Ministry Project Course Instructions

Please read the Student Handbook section on Project Courses and the instructions below before completing this Project Course Petition.

**What is a Project Course?**
These courses are designed for a student to pursue a specific topic in the Division of Practical Theology 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.

**What policies pertain 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 (by April 1 for Summer and Fall terms; by December 1 for January and Spring terms); they will not be accepted after the last day of the drop/add period. Requests will most likely not be approved once the semester has begun. 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.** The first meeting must take place within ten days of the semester’s beginning. It is the student’s responsibility – not the professor’s – to initiate the first meeting. Project courses are, normally, only permitted during full semesters (Fall, Spring and Full Summer). Occasionally, special permission will be granted for a January or Summer-intensive course. In this case, students will only have until the end of the registered session 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 dean of faculty and, therefore, must be submitted no later than one month prior to the beginning of the semester. Also, professors cannot teach outside their teaching areas without written approval from their own division chair and the division chair of the area in which they would be teaching.

- **See the Student Handbook section on Project Courses for more information.**

**What do I need to include with this petition?** (Your directing professor can assist you with this preparation.)
- Details noting the number of times and approximate dates you will meet with the directing professor (A minimum of four hours is required.)

- 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.

**What is the procedure for developing my Project Plan?**
- Develop a written proposal, including a rationale for the project, a description of the work that will be undertaken, and the anticipated outcomes. (Use the Learning Goals attached as a starting point.) At the directing professor’s discretion, a prerequisite course or courses may be required.

- Identify at least four proposed times for appointments with the directing professor, as follows:
  1. Project plan approval
  2. Progress check at beginning – after 25% of hours
  3. Mid-project – 50% of hours
  4. At completion
  5. Any other times you need help or feedback

03/08/2016
• Obtain approval for the project and related meetings from the directing professor and the Chair of the Division of Practical Theology.

• Document your involvement in the project. A chronological log indicating “time spent” in each learning activity must be kept consistently and accurately.

• 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…

• Turn in time log, papers, other evidence of accomplishment (see column 3 of attached chart), and the final report (see preceding bullet point) no later than the last day for submitting written work for the semester enrolled (see Academic Calendar).

• 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 Form
Submit this form with your Project Course Petition.

<table>
<thead>
<tr>
<th>My Learning Objectives</th>
<th>How I Will Accomplish Them</th>
<th>How I Will Measure My Accomplishments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specify several learning objectives that will control the activity of your project.</td>
<td>For each learning objective, specify at least one means you will use to achieve the goal (e.g., “interview with John Doe about local economy,” “diaries for analysis of my views about ministry to those in poverty,” books to read, new experiences desired, etc.).</td>
<td>For each objective, specify a way by which you can measure your progress (e.g., measurable accomplishments, evaluations by peers or leaders, concrete self-developed evidence).</td>
</tr>
</tbody>
</table>
Ministry Project Course (720) Petition

Please read the Student Handbook section on Project Courses and accompanying instructions before completing this petition. Attach your project description, learning goals, etc. to this petition and obtain all other required approvals before submission to the Registration Office.

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

Secure the signature of the directing professor, and then the signature of the Chair of the Division of Practical Theology. Submit the petition to the Registration Office for final approval. The student and directing professor will receive a copy of this form upon approval by the Registrar.

*I have read and understand the registration instructions on this form. I have read and agree to abide by the Community Life Statement and the policies and deadlines in the current Gordon-Conwell Student Handbook. By submitting my registration, I agree to pay tuition and fees and accept all applied penalties and fees, including interest charges on unpaid balances, should I not adhere to the policies and deadlines regarding registration and payment of my student account. I further acknowledge that I agree to reimburse Gordon-Conwell Theological Seminary the fees of any collection agency, which may be based on a percentage at a maximum of 33 1/3 percent of the debt and all costs and expenses, including reasonable attorney’s fees, Gordon-Conwell Theological Seminary would incur in such collection efforts.

Student Signature (REQUIRED—ELECTRONIC SIGNATURES WILL NOT BE ACCEPTED.)

Required Approvals:

Directing Professor (REQUIRED) __________________________ Date __________

Chair of the Division of Practical Theology (REQUIRED) __________________________ Date __________

Academic Dean (only required for courses taught by adjuncts) __________________________ Date __________

Registration Official (REQUIRED) __________________________ Date __________