



LOGOS
UNIVERSITY

Logos University Welcome Packet

Greetings in Jesus' Wonderful Name:

All of your admissions information has been processed and we are proud to inform you that you have been accepted as a **Logos University** Student. We are excited to be standing with you as you begin this next exciting phase of your academic career.

I've attached a number of files, which make up your *Welcome Packet*. Please read all of the material carefully so that you will get a good start on pursuing your degree. The Packet consists of a series of syllabi, which will tell you what you need to know and do to complete each of the courses that make up your program. There are also a *Book Review*, *Reflection Paper*, *Synthesis Paper*, and *Research Paper* guidelines attached. Read your syllabi carefully to insure that you are writing the proper kinds of papers for the course. If you have any questions about any of these documents, please do not hesitate to contact us by email or phone.

Each of the courses in your program has the contact information for a *Course Mentor*. You can access Course Mentors at any time via email to answer your questions regarding course content or requirements. They are all committed to assisting you to succeed in completing your program and will personally work with you on any questions or concerns you may have.

Try to set aside a two-hour block every day, or every other day to concentrate on doing your course work. We recommend that you schedule this time and find a safe study place to work on your coursework in a proper environment. This kind of discipline is necessary to succeed in ministry, so you may as well get a jump-start during your equipping season. Remember, inch by inch, it's a cinch, by the yard, it gets hard.

We'll be praying for you along with the other students we mentor. God is raising up a generation to reach the lost and he has graciously extended His invitation to you to partner in the cause. I commend you for your obedience. May the Lord bless your efforts as you pursue your spiritual and ministry goals through **Logos University**.

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Statement on Accreditation

Logos University practices ministry in the historical tradition and philosophy that the Church is best qualified to determine what curriculum and methodology best prepares ministers and Christians for kingdom work. Before there was governmental and institutional accreditation, most churches and denominations created their own ministry equipping programs and curriculum. The credentials gained through attending these course of study were fully accepted by the churches and denominations participating in the training. Thus, **Logos University** is peer accredited. This is not to be confused with regional or national accreditation. Peer accreditation is a recognition of standards, policies, and programs of like-minded institutions free of government involvement. **Logos University** is a member of *The International Association of Bible Colleges and Seminaries* and the *Association of Christian Schools International* (see below). These organizations are dedicated to creating and offering quality theological education. It is important to consider that: **the degree programs of this college are designed solely for religious vocations.** **Logos University** equips students for ministry. The advantages and disadvantages of enrolling in a regionally or nationally accredited institution must be considered by every student on the basis of what their ministry goals are.

- In 1982, **Logos University** was authorized by *The Florida State Board of Independent Colleges and Universities* to grant degrees, and continues as a registered degree-granting institution with the *Florida Department of Education Commission for Independent Education* (CIE).
- **LOGOS** is approved to educate disabled Veterans.

MEMBERSHIPS

- **Logos University** is a member in good standing of the *Association of Christian Schools International*. www.acsi.org
- **Logos University** is a member in good standing of the *International Association of Bible Colleges and Seminaries* www.iabcs.org.

PARTNERSHIPS: The LOGOS Network

Logos University (LU) is a member of **The Logos Network**. **The Logos Network** is comprised of several autonomous entities addressing various needs within the educational and ministry community. Partners within the **Logos Network** include:

- **Logos Educational Videos (LEV):** Providing video teaching materials and supplemental curriculum for **Logos University** courses.

- **Logos Educators Network (LEN):** LEN provides local churches the opportunity to train its members by establishing affiliate Bible Institutes, undergraduate Bible colleges, and Internships with certificated diploma and degree programs in specific disciplines of relevance to their situation.
- **Logos Global Network (LGN):** LGN provides licensing and ordination for persons who aspire to vocational ministry. LGN also provides 501 (c) (3) services for non-profit organizations (churches, missions, Christian counseling practices, faith-based humanitarian groups, etc.) wishing to incorporate for ministry and educational purposes.
- **Universidad Cristiana Logos (UCL):** Offers a full service of educational program options in Spanish. Consult the website for specific information.

Undergraduate Level Coursework

Throughout your Undergraduate studies you will be asked to write several papers for each course, which will include Book Reviews, Reflection papers, Research papers, and /or Synthesis papers. You will be asked to use a stand writing style and cover sheet for all of these assignments as follows:

The Cover Page will be formatted as follows for all papers

- 1) Upper left hand corner
 - a) "LOGOS University
 - b) "Course Number and Name of Class"
 - c) "Name of Instructor / Mentor"
 - d) "Date submitted
- 2) Upper right hand corner: Your name
- 3) The following is to be centered on cover page:

Book Review
of
"Title of Book"
by
"Author of Book"

The second page for all Papers will be formatted as follows:

- 4) The content and is the first page that counts toward the page length requirement
 - a) First sentence of first paragraph on first page begins 3 inches from top of page.
 - b) All paragraphs are to be indented 5-7 spaces.
 - c) Margins: Left hand margin 1 1/2 inches, right hand margin 1 inch, top margin 1 inch and bottom margin inch.
 - d) Pages are to be numbered beginning with page 2. The first page of the paper (not the cover page) is page #1 and is not to be numbered.
- 5) The remaining pages of your assignment will be formatted with a margin of: Left hand margin 1 1/2 inches, right hand margin 1 inch, top margin 1 inch and bottom margin inch. Pages will number appropriately throughout the assignment.
- 6) We recommend that students consult the MLA Handbook for Writers of Research Papers, 7th Edition to assist him/her with writing style. Throughout the course of your program you will

write Book Reviews, Research Papers, Reflection papers, and Synthesis papers these writing projects will serve as a trial run's for your thesis or dissertation. Spelling, grammar, syntax, proper using of abbreviations, etc. are expected to comply with the MLA manual style.

