PHOENIX SEMINARY
SCHOLARSHIP WITH A SHEPHERD'S HEART

DOCTOR OF MINISTRY

PROJECT AND THESIS GUIDE

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The Applied Research Project: Big Picture

Like your coursework, the Applied Research Project for earning the Doctor of Ministry degree is a requirement set forth by the Commission on Accrediting of the Association of Theological Schools in the United States and Canada (ATS). Standards for this formal research element of your degree study are defined and regulated by ATS, and those same standards are supported and exceeded by Phoenix Seminary in its administration of this academic program. This is your assurance that your doctoral program is ranked competitively among all seminaries, divinity schools, and schools of theology that have achieved accreditation by ATS.

The DMin degree is a *professional* degree and like other professional doctoral degrees (MD, EdD, PsyD) it is designed to study and test knowledge for its *applicability* in the practice of one's discipline. By contrast, the PhD degree is more typically based on pure research with the goal being to teach in university or graduate school setting, continue specialized research, and publish new knowledge within the discipline of study.

Hence, the DMin degree has as an essential component the Applied Research Project which succeeds in producing new knowledge about a subject, or that significantly refines existing knowledge, for purposes of advancing the practice of ministry. The end result of the Applied Research Project is the submission of a write-up of one's research in the form of a written doctoral thesis. Note that the term "applied research project" refers to the entire project from its beginning in reading and research, implementation of the research proposal, writing up the thesis, and orally presenting the project to ministry peers. The term "thesis" refers to the actual written document only.

The purposes of the Applied Research Project are to:

- Contribute to the mission of the church through reflective praxis and actualized ministry in the student's current context

- Make available new knowledge and understanding of ministry to other professional Christian leaders

- Develop further the student's ability to do field research on the level of a professional doctorate

- Improve the student's self-directed learning skills and understanding of how ministry is accomplished

- Further develop the student's professional skills for ministry

- Contribute knowledge about ministry to the larger ministerial community

CRITERIA FOR AN ACCEPTABLE APPLIED RESEARCH PROJECT

The project:

1. When completed, will inform our understanding of an aspect of ministry and how to minister better.

2. May directly or indirectly relate to the student's current ministry or to Christian ministry in general.

3. Develops from an adequate knowledge of biblical theology, ministry theory, and praxis.

4. Employs an acceptable research method(s) with which the guided student has sufficient competence to attain validity.

5. Is sufficiently focused to allow a concentration of effort and to avoid covering so much ground that the results are superficial.

6. Incorporates an honest evaluation of the process and results of the project based on well-defined criteria and valid evaluative procedures.

7. Is submitted in the form of a thesis written in clear and correct English, and is in correct format as defined by this guide, avoiding polemic or exaggerated claims.

8. Is written with careful attention to the correct selection and use of source material, accurate citations, and research standards.

WHEN TO START AND LIMITS ON COMPLETION TIME

Students may begin their Applied Research Project before they finish their course work only with approval of the Doctoral Studies Director. Students should give thought to possible topics for the project early in their DMin program. Students will receive instruction concerning how to conduct the project and to prepare the dissertation.

Students must complete their final project within three years of finishing all coursework. If the student does not successfully complete their dissertation within three years, they will be removed from the Doctor of Ministry program. If a student registers for their final project and then abandons it, failing to complete it within the three years, they will be removed from the program and they will be assigned a failing grade for the project. If they wish to resume their dissertation project at a later date, they will need to reapply to the program, re-register for the final project, and pay any applicable registration, reinstatement, and tuition fees. Such reapplication will require completing a new DMin application form and providing an up-to-date ministry history, as well as a ministry supervisor recommendation.

The student's DMin Project and thesis will be evaluated by three people: (1) the Advisor, (2) a Second Reader, and to a lesser extent (3) the Doctoral Studies Director. The Director assigns the Advisor and Second Reader based on the student's topic and input. The Advisor assumes responsibility to supervise the student as he or she plans, engages, and writes up their research findings. The Advisor is the "point person" with whom the student will have regular contact during the course of the project.

A NOTE ON THE LENGTH OF THE THESIS

While there is no page minimum or maximum, most DMin theses *are expected to be* 30,000-40,000 words in length (approximately 100-140 pages including the bibliography, but not counting appendices). More is not better and in fact being too long-winded can be detrimental to your success in passing your Applied Research Project. The page length is determined by what is required to present the study with high quality and attention to cogency and terse reporting.

COMMON MODELS OF DMIN RESEARCH

Students who have completed DMin studies successfully at Phoenix Seminary often have employed one of the following models for an applied research project. These are not the only models for applied research, however. Other options should be discussed with the Doctoral Studies Director.

a. **Case study of ongoing ministry situations.** The student selects churches, denominations, leaders, etc., to study as cases to answer a descriptive research question. Going beyond the description (1) to criticize the survey's findings and (2) to suggest ways to improve the ministry situation are expected.

b. **Program development and evaluation.** The student develops a ministry program and evaluates its effectiveness. The ideal program is one that the student's ministry seeks so that the program is not implemented solely for the sake of completing the research project.

c. **Descriptive surveys of a ministry situation.** The survey is designed to report current ministry conditions or strategies in quantifiable variables. Going beyond the description (1) to criticize the survey's findings and (2) to suggest ways to improve the ministry situation are expected.

d. **Grounded Theory.** Grounded theory is a systematic methodology in the social sciences emphasizing generation of theory from data in the process of conducting research.

e. **Biography.** Detailed study of a personage with a view to their historical significance for ministry practice.

f. **Program evaluation and response.** An *existing* program will be evaluated, modified and tested.

g. **Theological research** challenging a contemporary belief or behavior related to the practice of ministry.

h. **Exegetical Research Methodology.** There are some who may desire do research that falls more in line with the traditional PhD model concerning biblical and theological studies. In this case, the research method involves more of an exegetical/expositional model with a theological orientation. However, the thesis must still relate its research to the practical ministry environment.

WHAT DOES A COMPLETED DMIN THESIS LOOK LIKE?

CHAPTERS IN THE THESIS

A thesis that reports on your Applied Research Project has a specific format to follow. Your own dissertation will *normally* consist of the chapters below. Your chapter titles are those listed below as well. In unusual cases, the order or number of chapters may vary if approved by your Advisor and the Doctoral Studies Director.

Chapter 1 of the Thesis is the *Introduction*

Introduce the project so that this chapter <u>cogently and clearly describes:</u>
     a. The purpose of the project and what you are attempting to prove
     b. Why this research topic is significant
     c. The biblical/theological rationale for the project
     d. The research design and method you have chosen
     e. Research delimitations. What normally important aspects of this subject are you not attempting to address and have intentionally left out? What is your rationale for leaving them out of the study?
     f. What results do you anticipate?
     g. Previews the remaining chapters of the thesis

Chapter one <u>probably</u> will look much like your Proposal, but will be written in past tense instead of future tense (estimate: 15-20 pages). If the biblical/theological rational is requires a lot of background or exegesis, it may be best to make it a separate chapter of your dissertation placed after the introduction as Chapter 2. Other chapter numbers would then be adjusted accordingly.

Chapter 2: *Previous Research and Literature Review*

Investigate all published material directly related to your area of research, and all material indirectly related to your research which will enhance or inform it. Both religious and secular sources should be included. Explain why the project is designed as it is in light of previous research on this and related topics (estimate: 25-50 pages).

Chapter 3: *Procedure and Research Method*

Specify the problem statement (rationale for the project), research question, the research method chosen to answer the question and why it is an appropriate method, hypothesis(es), and instruments of evaluation or assessment, including a detailed report of how, when, and with whom the project was actually conducted (estimate: 10-15 pages).

