



**MINISTRY DEPARTMENT
SCHOOL OF GRADUATE AND PROFESSIONAL
STUDIES**

STUDENT HANDBOOK

MASTER OF ARTS (MA)

&

MINISTRY CERTIFICATE

“Effective Leaders Changing the World For Christ”

2008-2009

“Effective Leaders Changing the World for Christ”

Hope International University nestles in a strategic part of the world. Our association with and proximity to effective churches and global ministries, many within a 45-minute drive of the campus, creates a wonderful learning laboratory filled with unique opportunities for ministry training.

Our graduate ministry program commenced in 1974 and we serve the church by preparing men and women for the work of ministry.

We embrace three core values.

1. We value **effective leadership**, and are committed to equipping Christians with the theological base and professional skills necessary for leading effectively.
2. We value the **mission** with which Christ charged His Church and believe that a heart for this mission is foundational for the church’s health.
3. We value **personal development**, believing that effective long-term leadership is not merely skill-based, but emerges from character, particularly the servant-character of Christ.

MASTER OF ARTS DEGREE

GOALS & OBJECTIVES

GOAL: Help students develop biblically and theologically.

OBJECTIVE: You should be able to articulate theological foundations for leadership, mission, and ministry, resulting from the program.

GOAL: Help students develop professionally.

OBJECTIVE: You should be able to demonstrate high levels of proficiency in ministry skills, resulting from the program.

GOAL: Help students develop personally.

OBJECTIVE: You should be able to identify at least three areas of personal growth (spiritual and emotional) resulting from the program.

PROGRAM STRUCTURE

The Master of Arts degree is 36 semester units in length and we offer four emphases.

Christian Leadership
Inter-Cultural Studies
Worship
Church Planting

1. You may complete the program in as little as two years but not take more than six years.
2. You may start the M.A. program at any point in the year.
3. Two pre-requisite courses (usually where there is an absence of formal biblical or theological training) are offered as online courses.

BIB5000 Bible Survey (3 units)

BIB5105 Bible Study Methods & Tools (2 units)

4. The Program is an integrated learning experience, built around three main components – professional development – 40%; biblical and theological development – 40%; personal development – 20%.

RESIDENCIES

1. We offer three kinds of residencies:
 - a. Londen Institute for Evangelism (LIFE) Residency (2½-day)—four times per year
 - b. Orchard Group Institute Residency (5-day)—three times per year
 - c. Extended Residency in combination with LIFE (8-day)—each January
2. Each Residency is team-taught by a number of different instructors – drawing on a deep pool of expertise.
3. Each Residency stands as an independent experience, not as a prerequisite for Residencies to follow.

LONDEN INSTITUTE FOR EVANGELISM RESIDENCY

1. The Londen Institute for Evangelism (LIFE) residencies are 2½-day experiences followed by online discussion over a four-week period. The online work is integral to the course. The Residency Coordinator facilitates this online work.
2. Each LIFE residency may be taken for 3 units.
3. Each residency allows for:
 - 20 hours of input/face-to-face;
 - 32 hours of reading (800 pages @ 25 pp/hr);

8 hours of log writing (8 pages @ 1 hr/page);
18 hours of writing (12 pages @ 1½ hours/page at a research level);
16 hours of online contact over a 4-week period after the residential portion.

ORCHARD GROUP INSTITUTE RESIDENCY

1. Each Orchard Group Institute (OGI) residency consists of two 2-unit courses completed over a 5-day period. Each of the 2-unit courses constitutes 18 hours of classroom instruction per course. All courses include pre-class and/or post-class reading and writing assignments. The courses do not involve online work.
2. Each OGI residency may be taken for a total of 4 units.
3. Each residency allows for:
 - 36 hours of input/face-to-face;
 - 48 hours of reading (1200 pages @ 25 pp/hr);
 - 12 hours of log writing (12 pages @ 1 hr/page);
 - 30 hours of writing (20 pages @ 1½ hours/page at a research level);

EXTENDED RESIDENCY

1. The Extended Residency each January is an 8-day experience followed by 8 weeks of online work.
2. Each Extended Residency may be taken for 6 or 9 semester units.
3. The full 8-day residential component of these Residencies generally starts on a Wednesday and concludes the following Wednesday, incorporating 60 hours of contact between you and the instructors.
4. The Extended Residency adds 5½ days to a 2½ day Londen Institute Residency.
5. Each Extended Residency taken for 6 semester units includes:
 - 60 hours of input/face-to-face;
 - 60 hours of reading (1,500 pages @ 25 pp/hr) – done both before and after the Residency course, but not required before the Residency course for admission;
 - 15 hours of log writing (15 pages @ 1 hr/page)
 - 54 hours of writing (36 pages @ 1½ hrs/page at a research level);
 - 40 hours of online contact over a 10-week period after the residential portion.
6. Each Extended Residency taken for 9 semester units includes:
 - 60 hours of input/face-to-face;
 - 120 hours of reading (3,000 pages @ 25 pp/hr) – done both before and after the Residency course, but not required before the Residency course for admission;
 - 30 hours of log writing (30 pages @ 1 hr/page)
 - 90 hours of writing (60 pages @ 1½ hrs/page at a research level);
 - 40 hours of online contact over a 10-week period after the residential portion.

