

Houston Graduate School of Theology
CS 799 Integrative Capstone in Spiritual Direction
Fall 2018
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Houston Graduate School of Theology equips women and men to be ministers and messengers of God's mission of reconciliation through academic excellence, personal transformation, and leadership development

I. Course Description

As the capstone course for the Master of Arts in Spiritual Direction, this course will include a summation of all coursework in the degree program, culminating in the practicum experiences. The course will include the production of a portfolio of student work, representing the breadth of the program. The course will conclude with an integrative paper of 20-25 pages that will demonstrate the integration and application of coursework to the action of spiritual direction, as well as a description of the anticipated course of future ministry. The course must be taken in the last semester of the degree. Two hours.

II. Student Learning Outcomes

Upon completion of this course, the student will:

- A. Demonstrate the integration and application of coursework as foundational to Christian spiritual direction (MASD-1, -2);
- B. Describe and discuss the anticipated course of future ministry (MASD-3, -4);
- C. Apply graduate-level writing and research skills to the composition of the paper;
- D. Submit an electronic portfolio of assignments showing the coursework taken while in the program, as well as a syllabus for each course (MASD-1, -3, -4).

III. Texts - *No Required Textbooks*

IV. Course Requirements

- A. The first step in the capstone course is to meet with the instructor of record to review the syllabus no later than the first week of the semester.
- B. The second step is to submit an annotated outline for the paper, to be submitted by September 17.
- C. Once the outline is approved, the student may begin work on an initial draft of the 20- to 25-page paper. The deadline for the first draft is October 26.
- D. Once the draft is submitted, the student should utilize the time to prepare the required portfolio of syllabi and graded course work from the MASD degree program.
- E. The draft will be returned to the student with comments and corrections no later than November 2.
- F. The deadline for the final draft is November 16. Candidates then may be asked to schedule a meeting with a faculty committee prior to November 30.
- G. The final grade will reflect the quality of the final paper, presentation of the portfolio, and defense of the paper or project to the committee, if required.

H. The professor requires that the final paper be written in Turabian formatting. Papers written in anything but Times New Roman, 12-point type, will not be graded. Please do not double-double spacing or use additional spacing between paragraphs. Use citations as necessary and third-person writing throughout.

V. Grading Scale – grading criteria include, following the assignment, using proper grammar and writing techniques, and adhering to formatting (plusses and minuses may be assigned)

A (4.0) = Excellent

B (3.0) = Good

C (2.0) = Fair

D (1.0) = Poor

VI. Policies

A. Regular submission of assignments on due dates in syllabus is expected. The student is responsible to track deadlines.

B. Turnitin.com Class ID **18323143**; Enrollment password **CPSTNFA18**; Course Name **Capstone Papers**

1. All written assignments are subject to required submission to www.turnitin.com to check for originality and style. The assignments that are required for submission will be described in the syllabus.
2. Students will create an account at www.turnitin.com. After doing so, the student will join the course page with the code and password supplied by the instructor. A list of assignments and due dates will be available on the course page.
3. Students will submit assignments by the due date and time and will be required to submit the assignments in a hard copy format as well.

C. *Please review the Academic Catalog for requirements regarding Incompletes and Plagiarism issues. For more information on Library Services, please download the Library Handbook from the HGST website.*

VII. Notes for Writing Assignments

All writing assignments should conform to Kate Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 8th Edition. This includes matters of style and format.

The instructor requires the use of footnotes for documentation when more than one resource is cited. The student should number pages. According to Turabian, page numbers should be in the upper right hand corner, except on pages with major headings (titles). Margins should be one inch on all four sides, except where major headings (titles) require a two-inch top margin.

All students should utilize 12-point Times New Roman font throughout. The instructor prefers that the student **not** use presentation or report binders or folders. She prefers submission of papers with staples or binder clips.

Critical, or formal, writing differs from colloquial writing or spoken English at several points. The student should note the following guidelines for critical writing. The instructor expects students to follow these guidelines strictly for academic-style assignments. Failure to do so will be penalized.

- Avoid 1st or 2nd person references (“I,” “we,” or “you”). Keep the written projects objective and professional. The student must remember that imperative forms are second person.
- Never use contractions.
- Avoid passive voice construction (i.e., The student should write “God chose Joshua” rather than “Joshua was chosen by God.”). Some exceptions are necessary, but limiting the use of passive voice is a good policy.
- Be sure that number and tense always agree (i.e., Do not write in one place that “Brueggemann argues . . .” and at another place “Brueggemann argued . . .”). Subject-verb agreement is imperative.
- Spellcheck! Spellcheck! Spellcheck! Failure to spellcheck will result in a substantive reduction on the grade for written assignments.
- Grammar check works as well!
- All pronouns should have clear antecedents. Avoiding “it is” and “there is” in the paper removes much of the ambiguity of pronoun usage.
- Sentence fragments are unacceptable. Every sentence must have a subject and a predicate.