**Singapore Bible College**

**Doctor of Ministry**

**Ministry Related Research & Writing**

**Syllabus**

**Instructors**

**Dr. Sng Bee Bee** ([beesng@gmail.com](mailto:beesng@gmail.com)) is an Associate Lecturer in SIM (Singapore Institute of Management), Singapore Institute of Technology, National Institute of Education and Nanyang Technological University, Singapore. She also taught the Masters and Diploma students in Singapore Bible College for the many years. She graduated with a Doctorate in Education specializing in Education Management from the University of Leicester, UK. Dr. Sng has served in short-term missions as an English teacher for several years.

**Dr. Rick Griffith** ([griffith@sbc.edu.sg](mailto:griffith@sbc.edu.sg)) directs the Doctor of Ministry studies at Singapore Bible College, where he has taught Bible, theology and preaching since 1991. He designs and trains faculty and students on the proper format for SBC between departments for research papers, theses, and dissertations. He also trains pastors throughout Asia. His course notes and PowerPoint can be downloaded for free in 45 languages at BibleStudyDownloads.org. His ThM and PhD are from Dallas Seminary. Dr. Rick and his wife Susan are missionaries with WorldVenture and have three grown sons in the USA. The older sons are married.

**Dr. Yap Beng Shin** ([bengshine@gmail.com](mailto:bengshine@gmail.com)) teaches leaders throughout Asia how to study and teach the Scriptures. He has pastored churches for many years and graduated with his DMin at SBC in 2015. Dr. Yap serves as format checker for the course.

**Course Description**

This course aims to teach students principles of written communication for their academic needs. The course focuses on basic written and oral skills essential in presenting academic information effectively. A key feature of the course is the use of a project-based learning approach in learning academic communication.

This course has two goals: to equip you for your module paper writing in your DMin courses, as well as to approve your actual research project and dissertation proposal.

**Course Objectives**

The course aims to improve your writing skills, including:

* Understanding the research process
* Planning, organizing, researching and writing a formal research proposal
* Planning, organizing, researching and writing a formal research paper
* A focus on the components and mechanics of good writing
* Submitting an actual dissertation proposal for acceptance by the DMin department

**Course Requirements**

The class includes lectures, discussions and writing activities to develop students’ writing in stages. Students discuss their writing with other students and present it to the class.

**1. Reading (Due 23 April 2018 at the Start of the Module Week)**

Your required 3000 pages of reading is divided into three areas **(cf. p. 9)**:

a. Required books listed in the Bibliography add up to 1422 pages and include some choices of books and dissertations.

b. Recommended books can be read up to 1578 pages. You should read at least one from the list at the end of this syllabus.

c. Proposal books are those which you read in the area of your proposed dissertation topic. This is the balance of your reading page requirement.

On or before the first day of the module, email to Dr. Rick ([griffith@sbc.edu.sg](mailto:griffith@sbc.edu.sg)) an annotated list of the books you have read in the areas above. Share in one paragraph what you deem to be the strengths and weaknesses of each book. You may cut-and-paste from the bibliography at the end of this syllabus.

**2. Topic Approval Form (Due 10 March 2018)**

Email this two-page form to Dr. Sng ([beesng@gmail.com](mailto:beesng@gmail.com)) no later than six weeks before the module. It concisely states your research direction and preliminary sources needed for your research. You may need to have a few editions go back and forth with her. Once approved, you may begin the actual dissertation proposal below. To help understand the four types of dissertations to complete the TAF, read the Dallas Seminary DMin Applied Research Project DTS Explanation.pdf available at the DMin moodle link. The TAF should be approved by 31 March. Your bibliography format *must* follow *The SBC Writing Standards.*

**3. Dissertation Proposal (Due 23 April 2018 at the Start of the Module Week)**

The proposal addresses the research process and skills needed for the dissertation. Email edition 1 of to Dr. Rick before the first day of class, then later edit it towards writing your final draft. Follow the standards of sections 1-2 and 4-5 of the “DMin Guidelines for Students.docx” document, completing only the portions below in the “SBC Dissertation & Thesis Template.docx” if you wish. Other help can be found on pages 11-12 in Dr. Sng’s “Handbook of Academic Writing Skills (Dr. Sng).docx” emailed to the class.

