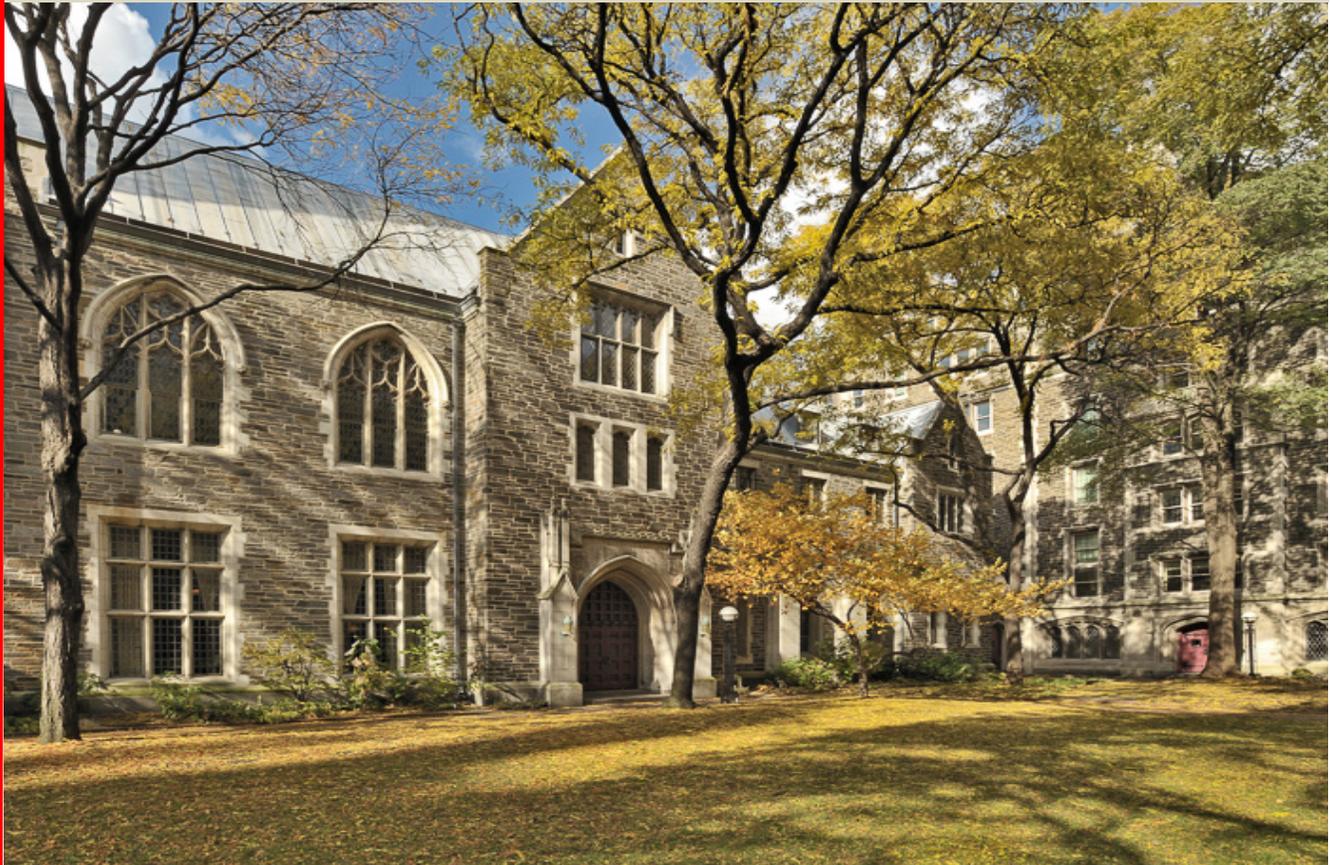


MASTER OF DIVINITY

ACADEMIC PROGRAM GUIDE



Photograph by: Roy Weinstein, 2011

2016 - 2017

TABLE OF CONTENTS

I.	Overview of the M.Div. Program	2
II.	M.Div. Program Requirements	4
III.	Course Load and Program Planning	12
IV.	Academic Advisement	14
V.	Assessment of Student Learning and Curricular Effectiveness	15
V.	The M.Div. and Master of Science in Social Work (M.S.S.W.) Dual Degree.....	19

Appendices:

- A. M.Div. Degree Planner
- B. Concentration Requirements
- C. Information About Taking Courses at Other Institutions
- D. ePortfolio Access Instructions

Our Mission

Union Theological Seminary in the City of New York is a seminary and a graduate school of theology established in 1836 by founders "deeply impressed by the claims of the world upon the church." Union prepares women and men for committed lives of service to the church, academy, and society.

A Union education develops practices of mind and body that foster intellectual and academic excellence, social justice, and compassionate wisdom. Grounded in the Christian tradition and responsive to the needs of God's creation, Union's graduates make a difference wherever they serve.

I. Overview of the Master of Divinity Program

The Master of Divinity (M.Div.) is a three-year graduate professional degree. Many graduates of the M.Div. program enter the parish ministry, while others pursue vocations in diverse settings, such as university, hospital or prison chaplaincies; professional counseling; secondary school or university teaching; social work; business; government or journalism. The Seminary endeavors to meet the particular educational needs of the student's vocational goals.

The Seminary's founders envisioned that an education at Union would enable students to complement "enlightened experience" with "solid learning and true piety." Accordingly, the core of the M.Div. curriculum engages students in a sustained and probing study of the Bible, of the history of Christianity (including its relationship with other religious traditions), and of systematic and practical theology. The curriculum also provides opportunities for personal, professional, and spiritual development. M.Div. students at Union are expected to integrate theological knowledge with analysis of contemporary issues, while developing practical skills for serving the needs of churches and society.

Union's curricula intentionally engage disparities in society based on gender, race, class, sexuality and other marginalizing forces. This is both a strength and challenge of studying in this environment. The goal is to provide the tools to respond with both analytic rigor and ministerial compassion. The Seminary's urban location and university affiliation also help to shape study at Union.

Program Goals and Learning Outcomes

Union's faculty has identified program goals within four primary learning areas: *Religious Heritage, Cultural Context, Personal and Spiritual Formation, and Capacity for Ministerial and Public Leadership*. The learning outcomes associated with each goal identify the knowledge and skills that students will achieve and be able to demonstrate when they successfully complete the program.

RELIGIOUS HERITAGE

Goal 1: To develop a broad, critical understanding of Christian traditions in their scriptural foundations, historical developments, and theological perspectives.

Outcomes:

- 1.1. Demonstrates an ability to identify, describe, analyze, and to interpret biblical texts in their literary, historical, and multi-religious contexts.
- 1.2. Demonstrates an ability to identify, describe, and to discuss significant periods, persons, and developments in the history of the Christian tradition(s).
- 1.3. Demonstrates an ability to recognize, explain, and to critically evaluate major theological themes, issues, and perspectives in Christian thought.

Goal 2: To cultivate inter-religious awareness and deepen understanding of the Christian heritage through substantive engagement with the thought and practices of traditions other than Christianity.

Outcome:

- 2.1. Demonstrates substantive engagement with the thought and practices of traditions other than Christianity.

CULTURAL CONTEXT

Goal 3: To develop competencies in understanding social and cultural contexts that are significant for contemporary theology, the life of the church, and the promotion of justice in the world.

