



**WBUonline Campus
School of Christian Studies**

UNIVERSITY MISSION STATEMENT

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success and service to God and humankind.

COURSE NUMBER & NAME:

MNST 5100 Capstone Course for the MATS, MACM, and MASF

May be taken as a substitute for RLGN5103 by MCM students in catalogs before 2019-20. MA in Religion students in catalogs prior to 2019-20 should contact their graduate faculty about comprehensive exam. The capstone is not an equivalent for RLGN5102.

TERM & DATES:

Spring 1 2023 Jan 16—Mar 11, 2023

INSTRUCTOR:

Dr. J. M. Givens Jr.

Professor of Theological Studies, Director of Online Christian Studies Programs

CONTACT INFORMATION:

Office phone: 806.291.1166 (assistant 806.291.1160)

WBU Email: jgivens@wbu.edu

Mobile phone: 806.292.3957 (prefer to reserve this for emergency situations, which is not defined as last minute work based on student preference . . . plan ahead on assignments)

OFFICE HOURS, BUILDING & LOCATION:

Flores Bible Building office suite

Office Hours will be posted in the Instructor Info section of Blackboard

COURSE MEETING TIME & LOCATION:

Asynchronous interaction with specific deadlines managed through [Blackboard](#)

CATALOG DESCRIPTION:

This seminar will guide the student to integrate the knowledge and skills learned in his/her course of study through reflection on the ways in which these courses can strengthen the practice of specific ministries.

PREREQUISITE:

Completion of all core courses

Students completing this course for the MCM degree in catalogs prior to 2019-20 should have at least 30 hours completed toward the degree. It is preferred that all core courses be completed.

REQUIRED TEXTBOOK AND RESOURCE MATERIAL:

1. ***Bible, any modern translation recognized by mainstream Christianity***
2. ***Notes, textbooks, papers, and other materials from courses taken in the master's program***
3. ***Internet Equipped Computer***
 - a. Must conform to [minimum recommended settings](#) identified by Virtual Campus
 - b. Should use compatible browser and have [correct settings](#) as recommended by Blackboard
 - c. Must utilize WBU [student email account](#) for official university communications
4. ***WBU Blackboard Course Management Software***
 - a. [Blackboard website](#)
 - b. Login username: WBU student id (9 digit number, usually 3-5 zeros at beginning)
 - c. Login password: first three letters of first name + first three letters of last name (unless you have used Blackboard previously and have changed your password)
 - d. Technical support: 24/7 via phone, chat, ticket requests; see links on Blackboard login page

OPTIONAL MATERIALS**Blackboard Mobile App**

Blackboard Learn by Anthology—Apple App Store or Google Play

COURSE OUTCOMES AND COMPETENCIES:

The student will

1. demonstrate an understanding of the application of course material from all courses taken at Wayland Baptist University in the master's program.
2. demonstrate a grasp of the Biblical, theological, and social context as well as the goals, strategies, and personal attributes necessary for effective servant leadership in his/her chosen field of ministry.

ATTENDANCE REQUIREMENTS:

- Attendance for online courses is defined fully in the [university catalog](#).
- Students are expected to participate in all required instructional activities in their courses.
- Student "attendance" in an online course is defined as active participation in the course as described in the course syllabus (completing weekly assignments).
- Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements.
- Students will be informed when they reach a number of absences considered excessive by the instructor filling an unsatisfactory progress report.
- Any student who misses 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8 week term, may receive an F for the course.

- Any student who has not actively participated in an online class prior to the census date for any given session is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus.
- A student with excessive non-participation may also have a Predict Report filed with student’s WBU email and appropriate administrative personnel.

STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY:

Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per [university policy as described in the academic catalog](#), all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

DISABILITY STATEMENT:

In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

COURSE REQUIREMENTS and GRADING CRITERIA:

These are preliminary assignments. Final assignments posted in Blackboard supersede those found here if wording differs.

1. *Field of Ministry Position Statement.* Students will write a 1000-1250 word explanation of her or his chosen field of ministry. Students will post this paper through the self and peer assessment tool. The paper will include the following:
 - Biblical, theological, and social contexts for such a ministry
 - Needs, goals, and strategies for effective ministry in such a field
2. *Critical Assessment of Master’s Program.* Students will write an 800-1000 word assessment of the strengths, weaknesses, and overall effectiveness of the program of study at Wayland for ministry preparation. Students will post the paper through the self and peer assessment tool.
3. *Professional Preparation.* Students will develop a resume formatted for service in the local church or other ministry-based organization, based on their defined field of ministry. Students will write responses to some typical questions that might be asked of search committees.
4. *Annotated Bibliography Wiki.* Students will contribute to the creation of an annotated bibliography of texts that could help classmates identify resources for further reading, to

prepare for a habit of lifelong learning. (Annotation means to give an explanation after the bibliographic reference as to the content or value of the text.)

5. *Plan for Continuing Preparation and Development.* Students will write a minimum 800 word statement outlining plans for ministry in the coming year and specific plans for ministry development. Books generated from the annotated bibliography may be identified as reading resources as a part of development plan.
6. *Final Capstone Project.* Students will build on the areas identified in the field of ministry paper and critical program assessment to write a minimum 1600 word reflection discussing how specific classes taken in the master's program have prepared them for their field of ministry. For each class, students should identify 3-4 specific ideas, concepts, tools, books, principles and clearly discuss how these will inform their approach to ministry and/or equip them to engage in successful ministry. Students will post the paper through the self and peer assessment tool.
7. *Self and Peer Assessments.* In addition to writing the above papers, students will review and provide critical analysis of classmates' work described above, providing evaluations and helpful feedback. Students will then review their own work based on observations in classmates' work and provide a self-evaluation and feedback.
8. *Discussion Boards.* Students will participate in discussion with classmates and professors during the term. Discussions may include topic-specific dialogues on calling, fields of ministry, lessons from core courses, case studies, review of the master's program, and/or ministry development plans.

GRADING CRITERIA

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| 1. University Grading Scale | 2. Computation of Final Grade |
| Cr Credit | a. Field of Ministry Position Paper: 20% |
| NCr No Credit | b. Program Assessment Paper: 15% |
| | c. Professional Prep and Bibliography: 15% |
| | d. Plan for preparation/development: 15% |
| | e. Final Capstone Project: 20% |
| | f. Discussion Boards: 15% |

The grade for the capstone course is Credit/Non-credit. The grade for each individual assignment, however, will be based on the university grading scale. There is no format to allow late submissions of material and evaluations on the self and peer assessment tool, so timely work is essential. **Students must complete the course with a minimum average of 70 for the assignments.**

Grade Appeal Statement: Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs/Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

TENTATIVE SCHEDULE

Example of format of class; specific assignments will be posted weekly in Blackboard.

1. Clarification of vocational calling – description of call and reflection on the field(s) of service
2. Program assessment – reflection on your master’s program and preparation for ministry
3. Professional preparation – resume building and interview skills
4. Continuing preparation – develop plan for further preparation and development
5. Final Capstone Project – reflection on how courses in your program have prepared you for ministry in your designated field of service