Doctor of Ministry
“Building Leaders Who Build the Kingdom”

PTH 906 D.Min. Project Design LEC 01
Summer 2020

Faculty Information
Professor: Cory D. Shipley, D.Min.
Email: shipleyc@evangel.edu
Phone: 417-268-1084
Office hours: by appointment

Course Information
Credit hours: 3
Course dates: June 8-12
Meeting times: M-Th 8am-5pm\(^1\); F 8am-5pm\(^2\)
Location: TBD

Required Textbooks
(Unless otherwise noted, textbooks may be purchased through the Evangel Bookstore http://www.bkstr.com/evangelstore/home.)

- The D.Min. Project Design Handbook, downloadable from here:
Dropbox: https://www.dropbox.com/s/jzn39nmjgbyhoj/AGTS%20PD%20HANDBOOK_FALL%202019_LO.pdf?dl=0
OR
D.Min. Central: https://courses.evangel.edu/courses/32372/pages/agts-project-design-handbook

\(^1\) Although some D.Min. courses start later on Monday, this course starts promptly at 8:00am!
\(^2\) The ending time on Friday depends on when the prospectus critique time finishes; this depends on the size of each class.
This handbook includes key documents you will need in the research and writing of your doctoral project. Download it before class and read it through carefully. This is required reading.

- **D.Min. Project Resources**, located here: [D.Min. Central](#).

The D.Min. Department recommends to new participants that they purchase several writing resource books at the beginning of their program and utilize these books throughout their studies. If you have not yet done so, please purchase the following books in preparation for the Project Class:


Introductory Research text that will assist you in beginning your biblical-theological literature review:


Introductory resource that will assist you in the statistical portion of your project:


### Assemblies of God Theological Seminary Mission Statement

The purpose of Assemblies of God Theological Seminary is to train men and women to fulfill the mission of the Church as taught in Scripture—Shaping servant leaders with knowledge, skill and passion to revitalize the Church and evangelize the world in the power of the Spirit.
Evangel University Mission Statement

Evangel University is a comprehensive Christian university committed to excellence in educating and equipping students to become Spirit-empowered servants of God who impact the Church and society globally.

D.Min. Mission Statement

The mission of the D.Min. is threefold: 1) to enhance the participants’ professional competence in the particular area of their gifts and calling; 2) to integrate learning into the context of each participant’s ministry; and 3) to develop strong Pentecostal scholar-practitioners/ministers.

Catalog Description

A course designed to prepare the participant for presentation of an acceptable project prospectus to the D.Min. Project Committee. Components of a prospectus, research methodologies, and writing strategies are explored and applied.

Course Prerequisites

Participants must have finished all four core courses and should be completing their final elective(s) to register for Project Design.

Course Purpose

The purpose of this course is to prepare the participant for presentation of an acceptable project prospectus to the D.Min. Project Committee.

Learning Outcomes

The objectives of the course are stated in terms of learning outcomes. All AGTS Program Learning Outcomes, EU 20 Outcomes, and Faith, Work, and Economics (FWE)/Oikonomia Network (ON) Outcomes are found on the website: https://agts.edu/current-students/academic-policies/.
Upon completion of this course, the participant will be able to:

<table>
<thead>
<tr>
<th>CLOs</th>
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<tbody>
<tr>
<td>1. Differentiate the roles of the doctoral project team (participant, editor, biblical adviser, project adviser, project coordinator, D.Min. Critique team, and outside reader). (PLOs 3 &amp; 4)</td>
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<tr>
<td>2. Identify, analyze, and synthesize the required components of the D.Min. project prospectus (title, context, problem, purpose, terms, scope, phases/timetable, research themes, contribution to ministry, and bibliography), and create an approved written prospectus. (PLOs 3 &amp; 4; EU20 E4)</td>
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<td>3. Design a project implementation that will seek to provide the most effective solution to the project’s ministry problem or opportunity. (PLOs 3 &amp; 4)</td>
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<td>4. Devise an evaluative tool for assessing the project’s implementation. (PLO 3; EU20 E4)</td>
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<td>5. Articulate a deepened appreciation for the myriad skills needed for completion of the D.Min. project (such as personal leadership, time management, critical thinking, doctoral-level writing, working with teams, clear communication, enhanced technology, research with human subjects, assessment, etc.). (PLOs 3 &amp; 4)</td>
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<tr>
<th>PLOs</th>
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<tr>
<td>This course supports and assesses PLOs 3 and 4.</td>
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<tr>
<th>EU20 and FWE/ON Outcomes</th>
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<tr>
<td>This course supports, but does not assess EU20 Outcomes C1, C2, C3, E1, E2, E4, E5, I1, G1, G3, G4 and FWE/ON Outcomes 1, 2, 3.</td>
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**Course Format**