Outcomes:

- 3.1. Demonstrates an ability to work with persons of diverse backgrounds, to learn from differences, and to articulate one's own cultural and social perspectives with acknowledgment of their limitations.
- 3.2. Demonstrates an ability to articulate contextually informed and world-engaged theological perspectives.
- 3.3. Demonstrates an ability to analyze and address contemporary ethical issues from Christian and interreligious perspectives.

Goal 4: To enrich theological work by incorporating the arts and cultural diversity of New York City.

Outcome:

- 4.1. Demonstrates an ability to incorporate the arts, cultural diversity, international, and/or socio-economic dimensions of New York City into theological reflection.

PERSONAL AND SPIRITUAL FORMATION

Goal 5: To clarify and deepen one's own spiritual life and practices.

Outcome:

- 5.1. Demonstrates familiarity with and informed utilization of traditional and contemporary forms of prayer, worship, and spiritual practices from Christian and/or other faith traditions for personal spiritual growth.

Goal 6: To develop the capacity to guide or enable the spiritual formation of others.

Outcome:

- 6.1. Demonstrates familiarity with and informed utilization of traditional and contemporary forms of prayer, worship, and spiritual practices from Christian and/or other faith traditions for the spiritual formation of others.

CAPACITY FOR MINISTERIAL AND PUBLIC LEADERSHIP

Goal 7: To cultivate a vision of professional identity and a style of ministry appropriate to the student's abilities, aspirations and faith tradition, informed by diverse models of leadership.

Outcome:

- 7.1. Demonstrates development of a professional identity that is connected to the student's abilities, aspirations, and faith tradition.
- 7.2. Demonstrates a theologically and professionally informed model and style of ministry within particular ministerial contexts.

Goal 8: To develop interpersonal insights and skills necessary for the professional practice of ministry.

Outcome:

- 8.1. Demonstrates interpersonal insight and an ability to listen actively, to communicate effectively, and to interact with others with honesty, empathy, compassion, and respect.

Goal 9: To develop the capacity to listen to, interpret, express, and/or critique the aspirations of a community or organization in public and communal contexts.

Outcome:

- 9.1. Demonstrates the ability to represent and lead a community or organization in and through public and communal contexts such as worship, preaching, congregational pastoral care, public prayer, advocacy, teaching, written communication, and/or public speaking.

Goal 10: To develop the capacity to engage in careful and contextually sensitive interpretation of scripture and religious tradition(s) informed by interreligious engagement.

Outcome:

- 10.1. Demonstrates an ability to make accessible, for particular congregations or communities, interpretations of sacred texts that are based on the application of sound exegetical methods and principles.

II. Master of Divinity Program Requirements

Degree Requirements

The M.Div. requires a minimum of 78 credits; these credits cover required courses, a field education requirement, electives, and an opportunity to write a thesis, do a project, or take additional electives. Students are permitted and even encouraged to exceed the minimum requirements of the degree.

M.Div. students at Union come to the seminary with diverse religious backgrounds, academic interests, and vocational aspirations. Sometimes students' interests and plans change as they learn, grow, and progress through the program. That is why Union has designed a flexible M.Div. curriculum that provides students with options for satisfying the requisite minimum of 78 credits for the degree.

All M.Div. students choose from a range of courses in five fields of study: *Bible, History, Systematic Theology/Ethics, Practical Theology, and Interreligious Engagement*. Students are required to take a minimum number of credits in each field.

Within the *Biblical, Historical, and Practical* fields, students may fulfill their requirements by completing mini-modules (“blocks”) of courses that have been identified as “Option A” or “Option B.” Introductory courses under Option A and B are equally rigorous but differ in their emphases and in their approach to the subject matter.

- **Option A** a block of courses are designed primarily (but not exclusively) for students who aspire to work in ordained ministry, chaplaincy, or other ecclesial ministries.
- **Option B** a block of courses are designed primarily to accommodate students who plan to work in other contexts.

Students are not required to choose the same option in all three fields. However, students who begin a block of courses under Option A or Option B *within* a field are expected to satisfy all of the requirements of that option, subject to certain exceptions specified below. Additional flexibility is built into the field requirements, even within the option blocks, in order to maximize a student’s opportunity to craft a customized program that has a solid common core, and that will help the student to achieve both curricular and individual goals.

Credit Distribution Requirements

Minimum credit requirements within the M.Div. curriculum are distributed as follows:

Field:	Credit Requirements	
	Option A	Option B
Bible	11 -13 credits	10 credits
History	6	6-7
Practical Theology	6	6
Theology	6	
Interreligious Engagement	6	
Field Education	6	
Concentration Electives	15	
Thesis, Project or Electives	6	
General Electives	12 - 17	
TOTAL CREDITS	78	

Specific Course Requirements

The following paragraphs provide an overview of the specific course requirements of the M.Div. curriculum.

Students should carefully read and utilize the M.Div. Degree Planner (Appendix A) which graphically lists specifically required courses and credit requirements within the fields. The degree planner provides detailed notes that describe important limitations, exceptions, exemptions, and additional options.

Bible (OT/NT/BX) Courses:

Option A. [11-13 credits] Introduction to Old Testament (OT) 101 and Introduction to New Testament (NT) 101, each offered for 4 credits, must be taken in the first year of the program. Students who take one of these courses must take the other. In both courses, concurrent registration in OT 101A and NT 101A (Bible content) is required, unless prior knowledge of Bible content has been demonstrated by passing the Bible content assessment exam offered during Orientation.

Exception: Students whose ministries will not require use of the Bible may petition the Academic Dean for an exemption from taking the OT/NT 101a Bible content courses. Unitarian Universalist students who choose Option A but do not identify as Christian may petition for a similar exemption. Please see the Registrar for the appropriate form.

Students who are pursuing ordination, chaplaincy, or another ecclesial ministry should complete the Option A block by taking in the Fall of the second year BX 201, a three-point biblical exegesis course taught in tandem with CW 101, the foundational worship and preaching course.

Students who have completed the introductory OT and NT courses (100 level) but who will *not* be pursuing ordination, chaplaincy, or another ecclesial ministry may substitute one of the following courses for BX 201 in order to complete the requirements of Option A: Elementary Biblical Hebrew or Greek II (OT or NT 204) if they have taken Elementary Hebrew or Greek I, or another OT, NT or a BX course (except BX 101).

Option B. [10-13 credits] *Introduction to the Bible* (BX 101), offered for 4 credits, must be taken in the Fall of the first year of the program. Under this option,

students must complete their Bible requirements by taking another 3-credit OT course *and* another 3-credit NT course.

Exception: Students who do not identify as Christian may petition the Academic Dean to substitute one course on a sacred text other than the Christian Bible (e.g. the Qur'an) for one of the OT or NT courses in fulfillment of Option B. (Please see the Registrar for the appropriate form.)

Students who, after having taken BX 101 under Option B, decide to pursue ordination, chaplaincy, or an ecclesial ministry do not have to begin again under Option A in order to be adequately prepared for their ministries. However, these students are strongly advised to take the Bible content exams. If they fail one or both of the exams, they should take the applicable OT or NT 101a content courses. They should also take BX 201 (with CW 101). These students should then complete their option B requirements by taking another 3-credit OT course and another 3-credit NT course [for a total of 13 Bible credits].

Biblical Languages. While courses in the biblical languages are not required for the M.Div. degree, all students are urged to elect study of at least one of the biblical languages.

