

MASTER OF SACRED THEOLOGY
ACADEMIC PROGRAM GUIDE



Photograph by: Roy Weinstein, 2011

2018 - 2019

Master of Sacred Theology (STM) Program Guide

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Union Theological Seminary Mission Statement

Union Theological Seminary in the City of New York is a seminary and a graduate school of theology established in 1836 by founders “deeply impressed by the claims of the world upon the church.” Union prepares women and men for committed lives of service to the church, academy, and society.

A Union education develops practices of mind and body that foster intellectual and academic excellence, social justice, and compassionate wisdom. Grounded in the Christian tradition and responsive to the needs of God’s creation, Union’s graduates make a difference wherever they serve.

I. OVERVIEW

Description and Purpose

The Master of Sacred Theology (STM) is an advanced full-time, residential, one-year graduate degree primarily oriented toward theological research and teaching. The purpose of the degree is to provide “a fuller mastery of one area or discipline of theological study than is normally provided at the MDiv level” (ATS Standard I.1.1.1). The program serves a variety of aims, including further graduate study at the doctoral level, preparation for some forms of teaching, the scholarly enhancement of ministerial practice, or disciplined reflection on a specialized function of ministry.

The STM program has three goals (ATS Standard I.1.2)

1. To acquire advanced mastery of a focused area or discipline in the context of general theological study;
2. To develop an ability to formulate productive research questions and to use research resources and methods in the chosen area or discipline;
3. To improve language proficiency.

The Master of Sacred Theology (STM) degree offers an opportunity for a relatively open structure of advanced theological study for those who already have theological degrees. The MDiv or the MA in theological studies is a prerequisite for admission to the STM program. At Union this degree has been particularly valuable in bringing a wide range of international students to the campus. The STM does not necessarily lead to admission to the Union doctoral program. However, credits earned toward a Union STM degree may, in consultation with the advisor, be applied toward the PhD requirements if a student is accepted into that program.

Possible areas of focus for the STM degree are:

- Bible/Cross-Testament
- Bible/Old Testament
- Bible/New Testament
- History
- Religion & Society

- Preaching, Arts & Worship
- Psychology & Religion
- Social Ethics
- Systematic Theology
- Philosophy of Religion
- Interreligious Engagement

Union's curricula intentionally engage disparities in society based on gender, race, class, sexuality and other marginalizing forces. This is both a strength and challenge of studying in this environment. The goal is to provide the tools to respond with both analytic rigor and ministerial compassion. The Seminary's urban location and university affiliation also help to shape study at Union.

Union Theological Seminary is a member of the New York Theological Consortium. Students may take courses at other schools in the consortium and selected courses at Columbia University. Students taking courses at other institutions in the consortium are responsible for following policies and procedures outlined on this webpage: <https://utsnyc.edu/academics/registrar/course-registration-grades/cross-registration/>. See appendices for sample of the required webform.

II. DEGREE REQUIREMENTS (ATS Standard I.2)

(1) Coursework

The STM degree normally takes a minimum of one year to complete and requires satisfactory completion of 24 points taken for credit in advanced courses (200 level and higher) and in faculty-directed independent study. An area of focus must be selected as part of the degree requirements.

(2) Extended Paper

In consultation with the faculty, students write an extended research or thesis-driven paper (30-40 pages) on a special research topic as an extra assignment in one of the student's courses. This extended paper carries no additional credit, but is graded and evaluated. Details including submission instructions and deadlines are available on this webpage: <https://utsnyc.edu/academics/registrar/course-catalog-academic-policies/s-t-m-extended-paper-application/>. See appendices for a sample of the required webform. Students should complete this form by early November. See the academic calendar (<https://utsnyc.edu/academics/registrar/academic-calendar/>) for specific deadlines, which vary slightly from year to year.

(3) Language Exam

Students must also pass a translation exam in a modern language (typically German, French, or Spanish) or provide documentary evidence of having passed Hebrew or Greek in Seminary.

III. ASSESSMENT OF STUDENT LEARNING (ATS Standard I.1.3)

As outlined in the following chart, each of the program goals has a corresponding learning outcome, which is measured using direct and indirect evidence, including an admissions or application essay, a program planner, a transcript, a language exam or equivalent, an extended paper, a student self-assessment survey, and a final assessment report completed by the student's advisor.