This course will include lectures, class discussions, videos, guest speakers, presentations, writing assignments and revisions. It will also entail group critiques of the participant’s prospectus.

**Course Schedule**

This is a tentative course outline. The course schedule may be changed at the discretion of the course instructor. Notice of changes will be made in class and/or through COURSE COMMONS announcements.
<table>
<thead>
<tr>
<th>Monday</th>
<th>8:00 – 5:00 p.m.</th>
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<tbody>
<tr>
<td>Registrations, Schedule for the week, Online resources</td>
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<tr>
<td>What is a D.Min. Project?</td>
<td></td>
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<tr>
<td>Guest: Dr. Mike McCrary</td>
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<tr>
<td>Who is on My Team?</td>
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<td>Video: Dr. Randy Walls</td>
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<tr>
<td>Peer Review Groups</td>
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<tr>
<td>Independent Work</td>
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<tr>
<th>Tuesday</th>
<th>8:00 a.m. - 5:00 p.m.</th>
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<tr>
<td>Where Do I go from Here? (Chapters 1, 2, and 3)</td>
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<tr>
<td>Skills Needed for the Project (Self-Leadership: Dr. Ava Oleson video)</td>
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<tr>
<td>Independent Work</td>
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<tr>
<th>Wednesday</th>
<th>8:00 a.m. - 5:00 p.m.</th>
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<tbody>
<tr>
<td>Library Orientation</td>
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<tr>
<td>Where Do I Go from Here? (Chapters 4, Appendices, and 5)</td>
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<tr>
<td>Guest: Newly-minted grad</td>
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<tr>
<td>Skills Needed for the Project (cont.)</td>
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<tr>
<td>Independent Work</td>
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<tr>
<th>Thursday</th>
<th>8:00 a.m. - 5:00 p.m.</th>
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<tr>
<td>What about the Finish Line?</td>
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<tr>
<td>Complete Prospectuses and Submit</td>
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<tr>
<th>Friday</th>
<th>8:00 a.m. - 5:00 p.m.</th>
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<tr>
<td>Complete Course Evaluations</td>
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<td>Critique Time</td>
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Course Policies and Requirements

Assignments

Pre-session

1. *(Three months out)* By March 9, read the reference textbooks, highlighting useful information.
   a. **Project Design Handbook** – Read this carefully. It will be your Guide for the next year-and-a-half.
   
   b. **Reference works** - Though these are reference works rather than cover-to-cover required reading for the course, familiarity with content prior to class will assist you in the production of your project prospectus due the end of Project Design week. To put it simply, the more familiar you are with the content of these books, the better and easier your writing process will be for the Project.
   
   c. **Fee and Stuart** – Read prior to class.
   
   d. **D.Min. Project Resources** located here: [D.Min. Central](#). Familiarize yourself with this material and make a list of any questions you have relative to any of the following documents or others posted at the D.Min. Participant Resources site:
      o Writing and Editorial Resources (especially the D.Min. Writing Style Guide)
      o Samples and Templates (especially the *whole project template* and *project outline*)
      o Project Design Class Prospectus Resources (esp. the prospectus template and samples)
      o Research Resources (especially the Biblical-Theological Resource)
      o Symposium and Graduation Resources (especially full sample projects and alumni abstracts; in D.Min. Central these are located under [alumni resources](#).)

2. *(Three months out)* By March 9, download the **draft prospectus template** and read the posted sample prospectuses located in [D.Min. Central](#).