History Courses (CH):

Option A. [6 credits] Students satisfy this option by taking three courses that together offer a comprehensive study of sequential periods in church history: Church History 107 (Early Church period), CH108 (Medieval/Reformation period), and CH 109 (Modern period), each offered for 2 credits. These courses do not have to be taken in any particular order.

Students who have taken two courses in the CH 107/108/109 triad may complete their history requirements under either Option A or Option B.

Option B. [6-7 credits] Students are required to take the 3-credit *Christianity in Historical Perspective* course (CH 101), which introduces students to a historical approach to understanding the Christian experience. Students must also take either another 3-credit CH course or two of the 2-credit courses (CH 107, 108, or 109). These courses need not be taken in any particular order.

Students who have completed their requirements under Option A should seek permission from Dr. Euan Cameron to take CH 101 as an elective.

Practical Theology Courses:

Included in the practical theology field are courses in practical theology (PT), religion and education (RE), church and society (CS), psychology and religion (PS), preaching, arts and worship (CW), communication arts (CA), and field education.

Option A. [6 credits] *Preaching and Worship* (CW 101), which must be taken in tandem with Biblical Exegesis (BX 201), is the required 3-credit course, normally taken in the Fall of the second-year of the program. The remaining 3 credits may be taken in a RE, CS, PS, CA, PT, advanced FE, or in another CW course.

Option A students may take the 3-credit introductory *Communication Arts* course (CA 101) as their second Practical Theology course or as a general elective.

Option B. [6 credits] Students whose vocational plans do not require facility in preaching or worship may opt-out of CW 101 and substitute *Communication Arts* (CA 101) instead. The remaining 3 credits may be taken in a RE, CS, PS, CA, PT, advanced FE, or in another CW course.

Theology Courses:

A minimum of six credits must be earned in this field. Students must take one of the 100-level Systematic Theology courses (ST 103 or 104) for 3 credits. To complete the requirements in this field, students may take an additional 3-credit course in systematic theology (ST), Christian ethics (CE), philosophy of religion (PR) or ecumenical studies (EC). Students whose college work in philosophy is not strong are advised to select *Philosophy of Religion* (PR 103), when it is offered.

Field Education:

To meet the Master of Divinity degree requirement, 6 credits in field education must be satisfied in one of the following ways:

Concurrent Part-time Internship: FE 103/104

The Field Education Seminar sequence (FE 103-104) with part-time field placement is ordinarily chosen to satisfy the 6 credit field education requirement. FE 103 and 104 are taken concurrently with a supervised field placement of 12-15 hours per week. The seminar provides opportunities for disciplined reflection on the events and experiences of the field site; and facilitates the development of ministerial identity, authority, and competency for ministry/service. The seminar is designed to broaden and to deepen students' analytic perspectives in their field placement context and their roles as professionals in that context. Theological reflection is at the heart of this learning. FE 103 is only offered during the Fall

semester and always precedes FE 104, which is offered in the Spring semester. The FE 103/104 sequence is essentially a year-long course. The field placement site (normally in a church, chaplaincy, or service agency) must be approved by the Senior Director of Integrative and Field-Based Education.

Full-time Internship: FE 300/301

The other option for satisfying the field education requirement is the full-time internship, FE 300-301. This internship, usually taken after two full years of study, is a full-time, out-of-residence, supervised field placement for a minimum of eight months. Students do not enroll for any other courses while working at their full-time field site. In addition to the internship experience, students are required to do a special project in which they demonstrate an ability to integrate their academic and field-based learning. Students with an interest in international placements often enroll in FE 300/301 and pay an internship fee in lieu of tuition. Full-time internship placements must be approved by the Senior Director of Integrative and Field-Based Education.

First-year M.Div. students must attend one field education information session held in the early Fall and must schedule a meeting with a Field Education Teaching Fellow to discuss field site placements no later than October 15th.

Please consult the *Field Education Handbook* for detailed information about the field education requirements, electives, and processes.

Interreligious Engagement (IE):

A minimum of 6 credits must be earned in this field. *Religions in the City* (IE 102) must be taken within the first three semesters, preferably within the first two semesters. A student may petition the Academic Dean for an exemption from this requirement if the student, prior to entering Union, has taken two or more undergraduate or graduate courses on traditions other than Christianity and has earned a B average in those courses. Students who are exempted from taking IE 102 must take another IE course within the first three semesters. (Please see the Registrar for the exemption request form.)

Students are encouraged to take IE 102, even if they qualify for an exemption, as a way to familiarize themselves with the diverse religious practices within New York City.

Electives:

Concentration Electives. M.Div. students should take a minimum of 15 credits in their area of concentration. Normally, concentration courses should not be taken in a given field until progress has been made in meeting that field's

required course requirements. Choosing at least 15 credits of electives with a concentration in mind allows the student to focus studies in a particular field or in one of the faculty-approved program foci. See Appendix B for the course requirements in these areas of concentration.

General Electives: The minimum number of required general electives varies from 12-17 credits, depending on the student's curriculum choices and whether or not the student has taken the Bible content courses. Through electives, students may exceed the minimum requirements for the degree in order to pursue particular interests and prepare for their vocations.

SU (Supplemental Co-curricular) Courses: Students will also profit by taking SU courses that provide opportunities for spiritual and personal enrichment (*Topics in Spirituality*, SU 125) and/or the acquisition of practical professional and ministerial skills (*Topics in Ministry*, SU 190). Students may take as many SU courses as they wish but only three SU course credits may be counted toward their general elective degree requirements. Please consult the course catalog for other SU courses on various topics, most of which may be taken for 1 credit.

Guided Reading: Students may propose a guided reading for 1, 2, or 3 credits with the approval and under the direction of a member of the faculty. Students must submit a written guided reading proposal, signed by the faculty member, for the approval of the Academic Dean. The guided reading request form may be obtained at the registrar's office or on MyUnion.utsnyc.edu.

Courses Taken Concurrently in Other Schools: With the written approval of the faculty advisor and of the Academic Dean, students enrolled in the M.Div. program may take up to 15 graduate-level elective credits in courses offered at other accredited schools. Courses that are listed in the Union catalog may *not* be taken at other schools. Registration for outside courses is generally limited to one course per semester.

Cost: Graduate courses taken with Union approval at partner schools may be taken at no additional cost to Union students. Partner schools are those with which Union has a cross-registration or other credit recognition agreement. Partner schools include *only* the following:

- *New York Theological School Consortium* signatories: Drew University Seminary, Fordham University GSAS, General Theological Seminary, Hebrew Union College, Jewish Theological Seminary, New York Theological Seminary, and St. Vladimir's Orthodox Theological Seminary.

- *Some Columbia University Schools:* Graduate School of Arts and Sciences (GSAS), School of the Arts, and the School of International and Public Affairs. Courses taken at these schools must be at the 3000-level or higher. *Please note that Columbia University Teachers College is not a partner school.*

The cost of taking courses at non-partner schools is the student's sole responsibility, although students may apply to the Academic Dean for a subsidy. The decision as to whether or not to grant a subsidy, in whole or in part, is within the discretion of the Academic Dean.

