



GRADUATE STUDIES

Dean of Graduate Studies
DR. BRADLEY D. SMITH

Master of Business
Administration
DR. BRADLEY D. SMITH, Director

Master of Arts in Teaching
DR. RALPH STUTSMAN, Director

Master of Education
DR. JEFFREY W. PECK, Director

Master of Science in Nursing
for Nurse Educators
DR. Karon SCHWARTZ, Director

Master of Ministries
Master of Arts in Theological Studies
DR. EUGENE E. CARPENTER, Director
DR. ROBERT L. MORRIS, Advisor

Education Endorsement for Certified Teachers
Driver Education

MASTER OF BUSINESS ADMINISTRATION (M.B.A.)

Graduate studies in business at Bethel College lead to a Master of Business Administration (M.B.A.) degree, a professional degree for persons involved in business management. Although most persons enrolled in M.B.A. courses are pursuing a degree, special students not wishing to earn a degree may enroll in a maximum of nine semester hours of courses, provided that they meet the course prerequisites and space is available after degree students have registered.

Description of Program

The program consists of 36 hours of study beyond the baccalaureate degree and can be completed in 24 or more months of part-time study. Most M.B.A. courses are offered each academic year. The academic year includes two semesters and two summer sessions.

Format of Program

Courses are offered in an accelerated eight-week format, with a four-hour class session once per week in the evening from 6 to 10 P.M. Each course carries three graduate hours of credit. Students are required to complete 36 hours (12 courses) to earn the M.B.A. degree.

The format of the program enables students to continue to work full time while enrolled in the program. Persons employed full time are expected to take a minimum of two years of part-time study to complete the program.

The program format is flexible enough to allow students to begin their studies at any time during the academic year and to suspend study for a session or semester if the need arises. Although some courses require specified competence for enrollment, rigid sequencing of courses is not a feature of the M.B.A. program. Thus flexible entry and egress are assured.

Admission Requirements

1. A baccalaureate degree from an accredited college or university with a 2.75 or higher GPA. Applicants with a degree from a nonaccredited institution will be considered individually, and validating additional undergraduate course work or examinations may be required. Applicants with a GPA below 2.75 may be considered for conditional admission at the discretion of the M.B.A. program director.

2. A minimum of two years of appropriate work experience as determined by the program director.

3. Applicants must take the Graduate Management Aptitude Test (GMAT) and have scores sent to Bethel College, M.B.A. Office.

4. It is recommended that students entering the M.B.A. program complete at least one course in each of the following areas: accounting, economics and college level math. These courses should be taken no more than five years prior to entering the program. Students should earn a grade of "B" or better in each of the three courses.

5. Satisfactory personal interview with the program director.

6. Acceptable oral and written skills must be demonstrated.

7. Students whose native language is not English must score 540 or higher on the paper version or 207 or higher on the computer version of the TOEFL.

8. Agreement with the standards of conduct in effect for all graduate students.

Through the admissions requirements Bethel College is seeking a clear indication based on transcripts, testing, written work, and interview that the applicant is able and desirous of pursuing graduate studies successfully. Qualified candidates are considered without regard to race, national or ethnic origin, age, gender or physical handicap. Persons in underrepresented groups are especially encouraged to apply.

Application Procedures

1. Request a Graduate Admission Application from Bethel College, M.B.A. Office.

2. When you receive the form, complete it and return it to Bethel College, M.B.A. Office with a \$25 nonrefundable application fee. This fee is not required of Bethel College alumni.

3. Write the registrar of the college or university from which you received your baccalaureate degree, requesting that an official transcript be sent directly to Bethel College, M.B.A. Office. If you

have taken any graduate study, you also will need to request that an official transcript from your graduate school be sent directly to the Bethel College M.B.A. office.

4. Write a biographical sketch of at least 300 words that tells something about yourself, your recent work experience, your reasons for taking graduate studies, and the reasons you selected Bethel College. Mail this to Bethel College, M.B.A. office.

5. Take the GMAT test and indicate that the score is to be sent to Bethel College, M.B.A. office.

6. Arrange through the M.B.A. Office for an interview with the the M.B.A. program director.

7. When all of the admission materials are on file, they are reviewed by the M.B.A. program director and the applicant is notified of the action taken.

8. Applicants desiring financial aid should correspond with the director of financial aid at Bethel College. Request a Financial Aid Application for Graduate Studies.

Regular Admission is granted when it has been determined that the applicant has fully met the admission requirements for the M.B.A. degree program.

Conditional Admission may be granted at the discretion of the M.B.A. program director when the applicant does not fully meet the admission requirements but appears to have the potential to meet the requirements and to profit from graduate studies at Bethel College. Conditional admission requires that fixed procedures be followed to successfully achieve regular admission. If a student does not meet the conditions to achieve regular admission, enrollment in the M.B.A. program will be terminated.

Special Admission may be granted by of the M.B.A. program director for a student to enroll for credit in an individual course on the basis of a transcript and a personal interview. A maximum of nine hours of credit may be earned as a special student. If the student later decides to pursue the M.B.A. degree, all the regular admission requirements must be met.

Permission to Audit is granted by the M.B.A program director upon consent of the professor teaching the course. The regular application fee is paid at the time the first course is audited. A graduate audit fee of \$175 is paid for each course.

Transfer Students may be granted credit for graduate work at other institutions when the work is determined to be acceptable by the M.B.A. program director. Courses with a "B" or higher grade may be transferred, provided that they have been taken within the last five years. A maximum of nine semester hours will be accepted toward the M.B.A. degree.

Undergraduate Bethel College Students may register in graduate courses for graduate credit, provided they have completed at least 88 hours of undergraduate work, have a minimum GPA of 2.75, and have the permission of their academic advisor and the M.B.A. program director. Such courses may not apply for credit on both undergraduate and graduate degrees. A maximum of nine hours of graduate credit may be accumulated, to be applied to the M.B.A. degree upon completion of the baccalaureate degree.

Graduation Requirements

From our Master of Business Administration candidates, we expect completion of the following requirements:

1. A total of 36 semester hours with at least a 2.75 grade point average. At least 30 hours must be M.B.A. courses.
2. The last 15 hours must be completed at Bethel College immediately prior to graduation. In special cases a maximum of six hours may be completed at another institution, provided the courses are approved in advance and in writing by the graduate dean.
3. The M.B.A. degree must be completed within seven years from the point of matriculation. Requests for extensions may be made in writing to the M.B.A. program director and are subject to approval of the academic dean.
4. All financial accounts must be fully paid to the college. Academic credit, transcript and diploma are withheld if the account is not paid in full.

Academic Information

Nine hours of academic work per semester are the minimum for full-time graduate enrollment, and fifteen hours are the maximum without special permission of the graduate dean. Full-time enrollment may be necessary for certain kinds of financial aid. However, students with full-time

GRADUATE STUDIES

employment are not permitted to enroll at the same time as full-time graduate students without permission of the M.B.A. program director. The M.B.A. program can be completed in two years of part-time enrollment if a student maintains a six-hour enrollment each semester including summer.

A student whose cumulative GPA is below 2.75 is placed on academic probation. Failure to raise the semester average to 2.75 or higher the following semester will lead to dismissal from the program. Courses for which a grade below "C" is received may not count as hours earned toward the degree. Graduate students are not eligible for academic honors based on GPA.

Financial Information

The tuition charge for 2005-2006 for the M.B.A. program is \$330 per semester hour. The cost of books and materials is approximately \$100 per eight-week session.

Financial aid to graduate students is mostly in the form of loans from the government or from private lenders. Some businesses provide reimbursement to their employees, and applicants should contact the human resources department of their employer to determine eligibility for aid. The office of student financial services can provide details concerning the most recent financial aid information.

Curriculum

The M.B.A. curriculum consists of 36 hours in the following distribution:

MBAD	503	Management in Action	3 hours
MBAD	506	Global Business Environment	3 hours
MBAD	513	Marketing Strategy & Policy	3 hours
MBAD	515	Financial Accounting	3 hours
MBAD	516	Managerial Accounting	3 hours
MBAD	519	Economic Analysis & Policy	3 hours
MBAD	520	Managerial Economics	3 hours
MBAD	523	Values, Ethics, & Leadership	3 hours
MBAD	526	Managerial Finance	3 hours
MBAD	527	Legal Environment of Business	3 hours
Plus two from the following:			6 hours
MBAD	509	Statistical Methods for Business	(3) hours
MBAD	529	Contemporary Issues in Business Administration	(3) hours
MBAD	531	Entrepreneurship	(3) hours
MBAD	533	Integrated Learning Application	(3) hours
MBAD	560	Independent Study: Business	(3) hours
		Graduate Elective	(3) hours

COURSE DESCRIPTIONS

Business Administration (MBAD)

503. **Management in Action** 3 Hours
Development of skills in inter- and intra-personal management. Study of group processes, team building, problem solving and relations among persons of different cultures. Application of management concepts for personal and organizational goal setting and planning.
506. **Global Business Environment** 3 Hours
Examination of problems and advantages of conducting business on a multi-national and global scale. Study of geographic, sociopolitical and cultural factors that shape organizational success when doing business abroad. Awareness of agencies in, structures for and consequences of, doing business internationally.
509. **Statistical Methods for Business Decisions** 3 Hours
Procedures for data collection and interpretation. Survey of statistical techniques useful in making business decisions. Analytical tools for studying problems in production, forecasting, finance, marketing and organizational decision making.
513. **Marketing Strategy & Policy** 3 Hours
Study and application of how needs-heterogeneity in persons and organizations can be identified and served profitably. The roles of total quality management and integrated customer service are developed in conjunction with consumer behavior, market research and management of marketing activities. Working in teams, participants develop a market assessment and marketing plan.
515. **Financial Accounting** 3 Hours
An introduction to the accounting process used to measure and report the economic events affecting enterprises. It will include a review of the construction of financial statements, expanding to an interpretation and analysis of these statements. The implications of alternative accounting method choices will be examined. The uses of financial
- statement data are related to the needs of investors, managers and other interested users.
516. **Managerial Accounting** 3 Hours
Concepts and procedures in accounting for organizational activities and assets are investigated. Control tools such as budgets, information management systems, profit planning and audits are described. Emerging accounting issues for organizational leaders in for-profit and not-for-profit companies are discussed.
519. **Economic Analysis & Policy** 3 Hours
The impact of the business cycle on firms and industries is assessed. The determinants of the unemployment rates, the inflation rate, the trade balance and economic growth are reviewed. The influence of government policy on the macroeconomy is examined from a variety of viewpoints and discussed.
520. **Managerial Economics** 3 Hours
The behavior of individual economic agents including the individual consumer and the firm are studied. Formal models of consumer behavior and firm behavior are presented and applied to explain specific economic phenomena. The determinants of the market structure of industry are examined.
523. **Values, Ethics & Leadership** 3 Hours
Presentation of paradigms for ethical reasoning, moral development and principled leadership. Personal and organizational applications of ethical principles. Treatment of concepts such as vocational calling, personal success, duty and justice. Application of biblical principles to issues managers routinely face or may encounter in the short or long term.
526. **Managerial Finance** 3 Hours
Introduces participants to institutions and markets that shape business at the local, national and global level. Emphasis is placed on the acquisition and use of funds. Understanding of use presentation and limits of financial information is developed.

527. Legal Environment of Business **3 Hours**
The legal and social environment in which businesses operate is examined. The implications of contract and property laws are studied and discussed. An understanding of employment law and regulation is developed.

529. Contemporary Issues in Business Administration **3 Hours**
Seminar based study of significant challenges facing managers. Topics might include managing rapid change, evolving legal realities, starting your own business, management of information technology, environmental concerns, financial portfolio management, mergers and acquisitions. Other topics as agreed upon by participants. This course may be repeated for credit. A maximum of nine credit hours may be earned.

531. Entrepreneurship **3 Hours**
Course covers theoretical and practical aspects of owning and managing a business. General principles, case studies, as well as legal, financial, marketing and strategic planning will be studied. Students will have the opportunity to develop a working business plan.

533. Integrated Learning Application **1-3 Hours**
Experiential-based learning in two of three areas:

- a cross-cultural experience in a foreign country or ethnic-intensive area of the U.S.;
- a senior-management-level consultive experience with the executives of a for-profit or not-for-profit organization;

- a community service experience addressing the needs of a specific disadvantaged (physically, emotionally or economically) group.

For each experience, participants will write:

1. a proposal describing the expected nature and benefits of the learning experience;

2. a thorough (descriptive and normative) critique of the learning event clearly identifying the business concepts relevant to the experience and organization.

Participants could register for one, two or three credit hours of this course in various semesters after at least six modules have been successfully completed.

Graduate Elective **3 Hours**

A course taken from one of Bethel College's other graduate program offerings. A graduate class from another accredited institution taken within three years of admission to the M.B.A. program would be an acceptable substitute. This option may be taken only one time for a maximum of three credit hours.

560. Independent Study: Business **3 Hours**
Students with advanced standing engage in private study on a business-related topic of interest. Taken by permission of faculty only.

GRADUATE EDUCATION PROGRAMS

The mission of Bethel College graduate degree programs in education is to prepare wise leaders for our nation's schools. The graduate program prepares teachers and school administrators to be wise leaders in their classrooms, in their schools and in their communities. Candidates will be enabled to competently perform the roles associated with excellence in teaching and with effective, ethical school leadership. Candidates view their own development (intellectual, social, physical, spiritual and professional) as a life long process.

Program completers will be educators who remain aware of current developments in education and in their field of specialization, model a spirit of inquiry, provide an atmosphere for the development of the whole person, make wise leadership decisions and who are professional in their approach to and attitude about teaching and school leadership.

Graduate Programs in Education

Graduate study in education at Bethel College can lead to a Master of Arts in Teaching (MAT) degree or a Master of Education (M.Ed.) degree. The MAT program is for individuals who want to earn an initial teaching license, and the M.Ed. program offers several options for individuals who already have a teaching license.

Description of Master of Arts in Teaching (MAT) Program

The MAT program is designed for candidates who are seeking initial teacher certification. The MAT program begins with the Bethel College graduate level Transition to Teaching program (18-24 credit hours) leading to an Indiana teaching license. Transition to Teaching is a one-year cohort program beginning each May. The Bethel College Transition to Teaching program is designed for individuals who have completed a bachelor's degree and want to become licensed teachers. Upon completion of the Transition to Teaching component and passing scores on all required licensure tests, candidates are eligible for a Standard Indiana Teaching license. Transition to Teaching program completers are able to earn the Master of Arts in Teaching degree by taking an additional 12-18 credit hours, for a total of 36 credit hours of graduate study.

Curriculum for Master of Arts in Teaching

Transition to Teaching - Elementary License

Candidates seeking an elementary teaching license will complete the following 24 credit hours.

		HOURS
BLOCK 1	SUMMER	9
EDTR 501	Teaching in the 21st Century	
EDTR 520	Reading Foundations	
BLOCK 2	FALL SEMESTER	9
EDTR 512	Field Placement –	
	120 hrs of participation in school	
EDTR 521	Advanced Reading & Lang. Arts Methods	
EDTR 522	Methods of Teaching – Elementary	
	Mathematics, Social Studies, Science	
BLOCK 3	SPRING SEMESTER	6
EDTR 502	Classroom Environment (Block course)	
EDTR 590	Student Teaching Full-time, semester-long	

Transition to Teaching - Secondary License

Candidates seeking a secondary teaching license will complete the following 18 credit hours.

		HOURS
BLOCK 1	SUMMER	6
EDTR 501	Teaching in the 21st Century	
BLOCK 2	FALL SEMESTER	6
EDTR 511	Field Placement - 80 hours of participation in school	
EDTR 528	Reading & Writing Across the Curriculum	
EDTR 52X	Methods of Teaching – Secondary	
BLOCK 3	SPRING SEMESTER	6
EDTR 502	Classroom Environment (Block course)	
EDTR 590	Student Teaching Full-time, semester-long	

Completion of the MAT

The candidate for the Bethel College MAT is required to earn an additional 12-18 hours (depending on Elementary or Secondary) from among the following courses.

Required Core - 6 credits hrs.

EDUC 500 Introduction to Professional Development & Leadership	1
EDUC 555 Educational Research	3
EDUC 690 Professional Development & Leadership - Capstone	2

Electives to complete the degree selected from the following:

EDUC 521 Curriculum Development and School Improvement	3
EDUC 531 Effective Instruction and Assessment	3
EDUC 541 Meeting the Needs of Diverse Learners	3
Approved Seminars or other courses	1-3

MAT and Transition to Teaching Admission, Retention and Exit Policies

Transition to Teaching Admission Requirements

- Official transcripts - A bachelor's or master's degree from an accredited institution
- State-mandated minimum GPA in undergraduate program (3.0 or 2.5 exception for professional experience) or a Graduate Degree
- Satisfactory criminal history search
- Satisfactory sexual offender screening
- Praxis I: Passing scores on all three components – mathematics, reading, writing
- Praxis II: Passing scores on all required tests for licensure in the appropriate content area. (secondary only)
- Recommendation letters (three)
- Personal essay relating graduate study to professional goals as an educator
- Qualified applicants will be interviewed by a panel of Bethel College faculty members. An on-demand writing sample is also required at the time of the interview.

MAT Admission Requirements

Individuals who have successfully completed the Bethel College Transition to Teaching program and have a valid teaching license with at least one year of teaching experience will be eligible to complete an application form and submit three recommendation letters to be approved to continue in the MAT program.

MAT Graduation Requirements and Program Completion

- Successful completion of graduate course work, including any required internships.
- Candidates must maintain a minimum GPA of 3.0 in all coursework required in the degree program.
- Content knowledge in the cognate area will be assessed by a comprehensive exam near the end of the candidate's program.
 - If a candidate fails the comprehensive exam, a re-take may be scheduled.
 - Candidates will be required to complete a review project/assignment prior to re-taking the comprehensive exam.
- Candidates will develop and present a professional portfolio to document knowledge, skills and dispositions characteristic of a wise leader.
 - Formative assessment of the portfolio will be conducted throughout the program as part of course requirements.
 - The summative assessment of the portfolio will be conducted during the Capstone course, or for the school administration candidates, near the end of the Internship. For candidates who take the Capstone course prior to the final semester of coursework, a summative portfolio assessment will be scheduled during the final semester of courses.
 - Candidates who submit an unacceptable portfolio will be required to schedule a meeting with the graduate program director or a faculty member appointed by the director to assist the candidate with portfolio development. The portfolio must be re-submitted according to the remediation plan and schedule established.

Description of Master of Education (M.Ed.) Program

The M.Ed. program is designed for candidates who already have a valid teaching license, and, in most cases, who have completed an undergraduate degree in education. The M.Ed. program will help candidates meet professional development goals and assist the candidates to bring current research into practice in their schools. To earn the M.Ed., a candidate must complete 36 credit hours. The M.Ed. program affords the candidate a choice of three cognate areas: Literacy, School Leadership or a Generalist option. In addition to the three cognate options, candidates interested in becoming a school building principal may select the School Administration Licensure option leading to the Indiana K-12 Building Level Administrator License.

NOTE: Individuals who already have a master's degree, a valid teaching license and three years of successful teaching experience may complete the School Administrator Licensure coursework (20 hours) to be eligible for the Indiana K-12 Building Level Administrator license.

Format of the M.Ed. Program

The M.Ed. program can be completed in two years or longer if candidates take only one course per semester or sit out for a term. Candidates can begin the program during any term, but they are required to take the Professional Development and Leadership Introduction course within the first nine hours of coursework. The Professional Development and Leadership Capstone course must be taken within nine hours of program completion.

GRADUATE STUDIES

Curriculum for Master of Education (M.Ed.) Program

M.Ed.			HOURS
Required Core			18
EDUC	500	Professional Development & Leadership (Intro)	1
EDUC	521	Curriculum Development & School Improvement	3
EDUC	531	Effective Instruction & Assessment	3
EDUC	535	Mentoring and Supervision of Instruction	3
EDUC	541	Meeting the Needs of Diverse Learners	3
EDUC	555	Educational Research	3
EDUC	690	Professional Development & Leadership (Capstone)	2
Cognate Area: Leadership/Literacy/Generalist			9-12
Electives (or 2nd Cognate)			<u>6-9</u>
			36

M.Ed. Cognate Areas

Literacy

EDLT	501	Folklore, Children's & Adolescent Literature	3
EDLT	521	English Language Learning	3
EDLT	631	Writing Process	3
EDLT	641	Reading & Writing Difficulties: Assessment and Intervention	3

Leadership

EDAD	501	Current Issues in Educational Leadership	3
EDAD	541	School-Community Relations & Accountability	3
EDAD	685	Ethics of School Leadership	3
		Leadership course elective or Seminars	3

Generalist

The candidate designs a purposeful concentration of courses selected from other cognate areas, elective offerings and seminars

M.Ed. in School Administration Licensure Program for K-12 Building Level Administrators

M.Ed.			
Required Core			16
EDUC	501	Professional Development & Leadership (Intro)	1
EDUC	521	Curriculum Development & School Improvement	3
EDUC	531	Effective Instruction & Assessment	3
EDUC	535	Mentoring and Supervision of Instruction	3
EDUC	541	Meeting the Needs of Diverse Learners	3
EDUC	555	Educational Research	3
School Administrator Licensure			20
EDAD	501	Current Issues in Educational Leadership	3
EDAD	541	School-Community Relations & Accountability	3
EDAD	651	Personnel & Staff Development	2
EDAD	661	School Finance & Budgeting	3
EDAD	681	Educational Policy & Legal Perspectives	3
EDAD	685	Ethics of School Leadership	3
EDAD	690	Internship in School Administration	<u>3</u>
			36

Upon completion of the licensure program, candidates must also achieve a qualifying score on the ETS Leaders Licensure Assessment to be eligible for the Indiana K-12 Building Level Administrator license.