GOALS AND LEARNING OUTCOMES

PROGRAM LEARNING GOALS	LEARNING OUTCOMES	ASSESSMENT DATA
I. To acquire advanced mastery of a focused area or discipline in the context of general theological study	I. Demonstrates knowledge and understanding of a focused area or discipline within the context of advanced courses and independent study in a specialized field.	Student ePortfolio contents: <ol style="list-style-type: none"> 1. Admissions Essay 2. Program Plan and Progress Report 3. Transcript with advanced-level course evaluations (narrative) and grades (qualitative) 4. Extended thesis-driven research paper with instructor's comments Exit interview/questionnaire Alumni Questionnaire
II. To develop an ability to formulate productive research questions and to use research resources and methods in the chosen area or discipline	II. Demonstrates a capacity to conduct original research on a chosen topic of interest with appropriate resources and scholarly research and writing competence. [I.1.3.1]	Advanced-level course evaluations and grades Extended Research paper Exit interview/questionnaire Alumni Questionnaire
III. To improve language proficiency	III. Demonstrates reading proficiency in a modern language (German, French, of Spanish) and/ or a biblical language	Modern language exam and/ or seminary transcript

Appendix A: STM Degree Program Planner

AREA OF FOCUS _____

FIRST SEMESTER _____

NUMBER	COURSE TITLE	CREDITS	GRADE

JANUARY INTERSESSION

NUMBER	COURSE TITLE	CREDITS	GRADE

SECOND SEMESTER _____

NUMBER	COURSE TITLE	CREDITS	GRADE

EXTENDED PAPER IN COURSE _____
WITH PROFESSOR _____

LANGUAGE REQUIREMENT MET BY _____

STUDENT'S NAME: _____

**MASTER OF
SACRED THEOLOGY**

PROGRAM PLANNER

DEGREE REQUIREMENTS:

24 POINTS REQUIRED FOR STM (ANY COURSES TAKEN FOR R CREDIT OR AUDIT WILL BE IN ADDITION TO THE 24 POINTS THAT ARE REQUIRED.)

YOU SHOULD ENROLL IN COURSES NUMBERED 300 OR ABOVE, BUT SOME 200 COURSES ARE ALSO APPROPRIATE. NO 100-LEVEL COURSES.

AN **EXTENDED PAPER** (30-40 PP) ON A TOPIC OF YOUR CHOICE IS WRITTEN AS AN EXTRA OR ENLARGED ASSIGNMENT IN ONE OF YOUR COURSES, AS AGREED BY THE PROFESSOR.

YOU MUST PASS A **UNION TRANSLATION EXAM IN FRENCH, GERMAN, OR SPANISH** (OR IN ANOTHER LANGUAGE APPROVED BY YOUR ADVISOR) OR GIVE DOCUMENTARY EVIDENCE (TRANSCRIPT) OF HAVING PASSED HEBREW OR GREEK COURSES IN SEMINARY.



Appendix B1

Cross-Registration - Theological Courses

Union Theological Seminary

Registrar

Overview:

Union Theological Seminary students intending to take a course at a school participating in the below agreements are required to complete this form. Data is shared with the registrar at the host institution. Once approved and entered by the registrar, the course will be applied to your Union record and available on your class schedule via the [SSO](#).

Students are limited to one course per semester, and the following number of total credits, at institutions within the consortium:

- Master of Arts: 12 credits
- Master of Divinity: 15 credits
- Master of Sacred Theology: 6 credits
- Doctor of Philosophy (except Bible): 12 credits

NY Theological Consortium Partner Schools:

- Fordham University, Graduate School of Arts and Sciences, and Graduate School of Religion and Religious Education
- The General Theological Seminary of the Episcopal Church
- Hebrew Union College-Jewish Institute of Religion
- Jewish Theological Seminary
- New York Theological Seminary
- St. Vladimir's Orthodox Theological Seminary

Drew University Theological School:

- Union students are permitted to take courses in the areas of United Methodist history, theology, and polity and other courses specifically related to the life and ministry of The United Methodist Church.

Graduating students taking courses at an above school their final spring semester

You must notify the instructor that you are graduating and request that your final grade be submitted to the Registrar's Office on or before Union's deadline for final grades for graduating students.