The Dissertation Proposal comprises sections 1, 2, and 3 below in the Introduction section and section 5 in the Bibliography. The R&W Methodology & Pilot Project expands section 3 and adds to it sections 4 and 6 but all sections 1-4 should be sections in your proposal rather than separate chapters. (In the actual dissertation, you will add chapter 2 on Biblical Basis.)

##### Introduction: Background, Research Aim, Research Questions and Scope

##### Literature Review (will be expanded later as dissertation chapter 1)

##### Research Methodology (will be expanded later as dissertation chapter 3)

##### Pilot Study - Description of Data and Analysis of Data; Conclusions from this Analysis (will be expanded later as dissertation chapter 4)

##### Bibliography

##### Appendix: Your questionnaire that you used for your survey or interview; transcripts of your interviews

Your dissertation proposal should include a title page, table of contents (first level only), and the plan for your dissertation that includes your research methodology. The proposal should be 10-15 pages, double-spaced and emailed to Dr. Rick ([griffith@sbc.edu.sg](mailto:griffith@sbc.edu.sg)). Format must conform to the *SBC Writing Standards* andthe guidelines on grammar and format checking (cf. section 6.1.1 in the “DMin Dissertation Guidelines for Students.docx” file). Your proposal will have sections but NOT have chapters. The chapters referred to above only show sections of the proposal that eventually will be expanded in the dissertation itself after the research project is completed and the findings summed up in your dissertation. You will be graded based on the 20 areas of the “DMin Dissertation Proposal Grade Sheet” so use this as a checklist of areas to include.

**4. Methodology & Pilot Project (Due 31 July 2018 at the End of the Course)**

Work with Dr. Rick to have your proposal passed by 31 May. Once approved, then expand the proposal in terms of the methodology (develop it further than in the proposal), pilot study and appendix as noted above by 31 July. The Methodology & Pilot Project should be *within* your 20-page proposal as a short form of Chapter 3: Procedure and Design (section 4.4.4 of “DMin Guidelines for Students”) that details how you will conduct the qualitative and quantitative dissertation research project that results in the dissertation. The pilot study should include a survey of 10-20 persons and interviews of about 4-5 people. These can be a mix of pastors, church members, etc. but you must mention what the mix consists of in your research proposal. Follow all of the guidelines above for the proposal and email it to Dr. Sng ([beesng@gmail.com](mailto:beesng@gmail.com)).

**Course Grading**

The four components of this module have equal value towards the final grade: reading (25%), TAF (25%), dissertation proposal (25%), and pilot project (25%). Normal late penalties apply so that not meeting deadlines can result in failing the module leading to needing to retake it or dismissal from DMin studies. Passing this module is *required* for candidacy, but it is only one aspect of the application to candidacy process. Students will also need to fulfill the module evaluation, personal strengths and weaknesses evaluation, etc.

**Course Procedure**

The reading report will be submitted only once, but the other three documents will go through an editing process with the format checker and professors. Students must number these successive files with the convention below to keep the file name of the TAF, proposal and pilot project the same throughout with the exception of the words to the right of the edition.

**1. Thread**

Students must stay on the same email thread instead of starting new emails. This will keep all on the same page (literally!) to clarify the issues to be addressed and save time looking up old emails. You must work with Dr. Rick to submit an approved final edition of the proposal by 31 May. After this date, the late paper policy below from the Student Handbook will be implemented.

**2. Names of Files**

Most professors receive many papers so a file name like “Research Paper.docx” is too ambiguous. Instead, name your digital file as student name-short paper name-edition-initials of the person making the latest changes.docx. For example, a dissertation proposal called “Clara\_Wong-Church\_Growth-1-CW.docx” means that Clara Wong is submitting her first edition of her dissertation proposal with the longer title “Paradigms of Church Growth in Singapore: A Case Study.”

**3. Editions**

After Dr. Rick Griffith makes changes to it, he will use the Word format tracker (Review > Track Changes ON) and return an edited file to Clara with the different name ending as “Clara\_Wong-Church\_Growth-2-RG.docx.” Then Clara can see the changes the professor made in the right-hand column, as well as comments and questions that the student needs to address.

