Undergraduate Capstone Requirement for Graduation

Instructions for Directly Enrolled Students Who Have Internet Access

PLEASE READ ALL INSTRUCTIONS BEFORE YOU BEGIN

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

1. Bible/Theology, Christian Education, or Intercultural Studies Posttest (*Please select the appropriate exam based on your major.*)
2. Essay assignment consisting of three separate topics
3. Audio or video recording of verbal communication presentation
4. Graduate Follow-Up Survey

Refer to the chart below to know what components you need to submit based on your program of study:

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<th>Program</th>
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<td>Diplomas, AA</td>
<td>Graduate Follow Up Survey (English and Spanish)</td>
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<td>Posttest (English and Spanish)</td>
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<td>All BA programs (four-year, three-year, second BA)</td>
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Component 1 - Posttest Requirement

Students who have fulfilled all requirements for their program, or who are within 9 credits of completion, will complete a Bible/Theology, Christian Education, or Intercultural Studies posttest. *Please select the appropriate exam based on your major.* This test is designed to demonstrate and document the knowledge gained as a result of studies with Global University. It also helps evaluate the effectiveness of Global University courses for ongoing quality improvement. Students do not receive a grade for the test, and graduation is not dependent on a minimum score.

ONLINE INSTRUCTIONS FOR SUBMITTING POSTTESTS

**The posttest does not require a proctor.** However, students are required to complete the test without the use of reference materials (e.g., notes or books). Use the link and the password information provided below to log on to the test.

[http://onlineexams.globaluniversity.edu/partestonline/TestLauncher/eTLStartup](http://onlineexams.globaluniversity.edu/partestonline/TestLauncher/eTLStartup)

Use the information below to sign in:

**Instructor:** PrePosttests

**Test Name:**

1. BTB1000POSTTESTTr (for Bible and Theology), or,
2. CEB1000POSTTESTTr (for Christian Education), or,
3. ISB1000POSTTESTTr (for Intercultural Studies)
Password: newGUgraduate

Additional instructions can be found online under “Online Testing Instructions”:
http://www.globaluniversity.edu/undergrad_documents.cfm

Component 2 - Written Essay Assignment 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 500 words; thus the total length of the assignment will be approximately 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 3.

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 approximately 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 those courses 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 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.” Search the GU Library website for resources or consult at least three resources in a library or other location. To write the essay, follow the formatting requirements you used in previous course writing projects for Global University, including in-text citation and a reference list.

INSTRUCTIONS FOR SUBMITTING ESSAY ASSIGNMENT

1. Make a copy of the essay assignment to keep for your records. E-mail one document containing all three essay topics to eval@globaluniversity.edu. Make sure you include your name and student number on your cover page.

2. E-mail any questions you may have about the essay topics to the same address.
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 3 from the written assignment, prepare a 5- to 15-minute lesson on the doctrine of belief in the Bible as the Word of God. Present the lesson with or without an audience and record the presentation as you present it.
2. Record your audio or video presentation using digital media. Recordings such as MP3s, MPEGs, etc., may be submitted via e-mail. Alternatively, you may submit the recording on audiotape, CD, videotape, or DVD.

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 you. Digital recordings may be e-mailed to eval@globaluniversity.edu.
2. E-mail any questions you may have about the recording requirement to eval@globaluniversity.edu.

Component 4 - Graduate Follow-Up Survey Requirement

The final component consists of completing a Graduate Follow-Up Survey. The survey is available online.

INSTRUCTIONS FOR COMPLETING AND SUBMITTING SURVEY

1. Click on the following link to go to the survey:
   http://globaluniversity.libsurveys.com/UGGraduateFollowUpSurvey
2. E-mail any questions you may have about the Graduate Follow-Up Survey Requirement to eval@globaluniversity.edu.

Graduation

Once all four components have been submitted to the International Office and both the written and recorded assignments have received a mark of Pass, the capstone requirement will be fulfilled. You will receive e-mail confirmation when the capstone requirement has been met and you may apply to graduate.