7. Extended Residencies include biblical Track options and personal development Track options, in addition to the Londen Institute curriculum. You will take two biblical Tracks and one personal development Track.

MINISTRY CERTIFICATE

You may enroll in a Ministry Certificate program.

The Ministry Certificate:

- Is 12 units in length;
- Does not require the 40:40:20 ratio for coursework (mentioned on page 3);
- May be upgraded towards the Master of Arts degree if you qualify;
- May be taken in any combination of online and residency coursework;
- Does not include transfer credits, conference credit, or directed independent study.

Hope International University will issue the Ministry Certificate.

If you do six (6) or more of your Certificate units with Londen Institute for Evangelism, the Ministry Certificate will include the names of both Hope International University and Londen Institute for Evangelism.

If you do six (6) or more of your Certificate units with Orchard Group Institute, the Ministry Certificate will include the names of both Hope International University and Orchard Group Institute.

RESIDENCY CURRICULUM

MIN5100 RESIDENCY—Urban Ministry (Londen Institute + Extended Residency)

Urban Mission—The Inner City

This segment considers the special nature of urban ministry and the challenges associated with inner city work, particularly as it relates to church planting and establishing a kingdom presence.

Ethnic Diversity—Reaching and Integrating Ethnic Groups

This segment explores ways to build a multi-cultural congregation. It considers the blessings and challenges of ethnic diversity for programming and ministry.

Demands on the Pastor in Urban Ministry

This segment considers the special demands on pastors in urban settings. It highlights the nature of congregational leadership and expectations in the urban environment.

Sorting the Priorities of Urban Ministry

This segment guides students in the process of prioritization, helping them clarify strategic ministry priorities for effective urban ministry.

Biblical

MIN5101	Biblical & Historical Christology
MIN5102	Major World Religions
MIN5103	The Holy Spirit – Biblical Perspectives
MIN5104	Christians & Social Justice

Personal

MIN5113	Managing Stress & Avoiding Burnout
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MIN5200 RESIDENCY—Effective Team Building (Londen Institute)

Support, Communication, and Expansion of the Team

This segment discusses ways in which team members can develop communication skills between them, display more support for each other, and enhance the team's effectiveness.

Delegation and Empowerment

This segment examines the strategic role of delegation and empowerment within the team-building context. It provides insight into the roles of delegation and empowerment.

Casting Vision to the Team

This segment guides students to understand the significance of vision casting within the team context, with respect to frequency, nature, and expected outcomes of the vision.

Dealing with Dysfunctions

This segment explores the common dysfunctions of teams and what undermines the effectiveness of team dynamics.

MIN5500 RESIDENCY—Discipleship for the 21st Century (Londen Institute)

Discipleship: Building Lives with Purpose

This segment considers the value of a purposeful approach to discipleship, recognizing the value of focus and direction in this process.

Discipleship & Stewardship in the Church

This segment gives special attention to the role of stewardship as a key element of discipleship. It reveals and discusses the significance of stewardship for both personal and corporate life.

Discipleship Through Small Groups

This segment proposes a small-group philosophy and model that facilitates the development of authentic discipleship.

The Spiritual Foundations of the Congregation

This segment explores how discipleship and spiritual formation can be more effectively integrated into the life of the church.

MIN6100 RESIDENCY—Change Management (Londen Institute + Extended Residency)

Models for Change

This segment considers various ways that change may be effectively implemented, noting the common pitfalls and mistakes.

Leading Churches Through Difficult Times

This segment examines leadership when changes are unexpectedly thrust upon a congregation – e.g. deaths, moral failures, facility disasters, and financial crises.

How to Change Your Church Without Killing It

This segment analyzes the dynamics of change within the local church; how to manage those who resist all change and those who want to race ahead at high speed.

Changes the Church Must Consider for the Future

This segment anticipates changes that the church must make in the near future to remain relevant and effective in its gospel message.

Biblical

MIN6101	Understanding Pauline Theology
MIN6102	Servant Leadership in a Priesthood of all Believers
MIN6103	Exegetical Analysis of Romans
MIN6104	John's Gospel: Themes & Applications

Personal

MIN6113	Heritage & Leadership
MIN6114	Spiritual Disciplines: Fasting & Simplicity

MIN6200 RESIDENCY—Church Planting (Londen Institute)

Church Planting in a Postmodern World

This segment examines the postmodern cultural dynamics that influence the priorities and approaches of church planting in the western 21st century world.

