Master of Theological Studies

PROGRAM HANBOOK

2019-20

Santa Clara University

Jesuit School of Theology

Welcome

Our school, located in Berkeley, California, is an international center for the study of theology. Students come to JST from across the nation and around the world to prepare for a broad range of ministries and service to the Church and world. Our students of all ages are lay women and men, Jesuits in formation, and members of other religious orders.

Our work here is inspired by Pope Francis' letter to the Catholic University of Argentina (UCA):

> Teaching and studying theology means living on a frontier, one in which the Gospel meets the needs of the people to whom it should be proclaimed in an understandable and meaningful way. . .You learn so as to live: theology and holiness are inseparable . . . Theology is an expression of a Church which is a 'field hospital', which lives her mission of salvation and healing in the world. (2015)

As a Jesuit theology center, we also take to heart the call of the Society of Jesus, to labor for justice as an extension of God's mercy. "[R]econciliation is always a work of justice, a justice discerned and enacted in local communities and contexts" (Gen. Cong. 26, Decree 1, n. 31). Our watchwords – 'living theology, transforming our world' – express our commitment to a shared future where the good news of the Gospel lives in the communities we serve.

Our distinguished faculty members are committed to achieving academic excellence, exploring the riches of the Catholic theological tradition, and helping our students appreciate the complex and fascinating ways in which faith finds a home in the many cultures around the globe. As a Jesuit school, we emphasize the social justice dimension of our faith and the Jesuit tradition of holistic education that engages all facets of the lives of our students as well as those we serve. Our students graduate prepared for leadership in the Church and society through the intellectual, spiritual, and pastoral formation they receive here.

JST is both a graduate school of Santa Clara University and a member of the Graduate Theological Union, a vibrant consortium encompassing eight graduate schools of theology in the Bay Area, most of them within a few minutes' walk of our own campus in Berkeley. In addition, our education is enhanced by the GTU shared doctoral research library, our close relationship with the nearby University of California, and our proximity to the artistic and cultural diversity of the San Francisco Bay Area.

We invite you to make your distinctive contribution to our academic and faith community, as together we enliven faith, promote reconciliation, labor for justice, and participate in God's mercy.

In Christ,

Alison M. Benders, PhD
Interim Dean, Jesuit School of Theology

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Program Guidelines

Overview:

The Master of Theological Studies is an academic degree program that offers students a broad understanding of the Catholic theological vision through foundational courses in four core areas of study: Biblical Studies; History / Systematic Theology; Religion and Society / Ethics; and Pastoral Theology / Spirituality. The degree culminates with a synthesis project or paper in the student's selected concentration. The degree prepares graduates to be teachers and/or administrators in primary and secondary schools, directors of religious education or of faith formation programs, parish-based leaders, or administrators of various nonprofit organizations and voluntary service programs. Students also learn a theology of ministry for service in a changing Church and world. The MTS is an ideal program for persons engaged in ministry or seeking theological enrichment and a rewarding exploration of their faith.

Goals / Objectives

Goal I: Students will gain a broad theological foundation that will undergird inquiry into a select area of concentration.
Objectives:
   a. Students will demonstrate an understanding of Biblical Studies, Historical-Systematic Theology, and Pastoral-Moral Theology, according to the competencies articulated by each of these areas.
   b. Students will integrate their understanding of the above areas in exploring a chosen area of concentration.
Students will demonstrate a depth of knowledge in their area of concentration.

Goal II: Students will develop a critical fidelity to the Roman Catholic tradition, in service of the faith that does justice.
Objectives:
   a. Students will employ historically and philosophically informed knowledge of the tradition in assessing theological positions.
   b. Students will integrate the perspective of the poor and the marginalized in their reflection on theological and pastoral issues.

Goal III: Students will recognize the interplay between faith and culture in addressing theological and / or pastoral issues that emerge in diverse cultural contexts.
Objectives:
   a. Students will incorporate skillful socio-cultural analysis into their reflection on theological and pastoral issues.
   b. Students will locate theological and pastoral issues in the cultural contexts in which they emerge.

