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DMIN PROJECT AND THESIS GUIDE

Phoenix Seminary
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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, provide 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.
**FIVE COMMON MODELS OF DMin RESEARCH**

Students who have completed DMin studies successfully at Phoenix Seminary often have employed one of the five 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. **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.

b. **Program development and evaluation.** The student will develop some ministry program or activity and evaluate 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. **Program evaluation and response.** An existing program will be evaluated and modified.

d. **Case studies 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.

e. **Exegetical Research Methodology.** There are some who may desire to select a topic for 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 cogently and clearly describes:

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 probably 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:


**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.


**RECOMMENDED TEXTS FOR SPECIFIC RESEARCH MODELS:**

**DESCRIPTIVE SURVEY:**


PROGRAM DEVELOPMENT AND IMPLEMENTATION:


PROGRAM EVALUATION AND RESPONSE:


CASE STUDIES:


OTHER BIBLIOGRAPHIC RESOURCES FOR RESEARCH


Phoenix Seminary’s library is committed to your success during both your coursework and especially as you engage in your 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/library/resources/research-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  
602-429-4974  
1-800-443-1020 ext. 4974
A Summary of Procedure and Deadlines

Specific Steps in the Project

1. **Submit a completed Topic Approval Petition**

   The Topic Approval Petition is included as an appendix to this Guide. It must be completed in its entirety and submitted to the Doctoral Studies Director for approval. Completion of the petition requires textbook reading and preliminary research on your topic as noted on the petition. Resubmission of the petition with corrections, often multiple times, is normal.


2. **Register for Project Courses**

   Once the Topic Approval Form is approved, the student registers for project credit via a sequence of “courses” numbered according the candidate’s progress. For each course the student will pay a minimum of 50% of the registration fees/tuition. This is done by using the standard DMin Registration Form found on the seminary website.

   - **DM792 Doctoral Project** – From topic approval to approved Proposal
   - **DM793 Doctoral Project** – Completed upon submission of the first draft of the thesis
   - **DM794 Doctoral Project** – Completed when the approved thesis is presented orally and all graduation requirements are met

3. **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 committee Advisor.
4. **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.

5. **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.

6. **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.

7. **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 Director of Doctoral Studies per the requirements in this guide.

8. **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.
THE RESEARCH PROBLEM

The DMin “Applied Research Project” begins with a clearly defined research problem. By "problem," we do not necessarily mean something wrong that needs to be fixed. A research problem provides the rationale for the applied research project. (Some research literature refers to the research problem as a "problem statement" or "purpose statement"). A research problem may be:

- A ministry that needs to develop (why it needs to develop is actually the problem).
- A descriptive study of what and why various ministries have succeeded or failed in selected contexts.
- A particular ministry skill, philosophy or issue that needs improvement, development or resolution.
- A reason for a descriptive-evaluative study (how we will know better how to minister).

NOTE: Four sample research problem statements appear in the following pages.

THE RESEARCH QUESTION

Most research questions in DMin studies come as a "grand tour" (Creswell, 1994, p. 70). That is, the research question gives in its most abstract form what will direct the study or what the researcher wishes to know, learn, explain, or clarify as a result of the project.

Typically, the research question will use wording that points to the research method that will be employed or at least to its quantitative or qualitative nature.

- e.g., qualitative: What influence do interracial leadership, relevant expository preaching and blended music have on the racial integration of Caucasians into Peoria Community Church?

- e.g., quantitative: Will teaching selected doctrines of systematic theology to CBS students improve their ability to understand and evaluate the false doctrine of the WOF Movement?
# The Logic of DMin Research

<table>
<thead>
<tr>
<th>Problem Statement</th>
<th>Research Question</th>
<th>Hypothesis</th>
<th>Method/Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluating the Zaporozhye Bible College as a model for providing Bible College education in modern-day Ukraine</td>
<td>Does Zaporozhye Bible College provide an acceptable educational model for Bible college education in modern-day Ukraine?</td>
<td>Given the religious and political history, language and churches of modern-day Ukraine, Zaporozhye does provide an acceptable educational model for Bible college education in modern-day Ukraine.</td>
<td>Case study on Zaporozhye Bible College that includes needs of the Ukrainian church, educational options, evaluation of ZBC curriculum and ZBC graduates, etc.</td>
</tr>
</tbody>
</table>

