

HOLOS UNIVERSITY GRADUATE SEMINARY

SYLLABUS : 790 - MASTERS ESSAYS AND EXAM

6 credit-hours

Revised: September, 2009 (A. Nunley)

COURSE DESCRIPTION: Students may elect to take this course (in lieu of two additional courses) in the final semester of a Masters Specialty Track. It is a required course in the final semester of the Non-Thesis Basic Masters program.

790 for Basic Non-Thesis Masters: Students complete the required courses of the Basic Masters (with the exception of (*737-Research Methods). At ORP, students complete a tentative Program Schedule, selecting electives that support a special interest. Students begin their study by fulfilling all of the three-hour core requirement courses. *During the completion of these courses, the student communicates with Dr. Bob Nunley, the Dean of Faculty, to request the appointment of the official Masters Chair and committee.* FacultyDean@HolosUniversity.org The student then chooses a special area of interest in consultation with the Chair. Final decisions on electives are based on their relevance to the specific topic. Beginning in the final semester, students enroll in 790-Masters Essays and Exam and write three, ten-page essays and a fourth integrative essay based on the specific topic. Students then sit for a one-hour oral exam based on the essays, conducted by telephone, and recorded. A grade of “B” or better is required for graduation.

790 for Special Emphasis Track Students: Students complete 30 credit-hours in the Special Emphasis Track. *During the completion of these courses, the student communicates with Dr. Bob Nunley, the Dean of Faculty, to request the appointment of the official Masters Chair and committee.* FacultyDean@HolosUniversity.org The student then chooses a special area of interest in consultation with the Chair. Beginning in the final semester, students enroll in *790-Masters Essays and Exam* and write three ten-page essays and a fourth integrative essay based on the specific topic. Students then sit for a one-hour oral exam based on the essays, conducted b

FACULTY: Chair and Committee

REQUIRED STYLE MANUALS

The electronic version of the Chicago Manual of Style purchase and download from the internet: www.chicagomanualofstyle.org

COURSE OBJECTIVES:

- Select a topic based on an aspect of holistic philosophy and healing that is of special interest to the student.
- Define three major aspects of that topic on which to base the essays.
- Create three stand-alone essays on the topic of ten or more pages each, and a fourth essay that integrates the major aspects of the three essays.
- Demonstrate clear thinking and clear writing in regards to the chosen topic.

- Demonstrate the ability to properly reference the materials used in the essays.
- Create a substantial bibliography based on the topic.
- Successfully sit for a one hour Exam on the chosen topic

FACULTY/STUDENT COMMUNICATIONS:

Upon making the decision to complete the Masters through *790 –Masters Essays and Exam*, the student should contact the Dean of Faculty to begin the process of selecting a Chair and Committee. FacultyDean@HolosUniversity.org

The student is expected to contact the Chair of the committee at the beginning of the Semester in order to set forth a plan for the Essays. The student is expected to initiate frequent contact with the chair by phone and/or email throughout the semester.

CONSISTENCY OF STYLE

HU encourages students to become familiar with standard systems of professional writing and to learn how to follow a selected system throughout. In general the Guidelines for a Scholarly Paper that students use throughout their program of study contains excellent suggestions.

Essays: In consultation with the Chair, the student chooses a specific topic of interest and writes three, ten-page stand-alone essays based on that topic. The first three essays explore and develop various aspects of the topic in depth and include both adequate references and bibliography. In the fourth essay the student *integrates the material* of the first three essays. This fourth essay is based upon the information in the first three essays and thus, is not a stand-alone essay. In its title, the fourth essay references the titles of the first three essays.

Interaction with the Committee: The chair is the lead faculty for this course and acts as mentor in developing the theme for the essays. Other members of the committee are available during this time to offer guidance on specific topics in which they may have special expertise. The chair works closely with the student during the writing phase. Each essay should be submitted to the chair for comment and, once preliminary editing is complete, be sent on to other members of the committee for their suggestions. Once the committee has had an opportunity to comment on the entire document, an exam is scheduled.