Advanced Standing

A student who has taken graduate courses in theology not longer than six years prior to registration may petition for advanced placement in the Master of Theological Studies program. This petition may be included with the Application for Admission or it may be submitted during the first semester of study at JST. No more than 12 semester units of advanced standing can be applied to the JST Master of Theological Studies program. Petition forms are available from the Registrar, the Office of Admissions or online on the Registrar's page: https://www.scu.edu/jst/academics/office-of-the-registrar/

No units will be transferred which have already been counted toward another degree. No units will be considered for transfer that are not from regionally accredited institutions of higher learning or were not attained at a graduate level.

Students in the MTS program may elect to take a class for Pass/Fail for no more than 15 credits while in residence at JST, not counting the credits from the MTS 3000 seminar.

Degree Requirements

The Master of Theological Studies degree requires the completion of 48 semester hours (16 three-unit courses). A full-time student may expect to complete the Master of Theological Studies degree in two academic years, but must complete the program within five calendar years from the date of first registration in the program. Twelve semester units is the normal full-time course load. The degree program also requires students to submit a paper (roughly 40 pages) or equivalent project synthesizing the theological concentration and the general theological components of the program. During the admission process, students select either the *on campus* or the *online* track for their coursework. See page 6 and following. During their studies, students may change from one track to another, with approval from the Associate Dean.

Students in all degree programs must maintain a 3.0 Cumulative Grade Point Average (CGPA) to graduate. A grade of B- or better is necessary in all courses used to satisfy a requirement for all Jesuit School of Theology degree programs.

Students are required to take a course that teaches them the following four competencies: conceptual, analytical, theological and pastoral. To fulfill this requirement, students must take RS 2092 Culture, Context and Lived Religion or some other course that teaches the same content, as approved by the Program Director.

Continuing Registration

MTS students who have completed coursework and are working on final projects must sign up for a one-credit course continuing registration (MTS 3001) each semester to maintain their student status until their submitted project is approved and they are graduated.

MTS– On Campus Track

I.   Foundational Theology (27 credits)

   a.   24 of these credits should be taken in basic theology:
   - Biblical Studies (6 credits)
   - Historical and Systematic Theology (6 credits)
   - Ethics, Religion and Society (6 credits). RS 2092 Culture, Context and Lived Religion is required as 3 of these six units.
   - Spirituality and Pastoral Theology (6 credits)

   b.   3 credits for the MTS Proseminar. The Proseminar includes a synthesis paper or project in the area of the student's specialization. This is further explained below.

II.   Concentrations (21 credits)*

   A. Theology Concentrations: Students concentrating in theology must take 9 additional credits in their area of concentration in addition to the foundational theology requirement. They must also take 12 credits of electives.

Concentration Areas

   - Biblical Studies
   - Christian Spirituality
   - Cultural and Historical Studies of Catholicism
   - Church History
   - History of Art and Religion
   - Liturgical Studies
   - Systematic and Philosophical Theology
   - Ethics & Social Theory/Religion and Society

   B. Ministry Concentrations: Ministry concentrations will support students to develop expertise and skills in a particular area of service or ministry. Like the Theological Concentrations, they require 21 credits of study. Normally, students in Ministry Concentrations will complete a synthesis project. In consultation with their advisor, students may focus on a particular area of ministry by taking:

   - 15 credits in a related field of study, which normally includes one methods course (3 credits), two practicums/internships/field experience/immersions (6 credits), and two other topical courses (6 credits)
   - 6 elective credits

Specifically designed concentrations in Ministry include:

Concentration in Intercultural Ministry – 21 credits

This concentration is designed to prepare graduates to minister within today's diverse Catholic Church, especially in the increasing ways cultural groups interact and share both religious spaces and practices. Students will learn how to engage different faith communities and assist in a collaborative dialogue with one another by highlighting and articulating best practices, devotional styles, liturgies, etc. In addition, students will gain skills to do theological reflection within an intercultural context to imagine and create ministerial opportunities emerging out of intercultural interactions. The required courses are:
   - a ministerial pedagogy – 3 credits
   - immersion courses – 6 credits
   - topical courses – 6 credits
   - Students must also take 6 credits of electives on any topic of their choice

   *The total number of Concentration and Elective credits for all MTS students is 21.

