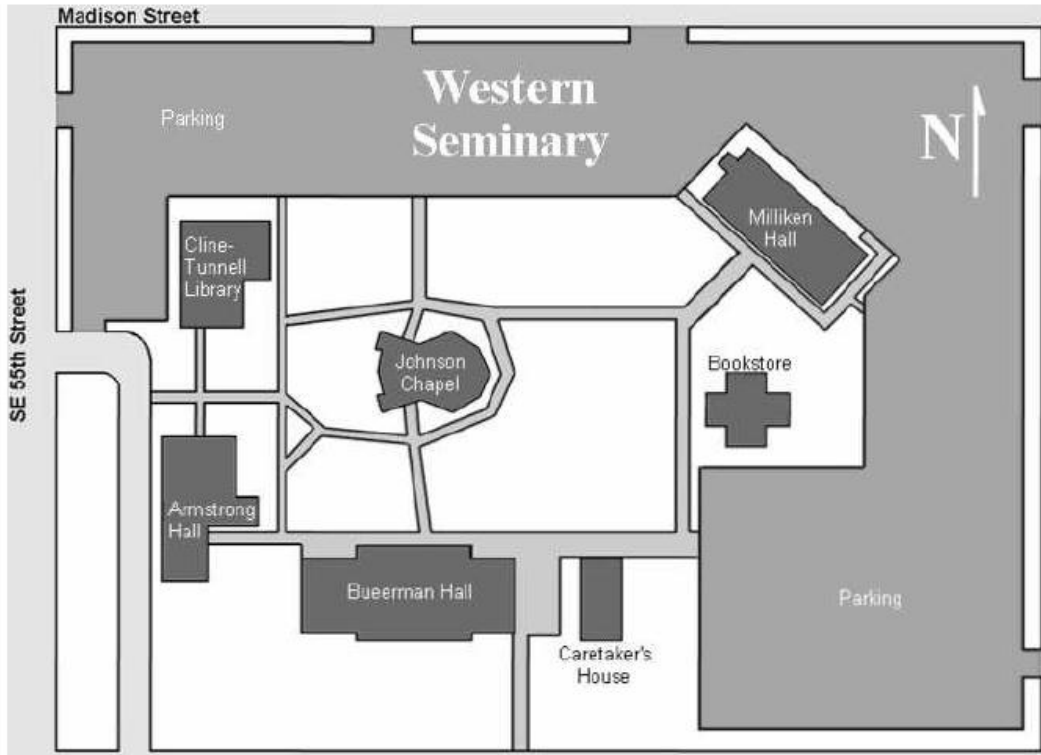
Hours: Monday, Tuesday and Thursday	7:45 am – 6 pm
Wednesday, Friday	7:45 am – 5 pm
Saturday	10am – 2pm

### ***Miscellaneous Information***

As a student you have access to all student services / registration information and the administrative offices of the Portland Campus which are located in Armstrong Hall. In this building you can also find information about your school account and make payments.

In the lower level of the Albert G. Johnson Chapel, you have access to the café and the student center.

## Campus Map



### Directions from Worldview Center to Western Seminary

1. Head <b>northwest</b> on <b>SE Yamhill St</b> toward <b>SE 60th Ave</b> About 1 min	go 0.3 mi total 0.3 mi
2. Turn <b>left</b> at <b>SE 55th Ave</b> Destination will be on the left About 1 min	go 0.3 mi total 0.5 mi

# FINANCIAL POLICIES



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## ***Seminar Class Tuition***

Tuition is due on the first day of the **module class**. Western Seminary “Permission to Charge” slips may be collected by the Administrative Assistant on the first day of class. Otherwise a visit to the Finance Associate (Armstrong Hall) will be necessary for payment. Tuition is subject to change at the end of each fiscal year (June 30).

Tuition due on the first day of module. \$ 1,350.00

All tuition is due at the time of registration for the dissertation phase of the program.

Your written (e-mailed) request for registration and appropriate payment must be received by the closing date of registration for each module as noted on the module calendar.

