

# Mountain Theological Seminary

## SU 26 US500 Course Syllabus (Pass/Fail, Zero Credit)

### US 500: Introduction to Graduate Study at MTS

Summer 2026  
MTS  
6925 Carr St., Arvada, CO 80021

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#### COURSE DESCRIPTION

This is a non-credit, two-week, pass/no pass graduate school orientation course which provides an overview of online learning, expectations of the student, an introduction to our online learning management system, an introduction to research and writing skills including Turabian format, MTS programs and policies, and delineating helps in preparing the student for successful completion of his or her degree here at MTS. The student must pass this course before taking other courses at MTS.

#### COURSE RATIONALE

To be successful in graduate studies at MTS at the graduate level, the student must be able to navigate online learning, be able to do graduate level research and writing, understand policies and procedures, and expectations. This course provides this for the student.

#### MTS MISSION

The mission of Mountain Theological Seminary is to equip followers of Jesus around the world to be spiritual leaders and servants in Christ's church by providing them with a transformative biblical distance education.

#### COURSE OBJECTIVES

Upon successful completion of this course, students will be able to:

1. **Demonstrate Academic and Technological Readiness**  
Proficiently navigate the MTS Learning Management System and digital platforms to engage effectively in coursework and support their biblical and theological formation.
2. **Apply Graduate-Level Research and Writing Skills with Integrity**  
Conduct credible online research using the MTS Library and scholarly resources, and produce written work in proper Turabian format—including accurate footnotes and bibliographic entries—while consistently avoiding plagiarism.
3. **Interpret and Follow Key MTS Academic Policies**  
Articulate and apply essential MTS academic policies, including expectations for integrity, communication, and submission standards, to participate responsibly in seminary life.
4. **Demonstrate Awareness of MTS Academic Pathways and Mission**  
Describe the MTS Two-Track System, identify the degree and certificate programs offered, and

explain how these pathways support the seminary's mission to equip followers of Jesus for spiritual leadership and service.

5. **Engage with the History and Impact of Mountain Theological Seminary**

Analyze the historical development, mission, and global impact of MTS to understand how the institution contributes to the Church's formation and ministry, and how their own calling aligns with that mission.

### Course Exams/Quizzes

There are no exams or quizzes in this course.

### Module Outlines and Course Assignments:

#### Module 1. Purpose of this US500 Course by Dr. Giles

**A. US500 Introduction to Graduate Studies at RMSMT with Dr. Glenn Giles, Dr. Jennifer Konzen, Dr. Rolan Monje, and Dr. Steve Kinnard.**

This is a required course for every Master's level course including GCBS (Graduate Certificate in Biblical Studies). Students who have previously (before fall 2020) enrolled in MTS are also strongly encouraged to sign up for this course as well. This is a non-credit, **two-week**, pass/fail (75% or better out of 100%) *orientation* course to provide an overview of online learning, expectations of the student, an introduction to our online learning management system, an introduction to research and writing skills including Turabian format, MTS programs and policies, our relationship with Lincoln Seminary at Ozark Christian College (LSOCC), and delineating helps in preparing the student for successful completion of his or her degree here at MTS. The student (excluding audit-only students) must pass this course before taking other courses at MTS. This course is online and begins on May 10 and ends May 23, 2026. This course is **NOT** transferable to LSOCC and costs \$25.

**B. Required Textbook and Turabian Link:**

**1. Required Textbook:**

Zacharias, H. Daniel and Benjamin K. Forrest. *Surviving and Thriving in Seminary: An Academic and Spiritual Handbook*. Bellingham, WA: Lexham Press, 2017.  
Digital ISBN: 9781577997795  
-Kindle on Amazon.com is about \$6.00.

**2. Turabian Link:**

[http://www.press.uchicago.edu/books/turabian/turabian\\_citationguide.html](http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html)

**3. Strongly Recommended Book:**

Graff, Gerald, and Cathy Birkenstein. *They Say/I Say*. Sixth Edition. New York: W. W. Norton & Co., Inc., 2024. ISBN 13: 978-1324070030.

