

Master of Arts Course Completion Instructions

Beginning with the first course in your M.A. degree program, read the two required textbooks, to complete the four Projects for each textbook in each course of your Concentration. Your second textbook can be chosen from the Additional textbooks list, or the Alternative Textbook list. It is not necessary for this textbook to be in the same subject matter or field of interest as the course.

Concentration Course Projects

Project One

Create a two-level outline for the two textbooks. A two-level outline consists of two Roman Numerals and two capital alpha letters for each Roman numeral.

The Two-Level Outline details what you consider to be the most important elements or sections in the textbook. It is possible that your Roman numerals will match the chapter numbers. In this instance, the A.; B.; C.; etc. will contain the key elements in the chapter. If you choose to disregard the chapter numbers and use the Two-Level Outline for the entire book, it will not be unusual for a 600-page book to require Roman numerals I thru XX; in which case each Roman numeral will represent approximately thirty pages in the book. Thirty pages will usually require one alpha character for every 3-5 pages. With this average number, thirty pages will use alpha "A" thru alpha "F" for what you believe to be the six key elements.

Use the Annotated Outline method so that you can write complete thoughts and ideas for both the Roman numerals and the alpha characters. Some textbooks will be a bit more complicated than others, please remember this. There is no minimum for word requirement. Be certain to demonstrate your familiarity with the contents of the book in your Two-Level Annotated Outline.

Example:

- I.
 - A.
 - B.
- II.
 - A.
 - B.

Use as many Roman Numerals and alpha letters as necessary for your Outline. The outline should be complete enough to use for teaching the course.

Project Two

Write a Review Essay for each book. Your Review Essays should be not less than 750 words each. Use single spacing text on your word processor. See Appendix I.

Project Three

Write a Response (reaction) Essay for each book. These should be not less than 750 words. Use single spacing text on your word processor. See Appendix II.

Project Four

Use at least 300 words to describe your learning experience in the course. Include how you will use what you have learned in your professional and /or personal life.

Summative Examination

After you have completed Projects for the final course, please notice in the instructions and on the second Cover Page, that you must write the Summative Examination and send it in with the last course. This is an “open book” summation of your learning experience in the M.A. degree program. Using your textbook outlines, essays, and notes from the audio lectures, write a summation of your educational experience. The summation is the Summative Examination and must contain not less than 1,500 words. Title this submission, **Summative Examination**. Include it with the submission of the Projects for the final course, using the second course Cover Page.

Projects Assignments Submission Instructions

Complete the Projects for the first course in your degree program. Submit the Projects with the appropriate Cover Page via the “Upload Assignments” link in the Resource Room. The cover pages are also available in your Resource Room as a Word document. Do not submit the Projects for the next course until you have received a mark for your first course by email. When you have completed and submitted the Projects for all courses in the Concentration except the final course, complete the Projects for the final course and submit them with the Summative Examination using the Final Course Cover Page. This completes the academic requirements for your degree program.

Remember, all courses must be uploaded in a Word Document format.

Appendix I

How to Write a Review Essay

When writing a review essay, your main objective is to provide an overview of the most significant points that were raised by the lecturer or author. A review essay is not the same as a summary paper. This is because a summary paper simply summarizes the material that is presented and provides a brief opinion on the contents. The review essay attempts to engage in a critical discussion of the materials presented as they relate to your prior studies, beliefs, and/or doctrinal position, depending upon the subject matter of the lecture or textbook.

When you write the review essays for the Projects, it is most effective to follow the same general pattern. First, write an introduction to the review essay. In this portion of the review essay, your goal is to identify what you believe is the main thesis the lecturer or author is presenting and to preview your own critical response.

After the introduction, you will then write a brief summary of the contents. The length of your summary should be 40% to 50% of the minimum words required for this Project. If you use more than 50% of your allotted words on retelling the contents, you are moving away from a review essay and entering into the lecture or textbook summary realm.

When summarizing the lecture or textbook, you should focus only on the central claims, arguments, and general positions presented. You should only discuss the information that is most significant and will help lead you into the critical discussion; this is the next portion of the review essay.

In the critical discussion portion of the review essay, you will evaluate the contribution the speaker or author has made to the discipline area presented. In order to complete this portion, you should ask yourself how the information advanced your knowledge. This requires you to identify the problems or controversies addressed by the speaker or author; assessing whether or not the presentations made a valuable contribution to the field; and whether or not the lecturer or author adequately and accurately presented the subject. You will need evidence from the lectures or textbook to support your argument. Refer to the lectures or textbook throughout your review essay. Use direct quotes from the notes you made as you listened to the audio lectures or read the textbook.

Finally, your review essay will need a conclusion. In your conclusion, restate your thesis and summarize your critical analysis.

Appendix II

How to Write a Response (Reaction) Essay

A response (reaction) essay is generally meant to provide the reader with a better understanding of how you personally feel about the textbook or audio lecture subject. As such, when you write the response or reaction essay, you will discuss your personal thoughts and feelings on the subject. Biblical materials allow a broad range of expression.

A response or reaction essay is written in the first person. This means you will use the word “I” while writing the essay.

Because you are writing your personal response to the materials presented by the author or lecturer, your introductory paragraph will contain a thesis statement that asserts your point of view. The following portion of the essay will be used to support your thesis.

Your thesis statement should begin “I think that...” or “In my opinion...” or use something similar to these. You will use the same types of phrases throughout your response or reaction essay. Your essay will not rely on facts, because it focuses on your personal opinions, doctrinal position, or biblical interpretation.

However, you will use facts that you know, or your own observations, to help support your opinions. As you write, you may say “In my opinion, the lecture (or textbook) was very confusing because the speaker (or author) used too many words that were unfamiliar to me and changed the point of view too often.” Although another Institute student may not have a problem with the words or keeping track of the changes in point of view, it is a fact that *you* did not know many of the words and the speaker did make frequent changes in his/her point of view.

After supporting your thesis statement with the body of your response or reaction essay, you will then write a conclusion. The conclusion is used to summarize what you have said and once again state your thesis or opinions once again. Be sure to state your thesis in a different way than you stated it in the introduction. Redundancy is a sign of poor writing and unacceptable at the Graduate and Post-Graduate levels.