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</thead>
<tbody>
<tr>
<td>The influence of the father-child relationship in Evangelical ministers’ families on the child’s church involvement as an adult</td>
<td>What influence does growing up in the home of an evangelical minister have on one’s adult church involvement?</td>
<td>H1 The minister’s child who reports a positive relationship to his or her minister-father as a child will also report high church involvement as an adult. H2 The minister’s child who reports a negative relationship to his or her minister-father as a child will also report little or no church involvement as an adult.</td>
<td>Two surveys that compare (1) factors of the paternal childhood relationship and (2) factors of adult church involvement</td>
</tr>
</tbody>
</table>
### THE LOGIC OF DMin RESEARCH

<table>
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<th>Method/Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>The apparent shift from expository preaching to “current topic” preaching of pastors who were trained in expository preaching</td>
<td>Have a significant percentage of Phoenix Seminary alumni who serve as preaching pastors changed their philosophy of preaching from expository preaching to “current topic” preaching?</td>
<td>Less than 25% of Phoenix Seminary alumni who serve as preaching pastors have changed their philosophy of preaching from expository preaching to “current topic” preaching.</td>
<td>Descriptive survey that seeks information about current and former preaching philosophy (and whether there has been a change in philosophy)</td>
</tr>
</tbody>
</table>

### THE LOGIC OF DMin RESEARCH

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<th>Method/Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measuring the value of Murray Bowen’s family systems theory to increase the effectiveness of Christian &amp; Missionary Alliance Women Counselors in Taiwan</td>
<td>Will teaching Murray Bowen’s family system theory and therapy to Taiwan Christian &amp; Missionary Alliance Women counselors enable them to become more effective family counselors?</td>
<td>Post-test scores on a counseling questionnaire to measure participants’ understanding of Murray Bowen’s family system theory and therapy will be significantly higher than pre-test scores.</td>
<td>Program development and evaluation: Develop 12 sessions for teaching Bowen’s family system theory and therapy. Pre- and post-test participants</td>
</tr>
</tbody>
</table>
Step 1: Project Topic Approval

To have the project topic approved, the student will submit a *D.Min. Applied Research Project Topic Approval Petition* (TAP) to the Dissertation Coordinator. If approved, the Dissertation Coordinator will appoint an Advisor and a Reader to the project. **The TAP must be submitted by March 15 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.

**TOPIC APPROVAL PETITION**

The Topic Approval Petition (TAP) that follows this page communicates to Doctoral Studies Director the student's initial conceptual intent for the applied research project. The Topic Approval Petition is essentially a "learning contract" that specifies a brief summary of the project and its significance, a very 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 D.Min. Studies Committee officially assigns an Advisor and Reader, but often a 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 the Appendix for a copy of the Topic Approval Petition.

**Download the Topic Approval Petition from** [http://www.ps.edu/current-students/academics/program-overviews/doctor-of-ministry-new/] and submit your completed document electronically via email.
As early as possible, but certainly by the deadline on the Schedule of Submissions, the student must submit a proposal that defines the scope and strategy of the project.

**PURPOSE**

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 PROJECT PROPOSAL:** The proposal sections will follow the chapter divisions of the final thesis. These elements are: definition of the problem or issue, research questions or hypotheses, theological rationale, data sources and methods for collection, analytical procedures, probable conclusions and recommendations for further study, and preliminary bibliography.

The proposal should be sent to the Advisor and the DMin Office for approval. The student must obtain approval of the project proposal before proceeding to write the first two chapters of the first draft of the dissertation.

More specifically:

The proposal previews the project and dissertation and will look very much like the first chapter of the dissertation, by delineating the following sections (subheadings for the proposal):

**NOTE:** The overall proposal will be approximately 15-20 double-spaced pages. The suggested length of each section below is only a suggestion, not a requirement.
Typically, the proposal should not exceed twenty double-spaced pages. The Seminary website provides a sample project proposal. The proposal should be emailed to the DMin Office and your assigned Advisor.

