

**ASSEMBLIES OF GOD THEOLOGICAL SEMINARY
GUIDELINES FOR THE
ANALYTICAL REFLECTION PAPER
MASTER OF DIVINITY**

I. Content Orientation

1. Purpose--A summary of the student's growth experience while at the Assemblies of God Theological Seminary relating academic and practical experience to the student's future ministry. Avoid biographical over-statement prior to your AGTS experience.
2. Avoid a "descriptive" approach, i.e., do not reiterate course descriptions, outlines or content except as directly related to the purpose of the paper. Also, avoid describing degree programs except for the identification of areas of concentration where applicable.
3. Avoid a "complimentary" or "caustic" approach. The intention of the paper is not to seek personal compliments or to allow the venting of undue criticism. Instructors and administrators should not be identified or named unless necessary.
4. The lack of extensive guidelines indicates the expected subjective nature of each paper. It is anticipated that individuality will preclude close similarity of papers.
5. This is not a research paper. Therefore, documentation is not required. However, a student may quote something significant, if desired, and give credit in parentheses following the quotation.
6. Emphasis is upon the relationship and enhancement features of the courses you have taken at AGTS in relation to your planned ministry (see guideline number 1).

II. Form

1. Where applicable, carefully follow Kate Turabian's Manual of Style (latest edition) for form, e.g., typed, double-spaced, medium weight paper, and correct margins. The readers evaluate by the manual!
2. Provide a title page, table of contents, and main topic headings for each major division of thought in the paper.
3. Write in a manner reflecting graduate level academic scholarship.
4. Include an introduction (statement of purpose and any light background treatment, if needed, to enhance your paper), main body, and conclusion or summary.

5. Purge the paper of all errors in grammar, spelling, capitalization, and typing. IF MORE THAN TWO CORRECTIONS ARE NEEDED FOR ANY PAGE, THE STUDENT MUST HAVE THAT PAGE(S) RETYPED. Edit carefully to avoid the necessity of rewriting and paying the rewrite fee.

6. Length of paper

Master of Divinity analytical reflection paper--3,000 words or a minimum of 12 pages to a maximum of 14 pages.

III. General

1. Due Dates

- A. Papers are due in the faculty secretary's office by 4:00 p.m. on the published date due for the intended semester of graduation. (See the Academic Calendar in back of current catalog.) Those not received on the date due will be considered late. Failure to submit the ARP as specified could alter your graduation date. No exceptions to these deadlines will be allowed without prior approval from the department chairman and the academic dean.

2. Copies required--3 copies will be provided by the student--no original is required.

3. Grading Procedure

- A. The papers will be graded by two members of the department on the basis of "Satisfactory," "Marginal," or "Unsatisfactory." Papers not meeting the above requirements will be returned to the student for revisions.
- B. In the event that any or all of the paper needs to be redone in final, polished form, an analytical reflection paper rewrite fee of \$30.00 must be paid before the rewrite is given to the faculty secretary. Prepare with care to avoid the rewrite and fee.