790 Exam Protocol:

Purpose of the Exam: This exam provides a forum where the Masters candidate can offer an extended expression of his or her knowledge about the chosen Essay topic. As part of the Exam, the candidate may wish to mention areas in which interesting follow-up study might be done.

Exam Period:

The final Masters exam is scheduled during the semester in which the student is enrolled in *790-Masters Essays and Exam*.

DEADLINES:

Submission of Essays to the Committee: Two weeks prior to the Exam (See current Website Calendar for specific manuscript deadlines. Manuscript deadlines correspond to the Masters manuscript deadlines posted.

Exam: Final Exam deadlines are posted to the Calendar for each semester. Deadlines correspond to the Masters Exam deadlines posted.

FORMAT:

Telephone Conference (Set up by the Chair).

Students pay the cost of the Conference Call plus the recording of the exam. Consult the Bursar for details.

Length of Exam: One Hour.

Near the end of the hour, the candidate will be asked to leave the phone for a few minutes while the Committee determines the Grade to be awarded. Choices: H = Honors, A = Excellent, B= Good and Passing. U = not passing.

Students will be informed by the Committee as to whether or not they passed the exam, but will not know the actual grade they received until they have submitted their course evaluation form at the end of the semester.

ISSUES OF COPYRIGHT LAW:

Materials may be quoted or cited freely without serious regard for copyright law for class papers and for the Masters Essays. If, however the student subsequently plans to publish the essays in book form for sale to the public, then it is advised that permission be obtained from authors extensively quoted.

It is the expectation of the University that HU students should clearly separate their words from those of the authors, referencing the work honestly, and giving proper citation in all cases. Large sections of quoted copyrighted text is expected to be indented and single spaced. Students are expected to conform their manuscript to The Chicago Manual of Style.

FINDING EDITING ASSISTANCE:

Students may be required to seek outside editorial services or obtain the services of translators to assure proper English usage, if their Chair finds it necessary. There are software programs available for this purpose. Many times an English teacher from a local school or college can be employed. The University can assist with the names of a few professional editors if students are unable to find help. Such outside assistance does not relieve the student from the burden of defending the English usage employed in the manuscript.

REQUIREMENTS FOR ESSAYS:

PRELIMINARY PAGES FOR EACH OF THE FOUR ESSAYS:

The following order (some parts may be omitted) should be observed:

1. Title page: the title page should conform to the sample shown at the end of this section. The date should always be the month and year in which the degree is to be awarded.
2. Copyright notice (backside of title page)
3. Statement of originality; dedication (optional); illustration (optional)
4. Table of Contents (is the first page in the manuscript with a printed page number.)
The Table of Contents may be more than one page long. The pages following it are numbered in sequence .

ENDNOTES:

All references will appear as endnotes at the end of each essay. Specifically there will be no footnotes at the bottom of each page. The “Endnotes” will appear at the end of each essay in the order in which they occur. Each source in an endnote will also be included in a “Bibliography” arranged alphabetically by author and placed after the appendices.

BIBLIOGRAPHY: The final pages of each Essay contains the Bibliography of works cited.

COPIES AND REPRODUCTION

Under the direction of their Chair, students must present the essays to the committee for review. Documents should be in Microsoft Word and may be submitted electronically, or in hard copy (or both depending on the individual wishes of the committee members) for the initial review. All draft copies must be of good quality. Printed copy should be sharp and clear and the pages free of smudges and extraneous marks. If students have any questions, they should ask in advance of making copies. Once the Committee members have examined the drafts and approved the essays, an exam will be scheduled. Following the exam the student will completed all final corrections/recommendations and submit a final manuscript to the Chair (and to other committee members who request it). A final electronic copy should be submitted to the University on CD, along with a bound, printed copy. It is customary to provide the chair with a bound copy. The final printed copy will be retained in the University Library and must adhere to the following specifications:

PAPER

The final manuscript submitted to the University must be on acid-free white bond paper of not less than 24lb weight. Page size shall be 8 1/2 by 11 inches.

TYPING GUIDELINES

The work must be produced by computer and laser printed on one side of the paper only. The text shall be double-spaced, except for:

1. Long quotations, which may be single-spaced and indented.
2. Single spacing may be used in other parts of the title sheets and should also be used within footnotes.