Chapter 4: *Research Findings*

Provide the answer(s) to the research question with supporting data (estimate: 10-20 pages).

Chapter 5: *Conclusions and Implications for Further Study*

Make a case for what we may be able to generalize from this particular study and what other research questions this study raises for further investigation (estimate: 5-8 pages).

Appendices

Include any research instrument, such as a survey or curriculum you may have used, as an appendix.

Bibliography

The bibliography is not a list of "works cited." It is a compendium of *every* source for your research that you have been able to find. These will be print books and journals, e-books, websites, blogs, and so forth. You should be familiar with the significance of all the works in your bibliography. It is not uncommon for a bibliography to be 10-20 pages in length.

REQUIRED TEXTBOOKS AND RESEARCH BIBLIOGRAPHY

REQUIRED TEXTBOOKS

Reading of the following texts in their entirety is required:

Badke, William. *Research Strategies: Finding Your Way through the Information Fog (4th ed.).* Bloomington, IL; iUniverse, 2001. ISBN: Paperback, 978-1462010172, $18.06; Kindle, $3.03.

Creswell, John W., *Qualitative Inquiry & Research Design (3rd ed.).* Los Angeles: Sage Publications, 2013. ISBN: 978-1412995306, $68.33; Kindle, $63.20.

Graff, Gerald, Cathy Birkenstein, and Russel Durst, *"They Say, I Say": The Moves that Matter in Academic Writing (3rd ed.).* New York: W. W. Norton & Company, 2014. ISBN: 978-0393935844, $24.38; Kindle, $14.99.

Kibbe, Michael, *From Topic to Thesis: A Guide to Theological Research.* Grand Rapids, MI: IVP Academic, 2015. ISBN: 978-0830851317, $9.99; Kindle, $8.49.

RECOMMENDED READING:

The following texts have been helpful to many during their dissertation preparation and research. They are recommended to you as important resources in addition to those required above.

Booth, Wayne C, Gregory G. Colomb, and Joseph M. Willimas, *The Craft of Research (3rd ed.).* Chicago: University of Chicago Press, 2008. ISBN: Paperback, 978-0226065663, $13.81; Kindle, $8.67

Bryant, Miles T. *The Portable Dissertation Advisor.* Corwin Press; 2003.

Zerubavel, E. *The Clockwork Muse: A Practical Guide to Writing Theses and Dissertations.* Cambridge, MA: Harvard University Press, 1999.

RECOMMENDED TEXTS FOR SPECIFIC RESEARCH MODELS:

Descriptive survey:

Fink, Arlene. *The Survey Handbook 2nd Edition*. Thousand Oaks, CA: Sage, 2002.

Fowler, Floyd J. *Improving Survey Questions: Design and Evaluation.* Sage Publications, 1995.

Mertens Oishi, Sabine. *How to Conduct In-Person Interviews for Surveys*. Sage Publications, 2002.

Developing and Using Questionnaires. U.S. General Accountability Office. 1993. Item no. PEMD- 10.1.7. http://www.gao.gov/search?q=developing and using questionnaires

Program development and implementation:

Altschuld, James W. and J. N. Eastmond. *Needs Assessment Phase I: Getting Started (Book 2) (Needs Assessment Kit).* Sage Publications, 2009.

McMillan, Jim. *Research in Education: Evidence Based Inquiry (6th Edition)*. Indianapolis, IN: Addison-Wesley Educational Publishers, 2005.

Program evaluation and response:

Owen, John M. *Program Evaluation, Third Edition: Forms and Approaches*. New York, NY: Guilford Press. 2006.

Royse, David, Bruce A. Thyer, Deborah K. Padgett. *Program Evaluation: An Introduction to an Evidence-Based Approach.* 6th Edition. Independence, KY: Brooks Cole, 2015.

Case studies:

Merriam, Sharan B. *Case Study Research in Education: A Qualitative Approach (The Jossey-Bass Social & Behavioral Science Series)*. San Francisco, CA: Jossey-Bass, 1991.

Strake, Robert E. *The Art Of Case Study Research.* Thousand Oaks, CA: Sage, 1995.

OTHER BIBLIOGRAPHIC RESOURCES FOR RESEARCH

Barzun, Jacques, and Henry F. Graff. *The Modern Researcher*. 6th ed. Belmont: Thomson/Wadsworth, 2004.

Fink, Arlene. *Conducting Research Literature Reviews: from Paper to Internet*. Thousand Oaks, CA: Sage, 1998.

Miller, Donald E. and Barry J. Seltser. *Writing and Research in Religious Studies*. Englewood Cliffs, N. J.: Prentice Hall, 1992.

Myers, William. *Research in Ministry: A Primer for the Doctor of Ministry Program*. Rev. ed. Chicago: Exploration Press, 1997.

Rudestam, Kjell Erik, and Rae R Newton. *Surviving Your Dissertation: A Comprehensive Guide to Content and Process*. 2nd ed. Newbury Park, CA: Sage, 2001.

Tucker, Dennis. *Research Techniques for Scholars and Students in Religion and Theology*. Meford, NJ: Information Today, 2000.

Vyhmeister, Nancy. *Your Indispensable Guide to Writing Quality Research Papers: For Students of Religion and Theology*. Grand Rapids: Zondervan, 2001.

DOCTORAL STUDIES AND THE PHOENIX SEMINARY LIBRARY

Phoenix Seminary's library is committed to your success during both your coursework and in your engagement in the applied research project. Resources for your research and writing are abundant.

LOOK AT COMPLETED DMIN PROJECTS

The finished work of previous students is available to you in the stacks in the library. Looking these over can provide a feel for the work you will undertake during your project. Ask for their location in the library.

DIGITAL TOOLS

Alongside physical books, it is important that you have a working knowledge of the digital tools available to you, especially if you will be doing much of your research from a distance. The library has an abundant collection of e-journals, e-books, and research web sites to assist you in your work. These tools emphasize biblical studies, psychology, and other disciplines. Through OPALS, our online catalog, we combine all physical and digital resources for students to access. Be sure to refer to the "Weblinks" section on http://psem.opalsinfo.net/bin/home. Look for rich academic and professional search engines.
Further online resources such as *Tegrity* tools may be accessed through the Phoenix Seminary webpage: http://www.ps.edu/research-and-study-resources/.

WE CAN BRING BOOKS TO YOU

Interlibrary loan is alive and well at Phoenix Seminary. The library staff is eager to provide the research materials required by the student.

STAFF TO HELP YOU

Doug Olbert, Director of Library Services
Mitch Miller, Reference Librarian
Jim Santeford, Technical Services Librarian
Don Randolph, Library Technician Supervisor
602-429-4974
1-800-443-1020 ext. 4974

How You Will Complete Your Research Project
A Short Synopsis

A SUMMARY OF SPECIFIC STEPS IN THE PROJECT

Below is a short summary of steps involved in the project. The section following this summary provides you with greatly expanded descriptions of each of these steps.

1. HAVE A CONVERSATION WITH THE DOCTORAL STUDIES DIRECTOR

This conversation will serve to determine the legitimacy of your research topic, whether it is realistically researchable, and whether you have a clear and precise understanding of what you will examine, evaluate, or attempt to prove-disprove. Narrowing your topic to be manageable is paramount at this stage. Once this conversation is done, the Director will prompt you to complete a Topic Approval Petition.

