I. **Course Description**
The purpose of this class is to prepare the student to write an acceptable proposal for a Doctor of Ministry project. The student will conceive and design a ministry project. The proposal is a document with a precise form that outlines the strategic planning and rationale of the ministry project. The class will include instruction in project design, assessment, and academic research.

II. **Student Learning Outcomes**
As a result of this course, the students will be able to:
1. Develop a clear research question.
2. Develop project goals, pertinent to the research question.
3. Develop personal goals for reflection on spiritual growth.
4. Competently research foundational issues that support the project.
5. Understand the basics of assessment in relation to the project.

III. **Teaching Strategies for Student Learning**
Classroom strategies will include: lecture and class discussion based upon required texts and the professor’s notes; small group discussion reflecting upon relevant topics and the students’ ministry context in relation to the project.

IV. **Course Requirements**
A. **Textbook(s)**

Students are also required to download the Writing Handbook for DMin projects. The Writing Handbook can be found by following the link below:


B. **Attendance**
According to the student handbook, attendance at all class sessions is expected unless the professor has been notified in advance. Any student missing the equivalent of three class hours will be required to do additional work. **This policy also includes tardiness.**
C. Assignments/Assessment of Student Learning

Since this class is a working seminar, students will be expected to attend scheduled class hours and complete work as assigned. The class schedule is as follows:

<table>
<thead>
<tr>
<th>Day #</th>
<th>Date(s)</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>February 19</td>
<td>8:30am to 12:30pm</td>
</tr>
</tbody>
</table>

Calculation of Grade
The class is pass/fail. Students are expected to submit a first draft of the proposal no later than 60 days from the last day of class.

Writing the Proposal (PASS/FAIL)
The goal of this course is to complete a written proposal for the student’s project. The overall grade for this course is PASS/FAIL. Once the proposal is acceptable and receives a PASS, then the student may begin the next part of the phase of the Doctor of Ministry program. Until then, students cannot begin any part of their final project. We have a process in which all students must follow and complete.

Calculation of Grade and Connection of Learning Outcomes

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Student Learning Outcomes</th>
<th>Percent of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Proposal</td>
<td>1,2,3,4,5</td>
<td>Pass/Fail (100%)</td>
</tr>
</tbody>
</table>

V. Seminary Guidelines
A. ATS Academic Integrity Policy
Ashland Theological Seminary seeks to model servant leadership derived from biblical standards of honesty and integrity. We desire to encourage, develop, and sustain men and women of character who will exemplify these biblical qualities in their ministry to the church and the world. As members of the seminary community, students are expected to hold themselves to the highest standards of academic, personal, and social integrity. All students, therefore, are expected to abide by the academic integrity standards outlined in the Student Handbook.
B. Academic Support Services
If you need assistance with writing projects for your coursework, contact the ATS Academic Support Center. The center provides free sessions with a peer consultant who can help you with all of your concerns about academic support including writing, critical thinking, documentation, reading skills, study skills, test taking skills, time management. Contact the center if you have a question about how to complete your assignment, if you have documentation questions, or if you would like to have your paper evaluated for areas needing improvement. The ATS Academic Support Center can be reached at 419-289-5162 or by e-mail at atswc@ashland.edu.

C. Students with Disabilities
Ashland University makes every effort to comply with the Americans with Disabilities Act. Students who have a specific physical, psychiatric or learning disability and require accommodations are encouraged to inform their instructors of their needs early in the semester so that learning needs can be appropriately met. It is the student’s responsibility to document the disability with Disability Services in The Center for Academic Support on the 7th floor of the Ashland University Library, (419) 289-5904.