M.Ed. Admission Requirements

- Official Transcripts - A bachelor's degree from an accredited institution
- Undergraduate GPA: Minimum 2.75
- Current teaching certification
- Three years successful teaching experience
- Recommendation letters (three)
- Personal essay relating graduate study to professional goals as an educator
- Qualified applicants will be interviewed by a panel of Bethel College faculty members. An on-demand writing sample is also required at the time of the interview.

M.Ed. Retention

- Maintain a minimum 3.0 GPA
- Successful formative portfolio assessments
- Favorable assessments by graduate faculty members throughout the program
- Candidates whose GPA falls below 3.0, or those receiving unfavorable assessment from faculty members, or those making unsatisfactory progress on the professional portfolio will be required to meet with the graduate program director or a faculty member appointed by the director. A plan for remediation will be established. A candidate who is unable to meet the remediation plan may be required to drop out of the program.

M. Ed. Graduation Requirements and Program Completion

- Successful completion of graduate course work, including any required internships
- Candidates must maintain a minimum GPA of 3.0 in all coursework required in the degree program.
- Content knowledge in the cognate area will be assessed by a comprehensive exam near the end of the candidate's program.
 - If a candidate fails the comprehensive exam, a re-take may be scheduled.
 - Candidates will be required to complete a review project/assignment prior to re-taking the comprehensive exam.
- Candidates will develop and present a professional portfolio to document knowledge, skills and dispositions characteristic of a wise school leader.
 - Formative assessment of the portfolio will be conducted throughout the program as part of course requirements.
 - The summative assessment of the portfolio will be conducted during the Capstone course, or for the school administration candidates, near the end of the Internship. For candidates who take the Capstone course prior to the final semester of course work, a summative portfolio assessment will be scheduled during the final semester of courses.
 - Candidates who submit an unacceptable portfolio will be required to schedule a meeting with the graduate program director or a faculty member appointed by the director to assist the candidate with portfolio development. The portfolio must be re-submitted according to the remediation plan and schedule established.

COURSE DESCRIPTIONS**Transition to Teaching (EDTR)****501. Teaching in the 21st Century****6 Hours**

This foundational course begins with a study of selected historical and philosophical foundations of American education. It engages candidates in evaluation of their potential for teaching. It also includes discussion of the supply and demand situation in teaching, the governance and financing of public education, and the role of teacher unions and professional associations. In addition, this course introduces candidates to theories and research on teaching and learning. Discussion of the following are included: theories of learning, learning styles, motivation, research on effective teaching and effective schools, and assessment and evaluation concepts and techniques. The course is also designed to help candidates apply theory to the school classroom. Application areas emphasized include planning for instruction, instructional strategies, and evaluation and assessment of student learning. Use of technology in teaching and learning is emphasized throughout the course.

502. Classroom Environment**3 Hours**

This course is designed to prepare candidates to effectively manage a classroom environment through positive expectations, classroom management and lesson mastery. This course is also designed to familiarize candidates with the various diversities encountered in the classroom and with the ways such diversities can be accommodated. Lastly, this course is designed to complement the student teaching placement by addressing strategies for success in student teaching as well as procedures for making the transition from student to professional.

511. Field Work – Secondary**0 Hours**

This course is designed to provide an opportunity for extensive participation in a secondary classroom. Candidates spend a minimum of 80 hours working with teachers and students in the school classroom.

512. Field Work – Elementary**0 Hours**

This course is designed to provide an opportunity for extensive participation in an elementary classroom. Candidates spend a minimum of 120 hours working with teachers and students in the school classroom.

520. Reading Foundations**3 Hours**

Candidates are introduced to the fundamentals of Reading/Language Arts. The course helps candidates understand how children learn to speak, listen, read and write effectively. With their knowledge and understanding of language, language arts development and the language arts, candidates design instruction to build experiences for children to become competent, effective users of language.

521. Advanced Reading & Language Arts Methods**3 Hours**

Attention is given to a balanced and interrelated reading/language arts program that includes instruction, assessment and intervention practices. The IRA/NCTE standards for English Language Arts serve as a guide for developing curriculum for the language skills necessary for children to achieve in school and life.

522. Methods of Teaching – Elementary Grades**6 Hours**

Candidates study the curriculum, materials and methods of teaching mathematics, social studies and science in the elementary school classroom.

523/**527. Methods of Teaching – Secondary Grades****3 Hours**

Candidates study the curriculum, materials and teaching methods required to be an effective teacher of the specific content area.

EDTR 523	Science
EDTR 524	Social Studies
EDTR 525	English
EDTR 526	Mathematics
EDTR 527	Business

528. Reading & Writing Across the Curriculum**3 Hours**

Reading theory, programs, methods and techniques for developing reading in the content areas are emphasized. Study skills and assessment are also covered.

- 590. Student Teaching 3 Hours**
The candidate will fulfill a full-time teaching assignment in a school classroom under the guidance of a cooperating teacher or other school supervisor and a Bethel college representative.

Education Core Courses (EDUC)

- 500. Professional Development & Leadership – Intro 1 Hour**
This seminar course provides an overview of the master's degree program requirements with an emphasis on the research for effective school leadership and personal development for school professionals. State and national standards, including the National Board for Professional Teaching Standards (NBPTS), are included.
- 505. Seminar in Education 1-3 Hours**
Seminars are designed to assist teachers in addressing current topics and issues in education. Offered every semester and summer term, seminars require students to complete assigned readings, attend presentations and/or workshops, and conduct individual research and investigation culminating in a professional presentation to peers and/or other school professionals. Course may be repeated.
- 521. Curriculum Development & School Improvement 3 Hours**
Study of curriculum leadership examines the practical realities of systemic curriculum and teaching reform for increased student achievement.
- 531. Effective Instruction & Assessment 3 Hours**
Based on the research on effective instruction and assessment, candidates will design lessons and classroom assessments that are linked to state curriculum standards and promote student learning. Candidates will engage in peer teaching, videotaping of lessons and self-evaluation.
- 535. Mentoring & Supervision of Instruction 3 Hours**
In addition to a survey of the latest research on effective mentoring and instructional supervision, this course will prepare teachers to mentor novice teachers and supervise student teachers. This course meets the require-

ments for mentor training established by the Indiana Professional Standards Board.

- 541. Meeting the Needs of Diverse Learners 3 Hours**
In this course candidates will examine teaching methods and assessment strategies appropriate for students with exceptional needs.
- 555. Educational Research 3 Hours**
This course is designed to develop an understanding of qualitative and quantitative research methods and designs, including teacher action-research, focusing on interpretation of research reports and application relating to school improvement.
- 690. Professional Development & Leadership - Capstone 2 Hours**
The capstone course engages candidates in professional readings, discussions, and culminating activities to ensure that candidates will be successful leaders in their classrooms and schools. The course includes preparation for the comprehensive exam, presentation of the professional portfolio and helps candidates address NBPTS certification standards.

Literacy Cognate (EDLT)

- 501. Folklore, Children's & Adolescent Literature 3 Hours**
Folklore provides various formats to explore literature and cultures. Classic and current children's literature will be surveyed for literary elements and instructional possibilities. The content, use and value of adolescent literature along with classics will be discussed.
- 521. English Language Learning 3 Hours**
This course will provide candidates with an understanding of English language acquisition and techniques to promote basic interpersonal communication and academic language proficiency.
- 631. Writing Process 3 Hours**
This course will increase candidates' knowledge and skill in teaching the writing process. Candidates will develop skill using writing activities for K-12 instruction that are proven to enhance students' writing abilities. Along with the regular classroom activities, candidates will assist children in developing their

writing abilities during a Writing Camp.

- 641. Reading & Writing**
Difficulties: Assessment & Intervention **3 Hours**
This course will investigate the multifaceted aspects of a child's life and education that affect language arts attainment. Candidates will use and develop assessments for identifying children's abilities and instructional strategies to increase student aptitude.

School Administration Licensure & Leadership Cognate (EDAD)

- 501. Current Issues in Educational Leadership** **3 Hours**
This course provides a reflective overview of issues relating to school leadership and educational administrative leadership policy and practice. It encompasses the wide range of responsibilities engaged in by the school leader as a collaborative member of a leadership team.
- 541. School-Community Relations & Accountability** **3 Hours**
This course is for teachers and school administrators. Topics addressed include characteristics of the community school, including the multicultural quality of the community, adapting educational programs to community needs and to accountability measures, use of community resources in instruction, planning school-community relations programs, strategies to develop mutual understanding and collaboration between the community and its schools, and helping the community understand testing and accountability initiatives.
- 651. Personnel & Staff Development** **2 Hours**
This course focuses on the personnel functions and responsibilities of school leaders. Processes and procedures of effective, caring school personnel administration is emphasized.
- 661. School Finance & Budgeting** **3 Hours**
This course provides a comprehensive overview of the financing of public schools and effective management of school fiscal resources. Proper business procedures and facility manage-

ment (maintenance, operations, planning, compliance issues) are discussed in a perspective of resource management for school improvement.