2. SUBMIT A COMPLETED TOPIC APPROVAL PETITION

Completion of the *Topic Approval Petition* [TAP] requires careful textbook reading and preliminary research on your topic as noted on the petition. The format for the TAP is included as an *Appendix* to this Guide. It must be completed in its entirety and submitted to the Doctoral Studies Director for approval by the correct submission date. Making required corrections and resubmitting the TAP, often multiple times, is common.

Download the Topic Approval Petition from [ps.edu](ps.edu), Forms and Documents, and submit your completed form electronically via email.

3. REGISTER FOR THE FIRST OF YOUR THREE "PROJECT COURSES"

Once the Topic Approval Form is approved, the student registers for *DM792 Doctoral Project.* This is the first of three "courses" that you will register for at key points along your research project journey. They correspond to which phase of the project you are completing. These are not taught courses, but rather are placeholder courses to keep you enrolled in the program and supervised during your research phase. Registering for these courses is done by using the standard DMin Registration Form found on the seminary website.

DM792 Doctoral Project – This course lasts from topic approval to the approval of your formal Thesis Proposal.

DM793 Doctoral Project – This course begins with the approved Proposal and continues through the submission of the first draft of the thesis.

DM794 Doctoral Project – This course is complete when the final draft, oral presentation, and all graduation requirements are completed.

Note the tuition and non-refundable fees involved in these Project Courses:	
DM792 Doctoral Project I (2cr)	$640
DM793 Doctoral Project II (2cr)	$640
DM794 Doctoral Project III (2cr)	$640
General Services Fee	$75 per semester (for all credit student registrations)
Late Registration Fee	$25 per semester
Late payment Fee	$50 (for tuition payments received after due date)
DM796 Project Extension	$600 (per semester)

4. COMPLETE A FORMAL THESIS PROPOSAL

The Thesis Proposal is described in detail later in this guide. Its sections follow the order of the chapters in your dissertation, which are prescribed. It consists of your plan of research, a report of your knowledge of the topic based on reading, your anticipated findings, and other items. You may not proceed with your research until your Proposal is approved by your assigned Advisor.

5. COMPLETE RESEARCH ACCORDING TO PROPOSAL

Your research is the heart of your project. The quality with which this research is done will be reflected in the thesis you write reporting on your research. No changes to the Project as planned in the Proposal are permitted without approval from your advisor and the Doctoral Studies Director.

6. Submit a First Draft of your Thesis

A first draft is expected to be as close to flawless as you can make it. There is no such thing as a "rough draft." Doctoral students should be operating on an academic level that takes responsibility for self-educating about such things as written style, formatting, argumentation, editing for proper English, and good paragraph and sentence constructions. If you are unsure of your abilities in these areas, or show clear deficiencies, you may be required to submit your work to a professional editor for corrections at your own expense.

7. Corrections

Your examining committee will evaluate your first draft and require corrections, changes, additions, or other elements to bring your work to a final degree of completion. The corrections process can require multiple resubmissions in some cases.

8. Final Draft

Once you have made the required corrections to your thesis to the satisfaction of the examining committee, you will submit printed copies of your thesis to the office of the Doctoral Studies Director per the requirements in this guide.

9. Oral Presentation

A required part of your research project is an oral presentation to a group of your ministry peers and key faculty members. Standards for this presentation appear later in this guide.

EXTENSIONS

Students who do not complete their projects according to the *Schedule of Submissions* may request a one-semester extension. If an extension is approved it must be registered with the Registrar and the appropriate extension fee paid in full at that time.

Expanded Instructions for Undertaking Your Project

STEP 1: PROJECT TOPIC APPROVAL

After the Doctoral Studies Director has given you verbal permission to research a particular topic, you will then prepare and submit a *DMin Applied Research Project Topic Approval Petition* (TAP) to the Director. If approved, the Doctoral Studies Director will appoint an Advisor and a Reader to the project. **The TAP must be submitted by March 5th of the year preceding graduation (Oct. 15 for December grads).** For example, the student who wishes to graduate in May 2013 should submit the form no later than March 15, 2012. Failure to secure approval may result in the postponement of graduation.

The Topic Approval Petition (TAP) is included as Appendix 1 in this guide. It communicates to the Doctoral Studies Director the student's initial conceptual intent for the applied research project. The TAP is essentially a "learning contract" that specifies a brief summary of the project and its significance, an early and foundational bibliography, and the fit of this project for the student and his or her ministry context.

If the student and Director have discussed potential advisors, the advisor may help guide the student in the completion of the TAP. When the TAP is approved, the Director of Doctoral Studies officially assigns an Advisor and Second Reader, but often a qualified faculty member has discussed the project with the student and therefore can (and should) be involved as early in the process as possible.

The questions on the form are self-explanatory *if you have done the required reading* and should be answered with as much detail as possible.

See Appendix 1 for the proper format of the Topic Approval Petition or you may download it from [ps.edu](ps.edu) under the Forms and Documents menu. You should email your completed Petition to the Doctoral Studies Director electronically as a MSWord document.

STEP 2: PROJECT PROPOSAL

One the Topic Approval Petition is accepted by the Director as sufficient you will begin work immediately on your Proposal. You will do so by registering for DM792 as early as possible, but certainly by the deadline on the *Schedule of Submissions*, the student must submit a project Proposal that defines the scope and strategy of the project.

WHAT IS THE "PROPOSAL"

Once your Topic Approval Petition has been approved and your project Advisor assigned, you must begin work on your Project Proposal. The proposal is a "blueprint" for your Applied Research Project and thesis write-up. The blueprint needs to be precise enough that another researcher could follow and work your plan, but not so precise that it becomes redundant or verbose.

DESCRIPTION AND PROCEDURE

The Proposal sections will follow the chapter divisions of the final thesis, though in a preliminary form.

The proposal previews the project and thesis and will typically, with revisions, become the basis of the **first chapter** of the thesis. In fact, the sections of the Proposal mirror the chapters of the thesis.

NOTE: The overall proposal will be approximately 15-25 double-spaced pages. The suggested length of each section below is only a suggestion, not a requirement. The Seminary website provides a sample project proposal.

The proposal should be emailed to your assigned Advisor with a copy to the Director of Doctoral Studies. Often candidates are required to revise and resubmit their proposal, sometimes two or more times, before it is approved. **The Proposal must be approved by the Advisor before the candidate may proceed with the project.**

A Proposal includes elements like these:

- definition of the problem or issue
- research questions or hypotheses
- biblical/theological rationale for the study

- model of research to be followed
- data sources and methods of data collection
- procedures for analyzing data
- conclusions you expect to reach
- a preliminary bibliography
- application related to Human Subject research (if required)

SPECIFIC LABELLED SECTIONS YOU WILL INCLUDE IN YOUR PROPOSAL

Introduction (2-4 pages)

This is the most general section of the proposal.

- Provide the general rationale for the project (Why are you doing this project? What got you interested in the topic?).
- Provide a precisely worded thesis statement, problem statement, or research question.
- *Delimitations*: What are you intentionally not investigating? Why aren't you studying obviously related aspects of the topic and why not?
- *Limitations* of the study: What cannot be determined by this study in relation to the topic? What will this study not be able to accomplish and why?
- Include a summative *biblical/theological rationale* for the project, including the most major scripture references or support from other sources. i.e. What is the theological stake in this study? What makes this appropriate for a DMin thesis in a theological seminary context?
- How will this project help others to do ministry better? TEST: Do the readers of this proposal have "the big picture" of why you want to do this project and what you're going to do?