3. *(Two months out)* By April 6, email Dr. Shipley to schedule your **Project Design phone interview**. This will be a time to discuss your project idea, discuss adviser choices, and help set you up for success in writing your draft prospectus that will be due May 11 (below).
4. **(Five weeks out) By May 4,** confer with biblical adviser and project advisers. This must be an individual with a terminal degree who has competency in your specific area of study. It must also be an individual accessible and available to you during your project phase. You may query that individual to determine his or her availability and willingness to assist; however, the D.Min. office will provide final approval of your project adviser the week of Project Design. As soon as you have someone in mind, contact Dr. Shipley to discuss that choice. **Also confer with him about a biblical adviser to advise you on chapter 2.** Ideally, you should be able to confer with your potential adviser(s)—biblical and project advisers—before Project Design about your research themes.

5. **(One month out) By May 11,** submit **draft prospectus** of the project that you envision. Follow the *AGTS D.Min. Project Design Handbook* sections on writing your prospectus to know how to include the required elements in your prospectus. **This draft** (at least five pages double-spaced plus the single-spaced bibliography) **is due to Dr. Shipley via e-mail** (shipleyc@evangel.edu) **by May 11, 2020** for his initial edit/critique.

When Dr. Shipley receives your draft, he will send it to one of our approved D.Min. editors who will then make changes. Dr. Shipley will then add his critique to that document and return it to you for pre-class changes. The editor will send you an invoice and CC Yvonne Marsh in the Evangel Business office, who will then bill your student account for that editing invoice. You will have 14 days from the time the editing fee is posted to your account to pay that amount.

**Session**

Your prospectus will be revised throughout the week of Project Design. The more you have prepared prior to class, however, the less stressful the week will be as you ready your prospectus for its approval on the last day of class—and the more time you will have in the AGTS library to find additional suitable sources.

By 3 PM Thursday of the week of class, you will submit your revised draft to Dr. Shipley, who will send it on to the respective members of the Critique Team to review it on Thursday evening in preparation for our Friday critique team session. (See p. 16 of your *Project Design Handbook* for further details.)

**Post-session**

Any changes needed to the prospectus will be due two weeks after class, by which time you will re-submit the prospectus to Dr. Shipley. Prospectuses will be due June 26, 2020.
Research/Writing Assignment
The AGTS Academic Writing Policy and the AGTS D.Min. Writing Style Guide are available in D.Min. Central. All written work is to be formatted according to the Turabian style manual, 9th edition. Writing from previous academic work may not be recycled. For more information about an editor/writing coach, see the Editor’s List in the Writing and Project Resources Module in D.Min. Central in CANVAS.

Due Dates
March 9 Complete readings, download prospectus, read sample prospectuses.
April 6 Schedule phone appointment with Dr. Shipley.
May 4 Confer with biblical and project adviser about research themes.
May 11 Submit draft prospectus via email to Dr. Shipley.
June 26 Submit final approved prospectus via Dropbox to Dr. Shipley.

Writing Project Evaluation
1. Cogency
   Are the major assertions clear, specific, adequately supported, and well organized?
2. Creativity
   Do the major ideas represent original and insightful formulation?
3. Depth
   Are the ideas in the paper important and substantial, reflecting significant research and high-quality, formative thinking?
4. Quality
   Is the writing clear, compelling, professional, and consistent with the Turabian standard?

Attendance
Due to the accelerated pace of each course, regular and punctual attendance is expected of each participant for all course activities. Because attendance is such a crucial element of the cohort peer-learning process, a participant cannot be absent for more than four hours of class and still receive credit.

Communication
Participants are expected to stay connected with the professor to ensure the successful completion of all course requirements. To help guarantee that you receive all electronic correspondence, please enter your professor’s and the department’s email addresses into your contact list.
Assessment

Grading Policy
All assignments will be assessed using rubrics and grades awarded using the AGTS D.Min. Grading Scale. Upon receipt of a final, approved prospectus, a grade of “S” will be recorded for each participant.