International Church Planting

This segment considers various models for churches to engage in international church planting that is effective, reproducible, and sustainable.

Reproducing Church and the Multi-Site Model

This segment explores the multi-site approach to church planting, giving attention to its various strengths and weaknesses.

Key Elements of Healthy New Churches

This segment discusses the major “health indicators” for a new church plant and ways in which church health can be intentionally developed.

MIN6300 RESIDENCY—Reaching the Community (Londen Institute)

Creating, Sustaining, and Expanding Your Presence

This segment explores ways in which the local church can create, sustain and expand its presence in the local community.

Addressing the Hurts, Habits, and Hang-Ups within People’s Lives

This segment examines the significance of Recovery Ministry in effectively ministering to the local community, especially with regards to the hurts, habits and hang-ups that people experience.

Principles for Community Impact

This segment highlights some of the core principles that will enable the local church to broaden its community impact.

Creating a New Community within the Church and Beyond

This segment considers the impact of the church in its local community and the ways in which it can shape and transform a community to reflect the kingdom of God.

MIN6400 RESIDENCY—Effective Evangelism (Londen Institute)

Evangelism from the Top Down

This segment considers the life of the pastor as the model evangelist within the church, and ways in which evangelism within the staff can be nurtured.

Understanding the People You’re Reaching: Pastoral Evangelism

This segment identifies a methodology for defining evangelistic “targets” and considers the strengths and cautions of this approach.

Externally-Focused Church

This segment explores the facets and process of building an externally-focused church that consistently looks beyond itself.

Creativity, Cultural Relevance and Evangelism

This segment unpacks the significant role of creativity and cultural relevance as we seek to share the gospel in meaningful ways.

ONLINE CURRICULUM

BIB5000 Foundational Principles in Bible Survey (3 units)

This course introduces you to the background and meta-narrative of the biblical books. It surveys the belief, traditions, and history of the Hebrew people in the Old Testament, and of Christians as seen in the New Testament literature. The course also overviews the inter-testamental period and its significance for understanding the New Testament period and writings.

BIB5105 Bible Study Methods & Tools (2 units)

This course develops your ability to interpret the Bible with confidence and accuracy. It provides a systematic and non-technical method for studying the Bible, and teaches you how to use easily accessible Bible tools.

BIB5330 Psalms (2 units)

This course introduces you to the leading principles and forms of Hebrew poetry, as well as the structure, content, and theological emphases of various Psalm types. You will apply the Psalms in prayer, worship, and other aspects of the Christian life.

BIB5440 Jesus and the Kingdom of God (2 units)

You will explore the purpose, structure, content, theological claims, and enduring significance of Matthew's Gospel. Special attention is given to Matthew's presentation of Jesus' origin and identity, the nature and content of his Kingdom proclamation, and the facts and significance of his crucifixion and resurrection.

BIB5450 Ephesians (2 units)

You will systematically study Paul's Epistle to the Ephesians, one of the most profound documents of the New Testament. The course gives special attention to this letter's background, structure, major themes, and relationship to Pauline theology. The course also encourages you to apply this epistle in your own life and ministry.

BIB5500 The Holy Spirit (2 units)

This course analyzes biblical teaching on the Holy Spirit in both the Old and New Testaments. It explores His person and ministry, giving special attention to the fruit of the Spirit, the gifts of the Spirit, and the leading of the Spirit. You will also consider some of the Church's historical teachings concerning the Spirit.

BIB6440 Matthew: The Kingdom Among Us (2 units)

This course examines the Gospel of Matthew in depth. It gives centrality to the person of Christ through the prophetic lens of the Old Testament, and analyzes the ethics of the Sermon on the Mount and Jesus' other teaching. It shows the continuity of the Scriptures from the Old Testament to the New and explores the Kingdom teaching of Jesus.

CDY5420 Preaching That Connects (2 units)

This course specifically addresses narrative preaching. It provides instruction in the skills and art of storytelling, use of multi-media for public speaking, and the specialized elements of homiletics. It equips you for more confident and effective preaching.

CDY5510 Preparing to Preach and Teach (2 units)

This course examines various models for effective preaching and teaching. It equips you with skills in outlining, starting well, finishing strong, and crafting different approaches for different settings. It also offers a toolbox of presentation tips that will increase your confidence and skill in these two crucial areas for the Church.

CDY5710 Building and Sustaining Effective Teams (2 units)

This course affirms the priesthood of all believers and guides you to skills, techniques, and principles that undergird effective teams, at both staff and lay levels. It explores the significance of teams in the postmodern world and addresses the hurdles and pitfalls commonly experienced in teams.

