MASTER OF SACRED THEOLOGY
ACADEMIC PROGRAM GUIDE

2017 - 2018

Photograph by: Roy Weinstein, 2011
# TABLE OF CONTENTS

Overview of the S.T.M. Program ........................................ 3

S.T.M. GOALS AND LEARNING OUTCOMES .......................... 4

Appendices:

A. S.T.M Degree Planner
B. Application to Enroll in a Course in Another School
C. How to Access Your ePortfolio
D. Application for Approval of Extended Paper
E. Rubric for Program-level Assessment
UNION’S MASTER OF SACRED THEOLOGY (S.T.M.) PROGRAM

Program Purpose

To provide a fuller mastery of one area or discipline of theological study than is normally attained at the M.Div. or M.A. level. 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.

Program Description

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

Program Content

The S.T.M. 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. The student writes an extended research or thesis-driven paper on a special research topic of the student’s choice as an extra assignment in one of the student’s courses, under faculty supervision. This extended paper carries no additional credit. Students must also pass a UTS translation exam in a modern language (typically German, French, or Spanish) or provide documentary evidence of having passed Hebrew or Greek in Seminary.
### S.T.M. GOALS AND LEARNING OUTCOMES

<table>
<thead>
<tr>
<th>PROGRAM LEARNING GOALS</th>
<th>LEARNING OUTCOMES</th>
<th>ASSESSMENT DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. To acquire advanced mastery of a focused area or discipline in the context of general theological study</strong></td>
<td>I. Demonstrates knowledge and understanding of a focused area or discipline within the context of advanced courses and independent study in a specialized field.</td>
<td>Student ePortfolio contents:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Admissions Essay</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Program Plan and Progress Report</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Transcript with advanced-level course evaluations (narrative) and grades (qualitative)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Extended thesis-driven research paper with instructor’s comments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Exit interview/questionnaire</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Alumni Questionnaire</td>
</tr>
<tr>
<td><strong>II. To develop an ability to formulate productive research questions and to use research resources and methods in the chosen area or discipline</strong></td>
<td>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]</td>
<td>Advanced-level course evaluations and grades</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Extended Research paper</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Exit interview/questionnaire</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Alumni Questionnaire</td>
</tr>
<tr>
<td><strong>III. To improve language proficiency</strong></td>
<td>III. Demonstrates reading proficiency in a modern language (German, French, of Spanish) and/ or a biblical language</td>
<td>Modern language exam and/ or seminary transcript</td>
</tr>
</tbody>
</table>
APPENDICES
Appendix A
Degree Planner

**please add this completed degree planner to your eportfolio.**
**see appendix c for eportfolio instructions.**

### Area of Special Interest

<table>
<thead>
<tr>
<th>First Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>Course Title</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>January Intersession</td>
<td></td>
</tr>
<tr>
<td>Number</td>
<td>Course Title</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>Course Title</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Extended Paper in Course**

**With Professor**

**Language Requirement Met By**

<table>
<thead>
<tr>
<th>Student’s Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Master of Sacred Theology</strong></td>
<td></td>
</tr>
<tr>
<td>A Program Planner</td>
<td></td>
</tr>
<tr>
<td>Requirements</td>
<td></td>
</tr>
</tbody>
</table>

1) 24 Points required for S.T.M. (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.

2) An extended paper (30-40 pp) on a topic of your choice is to be written as an extra or enlarged assignment in one of your courses, as agreed by the professor.

3) Language exam: You must pass UTS 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.
Please read the information on the other side of this sheet before completing these forms.

Date ______________________
Student __________________________________________ Degree Program _____________
Social Security Number __ __ __ - __ __ - __ __ __ __
Name of Other Institution ________________________________________________________

Semester Given ______________________
Exact course number _____________________________________ points ________
Course title ________________________________________________________________
Instructor ________________________________________________________________

How will this contribute to your program at the Seminary?

Faculty Advisor’s approval: ___________________________ Date ______________________

How many courses have you previously taken in other schools during your candidacy at Union that are being counted toward degree requirements at the Seminary? ______

Maximum credits allowed: M.A. - 12 cr.; M.Div. -15 cr; S.T.M. - 6 cr.; Ph.D. - 12 cr. (except Bible students)

Has the Seminary paid any part of the cost of these courses? ______

Itemize cost of the course for which approval is being sought:

Tuition $_____________________ (_____ points @ $________ per point)
Other $_____________________ (identify special fee __________________________)

TOTAL $____________________

Approval by the Academic Dean:

APPROVED: Student will pay $__________. Seminary will pay tuition only $________________

Date:_____________________ Signed: ________________________________

TURN THIS FORM IN TO THE REGISTRAR’S OFFICE AT UTS!
(Please read other side)
INFORMATION ABOUT TAKING COURSES IN OTHER INSTITUTIONS

PLEASE NOTE: COURSES TAKEN AT OTHER INSTITUTIONS MUST BE TAKEN FOR FULL CREDIT; YOU MAY NOT AUDIT THEM OR TAKE THEM FOR “R” CREDIT. ANY CHARGES INCURRED FOR LATE REGISTRATION OR FOR DROPPING A COURSE WILL BE THE RESPONSIBILITY OF THE STUDENT.

Note also: Classes begin in different schools on different dates, and academic holidays may vary from one school to another.

