ST. STEPHEN'S COLLEGE
OUTLINE FOR WRITING THE INTEGRATIVE THEOLOGY PAPER (ITP)
(BTS and MTS in DIACONAL MINISTRY)

The Integrative Theology Paper (ITP) is a project of guided research founded upon personal reflection and integration which is designed to demonstrate the researcher's ability to correlate learning from a variety of disciplines and integrate theological and personal meaning within a ministry setting. It provides an opportunity to integrate academic and personal experiences encountered throughout the program and examine how these apply to career and personal life choices. Reflecting theologically on this work is a significant component of the ITP. It requires rigorous academic standards, writing style, and critical analysis. The focus of the study is within the student's area of interest. **(6 credits; 40-60 double-spaced pages)**

1 Choosing a Supervisor

The Chair together with the student will jointly seek out potential supervisors for the student's Integrative Theology Paper. The potential supervisor will be familiar with the student's topic and must have experience in research or thesis work at the master's level.

2 Integrative Theology Paper (ITP) Proposal

Students will prepare a written proposal for their supervisor, outlining their understanding of a main area of interest and the integration of their theological and personal reflections. This proposal shall be at least 5-10 pages in length and will include (a) purpose statement; (b) outline of their process; and (c) an outline of the integration of their theology and personal experiences.

3 ITP Proposal Approval - First Stage

The ITP is meant to be a formal linkage with course work and practical/life experiences; therefore, it is strongly recommended that most of the coursework be completed before the proposal is submitted. It is recommended that students complete the *Academic Writing* course (an optional course) prior to submission of the ITP proposal. Any exceptions to these guidelines should be discussed with the Department Chair.

The supervisor, after discussion with the student about the proposal, will forward the final approved proposal to the Department Chair. This can be submitted at any point during the year, but it is recommended that the proposal be submitted by **April** of the ***year prior to desired graduation year***.

4 ITP Proposal Approval - Second Stage

The Department Chair will review, critique and request revisions where necessary to all ITP proposals, and decide whether an ethics review is required. Any substantive revisions will be completed and returned to the Department Chair who will give final approval to the ITP proposal.

5 ITP Design, Development and Completion

The student will implement the development of the ITP in frequent consultation with their supervisor. This includes submission of completed portions of the ITP 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. In some cases, the supervisor or Department Chair may request a new proposal.

6 ITP - Final Draft
The supervisor will read the final draft and submit the ITP with the 'Approval of Integrative Theology Paper Form' to the Department Chair prior to **April 1** of the year of graduation. The Department Chair, in consultation with the supervisor, will appoint the internal examiner. Students will submit a copy of their ITP to the Department Chair. The Department Chair will forward this copy to the internal examiner. The internal examiner will read the ITP and may request revisions or give final approval no later than **May 15.** The communication will occur between the examiner and the Department Chair. The Department Chair will then forward the examiner's comments and suggestions for revision to the student, with a copy to the supervisor.

7 Final Revisions and Submission of ITP
The student must complete all substantive revisions by **August 1** of the year of graduation. Approvals will NOT be given if there are any incomplete academics, including course work, as of **August 1**. The final ITP must be submitted on a USB drive to the Department Chair by **September 1. This is a firm date. Submissions after this date will be put forward to next year's Convocation.**

8 Grading
Grading of the ITP will be one of the following:

Clear Pass
Pass with Minor Revisions
Pass with Major Revisions
Clear Failure

A "Clear Pass" is an ITP that requires no changes. (Note: very few attain a Clear Pass.)

A "Pass with Minor Revisions" requires that the student complete minor revisions in consultation with their supervisor. When the supervisor is satisfied that the revisions are complete, the ITP is re-submitted to the College on a USB drive.

A "Pass with Major Revisions" requires that the student complete the major revisions in consultation with their supervisor. After these revisions are completed, the revised ITP is resubmitted to the internal examiner for a second reading. The internal examiner has the option to pass the ITP, pass it with minor changes, or fail the ITP. In most cases, internal examiners ask for minor changes, which the student completes in consultation with the supervisor. Upon completion, the student submits the ITP to the College on a USB drive.

A "Clear Failure" indicates the student did not meet the requirements for an Integrative Theology Paper. Suggestions for re-writing may be included.