At this point, Clara copies edition 2-RG as a new file with 3-CW in the file name. Then she works only on this new file, while keeping the previous 2-RG in a folder on her computer for future reference if needed. NOTE: NEVER edit an OLD edition of your file. Only make changes to the last edition so that the latest changes will be incorporated into the next edition. This system keeps track of changes in each edition and helps all see from the file name itself whose paper it is, what it is about, when it was edited, who edited it, etc. Students who keep the various editions in a digital folder will see that they naturally fall into alphabetical order to assure they are editing the latest edition.

Finally, please do NOT “accept all changes” in the file, as this forces the editor to look up what was supposed to be changed. In fact, do not accept or reject any changes in the side column at all as this is the professor’s responsibility.

**Grading (Student Handbook Section 4)**

## The 4.0 grading system is as follows:

**Symbol % Equivalent Grade Point Value Qualitative Description**

A 94 to 100 4.0 Exceptional Work

A- 90 to 93 3.7

B+ 87 to 89 3.3

B 84 to 86 3.0 Good work

B- 80 to 83 2.7

C+ 77 to 79 2.3 Unacceptable work

C 74 to 76 2.0

C- 70 to 73 1.7

D+ 67 to 69 1.3

D 64 to 66 1.0

D- 60 to 63 0.7

F Below 60 0.0

## GPA Requirements & Late Assignments

### The minimum Cumulative Grade Point Average for the DMin programme is 3.0 (= “B” average for all courses together). However, the minimum passing grade for an individual course is a “B-”. As such, students who obtain a “C+” grade or below will in essence fail that course and will have to do an additional module to make up for this failing grade. However, this low course grade will still be averaged into the cumulative GPA.

### The following is the guideline for assignment grading of late papers or reading assignments.

### A penalty of one-third grade per week results in the following:

Before or on deadline 0

One week after deadline -3%

Two weeks after deadline -6%

Three weeks after deadline -9%

Four weeks after deadline -12%

Five weeks after deadline -15%

Six weeks after deadline -100% (assignment failure at 0%)

### In the event that a student fails a module, the Director may give him an opportunity to submit his assignment within two weeks after the notice by the Director. The highest allowable grade for passing the module is “B-” even if the resubmitted assignment is a good pass.

### Students who fail a module will be monitored and may be requested to stop from studies if the cumulative GPA is too low to raise to 3.0.

**Module Schedule**

*Class from 8:00 AM-5:30 PM with 3 breaks: 10:00-10:15, 12:30-1:30, 3:30-3:45*

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| --- | --- | --- |
| **Days** | **Topics** | **Class Activity** |
| **Day 1**  **Monday**  **Topic 1** | ***Research Process I:***  **Introduction Chapter**   1. Identifying the research question 2. Describing the research background that leads to the research question 3. Explaining the significance of the research topic 4. Defining the scope of research | Discuss the research question and background |
| **Day 1**  **Monday**  **Topic 2** | ***Research Process II***  **Reading for the Literature** **Review Chapter**  1. Evaluating sources of readings  2. Thinking and reading critically  3. Citing and integrating sources | Review the Introduction Section of your research proposal. Revise it for your research report. |
|  | ***Research Process III***  ***Methodology Chapter***  1.Ethics  2. Intro to Research Methodology | Discuss the background of your research topic. Revise and present your background and research aim.  Tutor’s feedback on *Background.* |
| **Day 1**  **Monday**  **Topic 3** | ***Research Process III***  **Methodology Chapter (cont’d)**  3. Qualitative and Quantitative Research  4. Primary and Secondary Research  5. Selecting the appropriate research method based on the research question  6. Evaluating strengths and weaknesses of research methods | Write the Methodology section of the Research Report. |
| **Day 2**  **Tuesday**  **Topic 1** | ***Research Process III***  **Research Methodology**   1. Conducting the research method/s 2. Collecting data 3. Planning the research process 4. Writing a plan and schedule for the research 5. Predicting data | Discuss the rationale for choice of methods. |
| **Days** | **Topics** | **Class Activity** |
| **Day 2**  **Tuesday**  **Topic 2** | ***Research Process III***  **Research Methodology**  1. Planning the questions for the research instrument:   * surveys * interviews * observation   2. Content and Discourse Analysis of Documents | Prepare the research instrument and pilot the instrument.  Pilot the research instrument |
| **Day 2**  **Tuesday**  **Topic 3** | ***Research Process IV***  **Writing and presenting data**   1. Predicting the data 2. Discussing the significance of the data 3. Comparing the data with information in the Literature Review section. | Compiling the Introduction, Literature Review, and Methodology sections of the Research Paper.  Writing - Write a one-page description and interpretation of the data  *Reading Analytically*, chapter 9 and a research paper on Christian ministry. |
| **Day 3**  **Wed.**  **Topic 1** | ***Research Process IV***  **Writing the Conclusion**   1. Drawing conclusions from the data 2. Constructing logical and reasonable conclusions. | Write the outline of the Conclusion section of the Research Paper. |
| **Day 3**  **Wed.**  **Topic 2** | **Writing the Research Report**  Writing in Academic Situations   1. Audience 2. Purpose 3. Structure and content 4. Language 5. Evaluating Support for an Argument 6. Evaluating the Internal Consistency and 7. Logical Consistency |  |
| **Day 3**  **Wed.**  **Topic 3** | Revise the Research Paper for:  1.Grammatical Sentences  2. Appropriate Language  3. Exact Language | Revise for consistencies, transitions between paragraphs and sections of the paper.  Construct headings for these sections |