Permission and Earned Credit: Students who wish to take courses in outside partner or non-partner schools must complete an application form that is signed by the faculty advisor and submitted to the Academic Dean for approval. Approvals must be obtained in advance of registration for the course if a student desires credit to be applied toward fulfillment of Union credit requirements. A minimum grade of B (or equivalent) must be earned for credit to be counted toward fulfillment of the Union degree.

Registration: Students must register at Union for every course they take, whether at Union or at an outside school. Signed approval forms must be brought by the student to the Office of the Registrar. In some cases, students will have to register at the outside school as well.

Please read *Information About Taking Courses at Other Institutions* (Appendix C) for important details, instructions and procedures. Approval forms are available at the Office of the Registrar or on MyUnion.utsnyc.edu.

A Thesis or Senior Project (or Additional Elective Courses):

Students who wish to write a thesis or to do a senior project must demonstrate their qualifications for doing so and obtain the approval of their faculty advisor. Thesis declaration forms, signed by the advisor, are to be filed with the Office of the Registrar in the Fall semester of the final year. More typically, M.Div. students will complete their requirements by taking 6 additional elective credits instead of writing a thesis or doing a senior project.

A thesis writing seminar (UT150 and 151) is offered during the academic year. While students are not required to take this seminar if they are writing a thesis, it is highly recommended that they do so. For more information on the seminar, contact the Associate Academic Dean who will be teaching it during the 2016-17 academic year.

Denominational Requirements:

Because Union Theological Seminary does not ordain, license, or certify candidates for ordination, those who seek ordination must consult closely with the ecclesiastical authorities of the churches to which they belong. Certain denominations require that candidates for ordination study biblical languages or take courses in the doctrine, polity, and worship of that denomination. Additionally, certain specialized ministries (such as the pastorate, religious education, campus ministry, college teaching, prison chaplaincy, pastoral counseling, social service) carry distinctive vocational training requirements. The requirements of each student's denomination or chosen vocation will affect a student's choice of courses, so it is important for the student to discuss the particularities of her or his vocational call with the faculty advisor. Students should also consult the MyUnion website for more detailed information concerning particular ministry/career paths (<https://myunion.utsnyc.edu/myunion/career-resources>) and denominational requirements (<https://myunion.utsnyc.edu/myunion/career-resources>).

III. Course Load and Program Planning (Three-year norm)

The normal course load, apart from courses taken in the January and Summer intersessions, is 24 credits for the full-time candidate in the first year, and 26 or 28 credits in second and third years. Students are not permitted to take more than 15 credits in any one semester or more than 30 credits in an academic year (Fall/Spring) without permission from the Academic Dean.

First year

First year students normally complete at least 24 credits in the first year by taking four courses each semester. Students are expected to complete the biblical field's sequence of foundational courses and to begin taking the foundational church history and/or theology courses as early as possible, preferably in the first year. It is also very important to take an interreligious engagement course within the first three semesters in order to enrich interpretation of the Christian heritage in light of other religious traditions, and vice versa. The early completion of foundational work in these fields equips the student with basic vocabulary, data, and concepts necessary for closer or more advanced and specialized study in the five fields and/or in other subjects in the curriculum. Early completion of the core field requirements also provides the foundation for courses students may wish to take at other schools.

A psychology and religion (PS) course is also highly recommended within the first three semesters in order to prepare students for reflection on the complex interactions they will experience at their field education sites in the second year. Certain PS courses are

prerequisites to receiving academic credit for clinical pastoral education (CPE). Consult the *Field Education Handbook* for more details.

The study of biblical Hebrew or biblical Greek early in the program enables the student to use these linguistic skills in subsequent courses. These courses are not required for the degree, but may be required by certain denominations for persons seeking ordination.

Second Year

During the second year, M.Div. students will take required courses that focus on practical theology, ministerial skills development, and integrative learning. For instance, students who choose Option A in the biblical and practical fields will take the course in biblical exegesis (BX 201) in tandem with the foundational course in worship and preaching (CW 101). Students who choose Option B in the practical field will take the foundational course in communication arts (CA 101). The Field Education course (FE 103-104) provides an opportunity for application of ministerial skills, integrative learning, and vocational discernment through theological reflection on ministerial experience.

By the end of the second year or its equivalent, students designate an approved program concentration for purposes of engaging in focused study and/or preparation for a particular type of ministry.

Third Year

In the second half of the program, especially in the third year (or equivalent), students who typically have met most of the distribution requirements have considerable freedom to choose electives in accordance with their particular interests, concentration, or vocational plans. In the first semester of the senior year, M.Div. candidates whose course work and writing skills are of sufficient quality may apply to write a thesis in satisfaction of 6 elective course credits that are otherwise required.

Sometimes a student will not be able to complete the M.Div. degree in three years. Some students may be required by their denominations to take a year of internship between the second and third year of M.Div. studies; others, because of family or financial considerations or special educational needs, decide to spread their degree studies over four, or occasionally, five years. Although a student's situation may change during the course of studies, decisions about the tentative selection of courses and the duration of the program should be made in consultation with the faculty advisor as part of a coherent study plan that follows the normal course of study for the M.Div. degree as closely as possible.

In order to provide students with adequate academic support and guidance as they move toward completion of the program, and in order to ensure that students achieve their curricular and individual learning goals, Union requires all students to meet with their advisors for pre-registration advisement and/or academic assessment conferences at specified times. Sometimes advisement and assessment take place simultaneously.

Please be aware that participation in required advisement and assessment activities is a degree requirement that students are expected to fulfill in order to register for courses, receive grades, and/or receive their diplomas.

Union's Advisement and Assessment requirements and procedures for M.Div. students are described more fully below.

IV. Academic Advisement

Advisement may take place at any time for a variety of purposes within a variety of contexts; students are strongly encouraged to seek advisement as needed. However, the Seminary has established specific requirements for each degree program with regard to advisement consultations that take place prior to registration periods.

Registration for Fall Courses:

All incoming M.Div. students are required to meet, in person, with their assigned faculty advisor for curricular advisement prior to Fall registration in the first year of study. First semester curricular advisement normally takes place during Fall orientation. Registration is on automatic "hold" until the advisor reports to the Registrar that advisement has taken place.

Early online registration for the Fall of the second and third years of study normally takes place in April of the first year. Pre-early-registration consultations in April are not required to be in person but in-person consultation is strongly encouraged. Advisors are not required to report compliance before second- and third-year M.Div. students can register for Fall courses. (There is no automatic "hold.") Students do not have to consult with their advisors again in September of their third year if they have had a pre-registration consultation, in-person or otherwise, in the previous April.

Registration for Spring Courses:

Registration for Spring courses normally takes place in November. First-year M.Div. students are required to consult with their advisor prior to early-registration for the Spring semester. While it is highly recommended that this consultation take place in person, the student and advisor may agree to consult by phone, email, or video conference. However, early registration for the Spring in the first year of study will be blocked by a “hold” unless and until the faculty advisor certifies to the Registrar (via email) that there has been a meaningful registration consultation.

Second and third-year M.Div. students are strongly encouraged but are not required to consult with their advisors prior to November early-registration for Spring classes. However, second-year students are *required* to check in with their advisors for general advisement purposes *at least once* before the last day of classes in the Fall semester.

Third-Year M.Div. students are encouraged, but are not required, to check in with their advisors at least once before the last day of classes in the Fall semester of their final year.

See the chart at end of section V for a summary of advisement requirements.