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 and the Doctoral Studies Director before the candidate may proceed writing the first two chapters of the first draft.

**Sections You Will Include in Your Proposal**

**Introduction**
Provide the rationale for the project (what got you interested in this project, how it fits your ministry, a precisely worded thesis statement or problem statement, the research question. Include a thorough biblical/theological rationale for the project, including scripture references and necessary exegesis or support from other sources. How will this project help others to do ministry better? Who can benefit from this besides you? This is the most general section of the proposal (2-3 pages). 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 and Literature Review**
Your literature review is designed to make you the expert in your topic area. This means your pool of literature, web, and other sources is to be exhaustive. This will mean visits to more than one library. It means both religious sources and secular sources bearing on your topic/field. It may also include sources not in English. Yes, you must find them all and be aware of their contents.

Preview the literature review in broad categories. (By the time you write the proposal, you will have done much of the work on the literature review, so you should be able at least to talk about the broad categories of your literature review 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 (2-3 pages). TEST: Is it clear what line of study or research will serve as a foundation for your study?

**Procedure and Research Method**
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 (2-3 pages). TEST: Could another researcher, who has read the literature, conduct this study according to your research design?

**Anticipated Results**

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 (2 pages)! TEST: Can the readers of this proposal easily discern what you expect to find?

**Conclusions and Implications for Further Study**

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 (2 pages). 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 AND THE THESIS**

This is a piece of academic writing, not a sermon manuscript, not an undergraduate essay. Therefore:

a. Write in academic style, demonstrating the ability to write a formal dissertation. Composing in the third person is standard for academic research. Hyperbole is not acceptable in academic reporting. Avoid the use of convenience statistics that do not substantively advance your argument.

b. Employ the Turabian Style Manual (7th or 8th Edition). APA style may be used for dissertations in counseling.

c. Document your claims. Do not make sweeping generalizations or state claims that do not show up in the literature. (Avoid seeing the readers' comments, "says whom?" 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 will be completed when you submit your proposal. Most of the literature review and the crafting of the research design (the grunt work), including development and testing of an instrument, will be complete when you write the proposal. So, don't get in too much of a hurry to submit the proposal. When the proposal is approved, your Advisor is telling you "OK...work the 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. That's why you must give evidence that you have done sufficient work to submit the proposal. 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.

g. If you're stuck, contact your Advisor and get advice. You may also contact the Director of Doctoral Studies about administrative or structural matters. Don't let time get away from you while you're wondering, "What do I do now?"
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 received 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.
Step 3: How to Do a Literature Review

“Review of the Literature” is a meaningless phrase until you specify which part of the vast literature of Theology, Administration, Counseling, etc., you are looking at. You must determine which specific area you plan to review, and then focus your literature review on that area. For instance, if you planned on writing your dissertation on the leadership style of Jesus, you would not review the entire vast amount of literature on leadership. Instead, you would review the literature that specifically discusses the leadership style of Jesus.

Your literature review should be a map that allows you to see where your 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.

You might think about the prior literature as medieval maps that had many details of land and seas, and also think of the blank spaces as “unknown” regions. You want to locate an area at the edge of an unknown section, a jumping off point, which will provide a foundation for your study from which you will launch into the unknown. Then your study can push knowledge a little way into the blank (unknown) area and fill in a bit of the map.

Your literature review should identify the principal work and authors, spell out the main ideas dealing with your topic, indicate generally accepted concepts and explanations, and identify any uncertainties or controversies.

Your review should be organized by themes, systematic propositions about the studies covered, historical sequences, or other important ideas. It is not a file of books or articles reviewed, but a coherent, intellectual analysis of an area of study.

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

It is important to know 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.

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.

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 in according to deadlines in the Schedule of Submissions. This is solely the job of the candidate.

Step 5: 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 7th Edition writing manual (Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations – Seventh Edition. Chicago: University of Chicago Press, 1987). Where Turabian gives options, the following guidelines will state the option required 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 page. (You may include below the abstract a paragraph listing internet search terms should you desire it.)