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| --- | --- | --- |
| **Days** | **Topics** | **Class Activity** |
|  | 1. Strategies for revising the Research Paper 2. Format of the Research Paper 3. Group Consultation 4. Consultation with tutor   about writing Discussion and Conclusion Chapter | Revise the Research Paper for grammatical sentences and appropriate language.  A Sample Research Paper and How to Revise it: The Flight from Teaching. Chapter 15 of ***Writing Analytically.***  Revise drafts of Research Paper for mechanics such as punctuation, abbreviations and capitals. |
| **Day 4**  **Thurs.**  **Topic 1** | **The SBC Dissertation Process**  • How the Dissertation Fits into  the DMin Studies Overall | Plot out a timeline for your Sabbatical to do dissertation research and writing. |
| **Day 4**  **Thurs.**  **Topic 2** | Plagiarism and/or Library Tour (10:30-11:15) |  |
| **Day 4**  **Thurs.**  **Topic 3** | • Candidacy  • Applied Research Project  • Four Types of Dissertations | Understand how the dissertation fits into the entire DMin studies, including the requirements to begin offical writing |
| **Day 5**  **Friday**  **Topic 1** | • Steps in Writing  —Flowchart  —Topic Approval Form  —Proposal  —Chapters  —Front & Back Matter  —Grammar/Format Checking  —Oral Defence  • Format Guidelines  —Dissertation Guidelines  —Name Files Digitally  —Keep the Same Email Thread  —Word Tracking Feature  —Dissertation Titles | Understand the flow chart, deadlines, and expectations prior to and following the oral defence  **Term Paper Template With Table of Contents.docx**  **SBC Dissertation Template.docx**  The **Research Paper Grade Sheet** is a single-page guide for professors to mark your research papers.  The **Research Paper Checklist** gives two pages of bullet items to use as a self-check guide. |
| **Day 5**  **Friday**  **Topic 2** | • Lists of Expectations  —Research Paper Grade Sheet  —Research Paper Checklist | Submit Edition 2 of Your Dissertation Proposal |
| **Day 5**  **Friday**  **Topic 3** | Course Debrief | Course Evaluation |

**Bibliography**

***Required Reading (1422 pages—titles*** *underlined in blue* ***hyperlink to purchase info)***

Read a dissertation related to your topic or a combination of papers and books related to your topic that comprise 200 pages. This can also be an SBC DMin dissertation that you get from the SBC library. You will give a 10-minute presentation (PPT and 1-2 page handout) to the class. 200 pp. (approx)

Read EITHER but not both: (1) Booth *et al.* or (2) Rosenwasser & Stephen below, or choose sections comprising 300 pages total among these to help with your weaker areas, such as constructing arguments, designing a thesis statement, and improving tense or grammar.

