

MASTER OF SACRED THEOLOGY
ACADEMIC PROGRAM GUIDE



Photograph by: Roy Weinstein, 2011

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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

PROGRAM LEARNING GOALS	LEARNING OUTCOMES	ASSESSMENT DATA
<p>I. To acquire advanced mastery of a focused area or discipline in the context of general theological study</p>	<p>I. Demonstrates knowledge and understanding of a focused area or discipline within the context of advanced courses and independent study in a specialized field.</p>	<p>Student ePortfolio contents:</p> <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 <p>Exit interview/questionnaire Alumni Questionnaire</p>
<p>II. To develop an ability to formulate productive research questions and to use research resources and methods in the chosen area or discipline</p>	<p>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]</p>	<p>Advanced-level course evaluations and grades</p> <p>Extended Research paper</p> <p>Exit interview/questionnaire</p> <p>Alumni Questionnaire</p>
<p>III. To improve language proficiency</p>	<p>III. Demonstrates reading proficiency in a modern language (German, French, of Spanish) and/ or a biblical language</p>	<p>Modern language exam and/ or seminary transcript</p>

APPENDICES

Appendix A
Degree Planner

AREA OF SPECIAL INTEREST _____

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

A PROGRAM PLANNER

REQUIREMENTS

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 ADD THIS COMPLETED DEGREE PLANNER TO YOUR EPORTFOLIO.
SEE APPENDIX C FOR EPORTFOLIO INSTRUCTIONS.

Appendix B

**UNION THEOLOGICAL SEMINARY
Application for Permission
To Enroll in a Course in Another School**

THE FORMS FOR ENROLLMENT IN A GRADUATE COURSE IN ANOTHER INSTUTION ARE FOUND ONLINE AT: <https://myunion.utsnyc.edu/myunion/forms>.

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.)

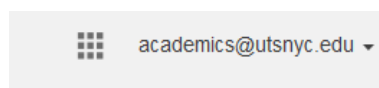
Courses at **Teachers College**: Union students do not register at TC, but this approval form must indicate whether the student or the Seminary is responsible for the tuition fees for the course.

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.

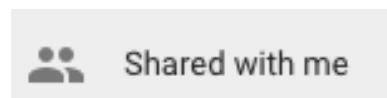


Click on the "Google Apps" icon. A menu of apps will appear including the Google Drive icon.



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

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 _____

Appendix E

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 appropriate resources and scholarly research and writing competence.

	Outstanding (4 pts)	Very Good (3 pts)	Acceptable (2 pts)	Not Acceptable (1 pt)	Score
Thesis	Thesis is clearly stated; addresses a new question or important problem within the area of focused study	Thesis is clearly stated; addresses a question or problem of some significance within the area of focused study	Thesis is identifiable; addresses a question that is relevant to the area of focused study	Thesis is missing, or unclear, or irrelevant	
Research	Thoroughly researched with highly relevant data from multiple sources; footnotes are informative and in proper form	Well researched with relevant data from multiple sources; footnotes are mostly in proper form	Adequately researched with data from the most important sources; footnotes may contain multiple errors but sufficiently identify sources	Poorly researched; fails to include the most important sources of data; inadequate citation of sources	
Analysis	Demonstrates focused, logical, sharp critical and creative thinking	Demonstrates clear and coherent critical and often creative thinking	Demonstrates mostly coherent critical thinking with	Displays significant incoherence, a lack of critical thinking	
Argumentation	Argument is very well organized, clear, concise, flows seamlessly, and persuasively supports the thesis	Argument is well organized persuasive; little repetition or inclusion of unnecessary material	Argument has a discernible structure that generally supports the thesis but unnecessary or repetitious material diminishes clarity and persuasiveness.	Argument is unclear; has little or no discernible structure; is unpersuasive	
Writing	Extremely well-written in terms of clarity, engaging style, vocabulary; perfect grammar and spelling	Well-written in terms of clarity, style, vocabulary; few errors in grammar or spelling	Adequately written with some lack of clarity and style; more than a few grammatical or spelling errors	Poorly written due to lack of clarity; multiple errors in vocabulary, grammar, or spelling	
Significance	Results are highly original, raise important questions for further research, and/or have important implications for ministry	Results contain some original ideas, insights, or observations that raise some questions for further research and/or have some implications for ministry	Results are interesting but of limited originality and are of limited value for further research and/or for ministry	Results are unoriginal, and of little value to ministry or the academy	
Overall Mastery of Subject Matter	Demonstrates very advanced, comprehensive knowledge and understanding of the research topic	Demonstrates advanced knowledge and understanding of the research topic	Demonstrates somewhat more than basic knowledge and understanding of the research topic	Demonstrates little knowledge or understanding of the research topic	
Total Score					