- 681. Educational Policy & Legal Perspectives** **3 Hours**
This course provides an overview of the political, social, economic and cultural contexts affecting the operations and leadership of public schools. Legal issues affecting teachers, including federal, state and local regulations, church-state issues, teacher liability, employment, contracts, assignment, dismissal, tenure, retirement, teacher rights and welfare and pupil control are discussed. Current legal issues are examined and candidates are introduced to legal reasoning and analysis.
- 685. Ethics of School Leadership** **3 Hours**
This course is designed to provide school leaders with an in-depth examination of the current and anticipated ethical issues and dilemmas facing leaders and the role of character education in our schools.
- 690. Internship in School Administration** **3 Hours**
Candidates will engage in field-based experiential learning activities related to educational leadership under the guidance of practicing administrators and a college mentor. The internship includes placements in multiple school levels over two semesters. A seminar accompanies the internship. Candidates will present a professional portfolio at program conclusion to demonstrate competence leading to state certification. (This course satisfies the M.Ed. program requirements of EDUC 690 Professional Development and Leadership – Capstone.)

DRIVER EDUCATION ENDORSEMENT

For persons holding an undergraduate degree in education and current teacher certification, a graduate level program is available which meets the Indiana qualifications for the Driver Education endorsement. (There may be certain states that require additional course work. However, most states have recognized this Indiana endorsement through reciprocal agreements.) The program consists of four courses (12 credit hours) and is taught on a cohort plan, generally completable in two semesters. The courses include:

			HOURS
DRED	501	General Safety	3
DRED	502	Traffic Safety	3
DRED	503	Simulation & Range	3
DRED	504	Basic Driver Education	3

MASTER OF NURSING (MSN) for Nurse Educators

Purpose of Master of Science in Nursing Program

The purpose of the Master of Science in Nursing (MSN) for Nurse educators/ Administrators is to facilitate career preparation in a Christian liberal arts setting at the graduate level of nursing practice, enabling experienced nurses to develop skills for nursing education or administration. The graduate will be able to integrate concepts from the practice of nursing, nursing theories, nursing research and professional role behaviors in the educational or administrative settings. Knowledge of information processes, financing and human resources, health care organizations, ethical, legal and regulatory issues in health care, educational pedagogy, curriculum development and evaluation processes will be synthesized in the educational and administrative settings. The MSN curriculum builds on knowledge and competencies of baccalaureate education and experience as a practicing nurse. The graduate is expected to demonstrate respect for life, a loving concern for individuals and an appreciation for ongoing education in nursing. The MSN graduate has a foundation for doctoral educating in nursing.

The purpose of the postmasters certificate programs for nurse educators and nurse administrators is to facilitate the professional nurse who already has a masters in nursing for career preparation in a specialty area i.e., nurse educator or nurse administrator for the professional nurse who already has a master of science in nursing.

Program Format for MSN

The MSN program involves five semesters of coursework, one summer of specialty practicum and a nursing thesis in a specialty area, which can be done in the semester of choice following MNUR 514. The MSN degree program requires completion of 36 semester hours. MNUR 699 may be taken for more than the required 3 hours if the thesis project requires more than one semester to complete.

The program utilizes the adult program format in which eight weeks of four 60-minute class hours equal three credit hours (32 clock hours). During the first, second and third semester, a format of 16 weeks, two hours a night for two classes will be used. (In the adult format, a 10 minute break is allowed for every two hours of class.) In the fourth semester, courses are taught in eight-week format with two theory courses during this semester.

In MNUR 521 Specialty Practicum, clinical hours are calculated at the rate of one credit hour to three clinical hours or two credits for 66 hours. In MNUR 621 Teaching Practicum and MNUR 622 Administrative Practicum, clinical hours are calculated at the rate of one credit hour to four clinical hour or five credits for 212 hours. In MNUR 521 and MNUR 621 & MNUR 622, one hour of credit is given for 10.6 hours of class. The post-masters certificate student will be incorporated into classes with students in the basic program tracks

Admission Requirements

1. GPA of 3.0 from bachelor's program.
2. Three years of experience in a specialty area.
3. Professional references by three nurses or supervisors in the specialty area.
4. A bachelor's degree in nursing from an accredited program, which includes courses in statistics, research, physical assessment and nursing theory. Other bachelor's degrees will be evaluated on an individual basis. Additional coursework may be required.
5. A current RN license.

Graduation Requirements

1. Only grades of B- or higher will be accepted toward the major.
2. A minimum of 36 credits are required.
3. At least 30 credits must be completed at Bethel College.
4. The last 15 credits must be completed at Bethel College immediately prior to graduation

- unless an alternative plan of study has been approved.
- Cumulative GPA of at least 3.0 is required.
 - All financial accounts must be fully paid to the college; academic credit, transcripts and diploma are withheld if the account is not paid in full.

Academic Information

Six semester credit hours of academic work in a semester is considered part-time enrollment and enables the student to be eligible for some types of financial aid.

Students must maintain a 3.0 GPA to continue in the program. Students whose cumulative GPA is below 3.0 are placed on academic probation. Failure to achieve a semester average of 3.0 or higher the following semester will lead to dismissal from the program. In addition, specific behaviors that are in violation of the professional standards and ethics of the profession will lead to dismissal from the program (e.g. harassment or sexual misconduct).

Financial Information

The tuition for graduate courses for 2005-2006 is \$330 per semester hour. Upon completion of degree requirements, students will receive a rebate effectively changing the tuition total to \$10,000. This rebate is only applicable if the student finishes the program, including the thesis, within 5 years of admission to the program. The rebate will be in the form of a payment to Stafford student loan balances. In the event students did not utilize a Stafford loan, rebate will be in the form of a cash credit on account.

Financial aid for the MSN for Nurse Educators includes the Stafford loan program. Two low interest rate loans (7.43%* per year with an 8.25% cap) are offered to students enrolled at least half time (4.5 semester hours). These loans have an original fee of 3% and a guarantee (lender) fee of 1% for each loan processed. (*Note: interest rate subject to change.)

- Subsidized Stafford loan interest and principal payments begin six months after student ceases to carry at least 4.5 semester hours of credit. Loan amounts are up to \$8,500 per year.
- Unsubsidized Stafford loans, unlike the subsidized loan, have interest charged while the students are enrolled. Students have the option of paying the interest or capitalization. Check with your lender for details. Loan amounts are up to \$10,000 per year.

Both loan programs are available by completing the FAFSA (Free Application for Federal Student Aid). The Bethel College office of student financial services is available to answer any question regarding the Stafford loan program.

Application Procedures

- Request a Graduate Admission Application packet from the Bethel College Graduate Office.
- When completed, return the forms to the Bethel College Graduate Office with a \$25 nonrefundable application fee. The fee is not required of Bethel alumni.
- Submit transcripts from all undergraduate colleges or universities attended and from where the bachelor's degree was granted as well as from any graduate school where work had been completed. Have the registrars at those institutions send official transcripts to the Bethel College Graduate Office.
- Request three references from nurse colleagues or supervisors in the specialty area using forms provided.

MSN Major

			HOURS
Major Core			
MNUR	511	Nursing Roles in Health Care Organizations	3
MNUR	512	Statistics for the Health Sciences	3
MNUR	513	Advanced Nursing Theory	3
MNUR	514	Nursing Research	3
MNUR	521	Specialty Practicum	3
MNUR	613	Information Systems in Nursing	3
MNUR	699	Nursing Thesis in Specialty Area	<u>3</u>
Core Hours			21
Nurse Educator Track			
MNUR	611	Educational Pedagogy	3
MNUR	612	Curriculum Development in Nursing Education	3
MNUR	614	Evaluation in Nursing Education	3
MNUR	621	Teaching Practicum	<u>6</u>
Track Hours			15
Total Hours			36
Nursing Administrator Track			
MNUR	615	Health Care Organization and Delivery	3
MNUR	616	Health Care Financing, Budgeting and Human Resources	3
MNUR	617	Ethical, Legal and Regulatory Issues in the Health Care Organization	3
MNUR	622	Administrator Practicum	<u>6</u>
Track Hours			15
Total Hours			36

Post Master's Certificates

Nurses who have a master's in nursing and would like to add a certificate in nursing education or administration will follow the application process as per catalogue requirements. The required courses for the certificate in post masters nursing education certificate are listed under Curriculum Post Master's Certificate for Nurse Educators and Curriculum Post Master's Certificate for Nurse Administrators

The post masters certificate program involves three semesters of coursework. The program utilizes the adult program format in which eight weeks of four 60-minute class hours equal three credit hours (32 clock hours). Courses are taught in the sixteen-week format with three theory courses in the two semesters. Clinical hours are calculated at the rate of one credit hour to four clinical hours or five credits for 212 hours of practicum). In MNUR 621 & MNUR 622, one hour of credit is given for 10.6 hours of class. The post-masters certificate student will be incorporated into classes with students in the basic program tracks

Requirements for Post Master's Certificate

1. Only grades of B- or higher will be accepted toward the certificate.
2. A total of 15 credits must be completed at Bethel College.
3. Cumulative GPA of at least 3.0 is required

All financial accounts must be fully paid to the college; academic credit, transcripts and certificate are withheld in the account is not paid in full.

Admission Requirements for Post Master's Certificate:

The student must have a MSN from and NLN Accredited program, with three years of experience post bachelors in a specialty area.

Post Masters Certificate for Nursing Administrators

MNUR	615	Health Care Organization and Delivery	3
MNUR	616	Health Care Financing, Budgeting and Human Resources	3
MNUR	617	Ethical, Legal and Regulatory Issues in the Health Care Organization	3
MNUR	622	Administrator Practicum	<u>6</u>
		Total Hours	15

Post Masters Certificate for Nurse Educators

MNUR	611	Educational Pedagogy	3
MNUR	612	Curriculum Development in Nursing Education	3
MNUR	614	Evaluation in Nursing Education	3
MNUR	621	Teaching Practicum	<u>6</u>
		Total Hours	15

COURSE DESCRIPTIONS

Master of Science for Nurse Educators (MNUR)

511. Nursing Roles in Health Care

Organizations 3 Hours
Building on baccalaureate nursing education this course explores issues related to the role of the MSN prepared nurse in the organizational structures of health care systems in the United States. Medical ethics in health care will be examined, as well as legal, political, economic, and spiritual issues related to the nursing educator role. Promotion of health with at-risk populations will be incorporated throughout.

Prerequisite: Acceptance into the MSN program at Bethel

512. Statistics for the Health

Sciences 3 Hours
Explores statistical methods for data collection and interpretation with special emphasis on techniques useful in nursing research. Included are computer programs for statistical analysis.

Prerequisite: Undergraduate statistics course

513. Advanced Nursing Theory 3 Hours

Explores the analysis of theory development including conceptual frameworks, models and theories of nursing. Special emphasis is placed on applicability of theories and models to nursing practice, research and education from a Christian worldview.

