IPS 593

Integration Project Proposal and Registration Form Guidelines
(for both MA and MDIV students)

Students intending to register for IPS 593, the Integration Project, must submit an approved Integration Project Registration Form and Proposal **no later than three weeks prior to the start of the academic term.** Students should begin the process of preparing for their integration project **well in advance of this deadline**, as follows:

- Meet with one's academic advisor. The academic advisor will review with the student the nature of the Project, assist in the discernment of its focal point and identify an appropriate faculty member to serve as the reader for the project.

- The student should then contact the faculty member to secure that person's agreement to serve as reader. The faculty reader may or may not be the student's academic advisor.

- Once the faculty member has agreed to serve as reader, she/he will then be the primary point of contact as the process moves forward.

In consultation with the faculty reader, the student will prepare an Integration Project Proposal. The initial Proposal should include a **Description** of the project and a **Preliminary Bibliography**.

1. Description of the Integration Project

In 1 page (single-spaced, MLA or *Chicago Manual of Style*), outline your project.

- Name and briefly describe your ministerial/service context or focal point;
- Identify which IPS courses you anticipate will figure most centrally in your analysis; and
- Briefly state the objective of your Additional Research.

2. Preliminary Bibliography of Additional Research

Create a preliminary bibliography of at least 5 sources (books, book chapters, essays, periodical or journal articles, etc.) that will inform your Integration Project. These sources are the starting point for *additional* academic research for the project. This bibliography ought *not* include the required reading from your past IPS courses. Note: this bibliography is preliminary.

The *final* bibliography that lists Additional Research might not be exactly the same as the bibliography that provided here.

Integration Project Registration Form

Once the faculty reader has approved the Integration Project Proposal, the student should complete the Integration Project Registration Form and submit it, along with the Proposal, to the faculty reader for her/his signature. The faculty reader should then submit the signed Form and Proposal to the student's faculty advisor, who will then sign and forward it to the IPS Dean or Associate Dean for a signature. Once fully approved and signed at all levels, the Form and Proposal should be submitted to the IPS Coordinator for Student Services.

<u>Upon receipt of their signed Integration Project Registration Form</u>, the IPS Coordinator for Student Services will register students for IPS 593. The deadline for submission of the Form is three weeks prior to the start of the academic term.