V. Assessment of Student Learning and Curricular Effectiveness

Union engages in the regular, systematic, and comprehensive assessment of student learning and program effectiveness for all degree programs. Each student is provided with an ePortfolio into which specified documents are deposited and periodically reviewed by the student, advisor, and designated administrators in the Academic Office for purposes of determining the extent to which students are progressing toward achievement of curricular and individual goals.

The e-Portfolios are simply electronic folders set up for each student by the Academic Office. Students can access and manage their ePortfolios through the Google Drive that is associated with their @utsnyc.edu email account. (It is not accessible through personal Gmail accounts). Instructions for how to access your ePortfolio are in Appendix D of this program guide.

The current assessment plan for M.Div. students requires that the following documents be deposited into the ePortfolios at specified times (and by specified persons) over the course of the student’s progression through the program.

Preliminary documents (deposited by ...):

1. Admissions Essay (by Academic Office staff)
2. Entrance Questionnaire (by Academic Office staff)
3. Current *curriculum vitae*, as available (by student or Academic Office staff, periodically updated)

Field Education documents (deposited by ...):

4. Academic Vocational Essay, submitted as a final paper for FE 103, with professor's comments (by student)
5. Field Placement Learning Agreement (by Field Education Office staff)
6. Field Education Self-Evaluation (by Field Education Office staff)
7. Field Education Supervisor Evaluation (by Field Education Office staff)

Academic Work (deposited by ...):

8. BX 201 exegesis paper (by students who choose Bible Option A)
Students who choose Bible Option B may substitute an exegetical paper from another course or, if an exegetical paper has not been written, another paper from a Bible course that demonstrates achievement of one or more *religious heritage* goals/learning outcomes (see Section I).
9. A sermon from CW 101 that is associated with the BX 201 paper in the ePortfolio (by students who choose Practical Theology Option A).
Students who choose Practical Theology Option B may substitute one or more of the following for the CW 101 sermon (deposited by student):
 - a sermon from another Preaching course;
 - a sermon, speech, or presentation delivered at a Field Education site;
 - a paper or other artifact (written piece; printed, photographic, audio, or video material) from CA 101;
 - another artifact that demonstrates achievement of Curricular Goal VI/ Outcome 6.1 (*Personal and Spiritual Formation*) and/or Goal VIII/ Outcome 8.1 and/or Goal IX/Outcome 9.1 (*Capacity for Ministerial and Public Leadership*)
10. One essay from IE 102 or an approved substitute IE course, with professor's comments (by student)
11. First of two final essays (from a course of the following fields: Theology/Ethics, Church History, Practical Theology, with professor's comments (by student)
12. Second of two final essays (from a course in another of the following fields: Theology/Ethics, Church History, Practical Theology, with professor's comments (by student)
13. Thesis or senior project paper (by student)

Registrar's Documents (deposited by ...):

14. Registrar's Degree Audit (by Academic Office staff)
15. Unofficial Transcript with narrative course evaluations and grades (by Academic Office staff)

Assessment Surveys and Reports (deposited by ...):

16. Mid-Program Self-Assessment Survey (by student)
17. Mid Program Review Report (by advisor and Academic Office staff)
18. Final Self-Assessment Survey (by student)
19. Graduating Student's Questionnaire (by student and/or Academic Office staff)
20. Final Assessment Report (by advisor)

It is important that students abide by the due dates for depositing ePortfolio items so that faculty advisors will have sufficient time to review ePortfolio contents before assessment conferences are held and/or faculty assessment reports are due. Please note that failure to submit required materials may result in a hold on your account, which will prevent online registration, transcript requests, and receiving your diploma.

Due Dates for ePortfolio Documents Deposited by Students	
Due Date	Document Number
Before first advisement and registration	# 3
No later than January 15 th following the third semester (well before the MPR conference)	# 4,6,8,9,10,11,16
In April-May of the final semester	# 12,13,18,19

Mid-program Review: At the mid-point of the degree program, when students have completed approximately half of their degree credits and have taken one semester of field education, a comprehensive mid-program review (MPR) conference is conducted. This conference normally occurs in February or March of the second year.

The purpose of the MPR conference is three-fold. First, it is an opportunity for students to reflect on, track, and evaluate their learning progress and achievements. Second, it allows Union to systematically gather, analyze, and interpret information on how well students are progressing toward achievement of their curricular and individual learning and vocational goals. Third, it provides data that can inform curricular revision and course design while students are still in the M.Div. program.

The Mid-Program Review process requires students to participate in a 30- to 45-minute conference with their advisor and a senior representative of the academic office. Prior to the MPR conference, the assessors review the contents of the students' ePortfolios and fill out a preliminary MPR Report. Students are also required to fill out and deposit into their ePortfolios a self-assessment survey prior to the MPR conference (document #16 in the list above). Following the conference, the faculty advisor and academic office representative jointly prepare a final MPR Report (document # 17) that includes a consensus assessment of student progress toward each of the M.Div. learning outcomes.

Final Assessment: In the final Spring semester, students deposit into their ePortfolios their second final essay (document #12), the thesis or senior project paper (document #11), and complete an online final self-assessment survey (#18). Finally, shortly before graduation, the student completes an online graduating student's questionnaire (GSQ; document #19). The assessment process is concluded when the student's advisor performs final review of the student's e-Portfolio submits final assessment report (FAR), a copy of which is deposited into the ePortfolio (document # 20).

Schedule of Student Faculty Advisement and Assessment Conferences and Consultations for M.Div. Students					
	September	November	December	February-March	April
	General & Registration Advisement (for Fall)	Pre- Registration Advisement (for Spring)	General Advisement (check-in)	Mid-Program Review	Pre- Registration Advisement (for Fall)
1 st yr	<input checked="" type="checkbox"/>	v (hold)			v
2d yr	(v)		v at least once by end of Fall semester	<input checked="" type="checkbox"/> (MPR) (M.Div. only)	v
3d yr	(v)		strongly encouraged by end of Fall semester	<input checked="" type="checkbox"/> (MPR) (M.Div./M.S.S.W.)	
<input checked="" type="checkbox"/> = must be in person v = some meaningful consultation (v) = only if no pre-registration has taken place (hold) = in place until Advisor notifies Registrar that advisement has occurred					

Assessment is not a credit-bearing process. Student participation will not be used to determine academic eligibility for graduation. However, the Seminary is required by its accreditation agencies to assess all of its degree programs. Therefore participation in and completion of the assessment process is a requirement for advancement through the program and conferral of the degree.

VI. The Master of Divinity and the Master of Science in Social Work

Some students plan careers for which they require professional training in both theological studies and social work. It has long been true that a number of Union graduates have chosen careers of ministry in the helping professions outside of a particular denomination. Moreover, many students seeking vocations within traditional church ministries see the distinct advantages that accompany social work training and credentials in addition to a theological education. In order to provide an opportunity to combine these studies in New York City, Union Seminary and the Columbia University School of Social Work have a collaborative “dual degree” arrangement under which students complete the M.Div. and the Master of Science in Social Work in one four-year program. Qualified students may earn the two degrees in less time and at less expense than would ordinarily be possible if the two programs were pursued separately.

To enroll in this dual degree program, application to and acceptance for admission to both the Seminary and the Columbia School of Social Work is required. Students interested in pursuing this program should apply to both schools at the same time and request deferred admission to the Columbia school of Social Work. Application to Columbia should be made, *at the very latest*, in the Fall of the first year of M.Div. studies prior to Columbia’s December 1st deadline.