### **PAYMENT:**

Contact Business Office at: (800) 547-4547 Ext. 1888

### **REGISTRATION:**

Doctor of Missiology,  
dmiss@westernseminary.edu

### **COURSE AND PROGRAM**

#### **ADVISEMENT:**

Contact Dr. Wan at (503) 517-1804 or  
(800) 547-4546 Ext. 1804; or  
DIS Assistant at (503) 517-1904 or  
dmiss@westernseminary.edu

## ***Miscellaneous Fees and Expenses:***

Application / transcript evaluation, degree status (non-refundable)	\$ 50.00
Doctoral Graduation fee (paid by all graduates, including absentia)	\$200.00
TREN scan of hard copy to PDF - (if PDF is not provided)	\$5.00
Western scanning for hard copy from PDF (if hard copy not provided)	\$10.00
Library Processing Fee for Thesis Binding	\$ 25.00
Personal Copy Binding, for each copy	\$25.00
If binding needed before graduation (\$7.50 special binding charge + \$11.50 UPS)	\$20.00
Copyright (optional)	\$60.00

Other Fees (Shipping of personal copies via UPS).

\$13 for 1 + \$3 for each add. copy Lower U.S.

\*fees may change and the Western Seminary Catalog should be reviewed for updates.

### **Notice of Nondiscriminatory Policy as to Students and Faculty**

Western Seminary actively subscribes to a policy of equal education and employment opportunity for all people regardless of race, national origin, sex, age, marital status or disability.

# APPENDIX I: Forms



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**Doctor of Missiology Program**

For the reasons stated below, I request leave of absence. I realize that if my request is granted, I may take up to eighteen months of leave and may be required to take additional course work

Requested by \_\_\_\_\_ (student's signature) \_\_\_\_\_ (date)

Approved by \_\_\_\_\_ (director's signature) \_\_\_\_\_ (date)



**Doctor of Missiology Program**

For the reasons stated below, I request an extension of the statute of limitations on my Doctor of Missiology program until (date and year—to be no more than eighteen months beyond the six year program limit):\_\_\_\_\_. I understand there is only one extension allowed, and failure to complete the program within this extended period will mean disqualification from the program. (Attach an additional page if necessary.)

My revised schedule for completing the program is as follows (please list courses and enrollment periods):

DIS 790/791 (dissertation) \_\_\_\_\_

Requested by \_\_\_\_\_  
(student's signature) (date)

Approved by \_\_\_\_\_  
(program director's signature) (date)



**Doctor of Missiology Program**

Name \_\_\_\_\_ ID # \_\_\_\_\_

**Current Ministry Post** \_\_\_\_\_

**Name of Organization** \_\_\_\_\_

**Date Created** \_\_\_\_\_ **Today's Date** \_\_\_\_\_

1. Current work responsibilities and task assignment:
  
2. Program Focus: (There may be subsequent revisions of your Program Focus statement. They will be attached to copies of the Learning Contract, after they are dated and signed by the student, Committee Chairperson, and Program Director.)
  
3. Relevant previous studies and experience:
  
4. Work Plan for fieldwork, research, testing, reporting, and writing of Dissertation (what will be done and when; prepare an Activity Review Chart):
  
5. MA Level Work: If you are required to complete any credits at the MA level before gaining full admission to the D.Miss. program, please write a plan on how you will complete the MA level credits. Your MA level credits **MUST** be completed before you can take any coursework in the D.Miss. program beyond the gateway courses (DIS 711 & DIS 712). Working closely with your advisor, the Center for Life Long Learning (CLL) can assist in providing courses through distance education. Please refer to their course listing for more details.



The Planned Schedule		Start	Finish
DIS 711	Foundations of Missiology/History of Mission +		
DIS 712	Proposal and Research Design +		
DIS 715	Theology of Christian Mission *		
DIS 725	Integrated Research Methodologies *		
DIS 732	Educational Theory & Pedagogical Methodology *		
DIS 741	Cultural and Educational Anthropology *		
DIS 742	Contextualization and Leadership*		
DIS 744	Evangelism and Church Planting Movements		
DIS 747	Intercultural Education*		
DIS 749	Intercultural Leadership and Mentorship*		
DIS 751	D.Miss. Seminar		
DIS 790	Dissertation: Field Research Integration *		
DIS 791	Dissertation: Research Report *		

NOTE: +gateway courses; \*required courses

Item	Date Proposed	Date Completed
Comprehensive Exam		
DIS 790 Doctoral Dissertation – Field Research Integration (3)		
DIS 791 Doctoral Dissertation – Research Report (3)		
Graduation		

Date	Signature	Personnel
		Chair, Doctoral Committee
		Member, Doctoral Committee
	<b>Dr. Enoch Wan</b>	Program Director
	<b>Dr. Robert Wiggins</b>	Registrar
	<b>Dr. Terry Burns</b>	International Student Advisor
	<b>Dr. Marc Cortez</b>	Academic Dean

\*\* For committee members, please type the individual's name & leave room to the right for each person to sign.



Independent studies are courses offered at Western Seminary, but completed independently due to schedule conflicts or distant proximity to campus. If your intent is to register for a course uniquely developed by the student and instructor and not found in the catalog, please complete the Individualized Study Request. All requests must be submitted no later than two weeks prior to the beginning of the semester. Requests submitted after that date may be denied or postponed until the following semester.

Full Name \_\_\_\_\_ Student ID \_\_\_\_\_

Course ID \_\_\_\_\_ Course Title \_\_\_\_\_

Credit Hours \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

\*Please note that the course start and end dates must occur within the official start and end dates of the semester.

Please staple a copy of the syllabus to this form, with the form on top. Then obtain the signatures indicated below. If you are unable to obtain one or more signatures due to schedule conflicts or distant proximity to campus, a copy of an email indicating approval from the faculty member may be stapled behind the syllabus, and “See Attached” may be written on the signature line.

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only**

The Academic Affairs office has received a copy of this request.

Assistant Registrar \_\_\_\_\_ Date \_\_\_\_\_

The Registrar has granted approval of this request.

Registrar \_\_\_\_\_ Date \_\_\_\_\_

The registration has been processed.

Assistant Registrar \_\_\_\_\_ Date \_\_\_\_\_



# Individualized Study Request

Individualized studies are courses designed uniquely by the student and professor for an individual learning experience. If your intent is to register for a Western Seminary course found in the catalog, please complete the Independent Study Request. All requests must be submitted no later than two weeks prior to the beginning of the semester. Requests submitted after that date may be denied or postponed until the following semester.

Full Name \_\_\_\_\_ Student ID \_\_\_\_\_  
First Middle Last

Course ID \_\_\_\_\_ Course Title \_\_\_\_\_

Credit Hours \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Please note that the course start and end dates must occur within the official start and end dates of the semester.

Please staple a copy of the syllabus to this form, with the form on top. Then obtain the signatures indicated below. If you are unable to obtain one or more signatures due to schedule conflicts or distant proximity to campus, a copy of an email indicating approval from the faculty member may be stapled behind the syllabus, and "See Attached" may be written on the signature line.

Instructor Signature: verifies approval of syllabus \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature: verifies support of this request \_\_\_\_\_ Date \_\_\_\_\_

Northern California Only: Academic Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature: authorizes registration \_\_\_\_\_ Date \_\_\_\_\_

**PORTLAND CAMPUS**  
Attn: Kristin Gibb  
5511 SE Hawthorne Blvd  
Portland, OR 97215-3367  
(877) 517-1800 or (503) 517-1800  
(503) 517-1801 fax

**SAN JOSE CAMPUS**  
Attn: Carrie Priest  
469 El Camino Real, #205  
Santa Clara, CA 95050  
(877) 900-6889 or (408) 356-6889  
(408) 358-2907 fax

**SACRAMENTO CAMPUS**  
Attn: Janet Gluck  
2924 Becerra Way  
Sacramento, CA 95821  
(800) 250-7030 or (916) 488-3720  
(916) 488-3735 fax

OFFICE USE ONLY

The Academic Affairs office has received a copy of this request.

Student Services Staff \_\_\_\_\_ Date \_\_\_\_\_

The Registrar has granted approval of this request.

Registrar \_\_\_\_\_ Date \_\_\_\_\_

The registration has been processed.

Student Services Staff \_\_\_\_\_ Date \_\_\_\_\_

**Step I. Student initiates the Dissertation Process as follows:**

1. ThM and MAET students enroll in RES 500/600. Registration for thesis (502/602) will be permitted when research course requirements have been completed.
2. D.Min. and D.Miss. students are required to complete PTS 712 or DIS 712, “Proposal and Research Design” course prior to registration.
3. Make an appointment with program director.
4. Prepare proposal to discuss Dissertation topic with program director.
5. Get information regarding the time-line, process and student’s responsibilities (see below)

**Step II. The meeting with the Program Director provides:**

1. Discussion, refinement and agreement on Dissertation Title.
2. Discussion about scope of project and timeline.
3. A Completion Calendar coordinated with proposed end date.
4. A Dissertation “format guide: and “program handbook”.
5. Contact information for each reader.
6. Review of the details of the declaration section, which the student signs in agreement.