Late/Missed Assignment/Incomplete Policy
In extreme circumstances, extensions may be requested from the professor. It is the participant’s responsibility to communicate with the professor prior to the post-session due date if an extension is needed. If the participant requests additional time, an incomplete “I” grade may be given at the discretion of the instructor for the extension until July 10 for the final prospectus submission. No participant will be permitted to register for a class if more than two (2) IP or I grades are posted on the participant’s transcript.

Bibliography
Bibliographies for General Writing Resources and Project Resources are provided in D.Min. Central including extensive bibliographies for Chapter 2 Resources (see AGTS Biblical-Theological Resources).

Specific Data
Prepared by Dr. Cory Shipley, January 2020
Policies Addendum

Academic Integrity

As participants in a Christian university, members of the broader academic community, and active professionals, it is incumbent upon every member of the Evangel community to employ and encourage integrity in all our academic and professional pursuits. Any and every instance of academic dishonesty compromises the mission of Evangel University and violates the standards we hold as people of Christ and practitioners within our professional fields. Students are expected to understand and avoid all forms of academic dishonesty, which includes falsification, cheating, collusion, and plagiarism.

As members of the Evangel community, students share the responsibility to deter and report academic dishonesty. Should a student become aware of a violation of academic integrity, he or she is encouraged to report the incident to a faculty member or department chairperson.

It is the responsibility of the faculty to address any and all acts of academic dishonesty. Sanctions for violations of academic dishonesty can include but are not limited to a failing grade on an assignment, a failing grade for the course, suspension from school, or expulsion from the university. Evangel’s policy on academic integrity, as published in the Student Handbook, appears in the section IX. University Policies: Academic Integrity.

Accommodation Statement

Evangel University is committed to equal educational opportunities for students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act as amended (ADA). Academic Support, a division of the Center for Student Success, is the office designated by Evangel University to review disability documentation, determine reasonable accommodations, and develop plans for the provision of such accommodations.

If you have already established accommodations through Academic Support and receive accommodation memos, please meet with me to discuss the provisions of those accommodations as soon as possible (accommodations are not retroactive). If you have not yet established accommodations, but have a disability or health condition (permanent or temporary) that may have some impact on your work in this class and for which you may require accommodations, you are welcome to contact Academic Support staff in the Center for Student Success (ZM-208; 417-865-2815 x.8215) so that accommodations can be arranged. See the Disability and Academic Accommodations.
Accommodations Handbook for further information on the accommodations process.

**Inclusive Language**

The Assemblies of God Theological Seminary employs inclusive language for human beings in both verbal and written communication. This commitment to equality and community is rooted in the biblical revelation of God’s will to form one united people, including men and women from every nation, people, tongue, and tribe (Rev 7:7–9). In regard to biblical texts, the integrity of the original expressions and the names of God should be respected. Students must use inclusive language in all assignments.

**Electronic Devices in the Classroom**

It is expected that electronic devices will be used during class to support the students’ learning. Any use of technology that substantially degrades the learning environment, promotes dishonesty or illegal activities is prohibited. Cell phones should only be used for academic purposes during class. Please turn cell phones off or to silent during class.

**University Resources**

**Evangel University Libraries**

- **Klaude Kendrick Library**'s physical holdings currently includes approximately 120,000 bound volumes, 3,100 media in various formats, and number of periodical subscriptions to key titles in relevant fields of study. The facility includes a computer center, equipped with 13 computers, multiple laser printers, and a copy machine/scanner/printer, providing access to productivity software, library resources and the Internet. The library also provides access to a wireless network throughout the facility.

- The **Cordas C. Burnett Library** is the major information resource center of AGTS. Its physical holdings currently includes 127,726 bound volumes, 5,561 media in various formats, and number of periodical subscriptions to key titles in relevant fields of study.

To access the library catalogs and resources online, visit Evangel University Libraries. Engel's libraries include computer centers, equipped with computers and a copy machine/scanner/color printer, providing access to productivity software, library resources, and the Internet. The libraries also provides access to a wireless network throughout the facility.
The Write Place
The Write Place is a free service available to all Evangel students. The tutors in The Write Place offer tutoring and support to help each student through the writing process. Although The Write Place is not an editing service, the tutors do teach correct grammar and punctuation, which then may be applied to the student's paper. Students must engage tutors directly and take an active role in the correction process. The Write Place is available to online students. For more information or to set up an appointment, see The Write Place Online.