4. Paragraph indentation: Phoenix Seminary requires ½”
5. Margins: One inch margins for top, right and bottom margins. Left margin should be 1½” to allow for binding the final draft.

6. Spacing: The text shall be double-spaced except for certain items mentioned in Turabian.

7. The seminary requires footnotes at the bottom of the page. End notes, parenthetical references, author-date system, or reference list styles should not be used.

8. Bibliography: In a succession of works by the same author, the name is given for the first entry, and an eight-space line (the underscore key struck eight times) followed by a period takes its place in subsequent entries. If, however, you wish to utilize the automatic alphabetization function of your word processing software, it is permissible to spell out the name of the author in each instance.

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, Cambria or Times New Roman font throughout. Do not mix fonts.

11. Book of the Bible Abbreviations:

<table>
<thead>
<tr>
<th>Gen</th>
<th>Job</th>
<th>Jonah</th>
<th>1-2 Cor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exod</td>
<td>Ps</td>
<td>Mic</td>
<td>Gal</td>
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<td>Lev</td>
<td>Prov</td>
<td>Nah</td>
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<td>Num</td>
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<td>Hab</td>
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<td>Deut</td>
<td>Song</td>
<td>Zeph</td>
<td>Col</td>
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<td>Josh</td>
<td>Isa</td>
<td>Hag</td>
<td>1-2 Thess</td>
</tr>
<tr>
<td>Judg</td>
<td>Jer</td>
<td>Zech</td>
<td>1-2 Tim</td>
</tr>
<tr>
<td>Ruth</td>
<td>Lam</td>
<td>Mal</td>
<td>Titus</td>
</tr>
<tr>
<td>1-2 Sam</td>
<td>Ezek</td>
<td>Matt</td>
<td>Phlm</td>
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<tr>
<td>1-2 Kgs</td>
<td>Dan</td>
<td>Mark</td>
<td>Heb</td>
</tr>
<tr>
<td>1-2 Chr</td>
<td>Hos</td>
<td>Luke</td>
<td>Jas</td>
</tr>
<tr>
<td>Ezra</td>
<td>Joel</td>
<td>John</td>
<td>1-2 Pet</td>
</tr>
<tr>
<td>Neh</td>
<td>Amos</td>
<td>Acts</td>
<td>1-2-3 John</td>
</tr>
<tr>
<td>Est</td>
<td>Obad</td>
<td>Rom</td>
<td>Jude</td>
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<tr>
<td></td>
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<td></td>
<td>Rev</td>
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</tbody>
</table>
14. Order of Front and Back Matter

Order of Front Matter

Title page
Approval Page
Internal Review Board Approval of Human Subject Research [if required]
Copyright page [or blank page]
Abstract [No more than one-half page, block format, single spaced]. You may include below the abstract a paragraph listing internet search terms should you desire it.
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 [numbered consecutively; eg. Appendix 1, Appendix 2, etc.]
Bibliography
Index [if used]

15. 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.
SAMPLE TITLE PAGE

- 1” margins all around, except left edge which is 1 ½”
- centered on page
- Each paragraph mark (¶) represents one return (or one strike of the “enter” key)

This page may look slightly different on your printer.
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)

This page may look slightly different on your printer.

APPROVAL

TITLE

by

John Q. Student

Approved by:

______________________________
Advisor

______________________________
Reader

______________________________
Doctoral Studies Director
Step 6: Project Submission

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

2. Your Advisor and Second Reader may require revisions to your dissertation. Once you have made these, a new corrected digital copy should be submitted to them. Once they are satisfied with your work’s completeness and corrections, your dissertation will be approved for you to schedule your oral presentation.

3. Once such approval 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 8¾”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.

   Make sure the approval pages in each copy are on top and have been signed by your advisor and reader. 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.

4. We strongly encourage you to complete registration with TREN according to the instructions below. Such registration will make your work available through library 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 takes approximately 3-4 months. 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 it to the DMin office when you deliver your other loose copies. An additional 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 found at http://www.ps.edu/current-students/academics/program-overviews/doctor-of-ministry-new/.