ECC5460 The Church: Past, Present, and Future (2 units)

This course examines the models and structure of the church throughout history, connecting the contemporary church with its roots and anticipating its future shape. The course analyzes the roots of the church in the Jewish *qahal* and critiques contemporary models of the church today.

ICS5100 Preparing for Short-Term Missions (2 units)

Short-term mission trips can be life-changing experiences for all involved. This course prepares you for this special ministry by offering a biblical perspective on the world's peoples and the Lord's call to go to the nations. You will gain practical skills for cross-cultural ministry that will benefit you, those whom you serve, and the host mission.

ICS5125 Understanding Worldview (2 units)

This course examines the process by which the foundation of cultural knowledge – worldview – is formed. It focuses on how cultural knowledge inter-relates with beliefs, assumptions and allegiances, habitually forming both inward and outward behavior of a cultural group. It also gives attention to change dynamics in relation to the Gospel, including power, truth and allegiance encounters in cultures that are opening up to receive the Gospel.

ICS5200 Contextualization (2 units)

This course explores methods for contextualizing the Gospel and Christian beliefs in cross-cultural settings. It focuses on how we can apply God's Word with sensitivity to the cultural expression and perception system. It also gives attention to strategizing contextually for church planting and development of the Christian movement.

ICS5520 Mission Theology (2 units)

This course provides a biblical and theological framework – grounded in a missiological approach to Scripture and human history – to address a broad range of issues in connection with cross-cultural ministry and missiology. It explores mission as the central component of all theology and Christian praxis.

ICS6130 Communicating Christ Cross-Culturally (2 units)

This course provides you with the principles and processes needed to successfully communicate the Gospel across cultural boundaries. This course focuses on skills for intercultural relationships and the significance of the incarnational model Jesus presented to the world.

ICS6350 Cultural Anthropology for Ministry (2 units)

This course focuses on the integration and application of anthropological and sociological insights in Christian ministry across cultures. Special attention is given to the fundamentals of culture theory and the differences in structure and organization from society to society. It is designed to give you the tools to analyze and interpret your context in order to successfully minister in diversity.

MIN5105 The Person, Leader, & Experience of Worship (2 units)

This course examines the importance of the worship life of the worship leader, the distinctions between talent and anointing, the worship leader as a teacher, and the worship leader's role as a mediator.

MIN5107 Vision Catching & Casting (2 units)

This course examines the role and significance of vision within the Church, the dynamics of developing and defining a vision in leadership, how to successfully cast that vision to a group of people, and keys to sustaining a vision.

MIN5113 Managing Stress & Avoiding Burnout (2 units)

This course provides you with a variety of methods and concepts for managing the stresses inherent in ministry, in order to avoid becoming burned out from job stress. The course will explore the overall experience of stress on human functioning. It will provide suggestions for healthy stress management in a ministry setting. In addition, the course will look specifically at the experiences of burn out and depression in ministry.

MIN5202 Worship & the Mission of the Church (2 units)

This course provides a theological foundation for the premise that worship and mission function collaboratively. It guides you to a different paradigm of worship, namely, worship as an evangelistic tool and examines practical ways in which this might be applied effectively.

MIN5208 Leading Small Groups Effectively (2 units)

This course guides you to a deeper understanding of the value of the small group in the life of every church. It also provides tools and models for leading small groups more effectively. It builds a biblical and sociological foundation for small group ministry and trains you with the small group leadership skills of listening and facilitating.

MIN5213 Handling Personal Temptations (2 units)

This course helps you identify specific areas of vulnerability that could surface while involved in ministry. You will understand how vulnerability develops, and what mechanisms have helped and hurt you in coping with it. You will form strategies for more effective protection and coping.

MIN5300 Foundations of Pastoral Care (2 units)

This course examines both the theoretical and theological principles behind pastoral care. It also equips you with effective foundational skills for providing pastoral care, including active listening, crisis management, visitation protocols, and pastoral prayer.

MIN5310 Balancing Marriage, Family, Church, and Work (2 units)

This course guides you to a deeper self-awareness and personal analysis of the dynamics of any imbalance in your life. It provides resources and exercises that help you regain health and perspective in the four key areas of marriage, family, church, and work.

MIN5320 Dynamics of Servant Leadership (2 units)

This course introduces the principles and practice of servant leadership. What is a servant leader? Why would we choose to be servant leaders? How does a servant leader function in the life of the church and in the world to which Christ sends us?

MIN6102 History & Liturgy of Worship (2 units)

This course analyzes the history of worship as a means to better understand contemporary trends. It explores the development of corporate worship throughout church history (both eastern and western church) to enlarge your vision for what might be meaningful today.