Dates/Deadlines:



Powered by Formstack Create your own form >

- April 30 for Summer 2018
- July 15 for Fall 2018
- November 30 for Spring 2019

Instructions:

1. Select "Next" to make sure the form was completed in its entirety.
2. The Academic Advisor Approval page should appear. Select the "Save and Resume Later" link.
3. Select "Save and get link" when the window opens.
4. Copy the provided URL of the completed form and paste it in an email to your academic advisor copying the Dean.
5. Email the URL to your advisor requesting they complete their portion of this form.
6. After signed and dated, the advisor should complete steps 2-5 above to send to the Dean.
7. Share the below instructions with advisor and Dean when emailing the URL.

Advisor Instructions:

1. Open the email link sent by the student which displays their completed portion of the form.
2. Select "Next" to complete the advisor portion.
3. More instructions exist in that approval portions of the form.

Student Information

Name *

First Name

Last Name

Email *

UNI *

Date of Birth *

Phone *

Address *

City



State

ZIP Code

Degree Program *

M.A.

M.Div.

M.Div./M.S.S.W

S.T.M.

D.Min.

Ph.D.

How many credits have you previously taken in other schools that you plan to count toward degree requirements at Union? *

Maximum allowed: M.Div., 12 credits; M.A., 9 credits; S.T.M., 6 credits; Ph.D., 12 credits (except Bible students)

Academic Advisor Name *

First Name

Last Name

Academic Advisor Email *

@uts.columbia.edu

How will taking this course contribute to your program at Union? *

1000/1000

Course Information



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Host Institution *

- The General Theological Seminary of the Episcopal Church
- Hebrew Union College-Jewish Institute of Religion
- Jewish Theological Seminary
- New York Theological Seminary
- St. Vladimir's Orthodox Theological Seminary
- Fordham University
- Drew Theological

Have you previously taken a course at one of the theological schools listed above? *

- Yes
- No

Term/Year *

(Select One)

Course Number *

Title *

Credits *

Instructor Name *

First Name

Last Name

Instructor Approval *

- I have secured email permission from the instructor, and have forwarded/will forward to registrar@utsnyc.edu.
- I have not secured permission, but have contacted the instructor and am waiting for a response.

Code of Conduct *

I acknowledge that I will abide by the code of



Student Sign and Date

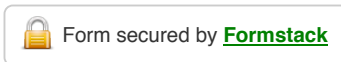
My electronic signature below acknowledges that I will abide by the code of conduct at the host institution. By entering my signature and date below, I authorize the host institution to release my academic transcript to the consortium coordinator at my home institution (Union Theological Seminary) after the final grade has been posted to my record. I grant the consortium coordinator at the home and host institutions permission to release, disclose, and discuss pertinent records and information in their possession, with each other.

Signature *

Date *

[Save and Resume Later](#)





Appendix B2

Cross-Registration - at Columbia University

Union Theological Seminary
Registrar

Overview:

Union Theological Seminary students intending to take a course at Columbia University (CU) are required to complete this form. Courses that are available for cross-registration begin with the letters G, R, U, or W and must be at the 3000 level or higher. Data is shared with the registrar at CU for proper data entry and course registration. Once approved and entered by the registrar, the CU course will be applied to your Union record and available on your class schedule via the [SSO](#).

Graduating students taking CU courses their final spring semester:

You must notify the instructor that you are a graduating student and request that your final grade be submitted to the registrar's office on or before Union's grading deadline for graduating students.

Dates/Deadlines:

- Fall 2018 *Cross-Registration Forms* were due by **July 15, 2018**.
- Spring 2019 *Cross-Registration Forms* are due by **November 30, 2018**

1. Complete the form in its entirety and follow the below steps to obtain your advisor's approval.
2. Select the "Save and Resume Later" at the bottom of the form.
3. Copy the provided URL of the completed form and paste it into an email to the advisor.
4. Email the URL to your advisor requesting they complete their portion of the form. Save a copy of the URL as this is the only way to access the form in progress.
5. Share the below instructions with the faculty when emailing the URL.

Advisor Instructions:

1. Open the email link sent by the student which contains their completed form.
2. Select "Next" to approve/sign and date.
3. Select "Submit Form" to send to registrar.

Student Information



First Name

Last Name

Date of Birth *



Degree Program *

 M.A. M.Div. M.Div./M.S.S.W S.T.M. D.Min. Ph.D.

UNI *

Phone *

Address *

City

State

ZIP Code

How many credits have you previously taken in other schools that you plan to count toward degree requirements at Union? *

Maximum allowed: M.Div., 12 credits; M.A., 9 credits; S.T.M., 6 credits; Ph.D., 12 credits (except Bible students)



First Name

Last Name

Course Information

Term/Year *

Course Number *

Only courses beginning with the letters G, R, U or W courses at 3000 level or higher are permitted per the agreement.