2) Be sure to complete the Author Profile, Degree Information, and Title information.

3) 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.

4) If you so choose, digitally sign the Copyright Registration portion to help secure your rights and the protection of your intellectual property.

5) Attach the completed PDF of the TREN Permission Form as well as a single, continuous PDF file of your dissertation to an e-mail sent to Robert Jones of TREN at rwjones@tren.com.
Step 7: Project Oral Presentation and Examination

Once the candidate’s dissertation advisor and reader agree that the student has reached the end of their research and writing process, an oral presentation/examination will be scheduled by the student in conjunction with the Advisor. A dissertation/project oral presentation is a requirement for the Doctor of Ministry degree. 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 dissertation.
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 dissertation demonstration is a component of the overall dissertation 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?

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
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*.

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. A grading rubric will be provided (see Appendix) to the observers by the candidate 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. The Advisor will complete an evaluation form with input from the Reader and any others he or she desires to consult who were present for the presentation.

*See the Appendix for the D. Min. Dissertation Demonstration Evaluation Form.*
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.
Here are the items to include in your document:

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 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?
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 quality indicator. This space can be used to provide specific guidance for revision, and it should 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.
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Rating</th>
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<tbody>
<tr>
<td>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.</td>
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<td>Comments:</td>
<td></td>
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<tr>
<td>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.</td>
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<td>Comments:</td>
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<tr>
<td>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.</td>
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<td>Comments:</td>
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<td>4. The nature of the study, the research question, hypotheses, or research objectives are briefly and clearly described.</td>
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<td>Comments:</td>
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<td>5. Operational definitions of technical terms, jargon, or abstractions are clearly provided.</td>
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<td>Comments:</td>
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<td>6. The significance of the study is described in terms of</td>
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<td>a. knowledge generation</td>
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<td>b. professional application</td>
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<td>Comments:</td>
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<td>7. The literature review is clearly related to the problem statement as expressed in</td>
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<td>a. research questions and hypotheses, or</td>
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<tr>
<td>b. study questions and study objectives</td>
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<td>Comments:</td>
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<td>8. The review of related research and literature includes</td>
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<tr>
<td>a. comparisons/contrasts of different points of view or different research outcomes,</td>
<td></td>
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<tr>
<td>b. the relationship of the study to previous research</td>
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<td>Comments:</td>
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<tr>
<td>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.</td>
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<td>Comments:</td>
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</table>
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:

Signature of Evaluator ________________________________ Date Scoring Completed ________________________________

Print Name of Evaluator ________________________________
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 PROJECT AND THESIS GUIDE | 39
### 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.)*

<table>
<thead>
<tr>
<th>Service</th>
<th>Poor</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>Excellent</th>
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<td>Clarity of presentation</td>
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<td>Organization of materials</td>
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<td>Sensitivity to audience</td>
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<td>Overall Presentation</td>
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Comments:
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.
APPLICATION FOR HUMAN RESEARCH THROUGH PHOENIX SEMINARY

INSTITUTIONAL REVIEW BOARD (IRB)

1. Principle Investigator
   Name
   Program
   Position at Phoenix Seminary
   Telephone number
   Email address

   List all other research project investigators

   List Faculty sponsor

   Research Project Title:

   Submission
   o Initial
   o Second submission
   o Subsequent submission

   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**
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
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http://www.tren.com - email: rwjones@tren.com
http://www.tren.com - email: rwjones@tren.com

### Author Profile

1. **Full Legal Name**
   - Last Name
   - First Name
   - Middle Name

2. **Year of Birth**

3. **Country of Citizenship**

4. **Present Mailing Address**

5. **Future Mailing Address**

   Effective on

6. **E-Mail Address**

### Degree Information

1. **Degree Nomenclature**

2. **Degree Date**

3. **Full Name of School Granting Degree**

   (Abbreviation for Degree)

   (As Authorized by Institution)

### Title Information

1. **Exact Title of Thesis/Dissertation as it Appears on Your Title Page**

   (Continued...)