MIN6109 Prayer Evangelism (2 units)

This course provides a theological foundation for the prayer evangelism movement. It also examines the parallel movement of marketplace ministry and explores ways in which prayer evangelism might be appropriately implemented in the local church or parachurch context.

MIN6110 Leadership Styles & Principles (2 units)

This course analyzes Daniel Goleman's six key leadership styles and guides you to accurate self-assessment and strategic modifications. It also examines a range of key leadership principles relevant to every level of leadership and explores how to transfer major principles into various ministry settings, regardless of size or focus.

MIN6113 Heritage & Leadership (2 units)

This course looks at the impact of our heritage and past experiences in shaping our leadership responses and styles today. It examines "attachment models", looks at "driven needs" and explores past dysfunctional experiences, as you learn to better evaluate your own past and its influence on your life.

MIN6210 Conflict Management in Ministry (2 units)

This course examines the factors that produce conflict, the dynamics of conflict, and ways in which conflict can be appropriately managed, especially in the environment of the church. It includes an exploration of such matters as clashing expectations, incompatible visions, and conflicting values.

MIN6215 Integrating the Inward, Outward, and Upward (2 units)

This course examines the integrated nature and practical ramifications of our spiritual journey utilizing Henri Nouwen's schema of the threefold movement of our spiritual life: a reaching *in* to oneself, a reaching *out* to others, and a reaching *up* to God. It also underscores, via Nouwen's own example, how the route to integration is paved with the sobering realities of imperfection.

MIN6310 Developing Spiritual Disciplines (2 units)

This course introduces you to the spiritual disciplines of Scripture, prayer, fasting, silence, and solitude. It examines historical and biblical teachings on these disciplines, and explores their function and purpose for believers today. It also guides you into practical experiences of the disciplines, building a foundation for ongoing spiritual formation.

THE5450 Lectio Divina: Readings in the Classics (2 units)

This is a course in personal spiritual formation. It is a guided reading course from the five major streams of Christian spirituality – contemplation (prayer); holiness (virtue); charismatic (spirit); social justice (compassion); and evangelical (Word). The course connects you with the powerful writings of believers throughout the ages and guides you into a deeper awareness of Christian faith and spirituality.

THE5600 Reasons Institute: Creation v. Evolution (3 units)

This course covers the following major areas of study: (1) scientific and biblical data about the origin of the universe, (2) astronomical discoveries that the earth was designed for human life, (3) scientific and biblical data about the origin of life, (4) biochemical design as a fingerprint for supernatural creation, (5) scientific and biblical data about the origin of humanity, and (6) scientific weaknesses of naturalistic evolution.

THE5610 Reasons Institute: Creation and the Bible (3 units)

This course covers the following major areas of study: (1) biblical material related to creation, (2) relationship between general and special revelation, (3) overview of Reasons to Believe's testable creation model, (4) examination of the scientific and biblical data [general and special revelation] on the age of the earth, (5) animal death before Adam, (6) reliability of radiometric dating techniques, (7) comparison and contrast between the global and universal flood theories, and (8) how to bring this information to others in your personal sphere of influence.

THE5620 Reasons Institute: Critical Thinking Skills (3 units)

This course covers the following major areas of study: (1) survey of key biblical passages related to developing critical thinking skills; (2) arguments skeptics present against Christianity; (3) introduction to various aspects of deductive, inductive, and abductive reasoning; (4) survey of ways to test arguments; (5) application of the principles of logic to evaluate truth claims; (6) survey of major informal fallacies; and (7) strategies for dialoguing with non-Christians about moral and philosophical ideas.

THE5630 Reasons Institute: World Religions and Science (3 units)

This course covers the following major areas of study: (1) comparative survey of the core beliefs of Christianity and other world religions, (2) exploration of the ways other religions use modern science to justify their worldviews, (3) investigation of the philosophical implications of religious pluralism; (4) survey of ways of testing religious worldviews, and (5) strategies for dialoguing with non-Christians about religious ideas.

THE5640 Reasons Institute: Advanced Seminar in Human Origins (3 units)

This course explores the origin of humanity. The most prominent biblical and scientific models for human origin will be discussed and critiqued. This course offers you an opportunity to use the principles you learned in previous courses (*THE5600 Creation v. Evolution* and *THE5610 Creation and the Bible*) to explore the topic of human origins more deeply.

THE6150 Major World Religions (2 units)

This course provides an overview of the major world religions with particular attention to how they compare and interact with Christianity. It examines the origins and development of major world religions and their adaptation to present day social and political situations. The course also provides insight into folk religions and spiritual thinking and analyzes how they influence religious thinking.