Previous Research on the Topic (4-7 pages)

The literature you will have studied in preparation for your Proposal is a *miniature version* of your larger literature review which becomes chapter two (or three) of your thesis. While your ultimate literature review will be exhaustive, this shorter literature review for your proposal simply introduces the reader to the *most significant* sources available in your topic area.
You may preview the literature in broad categories. (You provided some of this in your TAP.) By the time you write the proposal, you will have done much of this literature review, so you should be able at least to talk about the broad categories of the field of study and why this

literature is relevant for your project. Provide at least one paragraph describing how your project will build on or extend this line of research. TEST: Is it clear what line of study or research will serve as a foundation for your study?

Procedure and Research Method (3-5 pages)

Explain how you're going to conduct this project, with whom, when, etc., and how you're going to evaluate it. Be specific with the research design, including hypotheses and specific method (descriptive survey, program implementation and evaluation, program evaluation, case study, etc.). If you have developed an instrument for evaluation such as a questionnaire, survey or interview, note that the instrument appears in the appendix of the proposal. Also describe the feasibility of this study. That is, can you do it in the allotted time? Are the subjects for study available to you? Etc. This section of the proposal is probably the most specific and requires precise thinking and wording). TEST: Could another researcher, who has read the literature, conduct this study according to your research design?

Anticipated Results (2 pages)

Based on the hypothesis(es) of the previous section, what do you expect to find as answers to your research question. Granted, you can make only an educated guess at this point, but be sure that it's educated. TEST: Can the readers of this proposal easily discern what you think you will find?

Conclusions and Implications for Further Study (1-2 pages)

This is probably the most difficult section of the proposal to write because you have not yet conducted the research and therefore you do not yet know what conclusions, questions or further studies the project will generate. So, you simply preview the fact that the dissertation's final chapter will draw conclusions from the results, make generalizations for broader ministry and discuss implications for further inquiry. Suggest areas of study that others may undertake (that you are not) related to your topic. TEST: Can the readers of this proposal easily discern how the study will add to the body of literature for ministry and improve how we do ministry?

IMPORTANT GUIDELINES FOR WRITING THE PROPOSAL

The *proposal*, as well as your thesis, are pieces of academic writing and should look like academic writing. This does not mean it is dull, pedantic or wooden. Quality prose is expected of doctoral candidates. Therefore:

a. Write in an academic style that demonstrates the ability to write a formal dissertation. Be objective. Composing in the third person is standard for academic research. Hyperbole is not acceptable in academic reporting, nor is mere assertion, preaching, or opining. Avoid the use of convenience statistics that do not substantively advance your argument.

b. Employ the Turabian Style Manual (8th Edition). APA style may be used for dissertations in the areas of counseling.

c. Document your claims. Do not make sweeping generalizations or state claims that do not show up in the literature. (Avoid seeing your Advisor's comment, "Says who?" in the margin.)

d. Be succinct and get to the point. If it can be said in a paragraph, don't use a full page. If it can be said in a sentence, don't use a full paragraph.

e. Don't be subtle; lay it out explicitly so that the readers can discern exactly what you plan to do.

f. Realize that a large percentage of the work on your project may be completed when you submit your proposal. The crafting of the research design (the grunt work), including development and testing of an instrument, may already be done. When the proposal is approved, your Advisor is telling you, "OK, now work you plan with excellence according to the way that you've proposed it, and we'll approve your dissertation." An approved proposal is like a contract.

g. Do not be surprised if you are required to revise and resubmit your proposal. Two (or even three) resubmissions is not uncommon for doctoral research.

h. If you're stuck, contact your Advisor and get advice. You may also contact the Director of Doctoral Studies (only about administrative matters or about form/structure). Don't let time get away from you while you're wondering, "What do I do now?"

INCLUDE WITH YOUR PROPOSAL, IF REQUIRED, AN APPLICATION FOR PERMISSION TO USE HUMAN SUBJECT RESEARCH IN YOUR PROJECT

Research Guidelines

Faculty, staff, and students plan, design, conduct, and report research in a manner that is consistent with pertinent ethical principles, federal and state laws, Phoenix Seminary regulations, and scientific standards governing research with human research participants. *(Adapted from the American Counseling Association Code of Ethics, 2005, G.1.a.)*

Human Subject Research Priorities

When research conducted by members of the Phoenix Seminary community involves human subjects, the paramount responsibility of those members is to the subjects they study. When there is a conflict of interest, these subjects always come first. It is essential that the subjects have the right to remain anonymous; the right to understand the nature, purpose, and intended use of the research; the right to understand the possible consequences of the research; and the right, if any, to fair compensation for their services. *(Adapted from the Statements on Ethics of the American Anthropological Association.)*

IRB

All faculty and student research with human participants must be approved by the Phoenix Seminary *Institutional Review Board* (IRB). No human research data may be collected before the appropriate approval from the IRB is obtained.

The IRB is to review and approve all research protocols involving human subject research. The primary responsibility of the IRB is to ensure that the rights and welfare of research participants are protected and that all such research is conducted ethically and in compliance with federal and state regulations. IRB approval is always necessary before a research project involving research participants may begin. The IRB has the institutional authority to take any action necessary to protect the rights and welfare of human research participants involved in research. Examples of such actions include observing or monitoring research, suspending or terminating ongoing research, and investigating alleged protocol violations or subject complaints. The IRB shall report to the Provost. *(Adapted from the Stanford University Office of the Dean of Research Human Research Protection Program.)*

Applications to the IRB must be submitted by the first working day of the month. The committee then has until the first working day after the 15th of the month to render a decision or request additional information from the applicant. The committee does not meet over the spring, summer, or holiday breaks.

STEP 3: COMPLETING A LITERATURE REVIEW

By the time you have read exhaustively about your topic area, you should be something of a resident expert on the subject. The "Review of the Literature" (which usually becomes chapter two of the thesis) is what makes you that expert. This Review is your organized evaluation of all the significant sources related to your topic. Think of your literature review as a map that allows you to point out where your own study is located in relation to what has been done before.

A good review of the prior writings or studies that bear on your topic will make clear to the reader what part of the vast field of knowledge is being investigated.

So how far ranging should you go in your review of sources? A good investigator studies all the information available that is "on topic." If you are studying "the leadership of Jesus" then certainly you need to know all works and articles in which Jesus and leadership intersect. But you also need to move out one concentric circle to the broader literature of leadership in ministry. If you cannot define ministry leadership as it is understood generally, you cannot talk about Jesus and leadership in a way that can be generally apprehended by other readers.

But do you move *one more* concentric circle out to the general topic of leadership, a topic that has been studied and written about in vast measure? Probably not. To go too far afield from the core topic of your study is to spend a lot of time in literature that is only marginally important to your topic, and your Review will become so huge and weighty you may never have the time or energy to get to the rest of your research!

Your literature review should concentrate on identifying the principal works, authors, and main ideas dealing with your topic. It should identify the generally accepted terms, definitions, concepts, and explanations of your area of research, and should identify any uncertainties or controversies in the field.

Your review is not a list of books or articles reviewed, but a coherent and dispassionate analysis of an area of study as it stands today. It is not an annotated bibliography. It should instead be organized by themes, systematic propositions about the studies covered, historical sequences, or other important ideas. You should make the organizing ideas explicit, and show the development and enhancement of those ideas as your review proceeds.

There are likely to be partial summaries as you complete aspects of your total review. There must be a thorough summary at the end, which reminds the reader of principle points that are

relevant to your study and leads into formal procedural statement of your problem of research question.

