

## Role of the FDMAC

The Faculty Doctor of Ministry Committee is comprised of full-time faculty from each of the three Centers at Bethel Seminary: Center for Biblical and Theological Foundations, Center for Spiritual and Personal Formation, and Center for Transformational Leadership. FDMAC was created to advise the D.Min. director on policies and procedures of the D.Min. program and to help the program realize its mission in educating doctoral students. FDMAC meets quarterly during the academic year and addresses program and student issues as they arise.

## Role of the Thesis Advisor

For purposes of the Doctor of Ministry program, the term thesis advisor is defined as a person who is the main advisor for students in the thesis research and writing stage. A thesis advisor is assigned when the student completes the Thesis Proposal Workshop based on topic area of the project and concludes with the completion of the thesis project or de-enrollment of the student.

The thesis advisor fills an important role in the program. Thesis advisors are either full-time Bethel faculty members or faculty associates. They are selected based on their competence related to the area of concentration to which they are assigned, their skills in advising ministry-related thesis research projects, their access to appropriate technology to facilitate non-residential learning and communication, and their willingness to act as ministry and research consultants.

Thesis advisors are selected by the Doctor of Ministry office and are required to attend a Thesis Advisor Workshop every other year. Thesis advisors must acquaint themselves with research methodologies relevant to D.Min. thesis research, and must be comfortable advising students in the use of Turabian style and form. They also rely on other thesis readers to assist with reviewing the student's thesis project. These readers include the second reader, the research design reader, the technical reader, the faculty reader, and the library reader. Thesis advisors are responsible for guiding students in their attention to the feedback of these multiple readers.

Each thesis advisor generally relates to a Doctor of Ministry track or cohort in the program. The thesis advisor will be working with students in all stages of the thesis writing to completion. Thesis advisors select a second reader for each thesis project based on the topic area of the thesis, to assist them in analyzing the project in terms of style and form, content, and research methodology. Students are encouraged to work closely with the thesis advisor, receiving feedback on each chapter of the project.

See section 6 for the roles of the Thesis Readers and Thesis Examining Committee.

### Grading

It is the responsibility of the thesis advisor, in collaboration with other readers on the thesis examining committee to grade the final thesis project.

**Thesis Proposal:** 100% grade is given by the instructor of the Thesis Proposal Workshop. The thesis advisor and second reader will formally approve the thesis proposal (see Thesis Proposal Approval Form). A student must pass the Thesis

Proposal Workshop and receive thesis advisor and second reader approval before they may begin their thesis research.

Final Thesis: 100% given by the thesis advisor and second reader after their examination of the thesis and consideration of the inputs of the other thesis readers (see Thesis Project Grade Sheet).

Grades: The thesis advisor is to assign a final grade for the thesis based on the quality of the work produced by the advisee. Please be aware that **a grade of B- is considered a failing grade.**

## Role of the Instructor

Instructors are recommended to FDMAC (Faculty Doctor of Ministry Committee) by the D.Min. director to teach specific courses in his/her area of expertise. Instructors select the pre-course reading and assignments, teach during the resident intensive, and grade the final course project, which is due approximately 6 months after the intensive.

### Grading

It is the responsibility of the instructor to grade each student's course projects. The instructor will grade the student on his or her in-class participation which counts as  $\frac{1}{4}$  of the final grade, and the final paper which counts as  $\frac{3}{4}$  of the overall grade. A student completes five course projects (one course project can be waived), plus the thesis project in the program.

Course Projects:  $\frac{1}{4}$  of the project grade is the intensive course grade given by the instructor.  
 $\frac{3}{4}$  grade is the final course project grade given by the instructor.

Failing Grade: **A grade of B- is considered a failing grade.**

### Project Requirements

Project proposals are to be completed by the student and submitted to the instructor for approval **the last day of the intensive**. The completed course projects are due to the instructor for a grade **6 months** after completing the course.

See section 5 for specific details on Course Related Ministry Projects.