**C. What is needed to Successfully complete this course and begin courses at RMSMT:**

**1. View and Study all the videos in the first nine modules**

**2. Read the textbook in its entirety, and**

**3. Successfully complete the following assignments:**

- a. Turabian Bibliography entries for 10 Journal Articles on 1 Timothy 2:12 using our MTS online library.
- b. Turabian Footnote entries for the 10 Journal Articles you found on 1 Timothy 2:12 using an appropriate page number for any page you wish to reference.
- c. Find 10 commentaries on 1 Timothy (it can be commentaries that include the other two pastoral epistles as well, i.e., 2 Timothy and Titus) and put them in Turabian Bibliographic format.
- d. Put these 10 commentaries on Timothy in Turabian Footnote form using page 25 as your page number referenced.
- e. You will be given a paragraph to use for a reference. We want you to pick one of the sentences out and put it in Turabian format referencing form.
- f. You will then put the gist of the meaning of that sentence in your own words and put in Turabian reference form as well.
- g. Write a definition of plagiarism and how to avoid it.
- h. Paper formatting assignment, cover page, table of contents.

**Module 2. RMSMT/MTS History, Growth, Impact, Vision, Mission, and Conviction by Dr. Giles**

- A. God moving in our history: The Need for Deeper Bible Equipping in our ICOC Family of churches
- B. MP4 Video from our beginning
- C. RMSMT/MTS First Graduation History Video by Dr. Giles
- D. RMSMT/MTS Impact: African Student Video
- E. God's Moving since our first graduation (CCC, MDiv, Spanish MA Program)
- F. RMSMT/MTS Purpose, Mission, Conviction and Philosophy, Vision, and Catalog
- G. Professors and Administrative Staff
- H. Accreditation, our association with LSOCC, and our commitment to meet accreditation standards for our courses
  - RMSMT Two Track System
  - Who should do Track 1?
- I. Tuition
- J. Academic Policies (from our 2020 Catalog)

**Module 3. Overview of the Bible and Ministry Programs by Dr. Giles**

- A. Course offering schedule.
- B. Graduation Worksheets, Requirements, and Honors.

#### **Module 4. Overview of the Christian Counseling Programs (MA and Certificate) by Dr. Konzen**

#### **Module 5. Standards for Graduate School. Dr. Glenn Giles**

- A. The question posed from our Postmodern World: Why these Standards?  
Purpose is to not just influence the regular world but have an impact on the academic arena as well. Also they help ground the Gospel message in history so that it is an unchanging message for all time.
- B. Why Turabian format?
- C. Rigor Standards for courses (135 to 160 hours, how computed, etc.)
- D. Sample syllabus

#### **Module 6. RMSMT Expectations for our Students. Dr. Kinnard**

#### **Module 7. MTS Online Study and Research Resources: Using Canvas, Our Online Library, Credible Research Tools/Sources. Dr. Giles**

- A. Invitation to a course and signing on
- B. A tour of a course
- C. Using our MTS Online Library
- D. Credible Online Research Tools and Sources
  - 1. [www.blueletterbible.org](http://www.blueletterbible.org)
  - 2. [www.biblehub.com](http://www.biblehub.com).
  - 3. [www.e-sword.net/](http://www.e-sword.net/)
  - 4. [www.logos.com/](http://www.logos.com/)
  - 5. [www.balboa-software.com/](http://www.balboa-software.com/)
  - 6. [www.biblestudytools.com/commentaries/](http://www.biblestudytools.com/commentaries/)
  - 7. [www.stepbible.org](http://www.stepbible.org)
  - 8. [www.netbible.org](http://www.netbible.org)
  - 9. <https://archive.org/details/texts> (Internet Archive for ebooks and texts)
  - 10. You can also find scholarly sources at <https://www.jstor.org> by creating an account, which allows you to read materials online at the website (up to 100 articles for a month). To download the materials you would need to have access through an institutional account. However, you should be able to get by without downloading if you simply read the materials online.
  - 11. Also recommended is Everand (see link below) to students as a paid subscription online library from which scholarly commentaries can be accessed:  
<https://www.everand.com/home>. They usually offer a 1 month free trial.
- E. Student Resource for Conservative Journals <https://www.galaxie.com/welcome>
- F. Best Bible Commentaries
  - 1. OT: <https://www.bestcommentaries.com/old-testament-commentaries/>
  - 2. NT: <https://www.bestcommentaries.com/new-testament-commentaries/>
- G. Evaluation of a Book or Commentary:

1. Conservative Publishers
2. Conservative Schools

## **Module 8. Paper Writing and Turabian Format by Dr. Monje and Dr. Giles**

### A. Paper writing: Turabian, Grammarly, etc.

1. Dr. Monje's video

Turabian Format for Papers by Dr. Monje

<https://vimeo.com/249620906>

Password: RMSMT2017

2. Grammarly <https://www.grammarly.com/>

3. Watch your Word Processor suggested corrections.

4. Free Bibliography and Citation Tools:

<https://elearningindustry.com/12-best-free-online-bibliography-and-citation-tools>

### B. More on Footnotes and Bibliography by Dr. Giles.

[http://www.press.uchicago.edu/books/turabian/turabian\\_citationguide.html](http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html)

### C. Paper format: Coversheet, Table of Contents, Page Numbering, Footnoting, Bibliography, Spacing, Headings, Thesis Statement, etc.

