

A student who does not write a thesis as part of a Master of Arts degree plan will be required to write and pass a Capstone paper in addition to completing the 45 credits required for the specific Master of Arts degree program chosen. Students will be required to pay a Capstone paper submission fee.

TIME LIMIT FOR MA CAPSTONE PAPER

The student must successfully complete the Capstone paper before the end of the time limit specified for the complete program.

WRITING THE MA CAPSTONE PAPER

The MA Capstone Paper should be 20 to 24 pages (5,000 to 6,000 words) long and must conform to the format of Global University as presented in the edition of the *Global University Graduate Studies Form and Style Guide* that is current when the student submits the paper,. Any exception must be approved by the Dean.

Even though the MA Capstone Paper is not a research paper and does not require new research, the student must utilize the Reflection, Evaluation, and Valuation “the REV Principle” as demonstrated in the course work. This should include citations to previous readings, previous research and citations from Scripture. The Capstone paper must be computer printed. English is the preferred language for the paper, but a student may arrange with the director of his or her Graduate Studies Group director for the paper to be written and evaluated in his or her primary language. An English summary of 1 to 2 pages (250 to 500 words) should be included if the paper is not written in English.

In the MA Capstone Paper, the student has an opportunity to synthesize his or her ministry experience with new ideas that have impacted the student’s approach to ministry. In general, the student will identify a problem or opportunity within his or her ministry context and develop an appropriate response. Concepts learned in the respective degree program should be discussed, documented and evident in the paper.

A typical MA Capstone Paper will:

1. Briefly (in one paragraph) describe the MA degree program’s impact on the student’s ministry philosophy (100 to 175 words).
2. Identify a problem or an opportunity that exists in the student’s ministry context (1 to 2 pages; 250 to 500 words).
3. Present a solution (problem) or a response (opportunity) that includes (a) biblical and theological reflection and (b) concepts learned in the courses completed for the respective MA degree. (4 to 5 pages; 1,000 to 1,250 words).
4. Describe a strategic plan for implementation of the solution or response. The plan should include (a) goals, (b) timelines for achieving goals, (c) identification of potential challenges, and (d) a framework for meeting challenges (13 to 15 pages; 3,250 to 3,750 words).
5. Describe a process for evaluating the implemented strategy (1 to 2 pages; 250 to 500 words).

Each area of discussion should be tied back to the student’s course work, the REV Principle and appropriately cited.

PROCESSING THE MA CAPSTONE PAPER

1. *Submitting the Capstone paper.* Before the time limit to complete the program expires, the student should submit to the director of the respective Graduate Studies Office his or her completed Capstone paper and submission fee with a Request for Student Service form.
2. *Evaluating the Capstone paper.* The director will be responsible to select an approved mentor to evaluate the paper according to criteria established by the Graduate School of Theology. The paper will be evaluated based on the quality of reflection and on the student's ability to integrate into the Capstone paper what he or she has learned in graduate-level courses for the respective program. It is recommended that a mentor who is selected to evaluate a Capstone paper be a content specialist for the student's degree specialty.
3. *Evaluating and approving the Capstone paper.* The marked paper and evaluation form should be returned to the Dean of the Graduate School of Theology no later than the fifteenth business day after the student submits the completed paper and fee. The Dean reserves the right to give final approval of the grade assigned to the paper.
4. *Notifying the student of approval of the Capstone paper.* The International Office of Global University will notify the student in writing of the assessment outcome of the Capstone paper, either pass or fail. In the event the paper does not meet acceptable assessment standards for approval, the student will be allowed to redo and resubmit the paper. The Capstone paper must be passed for the student to graduate from the Master of Arts degree program.

(Based on Requirements in 2020 Graduate School of Theology Catalog)

The following page contains the form that faculty will use to grade the Capstone paper. Students SHOULD NOT fill this form. It is only provided to help students better understand the assignment and how it will be evaluated.



1211 South Glenstone Avenue
Springfield, Missouri 65804, USA

GRADUATE SCHOOL OF THEOLOGY MA CAPSTONE PAPER REQUIREMENTS

Phone: 417-862-9533, option 4
E-mail: gradmentor@globaluniversity.edu

Student no. _____ Student name _____

Date submitted _____ GSG office code _____ Evaluator faculty no. _____

Graduate program for which Capstone paper is submitted:

- | | |
|--|--|
| <input type="checkbox"/> Master of Arts in Biblical Studies (Broad Field) | <input type="checkbox"/> Master of Arts in Ministerial Studies (Education) |
| <input type="checkbox"/> Master of Arts in Biblical Studies (New Testament) | <input type="checkbox"/> Master of Arts in Ministerial Studies (Leadership) |
| <input type="checkbox"/> Master of Arts in Ministerial Studies (Broad Field) | <input type="checkbox"/> Master of Arts in Ministerial Studies (Intercultural Studies Concentration) |

Evaluation criteria should be assessed by assigning point values that best reflect the subjective observation of the evaluator. All sub-points for each criterion should be considered as a whole to determine a point value for that criterion. Point values are based on the following levels of competency:

- 10 points (100%) = excellent level of competency displayed
- 9 points (90%) = above average level of competency displayed
- 8 points (80%) = average level of competency displayed
- 7 points (70%) = poor level of competency displayed
- 0-6 points (0-60%) = unacceptable level of competency displayed

Evaluation Criteria

Point Value

- | | |
|---|-------|
| 1. Is the ministry philosophy overview stated clearly and concisely? | _____ |
| 2. Does the ministry experience include new ideas that have impacted the student's approach to ministry? | _____ |
| 3. Does the student identify a problem or an opportunity that exists within his or her ministry context? | _____ |
| 4. Does the presentation of a solution (problem) or a response (opportunity) include: | _____ |
| a) Biblical and theological reflection | |
| b) Concepts learned in the courses completed for the respective MA degree | |
| 5. Does the strategic plan for implementation of the solution or response include: | _____ |
| a) Goals | |
| b) Timelines for achieving goals | |
| c) Identification of potential challenges | |
| d) A framework for meeting challenges | |
| 6. Is the process for evaluating the implemented strategy adequately described? | _____ |
| 7. Is application of course content for specified degree evident throughout the paper? | _____ |
| 8. Are relevant references included for course materials and other sources? | _____ |
| 9. Writing style | _____ |
| a) Is the writing style appropriate for the paper? | |
| b) Is the writing style concise? | |
| c) Are all components of the paper clearly and logically organized? | |
| 10. Format | _____ |
| a) Are all applicable components of the Capstone paper (e.g., title page, ministry experience, appendices, tables, and figures) done according to the <i>Global University Form and Style Guide</i> ? | |
| b) Are quotations and source references cited according to the <i>Global University Form and Style Guide</i> ? | |

Capstone paper evaluation (total score for all categories)

Comments: _____

_____	_____	_____ Pass	_____ Fail
Evaluator's signature	Date (daMONyr; as: 16JAN15)		
_____	_____		
Dean's signature	Date (daMONyr; as: 16JAN15)		