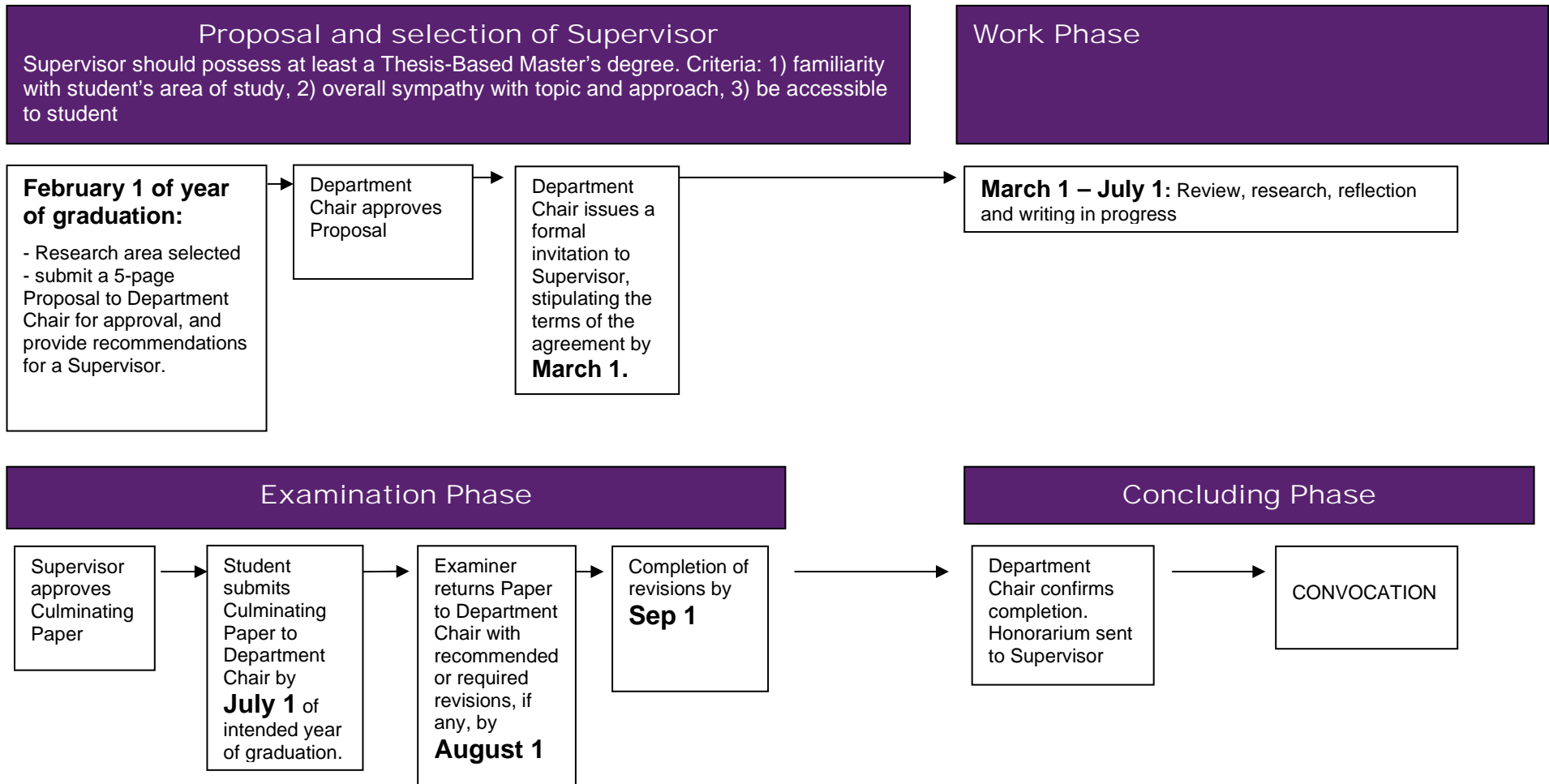


MTS CULMINATING PAPER

The Culminating Paper is a project of guided review, research and reflection which integrates learning in the area of the student's specialization. It is designed to demonstrate the researcher's ability to correlate learning from a variety of disciplines and integrate theoretical and personal meaning within a professional setting. The focus of the study is within the student's area of major concentration. (3 credits; 30-40 pages) The Culminating Paper must not involve research with human subjects.