Booth, Wayne C., Gregory G. Colomb, and Joseph M. Williams. [*The Craft of Research*](http://books.google.com.sg/books?id=Y31pUtkwb2oC&pg=PR4&lpg=PR4&dq=Wayne+C.+Booth,+Gregory+G.+Colomb,+Joseph+M.+Williams&source=bl&ots=-r5Nx7pl59&sig=uSLes7lpi1jsCY-rPccgOkGNxFk&hl=en&sa=X&ei=GRjzU6X5G5ajugS-hIG4Bg&ved=0CGIQ6AEwCA#v=onepage&q=Wayne%20C.%20Booth%2C%20Gregory%20G.%20Colomb%2C%20Joseph%20M.%20Williams&f=false). 3rd ed. Chicago: Univ. of Chicago, 2008. 329 pp. (free 2nd ed. pdf [here](http://www.google.com.sg/url?sa=t&rct=j&q=&esrc=s&source=web&cd=6&ved=0CEoQFjAF&url=http%3A%2F%2Fis.cuni.cz%2Fstudium%2Fpredmety%2Findex.php%3Fdo%3Ddownload%26did%3D53831%26kod%3DJMM003&ei=GRjzU6X5G5ajugS-hIG4Bg&usg=AFQjCNFUrHhwaNIt985xKfDWVO_pzbU19w&sig2=qMAuOUXiTby2GV52pVxCDw))

Griffith, Rick. “Dissertation Guidelines for Students.” Paper for the DMin Studies Program. Singapore: Singapore Bible College, 2016. 12 pp.

———. [*SBC Writing Standards*](http://biblestudydownloads.com/Course_Notes/Course_Notes.html)*.* Singapore: Singapore Bible College, 2017.   
62 pp. (free pdf [here](http://biblestudydownloads.org/resource/course-notes/))

Rosenwasser, David and Jill Stephen.[*Writing Analytically*](http://www.amazon.com/Writing-Analytically-David-Rosenwasser/dp/1285436504/ref=dp_ob_title_bk)*.* 7th ed. Boston: Wadsworth, 2014. 384 pp. US$81.47 at Amazon (112 pp. shorter than 6th ed.)

Sng, Bee Bee. “Handbook of Academic Writing Skills.” 22 pp. (Word file to be emailed to each student).

Turabian, Kate L.[*A Manual for Writers of Research Papers, Theses, and Dissertations*](http://www.amazon.com/Manual-Writers-Research-Dissertations-Edition/dp/0226816389)*.* 8th ed. eds. Wayne C. Booth *et al.* Chicago: Univ. of Chicago, 2013. 464 pp.

Vyhmeister, Nancy J. and Terry Dwain Robertson*.* [*Quality Research Papers for Students of Religion and Theology.*](http://www.amazon.com/Quality-Research-Papers-Students-Religion/dp/0310514029)3rd ed. Grand Rapids, MI: Zondervan, 2014. 290 pp. 200.72 V996 2014 (only 2 pages longer than 2nd ed.)

***Recommended Reading (read at least one book but no more than 1578 pages total)***

Badke, William B. [*Research Strategies*](http://books.google.com.sg/books/about/Research_Strategies.html?id=JrIH2TlkcZcC&redir_esc=y)*: Finding Your Way Through the Information Fog*. 2nd ed. New York: Universe, Inc., 2004. 176 pp.

Cook, Claire Kehrwald. [*Line by Line*](http://books.google.com.sg/books/about/Line_by_Line.html?id=w8nH2APfNGMC&redir_esc=y)*: How to Edit Your Own Writing*. Boston: Houghton Mifflin Harcourt, 1985. 219 pp.

Creswell, John W. [*Research Design*](http://books.google.com.sg/books/about/Research_Design.html?id=bttwENORfhgC&redir_esc=y)*: Qualitative, Quantitative, and Mixed Methods Approaches*. 3rd ed. Thousand Oaks, CA: SAGE Publications, Inc., 2009. 260 pp.