STEP 4: CARRYING OUT YOUR RESEARCH

You've made the plan (your Proposal). Now work the plan. Most candidates find that after the creation of the Proposal and literature review, the actual process of carrying out the research is fairly stress-free. This is because careful preparation has made smooth sailing possible.

Remember that the formal Proposal, once approved, is the agenda for the Applied Research Project up through its completion. The direction of study cannot change from that of the Proposal. If the candidate finds that an adjustment to his or her thesis or method needs adjusting, a revised Proposal will need to be created and approved by the Advisor.

During this stage of your work, the Advisor stands ready to assist you, but you will need to ask for help. He or she cannot read your mind and will not "babysit" a candidate to get their work complete by the deadlines in the Schedule of Submissions. This is solely the job of the candidate.

STEP 5: WRITING UP YOUR THESIS

In most theses the chapters of your thesis will mirror the order of the sections in your Proposal.

Thesis	*Chapter title*	*Contents of the chapter*
Chapter One	Chapter One: Introduction	Chapter one is a modified version of your Proposal. Whereas your Proposal used the future tense--telling the reader what you plan to do--chapter one of the thesis is telling the reader, in the past tense, what you actually did.
Chapter Two	Chapter Two: Previous research and Review of Literature	Your Literature Review is the same as the one you completed subsequent to your Proposal, but now it is updated with the sources you did not have or know about when it was first written up. It's time to go back and integrate these more recent sources into the discussion of your topic literature.
Chapter Three	Chapter Three: Procedure and Research Method	Describe what you did in your research project and how you did it. This should be the same as what you planned in your Proposal. If any changes to your proposed strategy took place during the research phase, this is the place to describe them.
Chapter Four	Chapter Four: Research Findings	Describe how your findings either confirmed or did not confirm your hypothesis. Or, how did your study answer the research question? Or, does your research provide a solution to a ministry problem? In other words, provide the reader with what you promised in your introduction.
Chapter Five	Chapter Five: Conclusions and Implications for Further Study	In this chapter you will describe what kinds of significant conclusions you can draw from your study that can influence the practice of ministry. Conclusions can be direct from your evidence, or they can be inferred logically. This is the place to discuss those inferences. Likewise, every study uncovers gaps in data and new questions. This is the place to describe the kinds of research a future scholar might do.

Special Cases Requiring a Differing Structure of Chapters

The above standard structure may not fit well with research that is intended to be biography, history, biblical exegesis, or a theological study. In these cases you should work with your Advisor to determine the best chapter structure with which to construct your thesis in order for it to be logical and readable. The Director of Doctoral Studies is also a good resource for advance planning of such a chapter structure.

STEP 6: PROJECT STYLE AND FORMATTING

This section is a quick reference to guide you in completing your thesis write-up. It does not contain all the necessary formatting requirements. For that, you will use the Turabian 8th Edition writing manual (Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations – 8th Edition*. Chicago: University of Chicago Press, 2013). Where Turabian gives options, the following guidelines state the option requested by the seminary:

1. Title page: See sample provided

2. Acceptance page: See sample provided

3. Abstract page: The seminary requires an abstract of the project not to exceed one-half page, single spaced in block format. (You may include below the abstract, on the same page, a paragraph listing internet search keywords should you desire it.)

4. Paragraph indention: Phoenix Seminary requires a ½" indent

5. Margins: Left margin should be 1½" to allow for binding the final draft. One inch margins should be used for top, right, and bottom margins.

6. Spacing: The text shall be double-spaced except for certain items mentioned in Turabian (such as block quotes, headings, and labels, etc.)

7. The seminary requires footnotes <u>at the bottom of the page</u>. End notes, parenthetical references, author-date system, or reference list styles should not be used. The only exception to this is the permitted use of APA style for students whose work is in the area of professional counseling.

8. Bibliography: In a succession of works by the same author, spell out the name of the author for each work. This allows you to use the automatic alphabetization function of your word processing software.

9. Appendix/Appendices: A section or sections following the main text that contains items germane to the project but which are not included in the main body of the thesis. These might be questionnaires, testing procedures, maps and charts, different forms that were utilized, case studies, etc.

10. Type face: Phoenix Seminary requires a 12-point Calibri or Cambria or Times New Roman font throughout. <u>Do not mix fonts</u> within your work.

11. Book of the Bible Abbreviations:

Gen	Job	Jonah	1-2 Cor
Exod	Ps	Mic	Gal
Lev	Prov	Nah	Eph
Num	Eccl	Hab	Phil
Deut	Song	Zeph	Col
Josh	Isa	Hag	1-2 Thess
Judg	Jer	Zech	1-2 Tim
Ruth	Lam	Mal	Titus
1-2 Sam	Ezek	Matt	Phlm
1-2 Kgs	Dan	Mark	Heb
1-2 Chr	Hos	Luke	Jas
Ezra	Joel	John	1-2 Pet
Neh	Amos	Acts	1-2-3 John
Est	Obad	Rom	Jude
			Rev

12. Order of Front and Back Matter

Order of Front Matter

Title page

Approval Page

Internal Review Board Approval of Human Subject Research permission [if required]

Copyright page [or blank page]

Abstract (No more than one-half page, block format, single spaced)

Dedication (if desired)

Contents

List of Figures (if applicable)

List of Tables (if applicable)

List of Illustrations (if applicable)

Preface (if applicable)

Acknowledgements (if applicable)

List of Abbreviations (if applicable)

Order of Back Matter

Appendices [number consecutively; eg. *Appendix 1, Appendix 2*, etc. Title each appendix.

Bibliography

Index [if used]

Other Items of Format: There are several other format items, all of which are discussed clearly and thoroughly by Turabian. Some of these are: abbreviations, numbers, spelling, punctuation, hyphenation, capitalization, underlining, quotations, ellipses, margins, statistical tables, graphic illustrations, outlining, etc.

Pay close attention to chapter 1 of Turabian, which addresses items such as order of preliminary matter, blank pages, etc.

Consult the Table of Contents in Turabian and its Index for specific items. If you have a question that Turabian doesn't deal with, consult the assistant to the Director of Doctoral Studies.

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TITLE¶

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A Dissertation¶

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Submitted to the Faculty of¶

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Phoenix Seminary¶

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Phoenix, Arizona¶

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In Partial Fulfillment¶

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of the Requirements for the degree¶

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Doctor of Ministry ¶

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by¶

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John Q. Student¶

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Month, Year

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APPROVAL¶

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TITLE¶

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John Q. Student¶

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Approved by: ¶

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Advisor¶

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Reader¶

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Doctoral Studies Director

SAMPLE APPROVAL PAGE

- 1" margins all around, except left edge which is 1 ½"

- Each paragraph mark (¶) represents one return (or one strike of the "enter" key)

STEP 7: PROJECT SUBMISSION

1. Drafts submitted to your Advisor and Second Reader typically are done electronically. Such submissions should consist of <u>a single MSWord document</u>, not multiple files unless your Advisor wants them separated.

2. Your Advisor and Second Reader will require corrections and revisions to your thesis. Once you have made these, a new corrected digital copy should be submitted to them. If they are satisfied with your work's completeness and correctness, you will be directed to schedule your oral presentation.

3. However, if your project committee believes that your revised and corrected thesis is NOT sufficient to merit passing the project phase of your degree program, they will, after consulting with the Doctoral Studies Director, assign a grade of F to the project. The student will be withdrawn from the program with no further action. There is no appeal to this action.