OUTLINE FOR WRITING THE MTS CULMINATING PAPER

Academic Guidelines: Master Level 3-Credit Course – adapted:

Outcomes:

1. Approximately 1000 pages of reading including textbook(s) and 4 classic or up-to-date articles. These may be texts re-visited from the selected focus courses, newly annotated and reviewed for the culminating paper.
2. The Culminating Paper should be at least 8,000–10,000 words (30-40 pages, double-spaced) with proper annotation and bibliography of at least 6 books and 6 articles reflected in the paper. The paper is to integrate earlier learning with new reading and insights. Literature is to be brought into a conversation which shows that the student can think critically and constructively.
3. Students must demonstrate an advanced understanding of the subject matter in terms of philosophical analysis and critical assessment—with some original thought which advances knowledge and understanding of it—as well as command of the English language and the ability to understand and communicate clearly in it, verbally and in writing.
4. A graduate student is expected to perform to a minimum grade level of 66% (Pass).

DETAILS

Purpose:

The Culminating Paper serves to complete the Master of Theological Studies degree through the integration of significant learning throughout the course of study with theological reflection on a personal area of interest.

1 Culminating Paper Proposal

Students will submit a clear outline of the proposed paper to the Department Chair, outlining the main area of interest and key points of focus. This proposal (5 pages, double-spaced) will include (a) a purpose statement; (b) a focus question for the review of past learning; (c) a focus question for the theological reflection; (d) an outline of the process and a timeline for completion. The Department Chair will present this proposal to a potential supervisor. The proposal can be submitted at any point during the year, but it is required that the final proposal be submitted by **February 1** of the **desired graduation year**.

The Culminating Paper is meant to have a formal linkage with coursework; therefore, it is strongly recommended that all coursework be completed before the proposal is submitted. The *Academic Writing* (or *Graduate Academic Skills*) course should be completed prior to submission of the proposal. Any exceptions to these guidelines should be discussed with the Department Chair.

2 Appointing a Supervisor

In consultation with the student, the Department Chair will appoint a Supervisor who is familiar with the student's topic and has at least a Master's degree. The Department Chair will contact potential Supervisors and appoint a Supervisor **by March 1**.

3 Culminating Paper Design, Development and Completion

The student will develop the Culminating Paper with the guidance of their Supervisor. This includes submission of completed portions of the Culminating Paper for critique on content, format and style. The Supervisor will check for pacing of the work or may negotiate new timelines keeping the Department Chair informed of any problems and/or changes. A Supervisor-approved final draft of the Culminating Paper is submitted to the Department Chair **by July 1** of the **desired graduation year**.

Students will submit a Word and PDF copy of their Culminating Paper by email to the Department Chair. The Department Chair will appoint an Internal Examiner, who will read the Paper and either request revisions or give final approval no later than **August 1**. The communication will occur between the Examiner and the Department Chair. The Department Chair will forward the Examiner's comments and suggestions for revision to the student, with a copy to the supervisor.

4 Final Revisions

The student must complete all revisions by **September 1** of the year of graduation. The final Culminating Paper must be emailed to St. Stephen's College Registrar's Office (st.stephens@ualberta.ca) as a soft copy (Microsoft Word and PDF). Approvals for convocation will NOT be given if there are any incomplete academics, including course work. **This is a firm date. Submissions after this date will be put forward to the next year's Convocation.**

5 Grading

Grading of the Culminating Paper will be one of the following:

Clear Pass	Requires no changes
Pass with Minor Revisions	Student completes minor revisions in consultation with their Supervisor. When the Supervisor is satisfied that the revisions are complete, the Culminating Paper is re-submitted to the College.
Pass with Major Revisions	Student completes major revisions in consultation with their Supervisor. Revised Culminating Paper is re-submitted to the College and sent to an Internal Examiner for a second reading. The Internal Examiner assigns grade of "pass", "pass with minor changes", or "fail".
Clear Failure	Culminating Paper did not meet requirements. Suggestions for re-writing may be included.

St. Stephen's College Formatting Instructions for Culminating Paper

Style:

- Readability (literate, smooth, clear); logical organization; use of inclusive language. Use appropriate style guidelines (Turabian or APA) and consult an editor, if necessary, to ensure proper grammar, spelling and sentence structure.
- Double-spaced. If using Turabian, single spacing may be used for: (1) table of contents, (2) list of tables, (3) list of figures, and (4) indented quotations.
- One-inch margins
- Over-sized charts, graphs, artwork, maps, and tables which are larger than the standard page size must be reduced in a way that the material remains clearly legible.

Page Numbers

Every page of a paper (with the exception of the title page) must have consecutive and sequential page numbers visible on the page. Paper may contain these elements:

- Title page (required)
- List of Tables (if applicable)
- List of illustrations (if applicable)
- Bibliography in the latest edition of the Turabian or APA Style (required)
- Appendices

Note that title page, bibliography and appendices do not count in the word/page count.

SAMPLE TITLE PAGE

St. Stephen's College

Full Title of Culminating Paper
(centred, using as many lines as necessary)

by

Jane Marie Doe

A Culminating Paper submitted to the
Faculty of St. Stephen's College
in partial fulfillment of the requirements for the degree of

MASTER OF THEOLOGICAL STUDIES

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