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Gray, David E. [*Doing Research in the Real World*](http://www.amazon.com/Doing-Research-Real-World-David/dp/1847873375). 3rd ed. London: Sage, 2013. 729 pp.

Huck, Schuyler W., and William H. Cormier. [*Reading Statistics and Research*](http://www.isbns.net/isbn/9780132178631). 6th ed. New York: Allyn and Bacon, 2011. 592 pp.

Leedy, Paul D. [*Practical Research*](http://books.google.com.sg/books/about/Practical_Research.html?id=YWckygAACAAJ&redir_esc=y)*: Planning and Design*. 10th ed. Upper Saddle River, NJ: Pearson, 2012. 364 pp.

Mann, Thomas. [*The Oxford Guide to Library Research*](http://books.google.com.sg/books/about/The_Oxford_Guide_to_Library_Research.html?id=eAaFAPITy_QC&redir_esc=y)*.* New York: Oxford University Press, 1998. 316 pp.

McKenzie, Steven L., and Stephen R. Haynes, eds. [*To Each Its Own Meaning*](http://www.amazon.com/Each-Its-Meaning-Revised-Expanded/dp/0664257844)*, Revised and Expanded: An Introduction to Biblical Criticisms and Their Application*. Louisville, KY: Westminster John Knox Press, 1999. 318 pp.

Meyers, William R. [*Research in Ministry*](http://www.amazon.com/Research-Ministry-Primer-Program-Studies/dp/0913552631)*: A Primer for the Doctor of Ministry Program.* 3rd ed. Chicago: Chicago Theological Seminary, 2000. 89 pp.

Noebel, David A. [*The Battle for Truth*](http://books.google.com.sg/books/about/The_Battle_for_Truth.html?id=QBIDAAAACAAJ&redir_esc=y)*: Defending the Christian Worldview in the Marketplace of Ideas.* Eugene, OR: Harvest House, 2001. 384 pp.

Sire, James W. [*The Universe Next Door*](http://books.google.com.sg/books/about/The_Universe_Next_Door.html?id=obhdLJK8UjEC&redir_esc=y)*: A Basic Worldview Catalog*. 5th ed. Downers Grove, IL: IVP Academic, 2009. 293 pp.

Roberts, Carol M. [*The Dissertation Journey*](http://books.google.com.sg/books/about/The_Dissertation_Journey.html?id=opXPFAhV6AUC&redir_esc=y)*: a Practical and Comprehensive Guide to Planning, Writing, and Defending Your Dissertation*. 2nd ed. Thousand Oaks, CA: Corwin, 2010. 284 pp.

Ryken, Leland. [*How to Read the Bible as Literature*](http://books.google.com.sg/books/about/How_to_Read_the_Bible_as_Literature.html?id=gsDlrNufwhAC&redir_esc=y). Grand Rapids, MI: Zondervan, 1984. 208 pp.

Simon, Marilyn K., and Jim Goes. [*Dissertation and Scholarly Research*](http://books.google.com.sg/books/about/Dissertation_and_Scholarly_Research_Reci.html?id=_n9LkwEACAAJ&redir_esc=y)*: Recipes for Success: 2013 Edition*. N.p.: CreateSpace Independent Publishing Platform, 2012. 330 pp.

Thomas, Robert Murray, and Dale L. Brubaker. [*Theses and Dissertations*](http://www.amazon.com/Theses-Dissertations-Planning-Research-Writing/dp/0313360944)*: A Guide to Planning, Research, and Writing*. 2nd ed. Thousand Oaks, CA: Corwin, 2008. 339 pp.

Vogt, W. Paul. [*Quantitative Research Methods for Professionals*](http://books.google.com.sg/books/about/Quantitative_Research_Methods_for_Profes.html?id=NWIUAQAAMAAJ&redir_esc=y)*: In Education and Other Fields.* Boston: Pearson/Allyn & Bacon, 2007. 334 pp.

Wolcott, Harry F. [*Writing Up Qualitative Research*](http://books.google.com.sg/books/about/Writing_Up_Qualitative_Research.html?id=uK81O_7Bur4C&redir_esc=y). 3rd ed. Thousand Oaks, CA.: SAGE Publications, Inc., 2009. 191 pp.