3. Typefaces such as script or other unusual typefaces are not permitted. The same typeface shall be used throughout. The font used should be Times New Roman with a font size of 12.
4. Endnotes must be used to cite references and the style chosen must be used consistently. Endnotes used within an essay should appear at the end of that essay. Endnotes can be created within Microsoft Word.
5. Hyphenation is permitted, but should be checked with a dictionary if there is any doubt. One-letter divisions of words (“e-conomy”) are never permissible.

PAGE NUMBERING

The student should assign a number (beginning with number, 1) to every page of *each* stand-alone essay.

- Title Page
- Copyright page (on the back of the Title Page)
- Originality Statement
- Dedication and Acknowledgements
- Table of Contents

On the title page through the Table of Contents page the number is assigned, but not printed. The copyright goes on the back of the title page.

Numbers begin with page one for each essay. Arabic numbers (1, 2, 3, 4, etc.) should be used in numbering pages of the main text through to the end of the document. No periods, dashes, or words (e.g.: Page) should be used before or after the number. The bibliography at the end should be numbered continuously with the text.

MARGINS

Top and bottom margins are measured from the first and last lines of type. Margins shall be no less than 1.5 inches (3.75 cm) at the left (to allow for binding) and no less than 1 inch (2.5 cm) at the right, top and bottom. The top margin on the first page of each major heading should be 2 inches (5 cm). Margins are measured from the edge of the page to the beginning of the text and should be left justified.

Page numbers at the center bottom should be placed 1/2 inch (1.25 cm) from the bottom of the page. Numbers in the upper right corner should be 3/4 inch (1.88 cm) from the top and 1 inch (2.5 cm) from the right side of the page. Placement of page numbers for appendices and bibliography is the same as for the text.

FINAL REQUIREMENTS:

Once the candidate has passed the Final Oral Exam:

- 1. Confirmation of the student’s having passed the exam is sent by the student’s Chair to the Registrar with a copy to the Dean of Academics.**
2. The student is then required to send the final electronic MS Word copy (with any final changes) to the Dean of Academics and a copy of the final manuscript on a CD to the Registrar.
3. The above requirement must be fulfilled by September 1st and February 1st for those wishing to participate in the graduation ceremony. On rare occasion there may be exceptions granted for an extension, but in no case may a student

- participate in graduation until the Dean has received the final electronic manuscript and the Registrar has received a CD of the final manuscript. Exceptions must be granted prior to the manuscript deadline.
4. Students then send two CD copies of the manuscript to the Bindary.
 5. Once students have fulfilled the above requirements they should call the Registrar and arrange for their caps, gowns, and hoods if they plan to participate in the graduation ceremony. The deadline for notifying the Registrar and ordering caps and gowns is September 1st and March 1st respectively.
 6. The bound copy must arrive at the HU Office by October 1 and April 1.

PUBLISHING THE MANUSCRIPT: Up to this time, the Executive Committee has occasionally granted exceptions to students who requested not to publish their manuscripts on the HU website. Beginning with students who enter the program in the Fall Semester of 2009, exceptions will no longer be granted.

Beginning in September, 2009 the Executive Committee will be less inclined to approve requests not to publish on the Website.

This assures that students fulfill the normal graduate school requirement that manuscripts be published as part of the granting of the degree. Because the University has no mechanism for making the Bound copy of the dissertation, Thesis, or Essays available to the public, submitting the bound dissertation does not fulfill this requirement.

If another committee member requests a copy of the final thesis or dissertation, following final approval, it is the responsibility of the student to arrange and pay for this. This is worked out on an individual basis, and the University has no hard and fast policy regarding provision of bound copies to faculty, except that students abide by the expectations of each member of the Faculty Committee.

Contact information for the prescribed bindery and other details are provided on the University Web site in the site map guide under : Resources: Text and Bindary

ONE LAST BIT OF ADVICE

Students should keep extra hard copies of any portion of their thesis or dissertation which has been mailed to faculty and keep at least two extra disk copies of any computerized work, one to back up current work, and one at a remote site to insure against unforeseen circumstances.