4. Once approval of your thesis has been communicated to the Director of Doctoral Studies, you should provide the following to the DMin office:

    Two copies of the thesis printed on professional quality 8½"x 11", acid-free, white 25% or more cotton fiber, fine business paper, 20 lb. weight. These are to be supplied to the DMin office loose-leaf in a box. Do not bind them in anyway. They will be sent to the bindery for binding.

    <u>Make sure the approval pages for each copy are on top and have been signed by your advisor and reader</u>. The Director of Doctoral Studies will add his signature after we receive your final copies. Make sure that your boxed dissertation is in the proper order for binding, with the exception of the approval page that should be placed on top.

5. We strongly encourage you to complete registration with TREN according to the instructions below. Such registration will make your work available through the TREN search engines, adding your work to the literature available to other scholars as they do their own study.

BINDING

The binding cost for your thesis is part of your graduation fee and may take up to several weeks. One bound copy will be kept in the Phoenix Seminary library. The other bound copy will be mailed to you. Should you wish more than one bound copy of your thesis, provide an additional printed copy to the DMin office when you deliver your other loose copies. An additional binding charge will be assessed for a second bound copy.

PUBLISHING WITH TREN

The *Theological Research Exchange Network* (TREN) is a library of over 22,655 theological thesis/dissertation titles representing research from as many as 142 different institutions. For more information visit www.TREN.com to discover other dissertation e-docs, conference papers, etc.

Purposes of the Applied Research Project includes contributing knowledge about ministry to the larger ministerial community and making available to other professional Christian leaders knowledge and understanding about critical areas of ministry. As an e-document on the TREN website, **your dissertation will be made available as a reference source to students, theological libraries, ministry leaders and others in the Christian community**.

A student may not wish to utilize TREN if he intends on furthering or expanding his research and publishing the material with a different publisher down the road.

If you wish to make your dissertation available to researchers and institutions nationally, please complete the following:

1) Complete the *TREN Permission Form* (fillable online form) found at ps.edu under Forms and Documents. Be sure to complete the Author Profile, Degree Information, and Title information.

2) Digitally sign the Distribution agreement, which allows TREN to display, transmit, and sell the copies of your work to other researchers for a modest fee.

3) If you so choose, digitally sign the Copyright Registration portion to help secure your rights and the protection of your intellectual property should you choose to publish your work apart from TREN.

4) Attach the completed PDF of the TREN Permission Form as well as a single, continuous PDF file of your dissertation to an e-mail and send to Robert Jones of TREN at rwjones@tren.com.

STUDENT STATUS: WHEN CAN YOU CALL YOURSELF DOCTOR?

- Doctoral "*Student*"— A student is one who is still completing residency coursework.
- Doctoral "*Candidate*"— A candidate has his/her project/thesis proposal approved.
- "Doctor " – You are a "Doctor of Ministry" and may use the title once you have completed all the requirements of the project (including oral presentation and submission of thesis copies) and also have filed a request to graduate form and have paid all fees remaining on your student account.

Note that Phoenix Seminary does not recognize "DMin-ABD" (all but dissertation) as a student or candidate status. Please do not use this designation on social media, business cards or correspondence.

Sometimes upon completion of a successful thesis presentation people may call you doctor as a courtesy, but refrain from labeling yourself as a DMin (i.e. business cards, e-mail signatures, etc.) until you have met the above standard.

STEP 8: PROJECT ORAL PRESENTATION AND THESIS GRADE

THE ORAL PRESENTATION

Once the candidate's dissertation advisor and reader agree that the student has reached the end to their research and writing process, and find the thesis acceptable, an oral presentation will be scheduled by the student in conjunction with the Advisor. A thesis/project oral presentation is a requirement for the Doctor of Ministry degree in all cases.

As a general rule the student will present their findings to an audience consisting of the Advisor, Second Reader, and a group of ministry peers who can benefit from the research. We strongly encourage the candidate to have present for this presentation leaders and members of his or her ministry, colleagues in ministry, and interested seminary faculty and seminarians.

The goals for the demonstration are:

1.   To articulate clearly that which the student has learned about ministry as a result of the research and writing for the dissertation.

2.   To enable the audience to understand the student's work and specifically to explain concisely the principles explored in the applied research project.

3.   To enable the audience to strengthen the practical aspects of their respective ministries.

The student will be expected to assess the audience and prepare materials for presentation in a manner suitable for the occasion. The student should recognize that the project presentation is a component of the overall project process, and that a poor quality presentation may affect approval or disapproval of the project as a whole. The demonstration may involve such things as lecture, visual aids, slide shows and media materials, handouts, enactment, question/answer, and the like. It should answer the following:

- Why this subject? (Research problem and question)
- How was research done? (Be brief and concise. Do not rehash your dissertation.)
- What was the research designed to test? (Your hypothesis)
- What is the research *not* designed to show? (Limitations of the study)
- How did theology and Bible inform the research? (Theological context)
- What conclusions can be drawn?
- What other research questions were uncovered by this study that others may pursue?

LOCATION

The oral presentation will ordinarily be held at the seminary or the student's place of ministry. The student may be required to bear the expense of bringing the Advisor and Reader to the demonstration, if travel is required.

If the candidate's place of ministry is distant from the seminary campus, adjustments to the oral presentation may be made with the approval of the Director of Doctoral Studies.

EVALUATION OF THE ORAL PRESENTATION

A presentation will be no more than **one hour** in length, and will be formally evaluated by at least three persons present for the event who have graduate degrees (doctorates preferred). A grading rubric will be provided (see Appendix) to the observers by the candidate for this purpose. These evaluations should be collected by someone other than the candidate and mailed to the Doctoral Studies Director. (The candidate should provide the preaddressed, stamped envelope for this purpose.)

To ensure the quality of the dissertation demonstration, the Advisor will not grant approval of the final dissertation draft prior to the presentation.

See the Appendix for the D. Min. Dissertation Demonstration Evaluation Form.

FINAL THESIS GRADE

The Advisor and Second Reader will each complete an evaluation rubric in order to provide a grade for the entire Applied Research Project. The candidate is allowed to receive a copy of the completed grading rubric by request.

Appendix 1: Format for the Topic Approval Petition

Doctor of Ministry
Applied Research Project

TOPIC APPROVAL PETITION

Before beginning your Applied Research Project and its dissertation write-up, you must have your topic of study (1) approved by the Director of Doctoral Studies and (2) be assigned a project Advisor. To begin this process you must complete the following tasks:

- Create an editable Microsoft Word document answering each of the numbered items below. Please include the boldfaced question and its number ahead of your answer.

- Include in the final pages of the same document a preliminary bibliography. It should contain the *most significant* scholarly works (books, journal articles, other sources) that address your topic area. These should be recognized works from credible publishers. You must use complete bibliographic entries in correct format (*Turabian 7th Edition*). How many bibliographic entries you provide will depend on the breadth of your general topic, but to have less than ten books and ten periodicals will not be acceptable.

- Email your completed petition to the Director of Doctoral Studies, Dr. Chip Moody, at cmoody@ps.edu. Your submission is to be one document. Do not send multiple files.

- Be prepared to make changes to your topic approval petition. It is uncommon for a topic to be approved without required revisions.

<u>Here are the items to include in your document:</u>

1. **Name of candidate.**

2. **Anticipated graduation date** (Degrees are conferred in May or Dec, though commencement is held only in May.)

3. **What is a descriptive preliminary title for your project?**

4. **Give a summary description of your applied research project, including its rationale (why you want to do this project).** This should be only one paragraph.

5. **What is the question your research is trying to answer or what problem is it trying to solve?**
   This is your "research question," and there can be only one.