See my Doctoral Thesis as well as Joey Harris' paper in this Module

## **Module 9. Avoiding Plagiarism by Dr. Konzen**

1. View Dr. Konzen's video
2. View the following videos:

#### a. Plagiarism:

- 1). <https://youtu.be/EF5eFeJMplA>

- 2) [https://owl.purdue.edu/owl/english\\_as\\_a\\_second\\_language/esl\\_students/plagiarism\\_and\\_esl\\_writers.html](https://owl.purdue.edu/owl/english_as_a_second_language/esl_students/plagiarism_and_esl_writers.html)

- 3) <https://youtu.be/aqk4yq8z2Vc>

#### b. Paraphrasing:

- 1) <https://www.scribbr.com/citing-sources/how-to-paraphrase/#how-to-paraphrase-in-five-steps>

#### c. Literature Review:

1. <https://youtu.be/F1S1FZ-bn5E>

2. <https://youtu.be/9la5ytz9MmM>

**Module 10. Assignments:** Footnote and Bibliography and citation directions are on Blackboard for this Module 10. Due Wednesday, August 20: They are:

1. **Create Turabian Bibliography** entries for 10 Journal Articles on 1 Timothy 2:12 found using our RMSMT online library. *List them alphabetically as one bibliography.* If needed you can use articles found in any part of the passage of 1 Timothy 2:8-15 not just on verse 12.
2. **Create Turabian Footnote** entries for each of the 10 Journal Articles you found on 1 Timothy 2:12 using an appropriate page number for any page you wish to reference.
3. **Find 10 commentaries on 1 Timothy** (they can be commentaries that include the other two pastoral epistles as well, i.e., 2 Timothy and Titus) and **put them in Turabian Bibliographic form** and *list them as one bibliography.* Search for example on amazon.com for these. Also use the Best Commentary URLs discussed and illustrated in this course in Module 7.
4. **Put these 10 commentaries on 1 Timothy in Turabian Footnote form** using page 25 as your page number referenced.
5. View the document below in this Module entitled "Hierarchy Transfigured: Perspectives on Leadership in the New Testament" by John Koenig. **Pick out verbatim one of Koenig's sentences and put it in Turabian format referencing form.** Create a document with this sentence in the body of the paper with a proper footnote to it at the bottom of the paper.
6. **Then pick out one of Koenig's paragraphs and put it verbatim in Turabian referencing form** both as it would appear in the text as well as in a footnote. In other words create a document with this paragraph in proper form with a footnote in that document referring to it at the bottom of the page.
7. Then we want you to **take that same paragraph of Koenig and summarize it in your own words (paraphrase in your own words)** without using any of Koenig's wording (i.e. using less than any 3 sequential words of his article) in your summary. **Then put the citation of this in Turabian format form.** In other words, as done in #6 above, create a document with this paragraph in proper form with a footnote in that document referring to it with the footnote at the bottom of the page.
8. **Write a definition of plagiarism and outline how you will avoid it.**
9. **Create a cover page** in the format given in this course for a report entitled "A Critique of John Koenig's "Hierarchy Transfigured: Perspectives on Leadership in the New Testament" article below in this module. Make the coversheet for this US500 course with Dr. Giles as the professor.
10. **Make a Table of Contents page** listing each major heading and page number for the article "Authority in the New Testament and the New Testament's Authority" by Peter-Ben Smit provided below.
11. **Send Dr. Giles a note THROUGH CANVAS INTERNAL EMAIL that you have viewed and studied all the videos and documents in Modules 1-9, and completed reading the textbook for this US500 Course.**

**Send all of these assignments in for grading to Dr. Giles THROUGH CANVAS INTERNAL EMAIL in one docx file by Wednesday midnight of the second week of this course. If the professor asks you to re-do any part of the assignment, it will be due Saturday midnight of the second week.**

# POLICIES

## ATTENDANCE POLICY

Students are expected to attend every class session. In the event that a student misses one class session, he/she must work with the instructor to determine what is needed to make up what was missed. If the student does not make up the work in a satisfactory manner, the student's final grade will be lowered one letter grade at the end of the course. If the student misses two class sessions, the student's final grade will be lowered one letter grade provided that he/she makes up work for both class sessions. If that make up work is not completed, then the final grade will be lowered by two letter grades. If the student misses three class sessions, he/she will be given an F for his/her final grade and not be allowed to finish the course.