Title *

Credits *

Call Number *

Unique 5-digit number assigned to each CU course that is required for registration.

Instructor Name *

First Name

Last Name

Instructor Approval *

I have secured email permission from the instructor and have forwarded/will forward to registrar@utsnyc.edu.

I have contacted the instructor for permission and am waiting for a response.

I have not yet contacted the instructor for permission, but I will do so and will forward to registrar@utsnyc.edu

How will taking this course contribute to your program at Union? *



1000/1000

Student Sign and Date


Signature *

Date *



[Save and Resume Later](#)



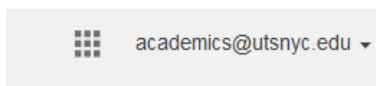
 Form secured by [Formstack](#)

UNION THEOLOGICAL SEMINARY

HOW TO ACCESS YOUR ePORTFOLIO

Every UTS student has an ePortfolio: a folder created by the Academic Office. That folder lives in the student's Google Drive associated with her or his utsnyc.edu email address (not the Drive connected to any personal Gmail account). If you cannot access your ePortfolio after following these instructions, contact Chris McFadden at cmcfadden@utsnyc.edu or write to academics@utsnyc.edu for assistance.

To access your Google Drive, go to your utsnyc.edu email inbox. In the upper right hand corner of the screen there is an icon of nine small squares. Float your mouse over the icon to see "Google Apps" icon.

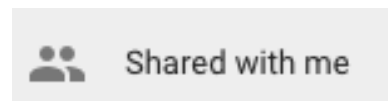


Click on the "Google Apps" icon. A menu of apps will appear including the Google Drive icon.



Click on the Drive icon. Your list of Google Drive folders is displayed.

On the left of this screen, click on the folder named "Shared with me."



Look for your ePortfolio in the "Shared with me" folder. The folder is named like this:

[Your degree] ePortfolio - (2017) LastName, FirstName - ab1234
(your entering year) your name - your UNI)

Click on the ePortfolio folder to open the contents of your ePortfolio.

How to Upload a Document to Your ePortfolio

Click on your ePortfolio to open it. In the upper-left corner of the screen, find the "NEW" button. Click the "NEW" button, and click "File upload" from the pull-down menu. Browse for and select your file. In a few moments, an upload status box will say "1 upload complete" and you're done! Your uploaded file will be shared automatically with your Assessment team.



Please follow this **Naming Convention** for academic work files uploaded to the ePortfolio:

Last Name First Name Course # Instructor Name Genre/title; for example, *Bidlack, Beth NT101 Niang Exegetical Paper (or Revelation Paper)*

You may access your ePortfolio at any time.

Warning for device users:

If you are using Gmail in a web browser on a device such as a smartphone or tablet, you may not have access to Google Apps (you won't see the Google Apps square icon in your inbox). If you download the free Google Drive app for your device and sign in to your UNI Gmail account, you can access your Drive and ePortfolio directly.

Appendix D

S.T.M. Extended Paper Application

Important Information & Instructions

Master of Sacred Theology students graduating in May are required to complete an extended paper, which is an extended or enlarged adaptation of the requirements of a seminar or other advanced-level course or guided reading (normally 30-40 pages). The extended paper can be written in either the fall or spring semester, and students also need to register for *UT 433 - S.T.M. Extended Paper* for 0 credits in addition to the course in which the paper is completed.

1. The student obtains the approval of the faculty member who agrees to supervise the work.
2. The topic of the extended paper is determined with the faculty.
3. Once faculty agrees and a topic is determined, the student completes this form and sends to the faculty for approval.
4. Once approved, the student submits the form to the Registrar by **November 1** - regardless of which semester the extended paper is being completed.
5. Once completed and submitted to the faculty, the student also deposits a copy into their ePortfolio.

The completed paper is given directly to the faculty by the *deadline for course requirements other than final exams* as designated in the academic calendar: **December 12** for Fall 2018 and **May 10** for Spring 2019.

Student Name *

First Name

Last Name

Student Email *

Select one to populate appropriate portions of the form *

I am completing my Extended Paper this Fall

I am completing my Extended Paper next Spring

I am not graduating this May

This form is due to the Registrar's Office by November 1.



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Course Information

Course where my extended paper will be written

The course number and title *

Instructor *

[Save and Resume Later](#)

Submit Form

