

M.A.R. Integrative Project or Paper Instructions

Please read these instructions and the information below before completing the MAR Integrative Project or Paper form.

What is an Integrative Project or Paper?

- The integrative project is designed for a student to pursue a specific topic of interest by means of an experience-based study. The project should be built upon firm theoretical foundations obtained from previous courses in the discipline being studied. The project may include traditional learning modes, such as reading, but its primary focus should be on experiential learning.
- The integrative paper is a major research paper (written in one semester) undertaken to pursue an area of interest that has conceptually developed from work done in previous courses of study. By nature it also serves to demonstrate a student's research and writing abilities.
- Each option is equivalent to one course worth of credit.

What are the policies & procedures pertaining to M.A.R. Integrative Courses?

- **Before completion of their tenth course, the student is to submit a paper or project proposal to the M.A.R. program director.** The director of the Master of Arts in Religion program serves as the initial contact for M.A.R. students and is available to provide counsel and assistance in developing their programs and integrative paper/project proposals. When the proposal is completed, the director may also assist in selecting a project supervisor.
- **Upon approval by the M.A.R. director, further permission is needed by the project supervisor and the registrar before the course can be registered.** To avoid problems, requests should be made early; they will not be accepted after the last day of the Drop/Add period.
- **Requests to have an instructor other than a GCTS faculty member oversee an integrative project or paper must be made in writing to the registrar and can either accompany or precede the course petition.** Such requests require approval by the appropriate division as well as the academic dean and, therefore, must be submitted no later than one month prior to the beginning of the semester.
- **Integrative paper/project courses are subject to all the policies, deadlines and procedures governing other 'standard' courses.** Such courses are, normally, only permitted during full semesters (Fall and Spring). They are never allowed during the January Session. Occasionally, special permission will be granted for a Summer Session course. In this case, the course will be registered in the first Summer session and students will have until the end of summer Session III to complete the coursework.
- **M.A.R. Papers/Projects are NOT theses.** Therefore, while some of the formatting guidelines are the same (see attached documents), M.A.R. Papers/Projects are not governed by the same policies as theses (e.g., special extension deadline).

What must I do when my M.A.R. Paper or Project Course is completed?

- Turn in paper or project to the project supervisor for final grading.

The following steps should be taken only if binding is recommended by the directing professor:

- Make necessary revisions as suggested.
- Provide the Registration Office with two unbound revised copies of the integrative paper or project.
- Sign Gordon-Conwell's *Copyright Release Form for Deposited Student Works*.
- Complete and sign the *Microfilm Distribution Agreement for TREN* [do **not** complete/sign the second section, *Copyright Registration Information Section*.]
- Pay the appropriate binding fees (check the *Special Fees* section of the *Student Handbook* for current fees).

M.A.R. Integrative Project (880) or Paper (881)

Please read the accompanying instructions before completing this form.
Obtain the signature of the Project Supervisor and the MAR Director.
Then return this form to the Registration Office for final approval.

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| Name | GCTS ID # | Date | GCTS Box # |
| Degree(s) | Telephone | Term course is to be registered (i.e., Fall 2008, Spring 2009 etc.) | |

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| Course Number (Include the department code (i.e., EM, TH, etc) and either 880 (integrative project) or 881 (integrative paper) for the course number.) | Course Title (This is a self-created course title (e.g., "Youth Camp Curriculum Development")) |
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Please give a 25-50 word summary of the project or paper, including its rationale and anticipated outcomes.

The student should first secure the signature of the M.A.R. Director and the Project Supervisor before submitting this form to the Registration Office for final approval. The student and the Project Supervisor will receive a copy of this form once the final decision is made.

Student Signature (REQUIRED)

Required Approvals:

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|----------------------------------|------|
| Project Supervisor (REQUIRED) | Date |
| M.A.R. Director (REQUIRED) | Date |
| Registration Official (REQUIRED) | Date |

FOR REGISTRATION OFFICE USE ONLY: Date of Final Approval: _____