 **MTS Evaluation and Materials**

**Registration Services**

847.866.3905 | 224.999.8059 fax | registrar@garrett.edu | 2121 Sheridan Road | Evanston, Illinois 60201 | www.garrett.edu

For those in the basic 2-year program

The MTS evaluation conference is held in the second semester of full-time registration, or after the completion of or in process with at least 27 semester hours. This conference is to be a demonstration of the student's ability to integrate material already covered and to include goal setting for the completion of the degree. Evaluation materials are due to the office of registration services, usually in the spring of the first year. The date for submission of materials is noted in the academic calendar. The conference must be completed before January term of the final year. The evaluation committee shall be the student's first year advisor plus a second faculty member in the proposed area of specialization. The faculty team are assigned by the registrar in consultation with the degree program director. Upon successful completion of the evaluation conference, the student is recommended to the faculty for advancement in the degree program.

For those with advanced standing

For MTS students with advanced standing, the evaluation conference, with the same goals as noted above, is held within the first semester of full-time enrollment, or with at least 14 semester hours in process. The deadline for submission of materials is noted in the academic calendar. Students must be in contact with their advisors. Faculty advisor and evaluating teams are assigned as noted above.

**Evaluation Conference Materials Checklist**:
The following materials should be submitted for the evaluation.

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| [ ]  | 1. Complete the MTS Graduation Requirements form.
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|  |  | 1. Fill in the course number and title for all courses taken and/or projected to be completed.
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|  |  | 1. Mark the area of specialization.
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| [ ]  | 1. Write a 3-4 page double spaced paper of approximately 1,250 words describing your vocational goals. Include life experiences that directed you and show how your course selections and MTS thesis will help further your interests and vocational goals.
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| [ ]  | 1. Submit three papers, with the faculty’s comments, that you have recently written. Submit at least one from the current semester. If you are a transfer student, you may use a paper from another seminary.
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| [ ]  | 1. Two faculty members will attend your conference. One will be your advisor. Please suggest two additional names in your specialization area, of which one will be selected:
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|  |  | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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|  |  | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| [ ]  | 1. Submit a statement of your thesis plans, which includes:
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|  |  | 1. The proposed topic of research
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|  |  | 1. Plans to proceed with thesis research and writing, especially plans for specialized coursework.
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|  |  | 1. Research question
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|  |  | 1. Bibliography of the thesis
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