

## CERP: Course Embedded Research Project

Each MAR degree program requires students to complete a capstone research project in their chosen field of study (Biblical Studies; Church History; Practical Ministries; Theology). The capstone project allows students to explore an academic topic of interest or to develop, implement, and assess a program in a ministerial setting. Ultimately, the capstone project should provide evidence that a graduate student has achieved mastery of the field and has met the appropriate CBS degree program requirements for graduation.

CBS currently offers three options for fulfilling the capstone research project, all of which are assessed using the same grading rubric (see attached). Each of the following options counts for 3 hours of credit, which must be completed in the student's primary concentration area. Note that students must complete at least one half of the total credit hours for their degree before enrolling for capstone credit: Thesis, Field Research Project ("FRP"), and **Course Embedded Research Project ("CERP")**.

The "course embedded" option is so called because the student fulfills the capstone project in conjunction with the requirements of another course. The student will enroll in a course in her or his concentration area and complete a 25 page (8000 word) research paper (including notes and bibliography) on a topic relevant to the course content and degree concentration. This paper will resemble a typical term paper, but will be graded using the Capstone Assessment Rubric (attached). Note that a CERP may not be completed in conjunction with directed study courses. This option is available to MAR students only.

### COURSE SELECTION

A student must **declare a course as a CERP by the end of the third week of classes**. The student's advisor and the class professor must both agree on the course selection. A student should **complete the CERP form** available at the Seminary reception desk or online. Completed forms should be *turned in to the Seminary Academic Dean's office, after providing copies of the completed form for the course professor and for the student*. If the entire course is dropped, **an official withdrawal must be filed with the Registrar**. If the CERP is dropped even though the course is continued, the student must submit a letter explaining the reason to the Seminary Academic Dean's office.

### PAPER

**Due Date** - The CERP paper is due no later than the end of the semester when the course is taken. Students should **NOT** plan to write their CERP paper in the spring semester in which they intend to graduate. However, if the CERP paper is submitted in the spring semester by a student expecting to graduate that year, it must be in the professor's hands **NO LATER THAN April 1**. exception may be made if the paper is an extended version of a regular assignment due later in the semester. In any event, *all* material must be submitted to the professor prior to graduation. If the paper cannot be completed during that semester, an extension may be requested. Official forms must be filed and fees paid in the Registrar's office and the Business Office, respectively. Extensions may be granted only for good reason acceptable to the professor.

**Required Grade** - The CERP paper must receive a grade of **B or higher** in order for the paper to be recognized as a fulfillment of the CERP requirement. Furthermore, the grade for the course must be **B- or higher** for the course to be recognized as a fulfillment of the requirement.

**Length** - As mentioned above, the CERP paper is to be **25 pages beyond regular course requirements**. Students should work with the individual professor to determine specific requirements concerning length, style, and focus of study. **PLEASE NOTE:** If a professor requires the student to submit a copy to be placed in the library, the student should follow the procedures in the "Thesis Procedures" form available in the graduate school.

## Capstone Project Rubric

*Student's Name*

*Degree Program*

*Reviewer's Name*

*Review Date*

*Course*

*Semester/Year*

*Dept/Crs #/Sect./Title*

**Project Title**

**Nature of Project:**

Thesis \_\_\_\_\_

FRP \_\_\_\_\_

CERP \_\_\_\_\_

Competency	(0/NA)	1	2	3	4
1) Thesis/Research Question					
2) Research Design					
3) Primary Sources/Data					
4) Bibliography					
5) Integration					
6) Format					
7) Clarity					
8) Coherence					
9) Creativity					
10) Application/ Relevance					
11) Philosophy					
12) Professionalism					
13) Faith Tradition (Scripture/Theology)					
14) Degree Program Objectives					
<b>Totals:</b>					

**Final Grade (total, divided by 14):**

**Final Letter Grade for project/paper:**

*Final Grade = (sum of rows)/x where "x" = "the number of graded rows." A minimum average score of 3 or higher, along with a **minimum score of "2" in each category** (the individual rows in the above table), is required for successful completion of the capstone project.*

**Comments:**

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# COURSE EMBEDDED RESEARCH PROJECT FORM

Name \_\_\_\_\_ Date \_\_\_\_\_ ID# \_\_\_\_\_

Anticipated Graduation Year \_\_\_\_\_ Date to be Completed \_\_\_\_\_

CERP Selected Course \_\_\_\_\_  
Dept./Crs.#/Sect. Title Year / Term

Comments: \_\_\_\_\_

I have read and understand the policies and procedures guidelines for the Course Embedded Research Project. **Failure to meet any of the deadlines explained in the non-thesis procedures handout may make it impossible to pursue the degree for that year. Any exception requires full faculty approval.**

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Advisor's Signature*

\_\_\_\_\_  
*Professor's Signature*

## CERTIFICATION OF COURSE EMBEDDED RESEARCH PROJECT COMPLETION

The student has satisfactorily completed the non-thesis **paper** for the above mentioned course and should be awarded the grade of \_\_\_\_\_ for the **paper**.

This student has satisfactorily completed all requirements for the above mentioned Course Embedded Research Project **course** and should be awarded the grade of \_\_\_\_\_ for the **course**.

\_\_\_\_\_  
*Professor's Signature*

<b>Office Use Only</b>
_____
<i>Date of Completion</i>

**It is the student's responsibility to obtain all signatures and approvals. Forms received uncompleted will be returned to the student. Photocopy this form for your records and return it to the Seminary Academic Dean's office in person, by mail or FAX (513) 244-8434. Academic forms are considered valid based upon the date received by the Dean's office, not the date filled out.**