**Step III. Before the meeting with the Program Director ends, the student is responsible for:**

1. COMPLETELY fill out an “Application to Initiate Dissertation” form.
  - a. Agree on date of completion, title, and assigned readers.
  - b. Sign off on the section of the “Application to Initiate Dissertation” form which describes “Student Responsibilities”(see attachment)
2. Submit the COMPLETED “Application to Initiate Dissertation” form to the Office of Academic Affairs.

**Step IV. Throughout the process the student will:**

1. Enroll in DIS 790 each consecutive semester until the final approval of dissertation is signed off by the Academic Dean.
2. Initiate all contact with his/her advisor/readers. (Each reader will receive a copy of the student’s “Application to Initiate Dissertation” form.)
3. Review the completion calendar schedule and meet the assigned dates.
4. Review the program handbook and format guide before writing begins and throughout the process.
5. Contact all his/her readers involved in his/her project a few (3-5) days prior to actually sending it to them so they can plan time to review and return it quickly.
6. Frequently contact his/her advisor and/or readers to update them on his/her progress.
7. Notify Program Chair immediately if there are any changes after the Final Draft has gone to the Chair and/or to the Office of Academic Affairs. This will automatically postpone dissertation completion until the next term.

**Step V. Throughout the process the Program Director and Readers will:**

1. Maintain on-going contact the student, especially *prior to* completion calendar assigned dates, to discuss their progress and offer guidance where needed.
2. Review and return any writing submissions no more than a week after received.
3. Recommend that the student submit one chapter early on to allow you to determine the student's ability to effectively present the proposed thesis.
4. Include editing of grammar and style as often as necessary to promote the logic and presentation of the thesis.
5. Promptly notify other readers, registrar and the office of academic affairs any time a completion date is altered. Academic affairs will notify all other parties affected by the change.



# Application to Initiate Dissertation

Submission of this form initiates the dissertation research and writing process. It must be submitted and approved before a student may begin working on his or her dissertation. Please return the completed form to the D.Min/D.Miss program coordinators or to the Th.M/MAET program directors for review. Upon receipt of this form, the seminary will conduct an informal program audit for D.Min. and D.Miss. students.

NAME (please print clearly) \_\_\_\_\_ ID# \_\_\_\_\_

**Program:**  Doctor of Ministry  Doctor of Missiology  Master of Theology  Master of Arts in Exegetical Theology

**Dissertation Title:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Start Date: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

By signing below, I declare that I understand that it is my responsibility to initiate interaction with my program director and readers throughout the dissertation research and writing process. I have received the appropriate program handbook, completion calendar, and format guide. It has been explained to me that that final two semesters are critical and I agree that the submission deadlines are mandatory to finish my work by the proposed completion date noted above. By submitting this application I am authorizing automatic registration each consecutive semester until I have completed the entire dissertation process, and I agree to pay the appropriate tuition for such registration.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*OFFICIAL USE ONLY*

Program Director signature-indicates approval of application \_\_\_\_\_ Date \_\_\_\_\_

First Reader \_\_\_\_\_ Date \_\_\_\_\_

Second Reader \_\_\_\_\_ Date \_\_\_\_\_

Completed Form Distribution:

Student  
First Reader  
Office of Academic Affairs  
Registrar  
Library

Program Director  
Second Reader  
Faculty Administrative Assistant  
Assistant Registrar



This form must be filed by December 15<sup>th</sup> during the academic year in which you plan to graduate. Submission of this form initiates a graduation audit, a graduation fee on you student account, and the order of graduation regalia. Students will be notified via email of the results of the audit. Due to the complexity of the audit process, student may not receive audit results for 1-2 months.

Full Legal Name (First/Middle/Last) \_\_\_\_\_  
Please do not omit middle name or provide solely middle initial – full legal name is required.

Student ID \_\_\_\_\_ Advisor \_\_\_\_\_ Campus Location \_\_\_\_\_

Degree Program \_\_\_\_\_ Track/Specialization \_\_\_\_\_

Height in feet & inches \_\_\_\_\_ Weight in lbs. \_\_\_\_\_ Anticipated Grad Term \_\_\_\_\_

Spouse Name \_\_\_\_\_

I have read the general graduation requirements listed in the catalog, and I understand that I am required to attend commencement.