6. **What is the hypothesis you are seeking to test?** A hypothesis is one sentence. It may be preceded or followed by clarifying information, but in no case should this item be more than one paragraph.

7. **What method of research will you be using?** (qualitative/ethnographic, experiment, biblical/theological study, program development and implementation, quantitative, biography, mixed methods)

8. **How will your findings be of use in your ministry context or the ministries of your professional peers?** (One paragraph)

9. **How compatible is this topic with your capabilities as a researcher, the availability of library or other resources, and your limits of time, money and patience?** No more than one paragraph.

10. **Have you had substantive conversations with any PS faculty member about your topic?** If so, would you like them to be considered as your Advisor?

Appendix 2

PHOENIX SEMINARY DOCTOR OF MINISTRY PROGRAM

DISSERTATION SCORING INSTRUMENT

Instructions

The purpose of the instrument is to evaluate the quality and completeness of Doctor of Ministry dissertations at Phoenix Seminary. The use of this rubric is intended to provide on-going and flexible evaluation and re-evaluation of the proposal and dissertation drafts as they are developed.

Use by Advisor/Reader: Upon submission of a final draft, the candidate's assigned Advisor and Reader should complete the rubrics and submit them to the Dissertation Coordinator for retention for institutional assessment purposes.

Consensus: Consensus between the Advisor and Reader in scoring a dissertation is not required.

Using the rating scale: A five level rating scale is used for scoring each of the quality indicators in the rubric. *In general, ratings of 3 or above are considered satisfactory, while rates of 1 or 2 do not achieve minimal standards for passing.* An "NA" (not applicable) category is also used when an indicator on the rubric is not relevant to the manuscript.

A space for comments is provided for each quality indicator. This space can be used to provide constructive criticism, and it may also be used to praise strong work or noteworthy improvements. More extensive notes can be submitted as a separate attachment or as a marked-up copy of the manuscript.

Definitions of Ratings for Dissertation Quality Indicators

4 = Clearly meets this competency with a pattern of excellence.

3 = Consistently above average performance in this competency.

2 = Approved, though in most areas competency is of average quality or, rarely, below average quality.

1 = Candidate has failed to exhibit this competency.

DMin Dissertation Scoring Instrument

Date _____   Candidate Name _____

Criteria	Rating
1. Abstract contains a concise description of the study, a brief statement of the problem, exposition of methods and procedures, and a summary of findings and implications. Comments:	
2. The Introduction section has a clear statement demonstrating that the focus of the study is on a significant problem that is worthy of study. Comments:	
3. There is a well organized review of the literature surrounding the subject, including a well-articulated summary of research literature that substantiates the study. Comments:	
4. The *nature of the study*, the r*esearch question*, *hypotheses*, or research *objectives* are briefly and clearly described. Comments:	
5. Operational definitions of technical terms, jargon, or abstractions are clearly provided. Comments:	

6.   The significance of the study is described in terms of
     a. knowledge generation
     b. professional application
 	
Comments:	

7.   The literature review is clearly related to the problem statement as expressed in
     a. research questions and hypotheses, or
     b. study questions and study objectives
 	
Comments:	

8.   The review of related research and literature includes
     a. comparisons/contrasts of different points of view or different research outcomes,
     b. the relationship of the study to previous research
 	
Comments:	

9. The content of the literature review is drawn from acceptable peer-reviewed journals or sound academic journals, or there is justification for using other sources. Comments:	
10. The role of the researcher in the data collection procedure is described. Comments:	
11. The process by which the data were generated, gathered, and recorded is clearly described. Comments:	
12. The systems used for keeping track of data and emerging understandings (research logs, reflective journals, cataloging systems) are clearly described. Comments:	

13. The findings
    a. build logically from the problem and the research design, and
    b. are presented in a manner that addresses the research questions.
 	
Comments:	

14. Discrepant cases and nonconforming data are included in the findings. Comments:	
15. Patterns, relationships, and themes described as findings are supported by the data. All salient data are accounted for in the findings. Comments:	

16. The dissertation
    a. follows a standard form and has a professional scholarly appearance
    b. is written with correct grammar, punctuation, and spelling
    c. includes citations for direct quotes, paraphrasing, facts, and references to research studies
    d. does not have over-reliance on limited sources
    e. in-text citations are found in the reference list
 	
Comments:	

17. The dissertation is written in scholarly language (accurate, balanced, objective). The writing is clear, precise, and avoids redundancy. Statements are specific and topic sentences are established for paragraphs. The flow of words is smooth and comprehensible. Bridges are established between ideas. Comments:	
18. The dissertation is logically and comprehensively organized. The chapters add up to an integrated "whole." Subheadings are used to identify the logic and movement of the dissertation, and transitions between chapters are smooth and coherent. Comments:	

19. Additional Comments:	

_____   _____

Signature of Evaluator   *Date Scoring Completed*

_____

Print Name of Evaluator

Appendix 3

Phoenix Seminary Doctor of Ministry Program

DISSERTATION ORAL PRESENTATION EVALUATION FORM

THIS FORM MUST BE RETURNED TO THE DOCTOR OF MINISTRY OFFICE WITHIN 5 DAYS AFTER THE ORAL PRESENTATION IS CONDUCTED	Ref. ATS Degree Program Standards -- F.3.1.3.2 Upon completion of the doctoral project, there shall be an oral presentation and evaluation. The completed written project, with any supplemental material, should be accessioned in the institution's library.

Determination by Oral Examiner

(Print candidate name): _____ made his/her oral

presentation to the undersigned on (date) _____. In my judgment the candidate has

(check one)   ☐ *Passed the oral presentation*
☐ *Has failed the oral presentation*

Explanatory comments are required in case of a failing grade. Add pages if required.:

_____

_____

_____

Print name: _____ Signature _____

Observer

Acknowledgement by Candidate

I have seen the evaluation rubric attached to this form as completed by my oral presentation observers. (Signing below does not imply agreement with the observers' evaluation marks or conclusion regarding certification.)

Candidate signature _____ Date: _____

DMIN DISSERTATION ORAL PRESENTATION EVALUATION

To be completed by observer of the Project Oral Presentation

(Observer: Please return completed form by mail or fax to DMin office.)

Poor _____ **Excellent**

Evidence of thorough preparation   1   2   3   4   5
Comments:

Clarity of presentation   1   2   3   4   5
Comments:

Organization of materials   1   2   3   4   5
Comments:

Appropriateness of methodology   1   2   3   4   5
Comments:

Sensitivity to audience   1   2   3   4   5
Comments:

Overall Presentation   1   2   3   4   5
Comments:

Appendix 4

Phoenix Seminary Protection of Human Rights in Research Institutional Review Board (IRB) Policy

Research Guidelines

Faculty, staff, and students plan, design, conduct, and report research in a manner that is consistent with pertinent ethical principles, federal and state laws, Phoenix Seminary regulations, and scientific standards governing research with human research participants. (Adapted from the American Counseling Association Code of Ethics, 2005, G.1.a.)

Human Subject Research Priorities

When research conducted by members of the Phoenix Seminary community involves human subjects, the paramount responsibility of those members is to the subjects they study. When there is a conflict of interest, these subjects always come first. It is essential that the subjects have the right to remain anonymous; the right to understand the nature, purpose, and intended use of the research; the right to understand the possible consequences of the research; and the right, if any, to fair compensation for their services. (Adapted from The Statements on Ethics of the American Anthropological Association.)

IRB

All faculty and student research with human participants must be approved by the IRB. No human research data may be collected before the appropriate approval from the IRB is obtained.