Prerequisite: MNUR 511

Concurrent: MNUR 514

514. Nursing Research 3 Hours

Applies research methodologies to nursing research including qualitative and quantitative research and research utilization. Ethical dilemmas of research in health care are explored. A research proposal is developed.

Prerequisite: MNUR 512

Concurrent: MNUR 513

521. Specialty Practicum 3 Hours

A clinical practicum in a specialty area is designed to expand the knowledge of nursing in a specialty area taking into consideration Healthy People 2010 Focus Areas. The student will identify a focus area in a specialty area and

design a culturally sensitive plan of intervention for health promotion and disease prevention that includes an educational component taking into consideration cognitive, psychomotor, and affective needs of the target audience. This course includes 10.6 hours of class time and 66 hours of practicum

Prerequisite: MNUR 513, MNUR 514, MNUR 511, MNUR 512.

611. Educational Pedagogy 3 Hours

Examines educational theories related to teaching, learning and classroom management. In addition lesson planning and instructional strategies will be explored.

Prerequisite: MNUR 521

Concurrent: MNUR 612

612. Curriculum Development in Nursing Education 3 Hours

Evaluates theories, concepts, issues and resources available for curriculum development. Students analyze, develop and evaluate curricula for nursing education.

Prerequisite: MNUR 521

Concurrent: MNUR 611

613. Information Systems in Nursing Education 3 Hours

Utilizes technology applicable to nursing education including computer informatics, Power Point presentations, computer-aided instruction and other web course technologies. Issues related to information systems in health care will also be considered.

Prerequisites: MNUR 611 & 612

614. Evaluation in Nursing Education 3 Hours

Examines program standards, systematic plans of evaluation, and evaluation tools utilized in nursing education. Includes methods of evaluating student performance.

Prerequisite: MNUR 613

615. Health Care Organization and Delivery 3 Hours

An overview of organizational management and leadership components, mission and philosophy statements, health care standards, practice environment, strategic planning and crisis management as well as issues related to internal and external environments of the health care organization, providing

- knowledge of health care systems essential for administrative or management positions.
- 616 Healthcare financing, budgeting and human resources 3 Hours**
A comprehensive overview of health-care finance with emphasis on effective management of budgets, reimbursement standards and measurements, marketing and cost containment, and efficient use and management of human resources.
- 617 Ethical, legal and regulatory issues in the health care organization 3 Hours**
Proposes ways to look and deal with professional ethics as well as legal and regulatory matters related to health care organizations dealing with various regulatory bodies involved in labor and management, accreditation and credentialing, and liability issues.
- 621. Teaching Practicum 6 Hours**
Student will practice teaching in a nursing education program in a specialty area. Experience will include both didactic and clinical teaching. This course includes 10.6 hours of class time and 212 hours of practicum.
Prerequisite: MNUR 614
- 622 Practicum for nurse administrators 6 Hours**
This practicum consists of working with a preceptor in a healthcare setting to analyze budgets, review organizational structure, management of human resources and institutions responses to legal and ethical matters and evaluate the preparedness of the institution for regulatory and accrediting matters. This course includes 10.6 hours of class time and 215 hours of practicum.
- 699. Nursing Thesis in Specialty Area 1-3 Hours**
A nursing problem is investigated by implementation of the research process. Results of the investigation are presented in a thesis. TBA
Prerequisites: MNUR 514, 521

GRADUATE STUDIES IN MINISTRY AND THEOLOGY

Graduate study at Bethel College can lead to a Master of Ministries degree (30 hours) or a Master of Arts in Theological Studies degree (60 hours). These are professional academic degrees for persons involved in various kinds of Christian ministry. The courses can also be taken on a "special student" basis for those who wish to keep up on current theory/practice in biblical studies, Christian ministry, theology, history, ethics and society.

Description of Master of Ministries (M.Min.) Program

The Bethel Master of Ministries is a professionally focused graduate degree consisting of 30 credit hours of graduate study beyond the baccalaureate degree and can be completed in three semesters or less of full-time study. The program can also be pursued on a part-time basis. Courses are scheduled on a three-day intensive format. In addition, one six-week (one night per week) course is offered each semester. The student has two ways to complete the 30 hours.

1. Ten, three-hour courses, in any format (*three-day or eight-week courses*), or
2. Nine, three-hour courses, plus a supervised position paper/project worth three credit hours.

Courses are taken in three major areas of study.

1. Church and Ministry (CHMN), 9+ hours;
2. Theology, History, Ethics, and Society (THES), 9+ hours;
3. Biblical Studies (BBST), 9+ hours.

The graduate student pursuing the Master of Ministries degree shall use this distribution of courses unless specifically permitted by the Graduate Academic Advisor to follow a different distribution. **BBST 531 – Interpreting the New Testament, BBST 532 – Interpreting the Old Testament, THES 534A – Biblical Theology, THES 523 – History of Christian Thought, and CHMN 517D – Preaching** are required courses unless they were successfully completed at a graduate level elsewhere and are transferred into the student's Bethel College academic record, or a special exemption is granted by the Graduate Academic Advisor, and approved by the Program Director, whereupon documentation to this effect will be added to the graduate student's file and submitted with his/her application for graduation. Under the direction of the Graduate Academic Advisor, the student pursuing the M.Min. degree is allowed up to two graduate level courses by Private Tutorial or Independent Study.

Description of the Master of Arts in Theological Studies (M.A.T.S.) Program

The Bethel Master of Arts in Theological Studies is an academically focused graduate degree with a professional emphasis. It consists of 60 credit hours of graduate study beyond the baccalaureate degree and can be completed in two years, or over a longer period of time. At least ten three-hour courses are offered each year, thereby allowing the graduate student the opportunity to complete the M.A.T.S. degree in two years. Courses are scheduled on a three-day intensive format. In addition, one (6) six-week (one night per week) course is offered each semester. Twenty courses (three credit hours each) are required to complete the M.A.T.S. degree. Under the direction of the graduate academic advisor, the student pursuing the M.A.T.S. degree is allowed up to three graduate level courses by Private Tutorial or Independent Study. If the student pursuing the M.A.T.S. degree has completed the M.Min. degree, or has transferred graduate courses from another graduate school, any Private Tutorials or Independent Studies completed for that degree or transferred in shall apply to the total of three Private Tutorial or Independent Study courses allowed for Bethel's 60-credit hour requirement.

The 20 courses (60 hours) are taken in three major areas of study.

1. Church and Ministry (CHMN) – at least 15 hours required;
2. Theology, History, Ethics, and Society (THES) – at least 15 hours required;
3. Biblical Studies (BBST) – at least 15 hours required.

BBST 531 – Interpreting the New Testament, BBST 532 – Interpreting the Old Testament, THES 534A – Biblical Theology, THES 534B – Old Testament Theology OR THES 534C – New Testament Theology, THES 523 – History of Christian Thought, CHMN 517D – Preaching are required courses unless they were successfully completed at a graduate level elsewhere and are transferred into the student's Bethel College academic record, or a special exemption is granted by the graduate academic advisor, and approved by the program director, whereupon documentation to this effect will be added to the graduate student's file and submitted with his/her application for graduation. The graduate academic advisor shall assist the graduate student in determining a meaningful distribution of courses in order to complete the curricular requirements as stated above, **and** to achieve the student's educational and professional ministry goals.

Format of Programs

Ten courses are offered each academic year, five in the fall semester and five in the spring semester. In addition, one class is usually offered during the May Term. The Supervised Field Experience (CHMN 518). Private Tutorials, Independent Studies or Directed Readings courses may be taken any time during the year. Study in Israel is usually available every other year, subject to world situations.

The 30-hour Master of Ministries degree can be completed in one year, and the 60-hour Master of Arts in Theological Studies degree can be completed in two years by carefully selecting the courses offered and/or Private Tutorial or Independent Study courses. The student shall counsel with the graduate academic advisor in order to register for any course. Courses should be selected with great care in order to meet future educational and/or ministerial goals and specific needs of the student. A maximum of **seven years** is allowed to complete the M.Min. degree, and a maximum of **ten years** is allowed to complete the M.A.T.S. degree. If either degree is not completed by the end of the stated time limit, additional time for completing the degree *may* be granted on the basis of an appeal filed with the graduate academic advisor. If approved by the graduate academic advisor, the graduate program director, and the dean of graduate studies, up to two additional years may be granted to complete the requirements of either degree.

The format of these degree programs allows students to enroll at any time during the year. If possible, however, students should pre-enroll in all courses they expect to take during a semester. Additionally, the format of the programs enables many students to continue to work full-time while pursuing their degree.

Admission Requirements

1. A baccalaureate degree from an accredited college or university. Applicants from non-accredited schools will be considered individually. Degrees other than a bachelor of arts (e.g. bachelor of science, etc.) are acceptable.
2. An adequate undergraduate foundation, based on the standard established by the Association of Theological Schools, is the basis for full acceptance into Bethel College's Master of Ministries and/or Master of Arts in Theological Studies degree programs. This standard is as follows:

	CREDIT HOURS
Biblical Studies	16–20
Theological Studies	4
Church and Ministry Studies	4-8
English (including Speech Courses)	12
History	3-6
Philosophy	3-6
Foreign Language (Greek and/or Hebrew recommended)	4-8
Natural Science	4
Social Sciences	12

The requirements in these academic areas assure an adequate undergraduate foundation as a preparation for graduate study, as well as meeting the required pre-seminary studies established by the Association of Theological Schools.

GRADUATE STUDIES

An applicant who lacks undergraduate study in Church History and/or Theology must include these courses in his/her graduate curriculum, or complete them by registering and successfully completing them for undergraduate credit.

An applicant whose undergraduate degree program does not meet these minimum requirements will be accepted **provisionally** and in consultation with the graduate academic advisor determine the means of achieving the required adequate undergraduate foundation. The applicant will be allowed to register for graduate courses prior to satisfactorily meeting these requirements. However, no more than nine (9) graduate credit hours may be earned prior to achieving the required adequate undergraduate foundation. Upon successfully completing the required academic work necessary for the adequate undergraduate foundation, the student's provisional status will be lifted to that of full acceptance.

There are several ways to achieve the status of full acceptance. These shall be included in the student's academic planning at Bethel College. They may be completed under the direction of the graduate academic advisor as independent studies, special readings and reports, noncollegiate learning credit, testing, correspondence courses, or regular undergraduate or graduate courses, or other possible means approved by the graduate academic advisor and the program director.