If you have any questions related to completion of graduation requirements, please explain:

\_\_\_\_\_

Academic requirements (e.g. courses, thesis, oral exams, etc.) remaining to be completed and projected dates of completion:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list any courses that will be completed during the summer (Portland students) or spring/summer (Nor Cal students) semester:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# APPENDIX II: Examples



WESTERN SEMINARY

portland ■ san jose ■ sacramento

## ***Thesis and Doctoral Dissertation Writing Standards and Recommendations (TDDWSR)***

**Revised Spring 2008**

Western Seminary has adopted the following guidelines for format of theses and dissertations. Two over-arching principles govern your choice among options: (a) your usage must be “consistent and clear” and (b) you may accept the default settings in Microsoft® Word® except as otherwise required. There are only a few rules that *must* be followed. They are indicated below by “(Required).”

### **Title Page**

1. Every thesis and dissertation will have a title page following the format of the attached example. (Required)

### **Page Format**

2. Papers are printed on 8 ½ X 11-inch sheets. The final copy of dissertations and theses, the one submitted to the library, is printed on 25% cotton fiber paper. (Required)
3. Use a one inch margin on top, bottom and right side. Use a one and one half inch for the left margin for the sake of binding. (Required)
4. All text has double line spacing, except block quotations, footnotes, and Works Cited (bibliography) entries. (Required)

### **Page Numbering**

5. Every page, including chapter first pages — except frontal matter preceding the table of contents — has a printed page number. See the chart on the next page for specifics. Page numbers should not be bold, but printed in regular font. (Required)
6. All page numbers appear on the upper right of the sheet, one half inch from the top of the sheet and one inch from the right edge, including chapter first pages. (Required)
7. Page numbers of front matter may appear as lower case, Roman numerals (i, ii, iii, etc.). Beginning with the first page of the first chapter, page numbers must appear as Arabic numerals (1, 2, 3, etc.). Appendixes and Works Cited pages are numbered in continuation of the chapters.

## Frontal matter

### 8. Pagination and order of front matter

Required	PAGE NAME	Included but not numbered	Included and numbered	Included In Table of Contents
X	Title Page	X		
X	Blank Page/Copyright	X		
X	Approval Page	X		
	Dedication	X		
X	Table of Contents		X	
*	Illustrations / Figures		X	X
*	Tables		X	X
	Preface		X	X
	Acknowledgement		X	X
	List of Abbreviations		X	X
	Glossary		X	X
X	Abstract		X	X
*	Only required if illustrations or tables are included in paper			

9. The table of contents may be automatically generated by your word processor, and every entry may have a page number.

## Text Format

10. Product normal text, except footnotes, must be typed in 12-point size. (Required)
11. You may choose Times New Roman, Arial, or Courier fonts or their equivalents. (Required)
12. All text is left justified, not full justified. (Required)
13. Words are not split, except hyphenated words that may break at their hyphen.
14. Block quotations are left indented one half inch (hanging indent) and are single-spaced. Any indents in the original are reproduced in the quotation. A block quotation has no quotation marks at beginning or end, unless included in the original source. (Required)
15. Book titles, emphasized words, and foreign words appear in italic type or are underlined; they are not bolded. (Required)

16. Frequently used titles may be abbreviated after their first occurrence written in full with the abbreviation in a parenthesis, *e.g.*, Third World Missions Association (TWMA).
17. Abbreviations that appear as entries in standard dictionaries and are clear in their context are used from their first appearance, *e.g.*, O.T. or OT for Old Testament.
18. The author may refer to himself as “I” or use some other phrase like “we” or “the author.”