Credit Distribution for Coursework

Forty-eight semester hours of credit must be completed according to either the *on campus* or the *online* track outlined below. Students are strongly urged to do 12 units of their degree program in courses at other Graduate Theological Union schools.

IV. *Synthesis Paper or Project*

> MTS students are to write a paper (roughly 40 pages) or complete an equivalent project synthesizing the theological concentration and the general theological components of the program. This paper or project is to be done under the dire member and with a second reader, both approved by the Asso submit a proposal for the paper or project, including the name the Associate Dean for approval.

MTS – Online Track

I. *General Theology (39 credits)*

> a. 36 of these credits should be taken in basic theology:
> - Biblical Studies (9 credits)
> - Historical and Systematic Theology (9 credits)
> - Ethics, Religion and Society (9 credits)
> - Spirituality and Pastoral Theology (9 credits)
>
> b. 3 credits for the MTS Proseminar.
> the Proseminar includes a synthesis
> paper or project in the area of the student's
> specialization. This is further explained below.

II. *Electives (9 credits)*

> All other courses are electives.

III. *Synthesis Paper or Project*

> MTS students are to write a paper (roughly 40 pages) or complete an equivalent project synthesizing the theological concentration and the general theological components of the program. This paper or project is to be done under the direction of a full-time JST faculty member and with a second reader, both approved by the Associate Dean. The student must submit a proposal for the paper or project, including the names of the director and reader, to the Associate Dean for approval.

NOTE: Although online degree students are not required to select a concentration area, through their regular academic advising appointments they will be guided to develop expertise in particular areas in preparation for their synthesis paper or project.

 Any exception to the above needs the written approval of the Associate Dean. No professor or academic advisor can make exceptions in degree requirements.

MTS Synthesis Paper/Project Guidelines

MTS students must write a paper (roughly 40 pages) or present an equivalent project synthesizing the theological concentration and the general theological components of the program. This paper/project is to be done under the direction of a full-time JST faculty member and with a second reader, both approved by the Associate Dean.

Proposal: A proposal for the project or paper is subject to the approval of the Associate Dean, who will also approve the principal advisor and a second reader. A form for this proposal is included in this handbook.

Grade for Synthesis Paper: A sample grade report form is included in this handbook. A copy of the grade sheet should be given to each reader along with the final version of the synthesis paper or project.

Preparing and Filing of Synthesis Paper: The MTS synthesis paper should be formatted in accordance with Library specifications, using the *Manual for Writers of Term Papers, Theses and Dissertations*, 7th edition, by Kate Turabian (see the guidelines on Physical Format, following).

One bound copy of the final, corrected and signed version of the synthesis paper or project should be filed with the JST Registrar's Office. Either "velo" or comb binding, with a clear plastic cover, is recommended. The MTS synthesis paper will be kept on file at JST.

Synthesis Paper Deadline: The MTS synthesis paper must be graded, corrected, signed and submitted to the JST Registrar by the **first Monday in May** for May graduation.

All forms mentioned above can be found in the back of this handbook, and are also available online at https://www.scu.edu/jst/academics/office-of-the-registrar/

Style Guidelines For Paper

Turabian is the writing style for Graduate Theological Union theses and dissertations (i.e., *Manual for Writers of Term Papers, Theses and Dissertations*, 9th edition, by Kate Turabian). Approval of style is the responsibility of the candidate's committee.

SPACING
Double spacing is required for the main body of the work except in those places where conventional usage calls for single spacing, e.g., footnotes, indented quotations, tables, etc. Do not print on both sides of a page; every page of the thesis must be printed single-sided.

FONT
The type size should be 12 point. Type used for charts, drawings, graphs, tables, footnotes, etc., may differ according to format and space requirements, but should be at least 10 point. Keep in mind whether or not the text will be legible in this smaller version of the document when choosing the font size.

MARGINS
Margin requirements apply to all pages, whether text, illustration, charts, graphs, or other content. Be sure to check the margins not only on pages with text, but also pages with charts, graphs, or images.

Left: 1 1/2 inches (Once the paper is bound, the left-hand margin will fall into a gutter; for this reason the left margin is larger than the others.)

Top, right, and bottom: 1 inch

Page numbers may be no closer than 1/2 inch from edge.