The IRB is to review and approve all research protocols involving human subject research. The primary responsibility of the IRB is to ensure that the rights and welfare of research participants are protected and that all such research is conducted ethically and in compliance with federal and state regulations. IRB approval is always necessary before a research project involving research participants may begin. The IRB has the institutional authority to take any action necessary to protect the rights and welfare of human research participants involved in research. Examples of such actions include observing or monitoring research, suspending or

terminating ongoing research, and investigating alleged protocol violations or subject complaints. The IRB shall report to the Provost. (Adapted from the Stanford University Office of the Dean of Research Human Research Protection Program.)

The IRB is a standing committee of four members including: a resident faculty from the counseling program; a resident faculty from the intercultural studies program, a member from administration or designee of the Provost, and one adjunct faculty, community professional, or other faculty. IRB members may not vote on research proposals which they sponsor. Research designs involving human subjects must receive unanimous endorsement from the IRB to be approved.

Applications to the IRB must be submitted by the first working day of the month. The committee then has until the first working day after the 15th of the month to render a decision or request additional information from the applicant. The committee does not meet over the spring, summer, or holiday breaks.

Appendix 5

APPLICATION FOR HUMAN RESEARCH THROUGH PHOENIX SEMINARY

INSTITUTIONAL REVIEW BOARD (IRB)

Transcribe the following information to a new document (in MSWord format) and add explanatory information requested.

1. **Principle Investigator**
   - Name
   - Program
   - Email address
   - Position at Phoenix Seminary
   - Telephone number
   - List all other research project investigators
   - List Faculty sponsor
   - Research Project Title:
   - Is this a new submission or a resubmission?
   - Estimated dates that the research project will be collecting data and involving human subjects
   - List any funding source
   - Is this research project being used as part of a class?
   - Is there any funding involved? If so list source(s) of funding:

2. **Research Objectives**

Provide an abstract of the research including the overall purpose, rationale, and appropriateness of the design and methodology. Specifically document the appropriateness of the sample size to be used.

3. Description of Research Design and Procedures

Describe the actual protocol including the training of the researchers in all phases of the research. Attach any surveys, forms, tests, or descriptions of standardized tests used in the research.

4. Originality

Provide detailed written assurance that the research does not involve unnecessary duplication of previous research.

5. Informed Consent

Describe how informed consent will be obtained. Include the exact wording and procedure that will be used to fully inform participants of the nature of the study, any risks that they may be exposed to, and the extent of their involvement before they agree to participate. Attach copies of any written forms participants will be required to sign.

6. Use of Deception

If deception will be used, or if information will be withheld from participants, describe the nature of the deception or withholding and the rational for this.

7. Participant Care

Describe the procedures that will be used to debrief the participants and address any questions or concerns they might have after the data has been collected.

8. Sponsoring Faculty Approval

Name:

Position at Phoenix Seminary:

I attest that I have reviewed and approve of this research project and application. This research project will be performed in full compliance with the applicable ethic codes and standards of my discipline and with relevant state and federal laws.

_____

Signature & Date of Faculty Advisor

Application number:

Date Received:

Approved Date:

Rejected Date:

Request for Modification and Resubmission:

_____

IRB Chairperson Signature & Date

Project Schedule of Submissions (MAY GRADUATION)

Feb. 1st	• Submit general topic for project (via phone call or meeting with the Doctoral Studies Director(Dr. Moody)
Mar. 5th	• *Topic Approval Petition* (TAP) due to the DMin Office (Dr. Moody) • Literature review should be *in process*
Apr. 10th	• **Register for DM792 Doctoral Project** upon TAP approval; payment of complete tuition plus registration fees. • Begin preparation of *Thesis Proposal*
May 15th	• *Thesis Proposal* due to the DMin Office (Dr. Moody) and your Advisor (if assigned) • Human Subject Research proposal (if applicable) is due to the seminary *Internal Review Board* for approval by this date • Literature review should be substantially complete and should accompany your *Proposal* • **Register and pay for DM793** upon approval of the Proposal
Oct. 15th	• First draft of first two chapters due to the project Advisor (Intro and Lit Review)
Feb. 15th	• First draft of **all** chapters due to the project Advisor and Reader • **Register and pay for DM794 upon acceptance of first draft** • Arrange for the oral presentation of your research to a group that includes professional peers. Documentation forms for this presentation are available from the DMin Office (Dr. Moody) and must be submitted from observers of your presentation as instructed.
Mar. 30th	• Second draft that includes any required changes is due to the Advisor and Reader for their review and approval. An electronic copy shall be sent to the Doctoral Studies Director (Dr. Moody) as well. • A grading form will be provided to your Advisor/Reader for evaluation of your research project. It must be completed and submitted to the DMin Office (Dr. Moody) before the April 15th submission deadline.
Apr. 15th	• Submit two originals of final thesis draft, with all corrections approved, to the DMin Office (Dr. Moody). *These two unbound originals must be printed on the required paper as specified in this guide.* • E-mail a PDF copy of final thesis and the TREN permission form per the Thesis Guide. • It is the student's responsibility to obtain advisor and reader signatures on both copies of the approval page. If they are resident faculty physically located at the Seminary, Dr. Moody can help you obtain these signatures. • If the Final Thesis is not complete by this date, an extension must be approved by the DMin Director and filed with the Registrar at this time.
May Grad	• Receive Doctor of Ministry Diploma

Project Schedule of Submissions (DECEMBER GRADUATION)

Sept. 1st	• Submit general topic for project (via phone call or meeting with the Doctoral Studies Director (Dr. Moody)
Oct. 15th	• *Topic Approval Petition* (TAP) due to the DMin Office (Dr. Moody) • Literature review should be *in process*
Nov. 20th	• **Register for DM792 Doctoral Project** upon TAP approval; payment of complete tuition plus registration fees. • Begin preparation of *Thesis Proposal*
Jan. 10th	• *Thesis Proposal* due to the DMin Office (Dr. Moody) and your Advisor (if assigned) • Human Subject Research proposal (if applicable) is due to the seminary *Internal Review Board* for approval by this date • Literature review should be substantially complete and should accompany your *Proposal* • **Register and pay for DM793** upon approval of the Proposal
May 15th	• First draft of first two chapters due to the project Advisor (Intro and Lit Review)
Sept. 15th	• First draft of **all** chapters due to the project Advisor and Reader • **Register and pay for DM794 upon acceptance of first draft** • Arrange for the oral presentation of your research to a group that includes professional peers. Documentation forms for this presentation are available from the DMin Office (Dr. Moody) and must be submitted from observers of your presentation as instructed.
Oct. 30th	• Second draft that includes any required changes is due to the Advisor and Reader for their review and approval. An electronic copy shall be sent to the Doctoral Studies Director Dr. Moody) as well. • A grading form will be provided to your Advisor/Reader for evaluation of your research project. It must be completed and submitted to the DMin Office (Dr. Moody) before the November 15th submission deadline.
Nov. 15th	• Submit two originals of final thesis draft, with all corrections approved, to the DMin Office (Dr. Moody). *These two unbound originals must be printed on the required paper as specified in this guide.* • E-mail PDF copy of final thesis and the TREN permission form per the Thesis Guide. • It is the student's responsibility to obtain advisor and reader signatures on both copies of the approval page. If they are resident faculty physically located at the Seminary, Dr. Moody can help you obtain these signatures. • If the Final Thesis is not complete by this date, an extension must be approved by the DMin Director and filed with the Registrar at this time.
Dec. Grad	• DMin degree conferred. *Student may walk in next May commencement.*