Program Goals and Learning Outcomes

The program goals, course requirements, and learning outcomes of the dual M.Div./M.S.S.W. are identical to those in the Union M.Div. degree program with respect to *religious heritage; cultural context; personal and spiritual formation; and capacity for ministerial and public leadership*. A fourth learning area distinctive to this dual degree program is *interdisciplinary integration*, the goals and outcomes of which are as follows:

INTERDISCIPLINARY INTEGRATION

Goal 1. To Cultivate the ability to integrate the following into ministerial and/or other professional practice: (1) Biblical, theological, ethical, and spiritual knowledge and understanding; (2) Practical ministerial skills; (3) The theories, skills and practices of social work (clinical, organizational, and administrative).

Outcome: Demonstrates the ability to integrate theory, knowledge, and skills from the disciplines of theology and social work into ministerial and/or professional practice.

Assessment

The Union assessment process for the M.Div./M.S.S.W. is the same as that for the M.Div. degree, with the following modifications:

- Instead of the documents associated with Union field education (the learning agreement, supervisor's evaluation, academic vocational essay, and student's field education self-evaluation required in FE 103), the student will upload to their ePortfolio comparable documents associated with the Columbia School of Social Work field education course.
- The mid-program review conference will be conducted in the sixth semester (Spring of the first year of study at the Columbia School of Social Work), following a Fall semester of SSW internship experience.

Assessment of student learning outcomes and program effectiveness of the concurrently but separately awarded Columbia University School of Social Work degree is conducted solely by Columbia University, which meets all accreditation standards applicable to that program. Union assessment pertains only to the M.Div. curriculum which, in the case of this dual degree program, includes the interdisciplinary integration learning goal.

Dual degree students will be subject to four semesters of full-time tuition (i.e., four full tuition units) at the Seminary instead of the usual six required for the regular M.Div. program. The candidate is required, however, to register at the Seminary in every semester he or she is registered as a student in the School of Social Work.

Our Vision

Union envisions its graduates changing the world by practicing their vocations with dedication to the mission of the churches and leadership in the academy and society, ever seeking to bring a religiously grounded, critical and compassionate presence to the major personal, social, political and scientific realities of our time.

APPENDICES

Appendix A

M.DIV.

DEGREE PLANNER

78 cr. (minimum) required

Red courses in blocks marked *Option A* should be chosen by students who aspire to ordained ministry, chaplaincy, or other ecclesial ministries. Those considering ordination must be mindful of their denominational ordination requirements.

Courses in blocks marked Option B are designed to accommodate students who plan to work in other contexts. Students in this category may choose either Option A (red or blue) or Option B in one or more fields.

As a rule, students who begin a block of Option A or Option B courses within a field must satisfy all requirements of that block in order to fulfill degree requirements in that field.

See notes (over) for exceptions, exemptions, additional options, and guidance.

7/31/15

BIBLE (10-13 cr.)

<p style="text-align: center;">OPTION A (11-13 cr.)</p> <p><input type="checkbox"/> OT 101 (4 cr.)¹</p> <p style="padding-left: 20px;"><input type="checkbox"/> OT 101a (1 cr.)²</p> <p style="text-align: center;">AND</p> <p><input type="checkbox"/> NT 101 (4)</p> <p style="padding-left: 20px;"><input type="checkbox"/> NT101a (1 cr.)</p> <p style="text-align: center;">AND EITHER</p> <p><input type="checkbox"/> BX 201 (& CW 101) (3 cr.)³</p> <p style="text-align: center;">OR</p> <p>For Option A students not pursuing ordination, chaplaincy or other ecclesial ministry:⁴</p> <p><input type="checkbox"/> OT 204 or NT 204 or</p> <p><input type="checkbox"/> OT _____ or</p> <p><input type="checkbox"/> NT _____ or</p> <p><input type="checkbox"/> BX _____ (but not BX101 or 201)⁵</p>	<p style="text-align: center;">OPTION B (10 cr.)</p> <p><input type="checkbox"/> BX 101 (4 cr.)⁶</p> <p style="text-align: center;">AND</p> <p>Another OT course (3 cr.)⁷</p> <p><input type="checkbox"/> OT 204 or</p> <p><input type="checkbox"/> OT _____ or</p> <p><input type="checkbox"/> BX _____</p> <p style="text-align: center;">AND</p> <p>Another NT course (3 cr.)</p> <p><input type="checkbox"/> NT 204 or</p> <p><input type="checkbox"/> NT _____ or</p> <p><input type="checkbox"/> BX _____</p>
--	--

HISTORY (6-7 cr.)

<p style="text-align: center;">OPTION A (6 cr.)⁸</p> <p><input type="checkbox"/> CH 107 (2 cr.) AND</p> <p><input type="checkbox"/> CH 108 (2 cr.) AND</p> <p><input type="checkbox"/> CH 109 (2 cr.)</p>	<p style="text-align: center;">OPTION B (6-7 cr.)</p> <p><input type="checkbox"/> CH 101 (3 cr.)</p> <p style="text-align: center;">AND EITHER</p> <p>Another History course (3 cr.)</p> <p><input type="checkbox"/> _____</p> <p style="text-align: center;">OR</p> <p>Two of the following:</p> <p><input type="checkbox"/> CH 107 (2 cr.)</p> <p><input type="checkbox"/> CH 108 (2 cr.)</p> <p><input type="checkbox"/> CH 109 (2 cr.)</p>
---	---

PRACTICAL THEOLOGY (6 cr.)

<p style="text-align: center;">OPTION A (6 cr.)⁹</p> <p><input type="checkbox"/> CW 101 (& BX 201) (3 cr.)¹⁰</p> <p style="text-align: center;">AND</p> <p>Another Practical Th. Course</p> <p><input type="checkbox"/> _____ (3 cr.)</p> <p>[CA, CW, PT, PS, CS, RE]</p>	<p style="text-align: center;">OPTION B (6 cr.)</p> <p><input type="checkbox"/> CA 101 (3 cr.)¹¹</p> <p style="text-align: center;">AND</p> <p>Another Practical Th. Course</p> <p><input type="checkbox"/> _____ (3 cr.)</p> <p>[CA, CW, PT, PS, CS, RE]</p>
--	---

THEOLOGY (6 cr.)

ST 103 or ST 104 (3 cr.)

AND

Another Theology Course

_____ (3 cr.)

(ST, CE, PR, EC)

INTER-RELIGIOUS (6 cr.)

IE 102 (3 cr.) (or approved substitute)¹²

AND

Another IE course¹³

_____ (3 cr.)

THESIS/COURSES (6 cr.)

Thesis or

Additional Electives

_____ (3 cr.)

_____ (3 cr.)

FIELD ED (6 cr.)

FE 103 (3 cr.)

FE 104 (3 cr.)

CONCENTRATION (ADVANCED) ELECTIVES (15 cr.)

_____ (3 cr.)

GENERAL ELECTIVES (12-17 cr.)