### **Chapters and Sections**

19. Chapter headings, including abstract, table of contents, and bibliography, appear two inches below the top edge of the sheet (one inch below the top page margin).
20. Chapter headings begin with “Chapter” with a numeral and have an empty line space before title text that is all capitalized and single-spaced. For example:

#### **Chapter 2**

##### **DAILY LIFE IN AN LILLIPUTIAN VILLAGE: AN ETHNOGRAPHY**

21. Chapter and section headings lie an inch or more from either margin. If broken into several lines, each line should be shorter than the line before it, and is single-spaced. Use initial capitals for text. Articles and prepositions of fewer than four letters are not capitalized unless they are the first word. For example:

##### **The Intentional Colonization of Lilliputia: A 16<sup>th</sup> Century Strategy**

22. Section headings must show the level of importance clearly and consistently. (Required). In general centered headings show more importance value than side heads (beginning at the left margin), and italic, underlining, or bold show more importance than text type. The suggested plan for levels of subheads is as follows:

**First Level: Centered Heading in Boldface, Italicized, or Underlined, Capitalized Headline Style**

Second Level: Centered Heading in Text Type, Capitalized Headline Style  
(not underlined)

**Third Level: Side head in Boldface, Italicized, or Underlined, Capitalized Headline Style**

Fourth level: Side head in Text Type, Capitalized Sentence Style

**Fifth level:** Indented heading at beginning of paragraph in bold-face, italicized, or underlined, capitalized sentence style with a period at the end.

23. If only two or three levels are required, then choose the boldfaced options.
24. Section headings have one extra line space before them, so that they are vertically set off from preceding text. A page should never end with a heading or subheading.

### **Footnotes**

25. Footnotes are used, not parenthetical notes in the text or endnotes. (Required)
26. Footnote numbers are superscripted both in the text and in footnotes. (Required)
27. Footnotes are not indented but appear flush left to the margin. There are no extra line spaces between footnotes.
28. Footnote text appears one or two points smaller than normal text, or whatever is the default setting in Microsoft Word.
29. Works cited follow the natural order of authors' names followed by a comma, a longer or shortened form of the title in italic or underlined, a parenthesis containing city, a longer or shortened publisher name and date, another comma and the reference to the relevant page(s) without "p" or "page". For example:

<sup>8</sup> Donald K. Smith, *Creating Understanding* (Grand Rapids: Eerdmans, 1992), 123.

Thereafter, only the author's last name, short title if the author has more than one title, and reference are required; For example:

<sup>9</sup> Smith, 234.

30. Web site references are given in full and enclosed in pointed brackets, and followed by the date the cited material was accessed; for example:  
<<http://westernseminary.edu/mrg/dmiss/>> (December 25, 2005).

## Scripture References

31. When Scripture references are a part of the sentence of the text, they are written out, *e.g.*, Matthew 18:23. If it is clear in the context to which book or chapter you are referring, you may omit the redundant information.
32. If the reference is not a part of the sentence, put the reference in parentheses and abbreviate the book name, *e.g.*, (Matt. 18:23). Indicate the version you are using the first time you refer to Scripture. Abbreviated book names conform to the standard set by Western Seminary:

Gen.	Genesis	Isa.	Isaiah	Rom.	Romans
Exod.	Exodus	Jer.	Jeremiah	1 Cor.	1 Corinthians
Lev.	Leviticus	Lam.	Lamentations	2 Cor.	2 Corinthians
Num.	Numbers	Ezek.	Ezekiel	Gal.	Galatians
Deut.	Deuteronomy	Dan.	Daniel	Eph.	Ephesians
Josh.	Joshua	Hos.	Hosea	Phil.	Philippians
Judg.	Judges	Joel	Joel	Col.	Colossians
Ruth	Ruth	Amos	Amos	1 Thess.	1 Thessalonians
1 Sam.	1 Samuel	Obad.	Obadiah	2 Thess.	2 Thessalonians
2 Sam.	2 Samuel	Jonah	Jonah	1 Tim.	1 Timothy
1 Kgs.	1 Kings	Mic.	Micah	2 Tim.	2 Timothy
2 Kgs.	2 Kings	Nah.	Nahum	Titus	Titus
1 Chr.	1 Chronicles	Hab.	Habakkuk	Phlm.	Philemon
2 Chr.	2 Chronicles	Zeph.	Zephaniah	Heb.	Hebrews
Ezra	Ezra	Hag.	Haggai	Jas.	James
Neh.	Nehemiah	Zech.	Zechariah	1 Pet.	1 Peter
Esth.	Esther	Mal.	Malachi	2 Pet.	2 Peter
Job	Job	Matt.	Matthew	1 John	1 John
Ps. (Pss.)	Psalms	Mark	Mark	2 John	2 John
Prov.	Proverbs	Luke	Luke	3 John	3 John
Eccl.	Ecclesiastes	John	John	Jude	Jude
Cant. of John	Song of Solomon	Acts	Acts of the Apostles	Rev.	The Revelation
	(Canticles)				

