

## FACULTY ADVISOR GUIDELINES

Southwestern Christian University Graduate School of Ministry

- 1) 1. When the MAP Advisor has been assigned, the student should make an appointment to explore their tentative project with the Advisor. The Advisor will work with the student in various ways throughout the total MAP process.
- 2) The Advisor will work (within reason) with the student to sharpen the project concept in terms of focus, scope, clarity, and other factors crucial to a successful outcome. Make sure that the student develops a project that is **applied** in nature. The MAP is not a theoretical academic exercise. It may contain exegesis or theology (etc.), but it does so in the context of an actual situation or setting within a field of ministry. Also, it cannot be merely an application lacking any synthesis of research or theological context.
- 3) The student must take responsibility to maintain contact with the Advisor throughout the proposal phase. This includes visiting with the Advisor about not only the concept or question, but also seeking their input concerning resources utilized in the research that are reflected in the annotated bibliography.
- 4) When in the judgment of the student, and with the approval of the Advisor, the Project Proposal is ready to be carried forward; **two print copies are submitted** to the MAP Director for review and approval (No electronic versions). As Advisor, you may wish to keep one copy for reference purposes. **A third print** copy is to be submitted to the chair of the Internal Review Board for their approval of the project.
- 5) Once approved by the MAP Director and the IRB, the student may begin the project in the field setting. Be reminded that their project cannot begin until approval has been received.
- 6) The field project is the responsibility of the student to implement. However, the faculty Advisor will be available to aid the student in processing questions or issues as they arise during the project phase. The student has primary responsibility.
- 7) Once the Field Project is completed and the final report is being written, the student is required to submit an early draft of the report to the Field Advisor (writing is a process and multiple drafts are to be expected before the final revision is prepared).
- 8) The Advisor will review for style, form, content, and other matters crucial to the production of a quality field report. The Advisor is to support the candidate through being available to answer questions concerning the substance of the report, reviewing drafts of movements as submitted by the student, and reading the final form of the paper to see that it is of acceptable quality for submission to the Map Director for final reading and approval. As a general rule, the Adviser should adhere strictly to a fourteen day turn-around policy on evaluations related to the candidate's submitted materials.



- 9) The student is required to make all corrections as noted by the Advisor. Note: The Advisor is not to be the editor for the candidate. You are simply to motivate the candidate to take editing seriously. The candidate is responsible to edit their document.
- 10) As with the earlier Project Proposal, when the student and the Advisor agree that the Final Field Report is ready for submission to the Graduate School, the document is submitted by the student to the MAP Director for reading. He or she is to **submit two Review copies** of the completed field report to the Map Director (No electronic version). The MAP Director may ask for additional changes or corrections within the final document, those these should minor at most. Subject to approval by the MAP Director, the following applies.
- 11) Upon being notified of the acceptance of their MAP Field Report, the candidate will print a minimum of five (5) final copies of the MAP Field Report (with all corrections made). All five copies are to be printed on 25% rag paper suitable for binding. The Library copy and the student's copy will be hard bound. These five copies will be retained by the University according to the following;
  - a. One copy to the Graduate Office
  - b. One copy to the Dean of the Graduate School
  - c. One copy to the Advisor
  - d. One copy to the MAP Director
  - e. One copy to the University Library Collection
  - f. Additional copies in such number as the Candidate desires

The MAP Manual specifies strict Turabian (7th edition) format on 25 percent rag content paper. When the document is acceptable, your signature as Advisor will be required on the endorsement page of all copies for binding, along with that of the MAP Director.

- 12) At a time to be established by the Vice President of Academic Affairs and the Dean of the Graduate School, the Master's candidate will participate in a **SCU Graduate Paper day**. As the candidate's Advisor, you are asked to be present to introduce and support your advisee in their session.