TITLE PAGE:
A sample of the required title page can be found at the back of this handbook.

Guidelines for the MTS Synthesis Project

An MTS project differs from an MTS synthesis paper in that it is immediately ready for pastoral, educational, counseling, or other practical situations. It is an application of theological expertise to a particular need or for a particular group.

Examples of MTS projects include syllabi for courses, materials for retreats, educational films, blogs, etc. Criteria for grading M.T.S. projects include:

1. Does the project seem to be informed by good theological understanding in the student's area of concentration, including appropriate bibliographical material?
2. Does the project reflect good general theological knowledge, including relevant bibliographical material?
3. Is the material presented appropriate in topics, language and level of difficulty for its intended audience?
4. Does the Analytical Introduction (see below) clearly state the purpose, methodology and goals of the project?
5. Does the project seem likely to achieve the goals stated, assuming appropriate audience and presentation?

MTS projects should be prefaced by an Analytical Introduction of about 5-8 typed, double-spaced pages explaining the project. Material to be covered in the Analytical Introduction includes:

1. **Title**

2. **Rationale and purpose** Briefly state why you are doing this project. (E.g., "While teaching 10th grade, I came to realize that my students had little or no knowledge of the gospel of John. At the same time, our school has a strong institutional commitment to social justice. In this project, I seek to bring those two dynamics into dialogue.") Next, describe the purpose of the project and its intended audience (e.g., "This class is intended to provide High School students with a solid introduction to the gospel of John, especially as that text speaks to questions of social justice.")

3. **Goals** (e.g. "Retreatants will be introduced to *Lectio divina* as a prayer practice.") What, specifically, will the recipients of your work gain from it? Most projects will have 3-4 distinct goals.

4. **Structure and Methodology:** How is the project organized, and why in this way? How will your project meet its goals? What scholarly resources and concepts are you drawing on, and why? Make sure to connect the aspects of your project clearly to your bibliography. (NOT: "I am using historical-critical methodology to read the text." RATHER: "The historical-critical scholarship of _____ shapes this project. As ____states, 'Scripture without a sense of historical context is deracinated.'[1] Therefore, I will....") This should be the main part of your paper.

5. **Materials**—A schedule, budget, advertising flier, or other appropriate materials may be included here.

6. **Conclusion**

NOTE: In general, remember that the MTS project is to be equivalent to a 40 page paper. Therefore, if your project includes a structural task (like designing a parish education program or a semester-long course), while you need not provide all the specific texts you will need to create, you should include enough specific materials for your graders to have a sense that you are integrating your theological knowledge well in the project. For a project that is a school class, this would mean including some lectures in full text (i.e., if speaking from an outline, include the outline), while the syllabus will also be significant in evaluating the project overall. For a guidebook for hospital chaplains, this would mean including all or most of the final text, but some chapters may be left in outline form. For a blog, submit the website address, but in your introduction highlight several entries, perhaps with feedback from or interaction with readers. If the project involves research with people, SCU protocols on human subjects must be observed.

Filing deadlines, registration and graduation for MTS Students:

Filing Deadlines for Graduation:
- Spring graduates: The filing deadline is the first Monday in May.
- September/October graduates: The filing deadline is the date of the late registration deadline for Fall Semester registration.
- Fall registrants completing before the spring semester: The filing deadline is the date of the late registration deadline for Spring Semester registration. These students will receive their degree in May.

Registration Requirements:
Students must file their synthesis papers by the late registration deadline for the upcoming semester in order to avoid having to pay tuition for an additional semester.

Graduations: JST has two graduation dates each academic year:
- <u>May</u> (for students who finish during the fall semester or by the spring May deadline)
- <u>September/October</u> (for students who finish in late May through the summer)
- NOTE regarding Commencement Ceremony: The only students permitted to 'walk' in the commencement ceremony in May are those who have finished or will finish all requirements for their degree before or during the spring term.

Technology Requirements for Online Coursework

Technical Requirements

The JST uses Moodle for our online classes. Moodle is a web-based learning management tool that allows professors to post readings, assignments, videos, and engage the class in dialogue. In order to use Moodle, you will need a login (provided by the school upon registration) and the following tools to ensure your success:

1. A working email address that you monitor frequently.
2. A working, reliable internet connection.

Recommended Browsers

Most browsers will handle the Moodle pages without problem. Some individual modules may require special software or plugins.

