



William Carey Bible Institute

Assignment explanation

Students of the William Carey Bible institute will be graded and assessed based on assignments submitted. For *specific* assignment requirements, please see the relevant course description page. The following is an explanation of each kind of assignment which may be required.

Essays

An essay is an assignment in which the student is required to present his or her point of view. It could be an argument, description, synopsis, analysis, review, etc.

All essays need a cover page which includes the student's full name, course name, assignment title and date of submission. Essays should to begin with an introduction which orientates the reader to the content of the essay. A thesis statement should be included (usually the last sentence of the introduction) which summarizes in one sentence the main points of the paper. The thesis statement (as well as the entire essay) needs to follow the topic provided in the course description.

The body of the essay needs to support the thesis provided in the introduction. Each paragraph must contain one unit of thought. Headings can be used to indicate new subtopics within the body.

Every essay ends with a Conclusion which demonstrates that you have completed your assignment by summarising your main argument(s) from the body. This is normally one paragraph long and should never be longer than two paragraphs.

Essays will be graded according to four criteria: **content, application, critical thinking, accuracy** (see Rubric for details).

Articles

An article is similar to an essay in its style. However, an article is more informative and requires more research in a specified field. For example, an *essay* on idolatry would be a general investigation on the subject of idolatry in the Bible with specific applications identified at the end. An *article* on idolatry would be more focussed on a particular subcategory or application, such as idolatry in South African society or idolatry in the church of Zambia.

All articles need a cover page. Articles should begin with an Introduction which orientates the reader to the content of the article. A thesis statement should be included (usually the last sentence of the introduction) which summarizes in one sentence the main points of the paper. A thesis for an article could be a problem which demands a solution which will be presented in the body of the article. The thesis statement and the entire article needs to follow the topic provided in the course description.

The body of the article needs to support the thesis provided in the introduction. Each paragraph must contain one unit of thought. Headings can be used to indicate new subtopics within the body.

Every article ends with a conclusion which demonstrates that you have completed your assignment by summarising your main argument(s) in the body. This is normally one paragraph long and should never be longer than two paragraphs.

Articles will be graded assignments according to four criteria: content, application, critical thinking, accuracy (see Rubric for details).

Book Reports

Book reports provide an Evaluation and Application of a required course textbook. Book reports need to include the following:

1. State the details of the book in the introduction of your report i.e. author, date, title and main idea of the book. The main idea of the book should be summarised in one or two sentence.
2. Provide a brief summary of the book in a few paragraphs. These paragraphs should correspond with the summary provided in your Introduction.
3. Clearly state what you learned from the book in a few paragraphs.
4. Indicate where you strongly agree, or disagree, with the book.
5. Demonstrate how the content of the book applies to your life, church, ministry, family, society, etc. Note that 25% of your grade is based upon application.

Book reports will be graded on four criteria: **content, application, critical thinking, accuracy.**

Ministry Reports

Ministry Practicals Reports are required for practical assignments such as preaching sermons, arranging pro-life activities, outreaches, starting a Bible study, etc. Reports vary from one to three pages in length, depending on the specified requirements for each course.

All reports need a cover page. Reports should begin with an Introduction, describing the exact practical assignment which was completed. The introduction should include a short description of the event that took place, where it occurred, who attended, which activities were done, etc. The body of the report needs to clearly identify how the assignment impacted you and other people involved. The conclusion of the report must describe what your overall experience has taught you and how you plan on implementing further action in your ministry, church and/or personal life.

Depending on the specified requirements of each course, the outline of the report should consist of the following headings:

1. Introduction
2. Feedback from others
3. Logistical lessons learned
4. Personal lessons learned
5. Lessons learned about the Church
6. Lessons learned about God
7. Lessons learned about ministry
8. Conclusion

Ministry reports will be graded on a pass/fail basis. They are required for you to complete the course.

Lecture Notes

Lecture notes are required in all courses. Students should listen to the required lectures of their choice and demonstrate that they have understood and can apply the content of the lecture. Lecture notes should have an introductory sentence stating the name of the lecturer, the title of the message, and the main idea of the presentation. Students should interact with the main points of the lecture to demonstrate that they have understood the material and conclude with actions that should be taken as a result of the contents of the lecture.

Lecture notes will be graded on a pass/fail basis. They are required for you to complete the course.

Form and Style Requirements for all Assignments

- Every assignment should include a cover page.

- All assignments should be typed out in Times New Romans, 12-font, 1,15-line spacing, narrow margins.
- All references to God, any Member of the Trinity, the Lord, Saviour, Gospel, the Bible, the Church universal, the Kingdom of God and Heaven should begin with a capital letter. This includes synonyms, metaphors, pronouns and descriptions of God and the Bible such as the Hand of the Lord or the Word of God.
- All Bible references should be written out in full. For example, Matthew should not be shortened as “Matt”. Psalms should not be shortened as “Psa.”
- Scripture citations should be in **bold** and *italics*.
- Pages must be numbered.
- All assignments must be spell-checked before submission.

“Whatever you do, do it heartily, as to the Lord and not to men, knowing that from the Lord you will receive the reward of the inheritance; for you serve the Lord Christ.” Colossians 3:23-24