Jubilee College International
Mid-Course Writing Assignment

From the course subject matter, select a relevant topic and write a research paper using the following criteria:

MID-COURSE WRITING ASSIGNMENT STANDARDS:
    a. Christian Ministry Certificate
        1) 1000 words
        2) 15 resources
        3) 15 items annotated
    b. Associate of Practical Theology
        1) 2000 words
        2) 20 resources
        3) 20 items annotated
    c. Bachelor Degree (Certificate of Ministry)
        1) 3000 words
        2) 30 sources
        3) 30 items annotated
    d. Masters Degree
        1) 4000 words
        2) 40 sources
        3) 40 items annotated
    e. Doctoral Degree
        1) 5,000
        2) 50 sources
        3) 50 items annotated

* NOTE: ¼ of resources may be from the internet or a journal.

FORMATING: It is recommended you purchase the APA Format Guide from Amazon.com. You may also download a free version of APA format for research papers. Familiarize yourself with the format process such as citations, setting up the paper, punctuations, footnotes, etc. Before you start writing you will want to set up your margins, tabs, font, headings, paragraph styles, etc. in your word processing application in accordance with the APA formatting.

FORMAT AND SUBMISSION REQUIRMENTS: the following are standardized criteria for all papers to be written for JCI School of Ministry courses:
    a. Must use Arial font at 12 point size.
    b. Must use APA format for footnotes, bibliography and citations.
    c. Must be double spaced.
    d. Must be force justified (Not flush left, center, or right).
    e. Must use the JCI SOM cover page for submission of each phase of the paper development (Thesis Statement; Bibliography; Annotated Bibliography; Outline and Final Paper)

f. Each submission will be delivered via email to Dr. Barham at
jubilee@thejube.org

Submission should be no more than one month a part from time of approval. Final papers should be submitted no more than 6 months after completion of course lectures. Extension may be requested under extenuating circumstances.

TYPING YOUR PAPER:

a. You will need to learn to use Microsoft Word. The more familiar you are with using Microsoft Word the easier it will make this process. You can use other programs but they may not have the same functionality and others may not be able to assist you. With Microsoft Word you can establish the font and heading styles, paragraph formats, margins, footnote formats, building your bibliography, set page numbers, headers, footers and everything before you even start your paper and make it much easier than trying to figure it all out after you have spent hours writing and then have to go back and try to establish formats.

b. You can find free Microsoft Word training classes online at http://www.gcflearnfree.org/word .

c. If you plan to further your theological education and studies you will want to eventually purchase a copy of Logo Scholars edition. When you reference material by copy and paste into your paper it will automatically place bibliographical information into your footnotes in Word. You may be able to find other programs that will do the same.

d. Once completed, papers should be presented in a professional manner. Do not staple papers. Present in a folder or sleeve. Ensure the paper contains all of its required components. Ensure you have save a copy for yourself in digital format.