3. a. An undergraduate grade point average of at least 2.5 based on a 4.0 scale ("A" = 4 points). An applicant whose average is below the standard may be admitted conditionally at the discretion of the graduate academic advisor. The conditional period shall extend for a minimum of one semester, and during this period the student is expected to maintain a 2.5 average in graduate or undergraduate study at Bethel College. Upon successfully completing a semester of graduate study with a 2.5 or higher grade point, the student's conditional status will be lifted to that of full acceptance, providing all other admission requirements have been met.
- b. Moral character consistent with the guidelines set forth in the Word of God and in accord with the ethos statement of Bethel College.
- c. A clear indication based on transcripts, references and written work that the applicant is able and desirous of pursuing graduate work successfully. Qualified candidates are considered without regard to race, national or ethnic origin, age, gender or physical handicap.

Application Procedures

Applicants for graduate study in ministry and theology shall complete the following steps:

1. Request a graduate admission application packet from Bethel College, graduate studies office (574-257-3360).
2. Complete the application form included in the packet, and return it to Bethel College, graduate studies office, with a \$25 nonrefundable application fee. (*This fee is not required of Bethel College or FWBC/Summit Christian College alumni.*)
3. Schedule an interview with the graduate academic advisor; this may be done through the graduate secretary (574-257-3360). During this interview ministry goals and objectives of the applicant will be explored, the graduate degree programs explained, possible financial aid discussed and any questions regarding the programs answered.
4. Reference forms will be supplied to you. One each is required from (a) your pastor, minister or religious mentor, (b) a former professor or teacher, and (c) a person who knows you but is not a relative. Please instruct these persons to return the completed reference forms to Bethel College, graduate studies office.
5. Write the Registrar of the college or university from which you earned your undergraduate degree, and request an official transcript be sent to the graduate studies office, Bethel College, 1001 West McKinley Avenue, Mishawaka, IN 46545.
6. If you have completed undergraduate or graduate courses in another college or university, you must request an official transcript for that academic work be sent to Bethel College, graduate studies office.
7. A biographical sketch that includes the student's reason for wanting to complete graduate studies and a statement of your personal religious faith (*approximately 300 words.*)

8. When all admission materials are on file in the graduate studies office, they will be reviewed by the graduate academic advisor and a decision regarding the applicant's admission determined. The applicant will be notified by mail of the decision, together with any requirements for an adequate undergraduate foundation explained. This may require a second interview with the graduate academic advisor.
9. Applicants desiring to live in campus housing must correspond with the director of student development office (574-257-3304). Most graduate students stay in motels during the three-day courses.
10. Applicants desiring financial aid must complete the **Graduate Financial Aid Application** form included in the admission packet. Submit the form to Bethel College, graduate studies office. The graduate academic advisor will review the application and, within guidelines established by Bethel College, determine the level of financial aid available to the applicant.

Regular Admission is granted when it has been determined by the graduate academic advisor that the applicant has fully met the admission requirements for the Master of Ministries and/or the Master of Arts in Theological Studies degree program(s).

Transfer Graduate Students may be granted transfer credit of graduate work successfully completed at other institutions when the work is determined by the graduate academic advisor to be acceptable and approved by the graduate program director. Courses with a "C" or higher grade may be transferred. A **maximum** of 15 semester credit hours may be accepted toward the Master of Ministries degree, and a **maximum** of 30 semester credit hours toward the Master of Arts in Theological Studies degree. Credits accepted from nonaccredited institutions are transferred at two-thirds value and the student is on academic probation for one semester.

Provisional and Conditional Admission may be granted at the discretion of the graduate academic advisor when the applicant does not fully meet the admission requirements as stated above, but appears to have the potential to meet the requirements and profit from graduate study at Bethel College. Provisional and/or conditional admission requires that fixed procedures be followed to successfully achieve regular admission status.

International Students: A student who is not a United States citizen or a United States permanent resident may be admitted to the graduate degree programs (M.Min. and M.A.T.S.) only after completing all requirements established by the office of admission, as set forth in the college Catalog governing the admission of international students to Bethel College. A valid, accredited baccalaureate degree must be documented prior to admission into the graduate degree programs at Bethel College. An international student applying for admission into the graduate degree programs who has an undergraduate degree from a foreign college or university may be admitted. His or her transcript will be evaluated according to Bethel College's evaluation procedure. Credits for the foreign undergraduate degree are assessed at a two-thirds value. If admitted to Bethel College, the international student will be required to complete all requirements for a valid, accredited baccalaureate degree. Undergraduate and graduate courses may be taken simultaneously as the student pursues his or her academic degrees from Bethel College. Graduate courses completed may not apply for credit on both undergraduate and graduate degrees. Graduate credits earned will be applied toward the desired graduate degree, but the graduate degree will not be awarded until all requirements for the accredited undergraduate degree have been met.

Admission to an Individual Course for credit may be granted by the graduate academic advisor and the professor involved. This is on a "special student" basis, related to his/her transcript and personal interview. No references or biographical sketch are required. No maximum number of credit hours has been set that can be earned this way. If, however, a student later decides to pursue the Master of Ministries or Master of Arts in Theological Studies degree(s), he/she must meet all the specific requirements for admission into these degree programs.

Undergraduate Bethel College Students may register for graduate courses for which graduate credit is earned, provided they have completed at least 88 credit hours of undergraduate work, have a minimum GPA of 2.75, and have the permission of their undergraduate academic advisor and the graduate academic advisor. Such courses may not apply for credit on both undergraduate and graduate degrees. A maximum of nine (9) graduate hours of credit may be accumulated and will be given credit upon completion of the baccalaureate degree.

Permission to Audit a graduate course may be granted by the graduate academic advisor upon

the consent of the professor teaching the course. The admission process must be followed and the \$25 nonrefundable application fee paid at the time of registering to audit the first course. A graduate audit fee of \$175 is to be paid for each course audited.

Noncollegiate Learning is one of the ways an applicant may be able to satisfy the requirements for an adequate undergraduate foundation. Additionally, when advising and registering graduate students having been accepted into the M.Min. and/or M.A.T.S. degree programs, the graduate academic advisor may take into consideration the noncollegiate learning experiences of such persons. This is one of the ways of individualizing the curricular program to help meet the academic and professional goals and plans of the graduate student.

Prior Learning Assessment

Definition: Learning that occurs outside a college or university classroom, commonly referred to as experiential learning, and that is considered by the graduate faculty of Bethel College to be worthy of receiving graduate level credit, is validated through a process known as Prior Learning Assessment (PLA).

Purpose: The faculty in the Division of Religion and Philosophy of Bethel College recognizes that within the general parameters of its graduate curricula there are experiential learning experiences that are of an exceptional nature and may be considered valid evidences of learning at a graduate level and eligible to receive credit on a student's graduate academic record.

Standards: The standards for the PLA program allowing for graduate credit in Religion and Philosophy at Bethel College are herewith established as follows:

1. Credit may be awarded only on the basis of learning derived from experience.
2. Credit for graduate level learning derived from experience may be considered only for graduate students whose request for credit is based on eight (8) or more years of personal experience in the general field of Church and Ministry subsequent to having earned a valid baccalaureate degree.
3. Credit may be awarded only on the basis of written documentation disclosing the full scope of the project, program or practice to be considered for graduate level credit.
4. Credit may be awarded when the written documentation provides valid evidence of a balance between theory and practice in the area of Church and Ministry.
5. Documentation presented for consideration must include the student's personal assessment statement of the content of learning related to experience derived from the specific project, program or practice.
6. Credit may be awarded only when through an assessment of the documentation presented there is valid evidence that learning based on experience is considered graduate level learning that qualifies the student to be awarded three (3) graduate credit hours.
7. Credit may be awarded only on the basis of evidence of competence in the field of Church and Ministry as disclosed in the documentation presented by the student.
8. Credit awards and their transcript entries shall be monitored by the graduate academic advisor to assure that there is no duplication of credit for the same learning experience.
9. Documentary presentations by the student as a request for PLA graduate credit shall be evaluated by the graduate program director and/or the graduate academic advisor, or when advisable, by Bethel College graduate faculty in Religion and Philosophy whose expertise is in the area of graduate learning indicated by a particular presentation.
10. Fees charged by Bethel College for PLA credit shall be established by the administration of the college and stated in the college Catalog.
11. Remuneration granted to persons responsible for reviewing the documentary

presentations should be based on the service performed and as determined by the administration of the college. (Currently, the amount of remuneration is a total of \$50 per document reviewed.)

12. The PLA program designed for graduate studies in Religion and Philosophy should be regularly monitored, reviewed, evaluated and revised as needed to reflect changes in the needs being served by the program.

Awarding Credit: Graduate level credit to be awarded for experiential learning will be considered within the following policy guidelines:

1. PLA credit may be awarded only in the area of Bethel College's graduate curriculum in Church and Ministry as identified in the Bethel College Catalog. Credit may not be awarded in the areas of Biblical Studies (BBST), Theology, History, Ethics and Society (THES).
2. No more than nine (9) graduate credit hours may be awarded for experiential learning.
3. Experiential learning considered graduate level must be validated on the basis of:
 - a. **Request** made by the graduate student in a personal interview with the graduate program director and/or the graduate academic advisor, during which the student shall explain orally the nature of the project to be submitted for consideration, the level or focus of learning the student believes to have gained through the project and the plan to present documented evidence verifying graduate level learning through the field-tested project.
 - b. **Approval** to present valid documentation verifying the request may be granted by the graduate program director and/or the graduate academic advisor if the request is considered to be valid evidence of graduate level learning in the field of Church and Ministry experience.
 - c. **Presentation** of written documentation to include at least the following
 - i. A copy of all documents related to and describing the project, program or practice developed by the student in the context of Church and Ministry.
 - ii. The student's evaluation of the effectiveness of the project, program or practice, demonstrating a clear balance between theory and practice.
 - iii. The student's detailed statement disclosing what he or she learned about Church and Ministry in and through the project.
 - iv. A completed formal request form provided by the office of the graduate academic advisor.
 - d. **Limitation:** PLA credit will not be awarded for a documentary presentation that duplicates a course completed by the student in Bethel College's graduate curriculum established for the Master of Ministries and Master of Arts in Theological Studies degree programs. Conversely, a graduate student in these degree programs may not register for a course for which PLA credit has been awarded.