   (Continued...)

   (Continued...)

   (Continued...)
### PROJECT SCHEDULE OF SUBMISSIONS (MAY GRADUATION)

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 1st</td>
<td>• Submit general topic for project (via phone call or meeting with the Doctoral Studies Director (Dr. Moody))</td>
</tr>
<tr>
<td>March 15th</td>
<td>• <em>Topic Approval Petition</em> (TAP) due to the DMin Office (Dr. Moody)</td>
</tr>
<tr>
<td></td>
<td>• Literature review should be in process</td>
</tr>
<tr>
<td>April 15th</td>
<td>• Registration materials for DM 792 due to the DMin Office and the Registrar with half of tuition plus registration fees.</td>
</tr>
<tr>
<td></td>
<td>• Begin preparation of <em>Dissertation Proposal</em></td>
</tr>
<tr>
<td>June 1st</td>
<td>• <em>Dissertation Proposal</em> due to the DMin Office (Dr. Moody) and your Advisor (if assigned)</td>
</tr>
<tr>
<td></td>
<td>• Human Subject Research proposal (if applicable) is due to the seminary <em>Internal Review Board</em> for approval by this date</td>
</tr>
<tr>
<td></td>
<td>• Literature review should be substantially complete and should accompany your <em>Proposal</em></td>
</tr>
<tr>
<td></td>
<td>• Register and pay for DM793 upon approval of the Proposal</td>
</tr>
<tr>
<td>October 15th</td>
<td>• First draft of the first two chapters due to the project Advisor</td>
</tr>
<tr>
<td>February 15th</td>
<td>• First draft of <em>all</em> chapters due to the project Advisor and Reader</td>
</tr>
<tr>
<td></td>
<td>• Register and pay for DM794 upon acceptance of first draft</td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td>March 30th</td>
<td>• 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.</td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td>April 15th</td>
<td>• Submit two originals of Final dissertation, with all corrections approved, to the DMin Office (Dr. Moody). <em>These two unbound originals must be printed on the required paper as specified in this guide.</em></td>
</tr>
<tr>
<td></td>
<td>• E-mail a single PDF copy of Final Dissertation and the TREN permission for to Robert Jones of TREN at <a href="mailto:rwjones@tren.com">rwjones@tren.com</a>. This is required for posting as an e-document for use by the broader academic community. Format your dissertation so that it is one document file on the pdf.</td>
</tr>
<tr>
<td></td>
<td>• <em>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.</em></td>
</tr>
<tr>
<td></td>
<td>• If the Final Dissertation is not complete by this date, an extension must be approved by the DMin Director and filed with the Registrar at this time.</td>
</tr>
<tr>
<td>May Graduation</td>
<td>• Receive Doctor of Ministry Diploma</td>
</tr>
</tbody>
</table>
# Project Schedule of Submissions (December Graduation)

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 1st</td>
<td>Submit general topic for project (via phone call or meeting with the Doctoral Studies Director (Dr. Moody))</td>
</tr>
<tr>
<td>Oct. 15th</td>
<td>Topic Approval Form (TAF) due to the DMin Office (Dr. Moody)</td>
</tr>
<tr>
<td></td>
<td>Literature review should be in process</td>
</tr>
<tr>
<td>Nov. 20th</td>
<td>Registration materials due to the DMin Office and the Registrar with half of tuition plus registration fees.</td>
</tr>
<tr>
<td></td>
<td>Begin preparation of Dissertation Proposal</td>
</tr>
<tr>
<td>Jan. 10th</td>
<td>Dissertation Proposal due to the DMin Office (Dr. Moody) and your Advisor (if assigned)</td>
</tr>
<tr>
<td></td>
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<td>May 15th</td>
<td>First draft of the first two chapters due to the project Advisor</td>
</tr>
<tr>
<td>Sept. 15th</td>
<td>First draft of all chapters due to the project Advisor and Reader</td>
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<td>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.</td>
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</tr>
<tr>
<td>Dec. Graduation</td>
<td>DMin degree conferred. Student may walk in next May commencement.</td>
</tr>
</tbody>
</table>