Minimum recommended browser: Firefox 4, Internet Explorer 8, Safari 5, Google Chrome 11, Opera 9

Recommended Settings

- Make sure that the browser is set to accept cookies (from both 1st party and 3rd party).
- Javascript must be enabled.

Recommended Software

Sun Java Runtime Environment (JRE) should be installed for full functionality within the Moodle site. This software can be downloaded here: https://java.com/en/download/

In order to stream videos within Moodle, you will need to have the following plug-ins installed:

For PCs, use Windows Media Player (PC); The software is available here: http://windows.microsoft.com/en-us/windows/download-windows-media-player

For Macs, you will need Quicktime. Quicktime is available through the Mac App Store, or at the following link: https://support.apple.com/kb/DL923?locale=en_US

In addition, it a good idea to make sure that Adobe Flash is up to date in your browser. To get or update Flash, please follow the instructions at the link below:

https://get.adobe.com/flashplayer/

Master of Theological Studies

This worksheet is intended to assist you in determining your progress in the M.T.S. program.

Student's Name: _____ Date: _____

M.T.S. On Campus

Theological Foundation (27 units)			
Biblical Studies (BS, OT, NT)	Historical and Systematic Theology (HS, ST, PT)	Ethics, Religion and Society (CE, RS, PS)	Spirituality and Pastoral Theology (SP, HR, HM, LS, ED, RA)
1. 2.	1. 2.	1. RS 2092: Culture, Context & Lived Religion 2.	1. 2.
M.T.S. Proseminar			

A. Theology Concentration (9 units)	Electives (12 units)
1. 2. 3.	1. 2. 3. 4.

B. Ministry Concentration (15 units)	Electives (6 units)
1. Methods 2. Practicum/Internship/Field Experience/Immersion 3. Practicum/Internship/Field Experience/Immersion 4. Topical 5. Topical	1. 2.

M.T.S. Online

Theological Foundation (39 units)			
Biblical Studies (BS, OT, NT)	Historical and Systematic Theology (HS, ST, PT)	Ethics, Religion and Society (CE, RS, PS)	Spirituality and Pastoral Theology (SP, HR, HM, LS, ED, RA)
1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.
M.T.S. Proseminar			

Electives (9 units)
1. 2. 3.

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SYNTHESIS PAPER/PROJECT PROPOSAL   M.T.S.

Master of Theological Studies

Student's Name: _____

Title of Paper/Project: _____

_____

Area of Concentration: _____

READERS' SIGNATURES:

Director/Academic Advisor: _____ Date: _____

Reader: _____ Date: _____

DESCRIPTION (This description should include a brief statement of the questions you are attempting to answer, how you intend to go about it, the methodology, and an indication of the availability of sources. Use the reverse side if necessary.

_____

Approval of JST Associate Dean   Date

SYNTHESIS PAPER/PROJECT PROPOSAL **M.T.S./O.M.T.S.**

GRADE REPORT FORM

Master of Theological Studies
Online Master of Theological Studies

Santa Clara
University

Jesuit School
of Theology

Student's Name: _____

Instructions to the Student:
    1. Fill in your name and thesis title.
    2. Give one copy to each thesis reader or project committee member including the director.

Title of Thesis/Extended Research Paper/Project: _____

_____

Instructions to Director and Readers:
    1. Please check one of the following grade options.
    2. Return the signed form to the JST Registrar, 1735 Le Roy, Berkeley, 94709.

            _____ **Pass** with No Revisions

            _____ Pass with **Minor** Revisions

            _____ **Returned** for **Major** Revisions*

            _____ Does **Not** Pass

Print Name: _____

Signature: _____Date: _____

*If the reader feels major revisions are necessary, s/he should contact the student and thesis director, and retain this grade sheet until satisfied that the thesis requires only minor revisions.

Comments (if any): **PLEASE INDICATE IF THESE ARE CONFIDENTIAL TO THE ASSOCIATE DEAN.** *[Use the reverse side of this page or separate sheet if necessary.]*