## Works Cited Format

33. A bibliography provides an overview of all cited works, as well as other relevant ones that were not cited but may be helpful as reference works. **All** footnote citations must also be incorporated into the bibliography.
34. Bibliographical entries are single-spaced with a double space between them.
35. The first line of entry begins without indentation and successive lines are indented one half inch. Entries are single-spaced. There is an empty line space between the entries.
36. Entries are listed in alphabetical order according to the last name of the author. If there is no author, then use the first word in the title (but not “A”, “An”, or “The”).
37. Titles of books, plays, periodicals, pamphlets, films and television programs are in italic or underlined. This includes abbreviated titles.

38. Quotation marks indicate “titles of shorter works” that appear in larger works, *e.g.* “Magazine Article Titles” in *Magazine*, “Individual Poems” in a book of poetry, “Chapters” in an anthology.
39. The author is followed by a period and a single space, as is the title.
40. When several works appear with the same author(s), only the first has the author’s name; the following works begin with eight underscores ( \_\_\_\_\_ ), and all titles must be in alphabetical order (ignoring A, An and The).
41. Unless they come after a period, abbreviations appear in lower case letters, with a period, such as “vol.” for “volume.”
42. Titles of unpublished theses, dissertations and other papers are put in italics.

### Citation and Footnote Standards

These examples are provided as suggestions for some common types of footnotes and bibliography entries. Helpful web sites include:

<<http://webster.commnet.edu/mla.htm>>

<<http://owl.english.purdue.edu/handouts/research/index.html>>

Another good website with footnote/bibliography entries is

<<http://www.wisc.edu/writing/Handbook/DocChicago.html>>

### Print Resource Examples

Lastname, Firstname I. *Title of Full Work*. Place of publication: Publisher, Date.

<sup>1</sup>Firstname I. Lastname, *Title of Full Work* (Place of publication: Publisher, Date), pages.

#### **Book with a single author**

Loeper, John J. *Going to School in 1876*. New York: Atheneum, 1984.

<sup>1</sup>John J. Loeper, *Going to School in 1876* (New York: Atheneum, 1984), 244.

#### **Book with two or more authors**

Franklin, Eileen and William Wright. *Sins of the Father*. New York: Crown, 2006.

<sup>1</sup>Eileen Franklin and William Wright, *Sins of the Father* (New York: Crown, 2006), 244.

#### **Thesis or Dissertation**

Utech, William G. *Assessing Seminary Effectiveness*. D.Min. product, Covenant Theological Seminary, 2006.

<sup>1</sup>William G. Utech, *Assessing Seminary Effectiveness* (D.Min. product, Covenant Theological Seminary, 2006), 38.

#### **Separately titled article in a book**

Saucy, Robert. "An Open But Cautious View." In *Miraculous Gifts Today*. Grand Rapids: Zondervan, 1996.

<sup>1</sup>Robert Saucy, "An Open But Cautious View," in *Miraculous Gifts Today* (Grand Rapids: Zondervan, 1996), 121.

**Magazine article, signed (author known)**

Lacayo, Richard. "A Question of Character." *Time*, October 21, 2005, 43.

<sup>1</sup>Richard Lacayo, "A Question of Character," *Time*, October 21, 2005, 43.

Kent, Homer A. "The New Covenant and the Church." *Grace Theological Journal* 6, no. 2 (Fall 1985), 289-298.

<sup>1</sup>Homer A. Kent, "The New Covenant and the Church," *Grace Theological Journal* 6, no. 2 (Fall 1985), 293.

**Magazine article, unsigned (author unknown)**

"A Voice from the Past." *Newsweek*, October 7, 2001, 59.

<sup>1</sup>"A Voice from the Past," *Newsweek*, October 7, 2001, 59.

**Newspaper article, signed (section and page number given, if known)**

Graham, David. "Tests on Monkeys Provide Hope in Crusade against Alzheimer's." *San Diego Union*, November 1991. A 3.

<sup>1</sup>David Graham, "Tests on Monkeys Provide Hope in Crusade against Alzheimer's," *San Diego Union*, November 1991, A 3.

