

Gordon-Conwell Theological Seminary
Project Course (720) Petition

**Please read the attached instructions prior to filling out this form;
after completing it, please attach your project description, learning goals, etc.**

Name: _____ **Date:** _____ **Box:** _____

ID#: _____ **Phone#:** _____

Course Number and Title*: _____

*Please include the *department* and a *self-created* course title for your reading or research (e.g. MC720 – Using Bible Software in the Sunday School Classroom).

Semester and Year (in which the course will be registered): _____

Student Signature: _____

Please give a 25 – 50 word summary of the course:

Obtaining Approval: The student should first secure the signature of the directing professor, then the appropriate division chair. At that time, the petition should be submitted to the Registration Office for final approval.

Approved by:

Directing Professor **Date**

Division Chair **Date**


Registrar **Date**

For Registration Office Use:

Date of final approval: _____

Comments:

The student and directing professor will receive a copy of this form once the final decision is made.



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Please read the Student Handbook section on Project Courses and then note the following.

What is a Project Course?

These courses are designed for a student to pursue a specific topic in the Division of Ministry 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 mode, such as reading, but its primary focus should be on experiential learning.

Policies pertaining to Project Courses:

- ◆ **All Project courses require approval of the directing professor, the appropriate division chair, and the registrar before permission to register will be granted.** They are not 'last minute' possibilities. To avoid problems, requests should be made early; they will not be accepted after the last day of the Drop/Add period. In addition, at the directing professor's discretion, a prerequisite course or courses may be required.
- ◆ **Project courses are subject to all the policies, deadlines, and procedures governing other 'standard' courses.** Project 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.
- ◆ **Requests to have an instructor other than a GCTS faculty member oversee a Project course must be made in writing to the registrar and can either accompany or precede the course petition.** Such requests require approval of 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.

What do I need to include with this petition? (Your directing professor can assist you in this prep.)

- Details noting the number of times and approximate dates you will meet with the directing professor.
- A clear and concise description of the project
- "Personal Learning goals" form, which specifies intended purpose, a description of the work that will be undertaken, and expected measurements of the outcomes.
- Other persons, including the division chair, may request copies of your proposal; these are your responsibility to provide.

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Procedures for developing your "Project Plan"

Procedures for developing your "Project Plan":

1. Develop a written proposal, including a rationale for the project, a description of the work that will be undertaken, and the anticipated outcomes. (Use attached chart as a starting point.) At the directing professor's discretion, a prerequisite course or courses may be required.
2. Identify at least four proposed times for appointments with the directing professor, as follows:
 - a. Project plan approval
 - b. Progress check at beginning – after 25% of hours
 - c. Mid-project – 50% of hours
 - d. At completion
 - e. Any other times you need help or feedback
3. Obtain approval for the project and related meetings from the directing professor and the Chair of the Division of Ministry.
4. Document your involvement in the project. A chronological log indicating "time spent" in each learning activity must be kept consistently and accurately.
5. Write a final report of three to five pages, indicating the extent to which you achieved your learning objectives as well as any significant insights obtained from the project. In writing this report, consider the following: I learned that...I realized that...I re-learned that...I was surprised that...I noticed that...I was pleased that...I discovered that...I was displeased that...
6. Turn in time log, papers, other evidence of accomplishment (see column 3 of attached chart), and the final report (see #5 above) no later than the last day of final exams for the semester enrolled. You will be graded as follows:
90 hours = C
105 hours = B
120 hours = A
Plus and minus grades will be assessed based on appointments, log, and written work.

PERSONAL LEARNING GOALS

MY LEARNING OBJECTIVES

Specify several learning objectives which will control the activity of your project.

HOW I WILL ACCOMPLISH THEM

For each objective, specify at least one means you will use to achieve the goal, e.g., interviews (with whom, about what), diaries for self-analysis (about what), books to read, new experiences desired, etc.

HOW I WILL MEASURE MY ACCOMPLISHMENTS

For each objective, specify a way by which you can measure your progress, e.g. (1) measurable accomplishments, (2) evaluations by peers or leaders, (3) concrete self-developed evidence.