If you are a candidate for a Seminary degree and you wish to take a course in another institution (that is, a course not offered in the Seminary catalog), you must complete this form and have it signed by your faculty advisor and the Academic Dean. You must hand in this completed form to the Registrar’s Office during registration. Only graduate level courses will be approved. In some cases the cost (in full or part) of enrolling in a course elsewhere may be paid by the Seminary. The Seminary generally will not pay for modern language study.

Students enrolled in courses at other institutions will be subject to the rules of the Seminary with respect to extensions and other deadlines. You may receive letter grades in courses in other schools; a grade of B must be earned for a course to count toward UTS graduation requirements. If the host school requires the instructor’s permission to enroll in a course, the student must obtain it prior to registration. You must register at the Seminary for every course you take. It may be necessary for the student to register in person at the host school as well. Selected schools are discussed below.

Courses at Drew Theological Seminary, Fordham University GSAS, General Theological Seminary, Hebrew Union College, Jewish Theological Seminary, New York Theological Seminary, and St. Vladimir’s Orthodox Theological Seminary are in general available to Union Seminary students without additional fees if duly approved at Union. It is usually not necessary to register in person at these schools except Fordham & St. Vladimir’s. Registration is generally limited to one course per semester.

Courses at Columbia University in the following schools are covered by a cross-registration agreement and do not incur tuition fees: Graduate School of Arts and Sciences, School of the Arts, and International and Public Affairs, as well as interfaculty courses. These courses begin with the letters G, R, U, or W and must be at the 3000 level or higher. Courses in other schools involve tuition fees. With a letter of introduction in hand from the UTS registrar and email approval from the course instructor, the student goes to the School of Continuing Education at 203 Lewisohn Hall to be entered in the Columbia student information system and receive registration instructions. (Note: these directions do not apply to M.Div./MSSW joint-degree students.)

Courses at Teachers College: Union students do not register at TC, but this approval form must indicate whether the student or the Seminary is responsible for the tuition fees for the course.

Office of the Registrar
August, 2017
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.
UNION THEOLOGICAL SEMINARY

Application for Approval of Extended Paper Subject for the
Master of Sacred Theology (General Program)

S.T.M. candidates (General Program) who will graduate next May are to file this form with the
Registrar after obtaining the signature of the professor under whose direction an Extended Paper (30
to 40 pages) is to be written. The Extended Paper must be completed as an “extended” or enlarged
adaptation of the requirements of a seminar or other advanced-level course or guided reading. It can
be written in either the fall or spring semester. The topic of the Extended Paper is worked out with
the professor. Candidates should be registered for "UT 433 S.T.M. Extended Paper (General
Program)" as well as being registered for the course in which the paper is completed.

The paper is given directly to the professor; it may be submitted at any time while the course is in
session, but no later than the date designated in the academic calendar each semester as “the last date
that may be set by professors as due date for papers and other course requirements other than final
examinations.”

PLEASE RETURN THIS FORM TO THE REGISTRAR'S OFFICE BY NOVEMBER 1st. If you
are not planning to graduate next May, please indicate this below and return the form.

Candidate's Name________________________________________ Date________________

Working title or subject of Extended Paper ______________________________

___________________________________________________________________

Course number in which the extended paper will be written _________________

From the Professor to the Registrar: I approve the subject stated above relative to this student's
Extended Paper for the S.T.M. Degree (General Program).

_________________________
Professor's signature

Note to Professor: Your evaluation of the Extended Paper may be included in the regular course evaluation that you write
for this student. Please be sure, however, at the top of the evaluation form, to indicate clearly that the Extended Paper
requirement has been met.

I do not plan to write the paper until next semester; I will notify the Registrar to provide the
information requested above at that time.

Candidate’s Signature ___________________________ Date __________

I do not plan to graduate this May.

Candidate’s Signature______________________________ Date __________
Rubric for Program-Level Assessment of the STM Extended Thesis-Driven Research Paper

Assessment of STM Learning Outcome II: Demonstrates a capacity to conduct original research on a chosen topic of interest with applicable resources and scholarly research and writing competence.

<table>
<thead>
<tr>
<th>Total Score</th>
<th>Not Acceptable (1 pt)</th>
<th>Acceptable (2 pts)</th>
<th>Very Good (3 pts)</th>
<th>Outstanding (4 pts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thema</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thesis</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Analysis</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Argumentation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall Mastery of Subject Matter</td>
<td>Demonstrates very advanced knowledge and understanding of the research topic</td>
<td>Demonstrates advanced knowledge and understanding of the research topic</td>
<td>Demonstrates some minimal understanding of the research topic</td>
<td>Demonstrates very limited understanding of the research topic</td>
</tr>
<tr>
<td>Significance</td>
<td>Results are highly original, raise important questions for further research, and/or have important implications for ministry</td>
<td>Results contain some original ideas, insights, or observations that raise some questions for further research and/or have some implications for ministry</td>
<td>Results are interesting but of limited originality and are of limited value for further research and/or ministry</td>
<td>Results are unoriginal and of little value to ministry</td>
</tr>
</tbody>
</table>

Score

75%+ Outstanding
65%-74% Very Good
50%-64% Acceptable
Less than 50% Not Acceptable