Prior Learning Evaluation Procedures: Graduate students who are in the process of applying for, or who have already been admitted to the Master of Ministries or Master of Arts in Theological Studies degree programs may petition for graduate academic credit for experience-based learning as outlined in the following procedural steps:

The Student's Responsibilities:

1. Submission of a completed form requesting graduate academic credit.
2. Presentation of all written documents describing the project, program or practice for which credit is requested.

3. Submission of the student's personal assessment statement of learning based on experience.
4. The foregoing form and documents must be presented to the graduate academic advisor.
5. The graduate student requesting prior learning credit must pay \$50 per credit hour requested prior to the evaluation by Bethel College personnel responsible for evaluating the documents presented.

The College's Responsibilities:

1. The graduate academic advisor in consultation with the program director will review all documents presented and will notify the graduate student of his/their evaluation and include instructions if changes are to be made, further verification is required or additional documentation is to be presented.
2. All documentary evidence presented for consideration must be comprehensive enough, and of graduate level academic quality, to demonstrate that the project, program or practice qualifies for three (3) graduate credit hours applicable to the student's graduate academic record.
3. In the instance of evaluation by Religion and Philosophy faculty other than the graduate academic advisor and the program director, the evaluation with the evaluator's notations and approval will be submitted to the office of the graduate academic advisor for final disposition within the guidelines of the policies governing this program.
4. The graduate academic advisor will advise the graduate student of the final decision to grant the request for graduate academic credit.
5. The graduate academic advisor and the program director will sign an official request for graduate academic credit, attach a copy of the evaluation and submit the appropriate documents to the Office of the Registrar authorizing the academic credit to be entered on the student's official academic record.
6. The program director will approve and submit for payment the remuneration to be received by the person who evaluated the documentations presented by the student.

Due Process: A graduate student questioning the results of the evaluation of his or her prior learning experience documentation may:

1. Appeal to the program director by personal interview or letter.
2. Appeal to the faculty person who evaluated his or her documentation.
3. If the result of the appeal is unsatisfactory to the student, he or she may request that another graduate faculty member evaluate the documents, said evaluating faculty member to be designated by the program director.
4. If after all evaluations have been made credit is denied, the matter may be presented to an ad-hoc committee appointed by the program director.
5. If the decision of the ad-hoc committee is unacceptable, the student may follow the standard appeal process outlined in the Bethel College student handbook.

Financial Information

The cost of graduate study for 2006-2007 is \$330 per semester hour. There is an additional fee for Private Tutorials and Independent Studies. Substantial grants and scholarships are available to all M.Min. and M.A.T.S. students. Additional financial assistance in the form of local church and/or denominational grants may be available to ministers and others employed by churches or parachurch organizations. The Missionary Church strongly supports and may provide financial assistance for its credentialed ministers and ministerial students in these graduate programs. A limited number of tuition discounts are made available by the program director. Students may also be eligible for direct student loans, the college work-study program and federal student loan programs. For specific details relating to grants and scholarships, contact the graduate academic advisor (574-257-2667).

Graduation Requirements for M.Min. and M.A.T.S. Degrees

For the Master of Ministries and Master of Arts in Theological Studies candidates, the following requirements must be completed:

1. A total of 30/60 semester hours with at least a 2.5 cumulative grade point average.
2. Successful completion of BBST 531, BBST 532 and one of BBST 534A, THES 523, and CHMN 517D and additional for the M.A.T.S. degree THES 534B or THES 534C, unless these or comparable graduate level courses were successfully completed at another accredited graduate school and transferred to the student's Bethel College graduate program. The graduate academic advisor and the graduate program director must approve any exception to this.
3. Courses for which a grade below "C" is received may not count as hours earned for either of these degrees.
4. The final 15 semester credit hours for either of these degrees must be completed at Bethel College immediately prior to graduation. Any exception to this must be on the basis of appeal through the graduate academic advisor and submitted to the program director and the dean of graduate studies. The appeal will then be submitted to the academic dean of Bethel College, with whom the final decision will rest.
5. All financial accounts must be fully paid to Bethel College. Academic credit, transcript and diploma are withheld until the account is paid in full.
6. A maximum of **two** Private Tutorial or Independent Study courses and/or Field Ministry courses for the M.Min. degree, and a maximum of **three** Private Tutorial or Independent Study courses and/or Field Ministry courses for the M.A.T.S. degree are allowed.
7. An **application for graduation** form **must** be completed by the graduate academic advisor and signed by the graduate student. This is normally completed early in the fall prior to the next spring commencement, but **must** be completed and on file in the office of the graduate academic advisor **on or before** the last day of final examinations for the fall semester prior to the following spring commencement. Applications for graduation received after that date will be charged a \$100 late graduation application fee. The graduate academic advisor shall sign the application, secure the signature of the dean of graduate studies, attach a copy of the student's academic record and any documentation pertaining thereto, and submit the same to the office of the registrar on or before January 15 of the semester of anticipated graduation.

Academic Information

Six (6) hours of academic work is the minimum required for full time enrollment. However, a minimum of nine (9) hours of academic work may be necessary for certain kinds of student financial aid. A student who has full-time employment often finds that a maximum of six semester hours of study is advisable.

A student whose cumulative GPA drops below 2.5 is automatically placed on academic probation. Failure to raise the cumulative GPA to 2.5 or higher the following semester will lead to dismissal from the program. A student who is placed on academic probation may register an appeal through the graduate academic advisor, citing mitigating circumstances. The program director will rule on all such appeals. Normally a student may reapply through the graduate academic advisor following one semester after being dismissed. If the student is allowed readmission, he/she will be placed on probation for one semester. During that semester the GPA must be raised to 2.5 or the student will be dismissed from the program.

The Business Office of Bethel College on the basis of approved financial arrangements must authorize registration for graduate courses.

Registration for courses may be done in person in the Graduate Studies Office. Registration forms are available from the graduate secretary. The graduate academic advisor must approve all registrations.

Registration may be completed by mail. The graduate secretary will mail a Registration Intent Form to each graduate student in the programs. This form will list all courses being taught in the

GRADUATE STUDIES

academic year. The student must check the courses he/she wishes to complete, sign the form and mail it to Bethel College, graduate studies office. The graduate academic advisor must approve such registrations.

The last day for registration for any regularly scheduled course in the M.Min. or M.A.T.S. degree programs is one calendar week (*seven days*) prior to the first day scheduled for the course to begin.

Registration for nonscheduled graduate courses including Supervised Field Experience, Directed Reading Experience, Private Tutorials, Independent Studies or a Position Paper or Project must be completed **before** the beginning of the third calendar week of a semester.

A continuation fee of \$50 will be required of a graduate student who carries the completion of a position paper/project to the following academic year.

Continuing registration is generally considered the approved plan for completing a graduate academic degree. Bethel College is aware of the fact that most graduate students enrolled in the M.Min. and/or M.A.T.S. degree programs are heavily involved in ministry. Therefore, it is understandable that there may be one or more semesters when the graduate student cannot register for a course. However, prior to registering for graduate courses after a lapse of a full academic year will require that a **Reapplication Form** be completed. This form is available in the graduate studies office and must be approved by the Graduate Academic Advisor. **There is no reapplication fee.**

Curriculum

Required Courses:

Biblical Studies Courses

			HOURS
BBST	531	Interpreting the New Testament	3
BBST	532	Interpreting the Old Testament	3

Theology courses:

THES	534A	Biblical Theology – Both Testaments	3
THES	534B	Old Testament Theology, or	(3)*
THES	534C	New Testament Theology	(3)*
THES	523	History of Christian Thought	3

* for M.A.T.S. degree

Courses in Biblical Studies:

BBST	533	Seminars in Biblical Literature	3 each
BBST	533 D	Matthew	
BBST	533 F	Hebrews	
BBST	533 H	Romans	
BBST	533 K	Isaiah	
BBST	533 L	Exodus	
BBST	533 N	Ephesians	
BBST	533 O	I & II Timothy, Titus	
BBST	533P	Deuteronomy	
BBST	539	Studies in Biblical Lands	3
BBST	540	Biblical Languages: Greek, Hebrew, Aramaic, Latin	1-3*
BBST	550	Directed Reading Experience in Biblical Studies	1-3
BBST	560	Independent Study	1-3

Courses in Church and Ministry

CHMN	511	Management in Church & Ministry	3
CHMN	512	Strategies of Evangelism & Christian Mission	3

			HOURS
CHMN	513	Principles and Theology of Church Growth	3
CHMN	514	Dynamics of Pastoral Care & Ministry	3
CHMN	516	Spiritual Formation	3
CHMN	517	Seminars in Church & Ministry	3 each
CHMN	517 B	Worship	
CHMN	517 C	Christian Education	
CHMN	517 D	Preaching	
CHMN	517 G	Marriage & Family Counseling	
CHMN	517 H	Missions	
CHMN	517 I	Crisis Counseling	
CHMN	517 J	Church Planting & Multiplication I	
CHMN	518	Supervised Field Experience	3
CHMN	550	Position Paper or Project	3
CHMN	560	Independent Study	1-3
Courses in Theology, History, Ethics and Society			
THES	529	Directed Reading Experience	3
THES	530	Seminars in Theology, History, Ethics & Society	3 each
THES	530 A	Contemporary Ethical Issues/Moral Choice	
THES	530 B	The Challenge of World Religions/Cults	
THES	530 D	Church History I – The Fathers – Reformation	
THES	530 E	Church History II – Reformation – Enlightenment	
THES	530 F	Church History III – Enlightenment – Present	
THES	530 J	World Views, Postmodernism & the Gospel	
THES	530 K	Human Nature & Discipleship	3
THES	534 B	Old Testament Theology	3
THES	534 C	New Testament Theology	3
THES	541	History & Polity of the Missionary Church	1
THES	560	Independent Study	1-3

The graduate curriculum for the M.Min. and M.A.T.S. degrees is reviewed annually, with the objective of providing the graduate student the best possible academic program, current with the contemporary movements in church ministries. Therefore, there may be new courses added as approved by the academic administration of Bethel College.

The program director and graduate academic advisor arrange a full year's schedule annually, as well as a projected four year schedule. This guides the graduate student and the graduate academic advisor in structuring the student's academic program so as to make it possible to achieve the educational goals and plans of the student.

Most courses in the M.Min./M.A.T.S. curriculum are available as Private Tutorial Courses. Exceptions include BBST 531 – Interpreting the New Testament, BBST 532 – Interpreting the Old Testament, BBST 539 – Studies in Biblical Lands, and others as determined by the director of the M.Min. and M.A.T.S. programs and the graduate academic advisor to these programs. All Private Tutorial and Independent Study Courses must be arranged through the graduate academic advisor.