E-Companion®

Londen Institute Residencies and Extended Residencies have an Internet component called an e-Companion. The online contact completes the Residency and facilitates the following goals:

1. Further analyzes the teaching and reading content linked with the Residency;
2. Continues to integrate material presented in the Residency, with your life and ministry;
3. Offers you peer and supervised support as you apply the principles and content of the Residency;
4. Provides you with additional assessment tasks to further the educational experience;
5. Facilitates networking between you and other students.

OTHER WAYS TO FULFIL THE M.A. PROGRAM REQUIREMENTS

Our commitment to you is *flexibility*, centered around personalized learning choices. The standard “production-line” or “assembly-line” style of education is replaced by this much more customized approach to learning.

The M.A. is uniquely flexible, though rigorous. We recommend that you build some Residency work into your program. However, other options also exist. Where travel may be impossible, *students may complete as much of their M.A. coursework as necessary in "distance mode"*—which may be fully online courses, as well as Thesis Projects, seminar/conference units, and Directed Independent Studies.

Conferences

You may complete up to 25% (9 units) of your program by utilizing specialist conferences and seminars which you might attend, related to your major concentration within the M.A. Credit for participation in these conferences is dependent on several factors:

1. You need to make petition for credit for the event at least 45 days before the event;
2. You need to provide your academic advisor with full details of the conference, including workshops to be attended, speakers and their qualifications, etc;
3. Your academic advisor needs to approve the content, establish a reasonable “unit value” for the event, verify attendance, and develop appropriate pre- and post-event academic work, according to the following general formula.

1 UNIT = 10-12 hours of “seat time” (sessions, workshops, interviews, tapes, etc)
450 pages of reading at Master’s level
8-10 pages of assessable research/writing

Conferences will be evaluated with different “unit values,” ranging from 1-3 units towards your program. Face-to-face contact hours are significant in this determination. Tuition costs are reduced to \$200/unit.

Directed Independent Study

You may also petition to do a DIS as part of your M.A. This might take one of three different forms:

1. A catalog course taken in Directed Independent Study mode – with reading and assignments as is customary;
2. A ministry project in which you research and analyze a topic related to your area of ministry interest;
3. A short academic thesis, if you want to continue academic research and writing.

These can be arranged for 1-3 units of credit, depending on the amount of work assigned and the availability of a Supervisor. They are generally best placed at the end of your program.

Practicum

You may want to participate in a supervised practicum (internship) and seek credit towards your program. Practicums may qualify for varying amounts of credit, depending on the length, responsibilities, and academic work associated with them.

Credit for participation in a practicum is dependent on several factors:

1. You need to make petition for credit for the practicum before it commences;
2. You need to provide your academic advisor with full details of the practicum – duration (generally not less than 4 months), supervision, expectations, responsibilities, etc;
3. Your academic advisor will need to approve the practicum for credit and your Supervisor will need to develop reporting and accountability mechanisms and appropriate accompanying academic work.

Prerequisites

If you have no biblical or theological training at the undergraduate level, or your prior training needs upgrading (usually due to low grades), you may be required to complete appropriate prerequisites. These courses may be completed concurrently with your M.A. work (as “co-requisites”) but should be done before you move beyond 18 units of study.

Transferred Credit

You always have the option of transferring credit from other accredited and approved institutions. This work may be from either a previously completed Master’s degree or an incomplete graduate degree, and should meet the following criteria.

1. Be from an accredited institution;
2. Be done at graduate level;
3. Be completed at “B” level or higher;
4. Be relevant to your course of study at *HOPE*;
5. Be approved by your academic advisor;
6. Not constitute more than 25% (9 units) of your M.A. program at *HOPE*.

Partnerships

The following Partnerships offer some unique opportunities:

1. Reasons To Believe (Partnership established Fall 2005)

The Reasons Institute was established to provide Christians with biblically based and scientifically testable evidences to support the accuracy of the Scriptures. The Institute is dedicated to bridge the separation between faith and science. This partnership between *Reasons To Believe* and *Hope* gives students the option of taking designated Institute courses and have it apply towards *Hope's* Master of Arts degree through the Graduate Ministry Department. Reasons Institute offers four (4) three-unit courses that apply toward *Hope's* MA degree: Creation v. Evolution, Creation and the Bible, Critical Thinking Skills, and World Religions and Science. The courses are conducted fully online.

2. Christian Missionary Fellowship, International (Partnership established Spring 2005)

This partnership was founded on the idea of providing a fully distance-based Master's level degree program for field-based Christian missionaries and relief/development workers. The purpose of the program is to train and develop CMF personnel during their field service. Students obtain a Master of Arts degree through the Graduate Ministry Department or continuing education credit for courses taken.

GENERAL INFORMATION

ASSIGNMENTS, ATTENDANCE & GRADING

Format – All assignments should conform to the Graduate Ministry Department's "Guidelines for Essay Writing" (as follows).