At times students have legitimate extenuating circumstances for their absences from class. If this occurs and the student is doing well in class up to that point, the student can contact the professor of the class and the Dean of the appropriate MTS School and ask for a 30-day extension beyond the end of class to complete the work in the class. This request, however, must be made at least 2 weeks before the final class session. If a 30-day extension is approved beyond the end of class and the student fails to finish all the requirements of the class by the end of those 30 days, the student will be assigned an F for his/her final grade for that class. Appeals can be made to the MTS President.

## LATE WORK POLICY

All work is due when listed in the course syllabus, unless otherwise stipulated by the instructor. Grading of any late work on any assignment during the semester will be done at the discretion of the Instructor. (Note that instructors are not under obligation to accept any assignment that is late but may do so and grade it if they wish according to their discretion). No work may be accepted later than one week after the course concludes, since ***final grades for all classes are due two weeks after the last class session***. The only exception to this policy is for students who request and are granted an official course extension as noted in the above paragraph. All such extensions are granted only for extreme circumstances (extended illness, death in family, etc.), and the extension may not exceed 30 days from the last day of class. Only the appropriate MTS Dean may grant such requests, which must be made in writing at least 2 weeks before the last class session. Otherwise, the grade earned at the end of the class is the one granted.

## ACADEMIC AND PERSONAL DISCIPLINSHIP INTEGRITY POLICY

It is the policy of MTS that its students and faculty exhibit a high standard of honesty and integrity and a commitment to the Lordship of Jesus Christ. Students are expected to be committed to a living standard depicted in the Bible both academically and relationally both inside and outside of school. Incidents of lack of integrity, including such things as plagiarism, cheating, treating others with lack of respect will be taken seriously and offenders held

accountable up to and including probation, suspension and/or removal from their academic program and MTS. All infractions should be reported to the appropriate Dean of MTS.

## **INSTRUCTOR/STUDENT COVENANT**

As instructor of this course, I covenant with each student that I will model Christ-like behavior, value and respect each student as a fellow disciple/learner, be prepared for each class session, make appropriate assignments, grade all assignments fairly, return all graded assignments promptly, and be available for consultation outside of class. In return, I expect each student to model Christ-like behavior, value and respect fellow students and me as the instructor, be prepared for each class session, and complete assignments in ways that demonstrate your integrity.

## **ONLINE ETIQUETTE**

Most of the online or hybrid courses in the graduate programs require students to interact with each other and with the instructor on a regular basis (per syllabus instructions). Most of that interaction is done through online comments posted on Canvas. Due to the constraints and unique nature of online communication, students should be aware of the tone or insinuations of any comments they post. Comments can often be misinterpreted when non-verbal cues such as facial expression and voice intonation are not present. Excessive punctuation, such as repeated exclamation points, could be construed as overly emotional or angry. Students need to consider how remarks might be interpreted by someone who does not know them personally and can only take their words at face value. Students should compose their comments per instructions under the syllabus assignments, paying careful attention to proper grammar and spelling.

## **LIBRARY RESOURCES AND SERVICES**

While MTS does not have an official Physical library onsite. However, we do have an online library for all students. Students can access this library with the link and User ID and Password noted below:

### **MTS Library link and access codes:**

<https://search.ebscohost.com/login.aspx?authtype=ip,uid&custid=s9813984&profile=ehost&defaultdb=aph>

**Username:** rmsmt2016

**Password:** ICOC!YYYY (YYYY = Current Year)

There are also many theological school libraries which are available in the Denver area for students to use with the schools' permission. These include:

The Denver Seminary Library  
6399 South Santa Fe Drive

Littleton, Colorado 80120

Colorado Christian University  
8787 W. Alameda Ave.  
Lakewood, CO 80226

Iliff School of Theology  
2323 E. Iliff Ave.  
Denver, CO 80021

There are also several State University libraries in the area which can be visited for research including the University of Colorado in Boulder, Regis University, University of Colorado in Colorado Springs, Colorado College in Colorado Springs, Naropa University in Boulder. The best search engine for biblical article research is EBSCO ATLA Religion with Serials data base which can be found at all of the above libraries.

Please also visit any theological or university library in your area to see if they have access to ATLAS Religion data base. In Colorado, you may also check with local libraries for the availability of EBSCO *Academic Search Premier* data base. It searches many well respected academic religious journals also. MTS students can also access *Academic Search Premier* through our MTS website at [www.mtsem.org](http://www.mtsem.org).