

Moravian Theological Seminary

Directed Study • Application

- Students who have demonstrated the ability to do independent work may explore particular areas of importance and interest in a Directed Study. A cumulative GPA of 3.0 or above is required for approval.
- A Directed Study is not to be used as a substitute for a regularly offered course. Directed Studies can be proposed for 1-3 credits.
- Students may take a maximum of 9 credit hours of Directed Studies within a degree program.
- Directed Studies are developed in collaboration with (and at the discretion of) individual faculty members and in consultation with the fulltime faculty member within that discipline.
- Directed Studies are approved by the Dean.

Name _____ Date _____

Course Title _____

_____ Course # _____ (Assigned by Registrar)

Degree/Certificate Program _____ Semester/Year _____ Credit Hours for this Directed Study _____

Total Hours for the Semester (including this Directed Study) _____ Cumulative GPA (3.0+ required) _____

Previous Credit Hours received for Directed Studies at MTS (Maximum of 9 credit hours/degree program) _____

List previous Directed Studies at MTS and grade received.

DIRECTIONS:

1. The student meets with the Directed Study advisor to develop a proposal that describes objectives for the study, assignments (bibliography, reading schedule, written or other assignments), and a meeting schedule. Assignments should meet or exceed Directed Study Guidelines (next page) for the number of credit hours requested for the study.
2. Directed Study advisor submits a copy of this form and a Directed Study Proposal (page 3) to the Dean for consideration. Deadline: Fall - July 1; Jan Term - November 1; Spring - December 1; Summer - April 1.
3. Upon approval, copies of the signed form will be distributed to the Directed Study advisor and student.
4. Upon completion of the Directed Study, the advisor will submit a grade through AMOS.

Directed Study Advisor Signature _____ Date _____

Student Signature _____ Date _____

Dean Signature _____ Date _____

Recommendations: _____

Return by Mail: Moravian Theological Seminary Registrar , 1200 Main Street, Bethlehem, PA 18018
 Email: seminary@moravian.edu (in email subject line type: Registrar)
 Fax: 610-861-1569

Moravian Theological Seminary

Directed Study • Guidelines for the Amount of Work Required Per Credit Hour

The guidelines below were developed to establish a baseline for contact hours, writing, reading and assignments for **traditional in-class instruction**.

Directed Studies provide opportunities for students to do independent work in areas of particular importance and interest, and must be developed in collaboration with student and Directed Study Advisor. These guidelines presume that if the instruction was delivered in a traditional, 13-week semester setting, there would be one, two or three contact hours a week. Because the majority of the work of a Directed Study is done independently, it is expected that class contact hours highlighted below will be translated into equivalent increases in reading, writing or other work.

Adopted by Faculty vote 5/14/2013

	3 Credit Course	2 Credit Course	1 Credit Course
Number of Contact Hours Per Semester	39	26	13
Average Number of Pages of Reading Assigned Per Week	75-90	50-60	25-30
Number of Pages of Reading Assigned Per Semester	975-1170	650-780	325-390
Number of Pages of Research and Analytical Writing Per Semester	30	20	10
Number of Words of Research and Analytical Writing Per Semester	7500	5000	2500

Distinctions may need to be made between primary source and second source readings and between reading of the biblical text and in commentaries. Each instructor will have to decide how to prorate reading assignments for different types of literature. The page guidelines suggested here are meant to be inclusive.

The writing guidelines in this category are based on a standard of approximately 250 words per page. They are meant to indicate the “tangible work product at the end of the semester.” We recognize two levels of writing done by seminary students: “research writing and writing based on critical reflection, including book critiques” and “book reports, journal writing, and action/reflection writing.” A rough standard would suggest that two pages of the latter are equal to one page of the former. Different courses call for different kinds of assignments.

Adopted by Faculty vote May 11, 2005

Moravian Theological Seminary

Directed Study • Proposal

Course Name:

Number of Credits: **Term/Year :** **Course Number** (Registrar will assign):

Student Name:

Instructor Name:

Course Description/Objectives:

Methodology:

Grading/Assignments:

Reading List:

Bibliography: