

# Undergraduate Capstone Requirement for Graduation

Instructions for Directly Enrolled Graduates who do not have Internet Access

## PLEASE READ ALL INSTRUCTIONS BEFORE YOU BEGIN

To be eligible for graduation, you must submit the following four required components:

1. Posttests:
  - a. Bible/Theology
  - b. General Education (if applicable)
2. Essay assignment consisting of three separate topics
3. Audio or video recording of verbal communication presentation
4. Graduate Follow-Up Survey

(Note: Students who are completing certificate only need to complete the Graduate Follow-Up Survey.)

Once completed, place all four of the required components in the envelope provided and return the envelope to GU by postal mail. If printed copies of the posttests or graduate follow-up survey along with Scantron answer sheets and an envelope are not included with this instruction packet, please call 1-800-443-1083 option 4 or write to the address below.

### Component 1 - Posttest(s) Requirement

Students who have fulfilled all requirements for their program, or who are within 9 credits of completion, will complete a Bible/ Theology posttest and a general education posttest.\* These tests are designed to demonstrate and document the knowledge gained as a result of studies with Global University. They also help evaluate the effectiveness of Global University courses for the purpose of ongoing quality improvement. Students do not receive grades for these tests, and graduation is not dependent on a minimum score.

\*Students enrolled in the Three-year BA, Second BA, or diploma programs do not need to complete the general education posttest.

#### INSTRUCTIONS FOR SUBMITTING POSTTESTS:

**The posttests do not require a proctor.** However, students are required to complete the tests without the use of reference materials (e.g. notes or books). Use the enclosed posttest BTB1000 and Scantron to take the Bible/ Theology posttest. Use the enclosed posttest GEB0001 and Scantron to take the General Education posttest. Return *only* the Scantrons in the provided envelope. Please shred or destroy the test booklets.

If printed copies of the posttests along with Scantron answer sheets are not included with this instruction packet, please call 1-800-443-1083 option 4 or write to the address below.

### Component 2 - Written Essay Requirement

Students must complete a written essay assignment consisting of three separate topics, as described in the instructions below. Each essay should have a title and should be about 350–500 words; thus the total length of the assignment will be approximately 1,200–1,500 words (5–6 double-spaced, typewritten pages). The addition of both a cover and a reference list will make

the completed project 7–8 pages in length. Students are encouraged to use their Bible, ISTs or Study Guides, notes, and other research material, especially for essay topic three.

This writing assignment will be given a mark of *Pass* or *Redo*. A *Redo* paper must be resubmitted with the recommended changes made. **Clearance to proceed with graduation will not be granted until a *Pass* mark is received on your essay assignment.**

### *Instructions*

The written responses for these three essay topics should each consist of 350–500 words, and each topic should be given a different title.

Essay Topic 1: As you reflect on your Global University program, identify which courses impacted you the most and how they changed you. Reflect on your experiences of learning either in a study group or in an independent learning environment. What did Global University do well? In what areas could the service, delivery, or content of the program be improved?

Essay Topic 2: Explain how your Global University program has contributed to your planned ministry or personal development. What techniques did you gain or improve in that enhance your ability to minister, teach, preach, and learn? Evaluate the most significant influences of this program, and describe how these have impacted you or will impact your future. Include in your discussion any study skills that were strengthened or expanded.

Essay Topic 3: Through research, develop a rationale (reasonable understanding) for the doctrinal position espoused by Global University that “the Bible is the inspired and only infallible and authoritative written Word of God.” Consult at least three to five biblical resources in a library or other location.

### INSTRUCTIONS FOR SUBMITTING ESSAY ASSIGNMENT:

Make a copy of the essay assignment to keep for your records. Send GU a copy of the essay covering all three essay topics in the provided envelope. Make sure you include your name and student number on your cover page. Any questions about the essay topics may be e-mailed to [eval@globaluniversity.edu](mailto:eval@globaluniversity.edu) or you may write to the address listed at the end of this letter.

## **Component 3 - Verbal Communication Requirement**

You must submit a verbal communication (audio or video recording) assignment. This recorded assignment will be given a mark of *Pass* or *Redo*. A *Redo* recording must be resubmitted with the recommended changes made. **Clearance to proceed with graduation will not be granted until a *Pass* mark is received on this assignment.**

### *Instructions*

1. Using essay topic three from the written assignment, prepare a 5-15 minute lesson on the doctrine of belief in the Bible as the Word of God. Present the lesson with or without a live audience, and record the presentation as you present it.
2. Record your audio or video presentation on audio tape, CD, videotape, or DVD. If you do not have access to any type of recording device, you may type your presentation as if you were speaking it. You do not need to include a reference list or cite sources. You do need

to proofread your work for spelling and other grammatical errors. Also include an explanation as to why you do not have access to a recording device.

#### INSTRUCTIONS FOR SUBMITTING VIDEO OR AUDIO FILES:

1. Be sure to make a copy of the presentation to keep for your records. Submissions will *not* be returned to the student. Submit your recorded or written assignment in the provided envelope.
2. Any questions you may have about the recording requirement may be e-mailed to [eval@globaluniversity.edu](mailto:eval@globaluniversity.edu) or you may write to the address below.

### **Component 4 - Graduate Follow-up Survey Requirement**

The final component consists of completing a Graduate Follow-up Survey. The survey and a Scantron form are enclosed. Return *only* the completed Scantron in the provided envelope. If printed copies of the graduate follow-up survey along with Scantron answer sheets are not included with this instruction packet, please call 1-800-443-1083 option 4 or write to the address below.

**Please make a copy of all components (Scantrons, written assignment, and presentation recording) before mailing the originals to Global. If the required capstone components do not reach Global University (or are damaged in the mail), you will be asked to resubmit all assignments.**

Include the original of all four components in the envelope provided and send to:

Director of Research & Evaluation  
Global University  
1211 S. Glenstone Ave.  
Springfield, MO 65804  
USA

Once all four components have been submitted, and both the written and recorded assignments have received a mark of *Pass*, the capstone requirement will be fulfilled. You will receive confirmation by mail when the capstone requirement has been met and may apply to graduate at that time.

Checklist of items to send to Global University in the provided envelope:

1. Posttests:
  - I, the student, have enclosed the completed Scantrons of the exams
2. Written Essays
  - I, the student, have enclosed a copy of the essay assignment including all three topics
3. Verbal Communication
  - I, the student, have enclosed a copy of the audio/video recording
4. Graduate Survey
  - I, the student, have enclosed the completed Scantron of the survey

If printed copies of the posttests or graduate follow-up survey along with Scantron answer sheets and an envelope are not included with this instruction packet, please call 1-800-443-1083 option 4 or write to the address above.