* - **Biblical Languages:** Students are encouraged to complete courses in one or both **Biblical Languages (Greek and/or Hebrew)**. These are available on a private tutorial basis, as are other courses. A contract is established between the professor and the student that will require regular tutorial sessions with the professor and a minimum of 35 hours independent study by the student for each credit hour taken. These languages are also available in either the traditional undergraduate format or the adult services format. Graduate credit may be earned through these formats, but the graduate student is expected to meet **graduate level academic performance expectations**. Further, additional academic work will be required. Registration for either of these formats requires the permission of the graduate academic advisor and the professor(s) teaching the courses.

COURSE DESCRIPTIONS

Biblical Studies (BBST)

531. Interpreting the New Testament 3 Hours

An examination of the various backgrounds of the New Testament, for the purpose of discovering the meaning of the biblical texts of the New Testament. Some of the critical issues of the past and present are examined. Exegesis, theological and historical study, commentaries and other interpretive tools are studied and used. Various New Testament texts are examined during the course.

532. Interpreting the Old Testament 3 Hours

An examination of the various backgrounds of the Old Testament, for the purpose of discovering the meaning of the biblical texts of the Old Testament. Some of the critical issues of the past and present are examined. Exegesis, theological and historical study, commentaries and other interpretive tools are studied and used. Various Old Testament texts are examined during the course.

533. Seminar in Biblical Literature 3 Hours

This is a detailed study of one or more biblical books in the Old or New Testament. The biblical book studied will vary each semester/year. Each study involves an examination of the book's place in the Christian canon, its major theme(s), its literary structure, and its historical background, in addition to major interpretation and critical theories about the book and its message.

Included are:

- D. Matthew
- F. Hebrews
- H. Romans
- K. Isaiah
- L. Exodus
- N. Ephesians
- O. I & II Timothy, Titus
- P. Deuteronomy

539. Studies in Biblical Lands 3 Hours

A comprehensive travel course, including the history, geography, archeology and cultures of some portion(s) of the biblical lands. The program of study includes classroom lectures, on-site

field exploration and firsthand exposure to the geography and culture. May be taken more than once.

Prerequisite: At least one course in Biblical Studies.

540. Biblical Languages: Greek, Hebrew, Aramaic or Latin* 1-3 Hours

This course is offered on demand and can be a review or introductory course of these languages and the elements of the major exegetical tools that can be used in exegesis of the Old and New Testaments. The goal is a practical knowledge of these languages that the Christian worker can use in order to interpret the New and Old Testament Scriptures for ministry. These courses also prepare the student for exegetical studies at the seminary level. Upon sufficient demand a regular class will be offered during a 15-week semester. Otherwise, arrangements must be made with the program director for private tutorial or credit by examination. This course may be repeated in different languages and/or at different levels in given languages.

550. Directed Reading Experience 1-3 Hours

The student will work out a reading program in a selected field. The student should already have taken a basic introductory course before he/she can complete the reading course.

Church & Ministry (CHMN)

511. Management in Church & Ministry 3 Hours

This course is intended to assist the student in enhancing his/her concept and skills in management and leadership. Studies include management and leadership theory, setting of personal and congregational goals, leadership styles in light of biblical principles, congregational organization, discipline, analysis of multiple-staff ministries and denominational relations.

512. Strategies of Evangelism & Christian Mission 3 Hours

This course examines the historical, theological and practical issues in developing strategies for completing the Great Commission.

- 513. Principles & Theology of Church Growth** **3 Hours**
An examination of the most effective and promising approaches/theologies of past, present and projected strategies of evangelism, church growth and development.
- 514. Dynamics of Pastoral Care & Ministry** **3 Hours**
This course is designed to enable the student to perceive and effectively fulfill necessary roles of the Christian minister as (1) an interpreter of the Christian message to a changing world; (2) an evangelist to persons and to the world; (3) a shepherd who is able to assist his/her people as they face crises; and (4) a servant giving of him/herself in the service of Christ.
- 516. Spiritual Formation** **3 Hours**
A practical study of the concept of the spiritual life, its meaning, significance and development. Various models of Christian spirituality are studied. Small groups, lectures and journal-keeping are used. Students are encouraged to examine their own spiritual lives and learn about various models/guidelines for implementing a ministry of spiritual formation in the Christian community.
- 517. Seminars in Church & Ministry** **1-3 Hours**
These seminars vary in content according to student needs and goals. Seminars are offered in the areas of:
- b. Worship**—An examination of the meaning, purpose, goal and effective methods of Christian worship. Different approaches to worship are examined and the use of the Bible, preaching, drama and music are studied.
- c. Christian Education**—This seminar presents differing components of Christian education. The specific content of the course will be worked out in advance, according to the needs, goals and purposes of students and professor.
- d. Preaching**—This seminar involves videotaped preaching activity, in addition to outlined sermons. The student is observed in an actual preaching performance, in addition to the videotaped performances before the class. Various approaches to grasping the nature and purpose of preaching are given. Students who are qualified may pursue a study of special areas and aspects of preaching. Different types of preaching are reviewed.
- g. Marriage & Family Counseling**—This seminar examines the function the Christian worker or counselor can serve in improving and deepening the relationships and commitments within a marriage and the larger family. Basic counseling issues and techniques are explored.
- h. Missions**—This seminar presents various topics dealing with mission issues, past or present.
- i. Crisis Counseling**—The minister as a natural crisis counselor is studied. Crisis as turning points in persons' lives is recognized and the use of supportive methods in crisis counseling is examined. Bereavement counseling with both individuals, families and groups is covered. The role of crisis in the growth and development of character is emphasized as well. Various approaches to crisis counseling are developed.
- j. Church Planting & Multiplication I**—This course presents basic church multiplication theory and statistics and examines multiplication as well as the planting of churches. Church multiplication support systems are examined. Other key concepts such as value identification, team leading, church planting as a vocation and selected samplings from Bootcamp are covered. Cross reference MIN 360 in undergraduate International Ministries as well.
- 518. Supervised Field Experience** **3 Hours**
This course is designed to offer the opportunity for students to gain helpful experience in a field setting. Basic reading, reporting and performance in the field are required. On-the-job observation by a qualified person also helps the student sharpen skills and gain valuable guidance. May be taken more than once.
- 519. Directed Reading Experience** **1-3 Hours**
The directed reading courses are available in several areas and are set up to meet the individual needs of each student. The student and professor determine the particular needs of the student and draw up a reading list designed to address the student's weaknesses. The professor and student decide how the student shows that the requirements of the course have been successfully com-

pleted. May be taken more than once.

- 550. Position Paper or Project 3 Hours**
A position/research paper or other project is completed. A professor must act as supervisor/mentor of this option. Various topics and projects may be chosen.

Theology, History, Ethics & Society (THES)

- 523. History of Christian Thought 3 Hours**

This is a survey of the major issues with which the church has wrestled from the apostolic age to the present. The positions of several great Christian leaders are highlighted in the context of the evangelical position on key issues like Scripture, ecclesiology, christology and evangelism.

- 529. Directed Reading Experience 1-3 Hours**

These reading experiences are designed to enable the student to pursue in greater detail some key issues in selected areas. The reading list is agreed upon by the student and the professor. Reading reports, oral and written tests, and/or papers may be required, depending upon the prior arrangements of student and professor. The actual content is dependent upon the student's needs and goals.

- 530. Seminars in Theology, History, Ethics & Society 3 Hours**

The seminar examines various topics according to student needs and goals. Each study involves an historical survey of the issues and an examination of the content involved in each course, with emphasis on the current application for today. Leading positions are presented and examined, with special emphasis upon the impact of these issues on the Christian church and community.

a. Contemporary Ethical Issues/Moral Choice—An examination of ethical/moral/spiritual issues confronting the church and the Christian community. Issues examined will change, but the course presents a practical method of how to think and act in a Christian manner concerning these issues.

b. The Challenge of World Religions/Cults—This course examines the basic history and teachings of several of the leading world religions and con-

temporary cults. The challenge posed by these movements is studied and various responses discussed. Movements covered include: Islam, Buddhism, Christian Science, New Age Movement, Taoism and others.

d. Church History I: The Fathers-Reformation—This course covers the major events and persons from the early church fathers up to and including the Protestant Reformation and the counter-reformation.

e. Church History II: Reformation to Enlightenment—This course presents the major issues that arose during the Reformation Period and continues up to and includes the 18th Century Enlightenment.

f. Church History III: Enlightenment-Present—This course covers the major issues of church history from the 18th Century Enlightenment up to the present. Special emphasis is given to the 20th Century and current issues.

i. History & Polity of the Missionary Church (1 hour)—A study of the origins, development and growth of the churches which have come to be called the Missionary Church. (Offered on demand; same as MIN 341.)

j. Worldviews, Postmodernism & the Gospel—This course examines current postmodern worldviews including the fundamental shifts occurring in values and beliefs. Shifts, such as from absolutes to relativity, from knowledge to power, from meaning to interpretation, from objectivity to subjectivity, from truth to experience and from reason to emotion are analyzed. The changeless Truths of Christianity are examined in a world in flux. The practical implications of theory are examined.

k. Human Nature and Discipleship—A course designed to expose students to, and have them understand the main contours in the current debates in philosophy of mind and human personhood, develop their own theory of human personhood, understand the relationship between human nature and discipleship, and how different theories of human nature support different methods of discipleship.

- 534. Biblical Theology Seminars 3 Hours**

A short survey of the historical development of biblical theology is followed by

an introduction to biblical theology as a theological discipline. Numerous biblical themes are pursued, such as ecclesiology, soteriology, eschatology, polity, evangelism and counseling. Attention is given to the practical use of biblical theology in the Christian ministry.

a. Biblical Theology – Both Testaments

b. Old Testament Theology

c. New Testament Theology

New Testament Theology, Old Testament Theology or a Biblical Theology of the entire Bible are alternated.

Independent Study

- 560. Independent Study 1-3 Hours**
Independent studies are available in each area for most courses. These must be scheduled with the graduate academic advisor.

**Biblical Languages, Greek and Hebrew, are available on an independent study basis, as are other courses. A contract is established between the professor and student that will require 35 hours of independent study by the student for each credit hour taken.*

Private Tutorial

Most courses in the M.Min/M.A.T.S. curriculum are available as private tutorial courses. Exceptions included BBST 531, BBST 532 and BBST 539. All Private Tutorials must be arranged through the graduate academic advisor.