

# Undergraduate Capstone Requirement for Graduation

## PLEASE READ ALL INSTRUCTIONS BEFORE YOU BEGIN

To be eligible for graduation, you must submit the required components for your program of study:

1. Bible/Theology, Christian Education, or Intercultural Studies Posttest (*Please select the appropriate exam based on your major.*)
2. Essay assignment consisting of three separate topics
3. Audio or video recording of verbal communication presentation
4. Graduate Follow-Up Survey

Refer to the chart below to know what components you need to submit based on your program of study:

<b>Program</b>	<b>Capstone Requirement</b>
Certificates	Capstone not required
Diplomas, AA	Graduate Follow-Up Survey Posttest
All BA programs (four-year, three-year, second BA)	Graduate Follow-Up Survey Posttest Written Component Verbal Component

### Online Capstone Completion

Students enrolled directly through GU's International Office (USA) who wish to complete their capstone in an online format should log in to their student portal and enroll in the course GUO499 Pathway to Graduation. Students enrolled through a network office should contact their enrollment office and request to be enrolled in GUO499 Pathway to Graduation.

### Print Capstone Completion

#### Component 1 - Posttest Requirement

Students who have fulfilled all requirements for their program, or who are within nine (9) credits of completion, will complete a Bible/Theology, Christian Education, or Intercultural Studies posttest. *Please select the appropriate exam based on your major.* This test is designed to demonstrate and document the knowledge gained as a result of studies with Global University. It also helps evaluate the effectiveness of Global University courses for the purpose of ongoing quality improvement. Students do not receive a grade for this test, and graduation is not dependent on a minimum score.

## INSTRUCTIONS FOR SUBMITTING POSTTESTS:

**The posttest does not require a proctor.** However, students are required to complete this test without the use of reference materials (e.g. notes or books). Use the enclosed posttest and answer sheet to take the posttest. Return *only* the answer sheet in the provided envelope. A PDF version of the answer sheet is available and can be returned by email if the student desires to do so. Please shred or destroy the test booklets.

If printed copies of the posttest along with answer sheet are not included with this instruction packet, directly enrolled students can call 1-800-443-1083 option 4 or write to the address below. For network office students, please contact your enrollment office.

## Component 2 - Written Essay Requirement

Students must complete a written essay assignment consisting of three separate topics, as described in the instructions below. Each essay should have a title and should be about 500 words; thus the total length of the assignment will be approximately 1,500 words (5–6 double-spaced, typewritten pages). The addition of both a cover and a reference list will make the completed project 7–8 pages in length. Students are encouraged to use their Bible, ISTs or Study Guides, notes, and other research material, especially for Essay Topic 3.

This writing assignment will be given a mark of *Pass* or *Redo*. A *Redo* paper must be resubmitted with the recommended changes made. **Clearance to proceed with graduation will not be granted until a *Pass* mark is received on your essay assignment.**

### *Instructions*

The written responses for these three essay topics should each consist of approximately 500 words, and each topic should be given a different title.

Essay Topic 1: As you reflect on your Global University program, identify which courses impacted you the most and how those courses changed you. Reflect on your experiences of learning either in a study group or in an independent learning environment. What did Global University do well? In what areas could the service, delivery, or content of the program be improved?

Essay Topic 2: Explain how your Global University program has contributed to your planned ministry or personal development. What techniques did you gain or improve that enhance your ability to minister, teach, preach, and learn? Evaluate the most significant influences of this program and describe how these have impacted you or will impact your future. Include in your discussion any study skills that were strengthened or expanded.

Essay Topic 3: Through research, develop a rationale (reasonable understanding) for the doctrinal position espoused by Global University that “the Bible is the inspired and only infallible and authoritative written Word of God.” Search the GU Library website for resources or consult at least three resources in a library or other location. To write the essay, follow the formatting requirements you used in previous course writing projects for Global University, including in-text citation and a reference list.

## INSTRUCTIONS FOR SUBMITTING ESSAY ASSIGNMENT:

Make a copy of the essay assignment to keep for your records. Send GU a copy of the essay covering all three essay topics in the provided envelope. Make sure you include your name and student number on your cover page. Any questions about the essay topics may be emailed to [eval@globaluniversity.edu](mailto:eval@globaluniversity.edu), or you may write to the address below.

### **Component 3 - Verbal Communication Requirement**

You must submit a verbal communication (audio or video recording) assignment. This recorded assignment will be given a mark of *Pass* or *Redo*. A *Redo* recording must be resubmitted with the recommended changes made. **Clearance to proceed with graduation will not be granted until a *Pass* mark is received on this assignment.**

#### *Instructions*

1. Using Essay Topic 3 from the written assignment, prepare a 5- to 15-minute lesson on the doctrine of belief in the Bible as the Word of God. Present the lesson with or without a live audience, and record the presentation as you present it.
2. Record your audio or video presentation on audiotape, CD, videotape, or DVD. If you do not have access to any type of recording device, you may type your presentation as if you were speaking it. You do not need to include a reference list or cite sources. You do need to proofread your work for spelling and other grammatical errors. Also include an explanation as to why you do not have access to a recording device.

## INSTRUCTIONS FOR SUBMITTING VIDEO OR AUDIO FILES:

1. Be sure to make a copy of the presentation to keep for your records. Submissions will ***not*** be returned to the student. Submit your recorded or written assignment in the provided envelope.
2. Any questions you may have about the recording requirement may be emailed to [eval@globaluniversity.edu](mailto:eval@globaluniversity.edu), or you may write to the address below.

### **Component 4 - Graduate Follow-Up Survey Requirement**

The final component consists of completing a Graduate Follow-Up Survey. If printed copies of the Graduate Follow-Up Survey along with answer sheets are not included with this instruction packet, directly enrolled students can call 1-800-443-1083, option 4, or write to the address below. For network office students, please contact your enrollment office.

Include the original of all four components in the envelope provided and send to:

Director of Research & Evaluation  
Global University  
1211 S. Glenstone Ave.  
Springfield, MO 65804  
USA

Once all four components have been submitted, and both the written and recorded assignments have received a mark of *Pass*, the capstone requirement will be fulfilled. You will receive confirmation by mail when the capstone requirement has been met and may apply to graduate at that time.

Checklist of items to send to Global University in the provided envelope:

1. Posttest
  - I, the student, have enclosed the completed PDF answer sheet of the exam.
2. Written Essays
  - I, the student, have enclosed a copy of the essay assignment, including all three topics.
3. Verbal Communication
  - I, the student, have enclosed a copy of the audio/video recording.
4. Graduate Follow-Up Survey
  - I, the student, have enclosed the completed PDF answer sheet of the survey.

If printed copies of the posttest or Graduate Follow-Up Survey along with answer sheets and an envelope are not included with this instruction packet, directly enrolled students can call 1-800-443-1083 option 4 or write to the address above. For network office students, please contact your enrollment office.