Late penalties – Assignments submitted beyond the due date may be penalized at the rate of 1% per week day (Monday-Friday) that they are late. Extensions for reasons of personal hardship or misadventure should be applied for (by email) *before* the due date and, where granted, no penalty shall be applied for the period of the extension.

Academic Integrity – The principle rule of academic integrity is that each member of the academic community will do one's own work, executed to the best of one's own ability, exclusively for the assignment for which it is presented. Because Hope International University seeks to develop mature Christian leaders and scholars, the University acknowledges the principle of academic integrity. Consequently, all forms of dishonesty, including plagiarism or cheating in any form, are wrong, non-productive, and contrary to the University's educational objectives and your best interests. Breaches of academic integrity will have an adverse impact on the grade of the relevant assignment.

Attendance Policy – We presume that you will be a full participant in both the residential and online components of any Residency. The following grid outlines the current attendance policy.

<i>Absence</i>	<i>Consequence</i>
Up to 10 % (total) of residential	No grade consequence
10-20% (total) of residential	One letter grade off final grade
More than 20% (total) of residential	Class unable to be completed (F)

Grading expectations: Every assignment in the program will have a grading rubric supplied in the syllabus of the appropriate course, expressing precisely what is required.

Grading Standards:

A	91-100%
B	81-90%
C	71-80%
D	61-70%
F	60% or less

ESSAY WRITING GUIDELINES

1. Formatting Issues

- All assignments should adhere to the following format:
 - i. Times New Roman 12;
 - ii. Double-spaced;
 - iii. 1-inch margins.
- Quotations over 3 lines long should be single-spaced and indented.

2. Citation Style

- When making citations:
 - i. Citation goes in the main text, not a footnote or endnote;
 - ii. Citation includes just author's last name and page reference, unless you use two works by the same author, in which case also give the year of the work being cited.
- For web sources, use only sources that have named authors. Do not use anonymous sources you find online. Web sources may be cited without page numbers, if they're not available.
- Example:

Some people describe freedom as “the capacity to choose one’s own pathway.” (Smith: 54) However, such a definition may open the door to anarchy. When the Apostle Paul wrote “It is for freedom that Christ has set us free” (Galatians 5:1) he was not speaking about choosing our own pathway but about “the glorious opportunity to become what God always intended us to be.” (Wright: 367) This leads to true freedom. Thus, ironically, our freedom “is not essentially grounded in our wishes but God’s.” (Jones, 1967: 54) Peterson reiterates this paradox when he insightfully notes: “Freedom that starts with us inevitably produces bondage for others. Only when we choose to follow a common way – God’s way – can we be genuinely free with each other.” (Peterson: *online*)
- Footnotes may be used in essays, but their purpose is to add important parenthetical comments that might otherwise distract from the main text. Do not use endnotes at all.

3. Bibliography

- A Bibliography should be included at the end of every essay where other sources have been cited. Entries should:
 - i. Only be made for works actually cited in the essay;
 - ii. Be alphabetically arranged by author's last name;
 - iii. Organize multiple works by the same author in order of date published;
 - iv. Have second lines indented;
 - v. Include just basic information –
 1. For books: author, title, publisher, and date
 2. For articles: author, title, journal title, volume, pages, and date

3. For online sources: author, title, web address, date accessed.

For example, based on the sample paragraph above:

Jones, William. *Freedom in Galatians*. Baker Books, 1967.

_____. *Thinking about Others*. Hendricksen, 2006.

Peterson, Scott. *Reflections on Freedom*. www.freedomthinkers.org. Accessed July 21, 2006.

Smith, John. *What is Freedom?* Orbis Books, 2005.

Wright, Jeff. *Creation and Re-creation*. IVP, 2002.

4. When your grade is less than you expected

Before you contact the person grading your material, *please* ask the following questions:

- i. Did I use the Grading Rubric to guide the content of my essay?
- ii. How much time did I spend researching and writing this assignment? (*An excellent 10-page essay probably represents at least 15 hours of work.*)
- iii. Did I follow these formatting and style guidelines?
- iv. Did I write more than one draft?
- v. How carefully did I check for spelling and grammatical errors before I submitted my essay?

PORTFOLIO CAPSTONE FOR THE M.A. PROGRAM

The *Portfolio* serves as a major program assessment tool for the Master of Arts degree, and comprises the following elements:

Every major assignment you do should be included in the *Portfolio*.