_____ () _____ () _____ ()

_____ () _____ () _____ ()

_____ () _____ () _____ ()

_____ () _____ () _____ ()

_____ () _____ () _____ ()

_____ () _____ () _____ ()

IMPORTANT NOTES * PLEASE READ

BIBLICAL FIELD

1. All students who take OT101 must also take NT101 and *vice versa*.
2. Bible Content Courses (OT and NT101a):
 - (a) Students who pass the Bible content exams are not required to take OT or NT 101a.
 - (b) Option A students whose ministries will not require use of the Bible may petition the Academic Dean for exemption from taking the OT 101a and NT 101a Bible content courses. Unitarian students who choose Option A but do not identify as Christian may petition for a similar exemption.
3. **Option A courses in Red: Students who are considering ordained ministry, chaplaincy, or other ecclesial ministries should choose BX 201 (with CW 101) to complete Option A requirements.** (see note 10 below)
4. **Option A courses in Blue: These courses are intended for second-year M.Div. students who have chosen Option A but for whom BX 201/CW 101 is not (or is no longer) consistent with or necessary for their anticipated ministerial contexts. In other words, students who have taken the NT/101 (and 101a, when required) pairing in Option A but who are not (or are no longer) considering ordained ministry, chaplaincy, or other ecclesial ministries, may substitute a blue course for BX201/CW 101 in order to complete their Biblical field requirements.**
5. Option A students may *not* take BX 101 (Introduction to the Bible) as an elective.
6. Students who decide to pursue ordination, chaplaincy, or an ecclesial ministry after having chosen Option B and having taken BX 101 (Introduction to the Bible) are strongly advised by the Biblical Faculty to take the Bible content exams. If they fail one or both exams, they should take the applicable OT 101a and/or NT 101a content courses (1 pt. each). They should also take BX 201 (with CW 101) (3 cr.) and otherwise complete their Option B Bible requirements with another 3 pt. OT *and* another 3 pt. NT course (6 cr.). [13-15 total cr. in Bible]
7. Option B students who do not identify as Christian may substitute one course on a sacred text other than the Christian Bible (e.g. the Qur'an) for *one* of the OT or NT courses listed in the Option B block. Such non-biblical Sacred Text courses (STX) may be cross-listed as IE/STX courses.

HISTORICAL FIELD

8. Students who have taken two courses in the CH 107, 108, 109 sequence prior to academic year 2015-2016 *must* complete all three courses (fulfilling Option A). Others may satisfy their CH requirements by taking CH 101 (fulfilling Option B).

PRACTICAL THEOLOGY FIELD

9. Students who have not taken CW 101 (with BX 201) prior to academic year 2015-2016 may choose to complete their Practical Theology field requirements under either Option A or Option B, subject to the guidance in notes 3 and 4 above.
10. CW 101 and BX 201 *must* be taken together and should be taken by anyone planning to do ordained ministry, chaplaincy, or other ecclesial ministries. Students who choose Bible Option B may take BX 201 in fulfillment of one of their Biblical course requirements or electives as long as they are also enrolled in CW 101.
11. Option A students who take CW101 (with BX 201) may take CA 101 (Communication Arts) either in fulfillment of their Practical Theology Field requirements or as a free elective.

INTERRELIGIOUS ENGAGEMENT FIELD

12. A student may apply for an exemption from the IE102 requirement if the student, prior to attending Union, has taken two or more undergraduate or graduate courses on traditions other than Christianity and has earned a B average in those courses.
13. Students who take a Sacred Text (STX) course to fulfill the Bible requirements must take another IE course to complete the second IE requirement.

CONCENTRATION REQUIREMENTS MASTER OF DIVINITY DEGREE

rev. 8-18-15

The M.Div. requirements mandate that certain courses shall be taken in the first half of the program, but considerable liberty in course selection is introduced for the second half when students choose courses with a program concentration in mind. Information about options available for the program concentration is given below.

Program Concentration Requirements

The “program concentration” of the M.Div. degree will permit the student to choose an area within the theological disciplines for concentrated study or to organize his/her studies with particular professional requirements in mind.

During the Second Year (or its equivalent, if one is attending part-time), the student selects a program concentration from among options that have been approved by the Faculty, or the student and a faculty advisor together design an individualized concentration around some organizing principle or idea. In any event, every M.Div. student must report his or her choice of concentration to the Registrar no later than the end of the Second Year.

A coherent integrated study plan and, of course, the availability of appropriate curricular and library resources shall be hallmarks of an individual proposal, which is to be agreed upon by a faculty advisor and approved by the academic dean.

Program concentrations can be seen to divide along lines of professional preparation for a particular vocation, on the one hand, and deeper study in a particular academic discipline on the other.

A concentration can also--and in its ideal form, probably will--combine thorough vocational preparation with rigorous intellectual engagement of a particular academic discipline.

For example, the Pastoral Ministry and Theology concentration will seek to insure that the student has studied an array of subjects intended to strengthen a professional career, but can also go deeper into scholarly issues of a particular academic subject.

It is hoped that the student’s choice of concentration, and the direction he or she takes in that concentration, will reflect and contribute to the student’s ongoing intellectual and personal development at Union.

Program Concentration Advisors & Advisement

The faculty member who serves as advisor for a student’s program concentration normally will be a faculty member who teaches in the subject area of interest. For many students, this may indicate a change in faculty advisors in the Second Year. Information and guidance is given below for the following concentrations:

- Pastoral Ministry and Theology
- Ministry and Social Work

- Bible – either Old Testament or New Testament
- Historical studies and Church History
- Theology
- Theology and the Arts
- Psychology and Religion
- Christian Social Ethics
- Religious and Theological Education of Adults
- Interreligious Engagement
- Preaching and Worship
- Church and Society
- Interdisciplinary

The interdisciplinary concentration can be flexible enough to accommodate generalists as well as specialists; that is, a concentration may include courses spread across several curricular fields.

Minimum Credits Required For Program Concentration

At least 15 credits (normally five courses) of the student's elective work for the degree are to be related to the program concentration. It is to be noted that 15 credits are simply the minimum. Additional courses taken simply as electives for the degree may also contribute to the student's concentration. Alternatively, a student may want to use those electives to develop a specialization, in addition to the major program concentration.

Normally, the thesis or senior project will focus on a topic that is related to the area of the concentration.

Recorded On Transcript

The student's major program concentration will be recorded on his/her official transcript upon graduation.

I. Pastoral Ministry & Theology Concentration

This concentration is intended especially for the student who is preparing for a career in Christian ministry as pastor of a church or as the leader in some other manner of a faith community. It entails specialized engagement of several subject areas of the curriculum that will build upon knowledge achieved through the core requirements of the degree. Besides the core requirements the Pastoral Ministry concentration strongly recommends

- an additional course in biblical exegesis,
- an additional course in preaching,
- an additional course in liturgy and public worship,
- an additional course in pastoral counseling,
- an additional course in religious education,
- Students in this Ministry Concentration are encouraged to take both semesters of the Systematic Theology introductions (ST 103 and ST 104), even though, strictly speaking, only one of these courses is required for the degree.

Clinical Pastoral Education (CPE) is strongly recommended as an additional elective for ministry students.

Some training in church administration is strongly recommended as an additional elective in this concentration.

Union Theological Seminary does not ordain persons to ministry, but it intends, insofar as possible, to make studies available to students that will adequately prepare them for the ordination examinations and requirements of their denominations. A course in the polity of one's church, for example, while not listed in the guidelines for this concentration is a course that should be taken. Students are well advised to become thoroughly familiar with the ordination requirements and processes of their denominations from the outset of their studies. Attending seminary (in and of itself) is only part of the preparation for ordination expected by most churches. Information from judicatory authorities of the student's denomination will be invaluable in planning the student's entire program of study.

