

COURSEWORK INSTRUCTIONS

Welcome to the PMI Center for Biblical Studies **COLLEGE LEVEL STUDIES**. You've now joined 26,000 others who have since 1981 received the same Bible study/Ministry training opportunity God has just given you. The enclosed syllabi will provide you with instructions for completing every course in the study program you selected. You will notice that each course brings a noticeable level of intensity. This has been purposefully designed to drive the student into the Word whereby the Holy Spirit will *guide* the student *into all truth* (*John 16:13*). It will not, however, complete itself. It is your responsibility to maintain a rigorous study schedule as unto the Lord!

COURSE TEXTS: Some courses have assigned text materials. However, bear in mind that the Bible is the main text undergirding every course. While we use the King James Bible, students may use what they own until they get a KJV. ¹

COURSE COMPLETION: Read everything and take notes. Your grade will be contingent upon your grasp of the material as well as the length of the composition. Therefore, intense study accompanied by good note taking will play a key role in your final grade. If you have access to a word processor or typewriter, that would be preferable. However hand written coursework on both sides of paper is acceptable IF IT IS LEGIBLE. **Please be neat!**

COURSE ASSIGNMENTS: Each course contains a course name and one or more assignments as signified by a number. Make a *Title Page* (see back) for every course. If your first course is (let's say) *Genesis*, that would appear on the top of your *Title Page*. Then, on top of the page following write *Assignment 1: Genesis Chapter Summaries* (or whatever the assignment is), write the chapter you are working on (ie, Chapter 1, or Chapter 2, etc), then write the summary. When finished, write Chapter 2 and your summary following. **NOTE:** If an assignment isn't titled, use your best judgment, you won't be downgraded. Always remember to pray before you study, and study before you write.

- **Summarizing Books and Chapters:** Look for the main theme, main verse(s), main character, topics dealt with, original audience, and a personal application to your life and ministry. When writing, stay within the word count guidelines for each paper. While students may extend word count by 10% or so, those who fall short will be downgraded. **NOTE:** We will give you extra credit for using Scripture in your summaries, but **DO NOT COUNT IT** in your word total.
- **Writing Reports, Personalities and Bios, and Misc. Papers:** We applaud the use of collateral resource materials that help you in your research and writing projects (ie, Bible dictionaries and handbooks, concordances, commentaries, etc). Be sure to include a footnote revealing your source.
- **Writing a Concise Summary of Books:** Take everything you studied, including all your notes, and assemble a "talking summary" that reads like a lesson you might deliver in front of a Bible study class. Be sure to include all pertinent facts found in the Book you are summarizing. In short, convince us you really know the material well.
- **Thru the Bible:** Every degree study track requires the student to read through the Bible once per academic year. That means a 6 year Biblical Studies student will read it through completely at least 6 times, and so on.

SUBMITTING COURSEWORK: CAUTION: We get lots of mail. Unless you staple your assignments together, you may wish to put your name at the top of each separate page. You can send one course, two courses, or an entire year in your mailing envelope. **DO NOT submit individual assignments-** send complete coursework only.

Each envelope you mail will include the following forms (samples on back):

- One **Cover Letter** per envelope. ² This single Cover Letter (not one for each course) will include the following information: (1) Your complete personal return mail address info, (2) A list of all the courses included in the envelope, (3) What the courses meant to you spiritually, (4) A personal note to Dr. Mike, and (5) What any text materials you need to continue your studies (ie, the next text, a Grad Pack to order your graduation or ordination certificates).
- A **Title Page** is required for every course. If you send 3 courses in your envelope, you will also include 3 Title Pages and how many Cover Letters? (HINT: less than two ☺)
- An **Assignment Verification Form** stating that you have read all reading material including your Thru the Bible reading is required for every course (make copies of original, please). **IMPORTANT:** Don't mail courses without one **Cover Letter** per envelope, one Title Page and an Assignment Verification Form.

Remember, this is **COLLEGE LEVEL WORK**. Read instructions and submit coursework accordingly.

Students that fail to follow directions will ultimately be dropped from school!

¹ We can purchase and send you an *Old Scofield Study Bible* (bonded leather, KJV, 1917 notes) for a gift to PMI of \$30.

² Do not include a Cover Letter with every course. Send **ONE COVER LETTER per envelope** (SEE SAMPLE NEXT PAGE)

Coursework Submission Forms

(Copy this form before you write on it, or use it as a pattern and create your own- follow instructions carefully)

COVER LETTER

DO NOT send a separate COVER LETTER for each course in the envelope

Send just one COVER LETTER per envelope!

Your name _____ # _____

Address _____

City _____ ST _____ Zip _____

List every course in this envelope:

Course:	Course:	Course:
Course:	Course:	Course:
Course:	Course:	Course:

- Studying this material has really helped me _____

Personal note to Dr. Mike: _____

Please send: my next course(s) GRAD FORM other _____

TITLE PAGE (One per Course)

Your Name _____ # _____

Your prison mailing address _____

City _____ ST _____ Zip _____

COURSE TITLE: _____

Credit hours for this course: _____ hours

Study Track I am Majoring in: Biblical Studies Ministry JVI Prophecy Religious Ed Scofield Theology

Academic Year you are in including DACE Advanced Standing : 1st 2nd 3rd 4th 5th 6th

ASSIGNMENT VERIFICATION FORM

(include at very bottom of the *Title Page*)

As God is my witness I have read the textbook (if applicable) and all the Books of the Bible assigned to the enclosed coursework. In my Thru the Bible Assignment I read:

from _____ to _____ in the OT and from _____ to _____ in the NT!

Sign _____ Date _____