The Center for Student Success
The Center for Student Success is also available to all Evangel student. The Center for Student Success provides tutoring, coaching and academic support. The Center for Student Success is located in Zimmerman Hall 208. The Center for Student Success is available to online students. For more information or to set up an appointment, see The Center for Student Success.

Course Commons
This course will use Course Commons, Evangel’s learning management system. There are links to Course Commons in the Student Portal and the Evangel website. The login page for Course Commons is https://courses.evangel.edu.

Use your Evangel username and password to login.

Course Commons Student Orientation
All Evangel students have access to the Course Commons Student Orientation. If you are new to Course Commons, you are encouraged to take advantage of this excellent resource. As part of your course preparation, this will help you make the most of the features that are available to you as a student.
Accessing the Course in Course Commons

Access your courses list by clicking on the Courses icon on the Global Navigation menu on the left of the screen. You can also click on the course card on the Dashboard.

To customize your Courses list, see the following Help Guide: How do I customize my Courses list?

Students will have access to this course in Course Commons seven (7) days before the official beginning of the semester. If students have not completed their financial registration by the first official day of class, their course access will be revoked.

After the end of the semester, students will have read-only access to the course through Course Commons. Only access to already submitted work, course resources and grades will be available.

Accessing Course Content in Course Commons

The professor controls the availability of course content and features. Some items may be unavailable until a date set by the professor.

You can navigate the course content and features using the Course Navigation menu on the left. This menu can be customized by the professor, so it may differ from course to course, depending on what features the professor has chosen to make available.

You can collapse the Course Navigation menu to focus on the page content. Click on the menu icon in the upper left (which looks like 3 lines). You can expand the menu by clicking on the menu icon again.

All course content (syllabus, modules, course materials, assignments, online quizzes, online discussions, grades, etc.) can be accessed using the links in the Course Navigation menu.
Personal Settings in Course Commons

Students can adjust their personal settings in Course Commons. Click on the Account icon to access the Account menu.

On the Profile page, you can add a profile picture to your account. You can also edit your display name, which will show to your instructor and peers throughout Course Commons.

The Settings link allows you to add additional contact methods (personal email or cell phone number for text message alerts) to your account. You can also add external services, like Twitter, Skype or Google Drive.

The Notifications link allows you to customize what notifications you receive from Course Commons and how and when you receive them. This is a student-centered feature that allows you to optimize your notifications to help you stay connected to what is happening in all your courses.

For more information, see the following pages in the Course Commons Student Orientation: How to Update your Profile and Settings and How to Update Your Notifications Preferences.

Accessing Grades in Course Commons

All course grades will be recorded and shown through Course Commons unless otherwise specified by the professor. Simply click the “Grades” button on the lower right of the Dashboard to access your grades for all courses. You can also use the Grades link in the Course Navigation to access your grades for this course.

For more information on how to check your grades and what you can do from the Grades page, see the following page from the Course Commons Student Orientation: How to Check My Grades.
How to Get Help with Course Commons

Help is never more than a few clicks away! You can access the Support menu from any page in Course Commons.

Click on the Support icon in the lower left corner of the screen. Because the Course Commons is powered by the Canvas Learning Management System, all help guides and helpdesk tickets will reference Canvas.

From the Support menu, you can send a message to your instructor, search the Canvas Help Guides, or report a problem.

You can browse the Canvas Student Guide for help on a specific topic.

Course Commons Troubleshooting

Do you have a question about a quiz, an assignment, or another item in the course? Contact your professor.

Are you having technical problems with Course Commons? Click the Support icon, click “Report a Problem” and complete the form to file a ticket for a personal response from the support team. Please be sure to include a thorough description of the problem.

Are you having trouble with your Evangel account (username and password)? Contact the IT Helpdesk at studenthelp@evangel.edu (email) or call 417-865-2815 ext. 4357 (HELP). Please allow 24 hours for a response on a weekday and 48 hours for a response on the weekend.