For students who are members of particular communions, cross registration for some courses at other seminaries may become a useful element of their program planning.

II. Ministry & Social Work

For M.Div. students who are also candidates for the M.S. in Social Work in the dual-degrees program with Columbia University, the Program Concentration requirement is satisfied by the student's studies at the School of Social Work and the integrative seminar at Union.

III. Bible

Students who choose the Bible concentration will normally take a combination of courses in Old and New Testament, although students who take the bulk of their courses in OT or NT may specifically elect to have their concentration designated as such. The Bible concentration strongly recommends

- two terms of Biblical Hebrew or Biblical Greek,
- three additional courses in Bible (OT, NT, BX),
- a thesis or senior project related to Bible on a topic agreed upon with an advisor in the Bible Field.

IV. Historical Studies & Church History

Students who choose to concentrate in historical studies and church history will work in two areas

- major work (earning 9 credits in courses approved by the faculty advisor) and a
- minor concentration in church history (completing 6 credits in two courses approved by the advisor)
- a thesis or senior project on a subject related to the major concentration is to be prepared in the senior year;
- students of the Early Church concentration will take a course in biblical exegesis as part of the 9 "major" credits;
- students with the major concentration of the Reformation and Early Modern, and Modern Christianity and other historical studies will be expected to take a relevant course outside the Field.

V. Theology

The student whose concentration is theology will select, with the approval of the program faculty advisor,

- four courses in Systematic Theology (in addition to the ST course required for the degree),
- one related course in another department or field of the curriculum,
- a thesis on a subject related to the major concentration is to be prepared in the senior year.

VI. Theology and the Arts

Students who choose Theology and the Arts as their Program Concentration are expected to be knowledgeable beforehand about the arts, and proficient in some art form (music, visual art, dance, etc) prior to beginning the M.Div. degree. The Theology & the Arts concentration strongly recommends courses

- in worship and the arts, ritual performance and criticism, and
- additional courses specifically approved for the Concentration by faculty advisor;
- a senior project or thesis related to the major concentration is to be prepared in the senior year.

VII. Psychology & Religion

The program concentration in Psychology and Religion strongly recommends that the student study

- PS 101 (*Introduction to Pastoral/Spiritual Care*) or PS 405 (*Readings in Psychoanalysis: From Object Relations to Relationality*),
- PS 310, an advanced course integrating psychology and theology,
- another PS course that can be related to the student's chosen focus within the concentration, with approval of the Professor of Psychology and Religion,
- complete a unit of Clinical Pastoral Education (CPE) in excess of the 15 credits required for the concentration, and
- prepare a thesis related to the major concentration in the senior year, or take two additional elective courses that support the concentration.

Students declaring Psychology & Religion as their concentration must take the foundational courses - PS 101 or PS 405, a second PS course, and PS 310 - for full credit, not R credit.

VIII. Christian Social Ethics

The program concentration in Christian Social Ethics strongly recommends that the student study

- a foundational course in Christian Ethics,
- two advanced level courses in Christian ethics and social justice studies,
- two additional courses in the theological and ethics field as approved by the faculty advisor,
- a thesis on a subject related to the major concentration is to be prepared in the senior year.

IX. Interreligious Engagement

Students with a program concentration in interreligious engagement are strongly recommended to take

- one tradition-specific course (ex., Introduction to Islam)
- one comparison course (ex., Buddhist-Christian Dialogue)
- one theory and methods course (ex. Comparative Theology, Theology of Religions)
- at least one semester-long interreligious field placement (ex. an interfaith organization, a multi-religious institution, or placement in a tradition other than one's own, etc.)
- one additional IE course, a course in a related field, or a second semester of IE field placement

X. Preaching & Worship

Students whose program concentration is preaching and worship are strongly recommended to complete

- CW 101
- one advanced course in Preaching
- one advanced course in Worship
- one additional advanced course in Preaching or Worship
- an additional course in another department of the curriculum that is relevant to the concentration
- a thesis or senior project in the senior year related to the concentration material.

XI. Church & Society

In this Concentration, students will study churches as social institutions and religion from sociological perspectives in at least five courses, including

- courses on im/migration of peoples and of twentieth-century immigration to the United States
- a Church and Society course on method
- a thesis or senior project in the senior year related to the concentration material.

XII. The Interdisciplinary Program Concentration

The Interdisciplinary Concentration is intended to support M.Div. students in broadly approaching their studies and vocational goals. It allows students to cluster their 15 credits of courses around either

- an issue, problem, or movement that deploys the perspectives and tools of multiple disciplines and fields (for example: Black theology, feminisms and feminist theologies; eco-justice; poverty), or
- the histories, practices, challenges and concerns of ministry with a specific community in mind, again informed by multiple disciplines (for example: Black church ministry; Latina/o ministry; ministry in the gay community; ministries with immigrants, people in prisons, and so forth).

A faculty member must approve the student's plan for an interdisciplinary concentration and agree to serve as the program advisor.

In the interdisciplinary concentration, the student is required to prepare a thesis or other project (for six credits) in the senior year that demonstrates how the multiple disciplines and fields have been brought together.

Appendix C

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

THIS FORM MUST BE COMPLETED BY CANDIDATES FOR SEMINARY DEGREES WHO WISH TO ENROLL IN A **GRADUATE** COURSE IN ANOTHER INSTITUTION.

Please read the information on the other side of this sheet before completing this form. At registration, you will turn it in to the UTS Registrar's Office along with your registration card.

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.

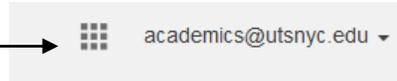
Appendix D

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, next to your email address, there is a square icon.



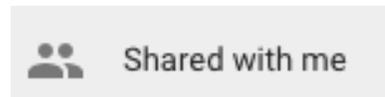
Click on the square icon. A menu will appear that contains the Google Drive icon.



Click on the Drive icon and look for your ePortfolio, labeled like this:

[Your degree] ePortfolio - (2015) LastName, FirstName - ab1234 - JW
(your entering year) name - UNI - advisor's initials

You may need to click on the folder on the left of your screen named "Shared with me" to find your ePortfolio folder.

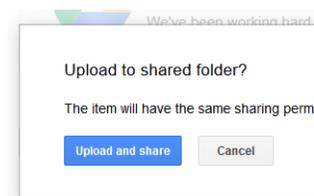


How to Upload a Document to Your ePortfolio

Click on your ePortfolio to open it. You will see the previously uploaded contents. In the upper-left corner of the screen find the red "NEW" button. Click the "NEW" button, and click "File upload" from the pull-down menu. Browse for and select your file. Once uploaded, you're file will be automatically shared with your Assessment team.



If the prompt "Upload to shared folder?" pops up, click "Upload and share" or just "Share" and you're ePortfolio will be automatically shared with your Assessment team. You're done! (When the "Upload complete" box pops up, do not click "send" again – just close the box by clicking on the X.)



You may access your ePortfolio at any time.

Warning for device users:

If you are using a device for Gmail in a web browser, you may not have access to Google Apps (you won't see the Apps square icon in your inbox). If you get the free Google Drive app on your device and sign in to your UNI Gmail account, you can access your Drive and ePortfolio directly.