1. You should include a *Progress Paper* (see Guidelines which follow) at the start of your *Portfolio*.
2. Current references from two (2) non-family colleagues should be included in the *Portfolio*, outlining the following: your current ministry effectiveness and character, and any discernible changes within you over the period of your degree program.
3. A hardcopy of the *Portfolio* should be delivered to your academic advisor at least a month before graduation, and serve as the basis for the Transition Interview. This may be presented in a suitable ring binder with dividers.
4. The *Portfolio* will be returned to you after the Transition Interview for your keeping. The Department will keep copies of the “Transition Interview” notes on record.
5. This developmental portfolio helps assess your growth during the period of your degree studies.
6. If you transfer units into the MA program, you should include at least one representative graded assignment for each 3 units of credit transferred in.
7. The Portfolio will be divided into the three main pedagogical categories of the Department, and reflect the following outline:
 1. Title page: “Developmental Portfolio for the Master of Arts Degree.
Hope International University
Mary Smith
April 2008
 2. Progress Paper
 3. Assignments related to biblical/historical development (in order of completion).
 4. Assignments related to professional development (in order of completion).
 5. Assignments related to personal development (in order of completion).
 6. References (2)
 7. Three blank pages for comments from Interviewers at Transition Interview

PROGRESS PAPER GUIDELINES

The *Progress Paper* is part of the M.A. *Portfolio*. The following guidelines should be helpful in preparation of this *Paper*.

1. The *Paper* should be 12 pages in length.
2. Page 1 should be a revision (or restatement) of your Purpose Statement upon your original Application to the University.
3. Page 2 should outline your ministry involvement during your coursework.
4. Pages 3-5 should outline how the coursework taken in your degree has been beneficial to you.
5. Pages 6-7 should outline the extent to which you believe the program objectives of the MA have been achieved for you (see below). Please, cite specific books or text that have proven particularly helpful in your studies.

GRADUATE MINISTRY DEPARTMENT

Goal: Help students develop biblically and theologically.

Objective: Students will be able to articulate theological foundations for leadership, mission, and ministry, resulting from the program.

Goal: Help students develop professionally.

Objective: Students will be able to demonstrate high levels of proficiency in ministry skills resulting from the program.

Goal: Help students develop personally.

Objective: Students will be able to identify at least three areas of personal growth (spiritual and emotional) resulting from the program.

6. Pages 8-9 should be a description of areas in which you still see yourself needing to grow and express why those areas are selected.
7. Pages 10-12 should articulate your future ministry aspirations and goals and why you are heading in that direction.

The *Progress Paper* is an essential part of the program and *Portfolio*, and is required for graduation.

GRADUATION

You must complete the following items for your graduation:

Portfolio Capstone	This “Portfolio” helps you assess your growth and development during the period of your degree studies.
Progress Paper	Submit along with your <i>Portfolio</i> .
Progress Interview	This interview may be arranged by your Faculty Advisor mid-program if there are emerging issues that require further discussion.
Petition to Graduate	Submit it with the <i>Graduation Fee</i> to your Program Coordinator at least 90 days before graduation. Request your Program Coordinator for a Graduation Checklist: <i>Guiding you to Graduation</i> .
Transition Interview	Required just prior to graduation. Contact your Academic Advisor to arrange your interview time.

FEES

Application fee for degree admission	\$75 (non-refundable)
Tuition fee	\$365 per unit (from June 1, 2008)
Audit fee	\$80 per Track (Extended Residency) \$200 per unit (Londen Institute or online)

(Graduates of our degree program can audit Graduate Ministry courses for free!)

For other University fees, see the University Catalog.

WITHDRAWAL & REFUND POLICY

All course changes or withdrawals must be handled through the Program Coordinator, approved by the Department Chair, and then processed through the Registrar's Office. Grades will be assigned and tuition refunds made according to the following schedules. You bear the responsibility for initiating the withdrawal and refund process.

*Reasons Institute courses are exceptions to the following schedules.
There is a no-refund policy with Reasons Institute courses once classes have started.*

Withdrawal Schedule

Refund Schedule

Londen Institute Residency Within 1 st – 3 rd day: W After 3 rd week: No Withdrawal, letter grade assigned	Within 1 st day: 90% Within 2 nd day: 40% After 2 nd day: No refund
Londen Institute + Extended Residency Within 1 st – 8 th day: W After 8 th day: No withdrawal, letter grade assigned	Within 1 st day: 90% Within 2 nd and 3 rd day: 60% Within 4 th day: 30% After 4 th day: No Refund
Orchard Group Institute Residency Within 1 st - 5 th day: W After 5 th day: No withdrawal, letter grade assigned	Within 1 st day: 90% Within 2 nd day: 60% Within 3 rd day: 20% After 3 rd day: No refund
Online courses Within 1 st - 5 th week: W After week 5: No withdrawal, letter grade assigned	Within 1 st week: 90% Within 2 nd week: 60% Within 3 rd week: 20% After 3 rd week: No refund