**Newspaper article, unsigned (section and page number given, if known)**

"Costs are High for All in Sex Harassment Cases." *Daily Californian* 31 October 2003, A6.

<sup>1</sup>"Costs are High for All in Sex Harassment Cases," *Daily Californian* 31 October 2003, A6.

**Encyclopedia article, signed (known author)**

Miner, Robert F. "Boy Scouts." *Encyclopedia Americana: International Edition*, 1986 ed.

<sup>1</sup>Robert F. Miner, "Boy Scouts," *Encyclopedia Americana: International Edition*, 1986 ed.

**Encyclopedia article, unsigned (unknown author)**

"Brooklyn." *Encyclopedia Americana: International Edition*, 1986 ed.

<sup>1</sup>"Brooklyn," *Encyclopedia Americana: International Edition*, 1986 ed.

**Essay or poem within a collection of pieces (anthology)**

Lazard, Naomi. "In Answer to your Query." *The Norton Book of Light Verse*. New York: Norton, 1986. 52-53.

<sup>1</sup>Naomi Lazard, "In Answer to your Query," *The Norton Book of Light Verse* (New York: Norton, 1986), 52-53.

## Computer Resource Examples

Lastname, Firstname I. *Title of Full Work*. Date. <Full web address> (Access date).

<sup>1</sup>Firstname I. Lastname, *Title of Full Work*, Date. <Full web address>, (Access date).

### Web Page

Mortimer, Gail. *The William Faulkner Society Home Page*. September 16, 2005.

<[http://www.utep.edu/mortimer/faulkner/main\\_faulkner.htm](http://www.utep.edu/mortimer/faulkner/main_faulkner.htm)> (November 19, 2005).

<sup>1</sup>Gail Mortimer, *The William Faulkner Society Home Page*, September 16, 2005,

<[http://www.utep.edu/mortimer/faulkner/main\\_faulkner.htm](http://www.utep.edu/mortimer/faulkner/main_faulkner.htm)> (November 19, 2005).

## Other Non-Print Resource Examples

### Videocassette

*Alzheimer's Disease*. Videocassette. American Institute of Nursing, 1985.

<sup>1</sup>*Alzheimer's Disease*, Videocassette (American Institute of Nursing, 1985).

### Television program

"The McCaughey Septuplets." *Dateline*. New York: NBC. November 19, 2004.

<sup>1</sup>"The McCaughey Septuplets," *Dateline*, New York: NBC. November 19, 2004.

### Personal or telephone interview

Bush, Barbara. Personal Interview. October 12, 1999.

<sup>1</sup>Barbara Bush. Personal Interview, October 12, 1999.

*Title Page example*

SHEPHERDING THE LAMB-LESS SHEEP: A PASTOR'S GUIDE  
TO MINISTRY WITH INFERTILE COUPLES

A DISSERTATION PROJECT {A THESIS}  
SUBMITTED TO THE FACULTY OF  
WESTERN SEMINARY  
PORTLAND OREGON

IN PARTIAL FULFILLMENT OF  
THE REQUIREMENTS FOR THE DEGREE  
DEGREE NAME

BY

STUDENT NAME

SEPTEMBER 15, 2011

*Approval Page example*

APPROVAL PAGE

STUDENT'S NAME

**Program Name**

**APPROVAL**

---

Committee Chair

---

Date

---

Committee Member

---

Date

---

Program Director

---

Date

---

Academic Dean

---

Date

## *Abstract example*

### **ABSTRACT**

Scripture is really pretty clear when it comes to the characteristics of pastors. It reveals that the best shepherds know their sheep (John 10:27). This of course, is no small task. It requires that the shepherd be aware of his sheep's struggles. If a segment of the flock lags behind because of an ailment or disability, it certainly would behoove the shepherd to know what the problem is and to respond.

This dissertation is designed to help shepherds better know their sheep. For far too long, the church has remained silent and/or ignorant on the issue of infertility. As a result, many believers have sadly looked to "Oprah," "Donahue" and "Geraldo" for encouragement and for their theology on this issue.

The handbook before you has been specifically written for pastors and church leaders. It features a biblical perspective on ministering to couples who struggle with infertility.

The book is broken into five parts: The Couple's Plans for Children, The Couple's Problem of Infertility, The Couple's Provocation with Medical Ethics, The Couple's Pain of Infertility and The Couple's Pathway to Live Beyond Infertility.

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