- 7) We highly recommend you find an editor or proofreader who will review your work. Your mentors will not serve as your proofreaders except to show you a few examples of where your work needs improvement. If a paper needs excessive correction, grade deductions will occur.
- 8) If in doubt about content in your reading or writing, consult your mentor who will provide instruction, insight and direction.**
- 9) When you Undergraduate, you will proud of your achievements as you will be able to articulate what you know in a manner that reflects the quality of your education.

Review Papers Writing Guidelines – Undergraduate Level

ALL REVIEW PAPERS are to be 5-7 pages (not including cover page), typed and double-spaced. Transmission via email attachment is preferred. Make personal copies for your protection.

The Content and/or Body of the review paper:

“Review” means that you understand the Author’s premise for writing the book and will now summarize and critique in your own words what you understand the Author communicated. The first several paragraphs will state: the introduction to the author and why they are qualified to write on the subject, the thesis and relevant main points made in the book with commentary on each of the main relevant points. The body of the Book Review will consist of answering the following questions:

- Did the author clearly communicate his premise for writing the book? Where, and How?
- Did the author prove his premise? Where and How?
- Was there evidence of proof that helped you to believe that the author was thorough in research? If not, what areas do you see that needed to be covered? Use examples.
- Was the author able to expose you to new truths or cause you to rethink some conclusions that you had previously drawn? If yes, how? If not, why?
- What controversial statements were made by the author? Why were these statements controversial?

Note: You can best accomplish this by taking brief notes, or underlining provocative statements in your book as you read.

Writing your Conclusion:

- Would you recommend this book to others and why?
- Would you not recommend this book to others and why?
- Was the book an aid to your understanding of the class content?

Please Note

- Your writing is expected to show good critical thinking skills. A Book Review differs from a Book Report. A Review critically evaluates the content of the book to determine if it complies with the thesis of the book. A Report is designed only to show that the reader can articulate the content.

Reflection Papers Writing Guidelines - Undergraduate Level

ALL REFLECTION PAPERS are to be 5-7 pages (not including cover page), typed in “Arial” or “Times New Roman” font, and double-spaced. Transmission via Email is preferred. Make personal copies for your protection!

The Content and/or Body of the reflection paper

“Reflection” means you have thought through the author’s content and have your own thoughts about what is being said. Interaction with the author’s ideas, and your own should be evident. You can best accomplish this by taking brief notes, or underlining provocative statements in your book as you read. Attempt to answer the following questions in your writing.

- Did the author communicate and prove his premise for writing the book?
- Was the author able to expose you to new truths or cause you to rethink some conclusions that you had previously drawn?
- Was there evidence of proof that helped you to believe that the author was thorough in his research?
- Were any controversial statements made that caused you to challenge the author?
- State your disagreements and why you believe the argument is weak or unfounded.

Conclusion

- Was the book an aid to your understanding of the class content?
- Would you recommend this book to others and why?
- Would you not recommend this book to others and why?

Research Papers Writing Guidelines - Undergraduate Level

RESEARCH PAPERS can Depending on the class, topic or Instructor, vary from 7-10 pages in length (not including cover page, endnotes and bibliography). All papers are to be typed and double-spaced. Transmission by email attachment is preferred. If sent by USPS and you want your papers returned, you must provide a self-addressed envelope with sufficient postage. Make personal copies for your protection!

The Content and/or Body of the research paper

- “Research” means that you have undertaken to study and report on a subject. Each instructor may have their own guidelines in terms of sources but minimum guidelines require 5 sources beyond class texts and the Bible.
- The student will have a topic approved, or assigned by, the instructor or syllabus.
- The student will treat the subject in a focused manner to insure thorough coverage of the subject.
- The Research Paper is a combination of Review and Reflection with exposition that communicates critical thinking beyond the obvious.
- Where a reference is made it must be accompanied by an endnote number corresponding to the endnote page at the rear of the paper.
- If the student chooses to quote a source in the body of the paper, appropriate reference to author, title of the work, page number in parenthesis must follow the quote.
- A bibliography must accompany your Research Paper. The Bibliography must follow standard bibliographic style and is to be at the back of your paper. Students will use the MLA as the guide for their Bibliography.
- The Introduction of your paper will state your thesis and relevant main points that you will be addressing in the body of the paper.
- The Body of your paper will review the topic in light of the literature that you have used in your research.

The Conclusion:

- The conclusion is expected to summarize the Introduction and Body while making conclusions regarding how you now understand your topic and the potential areas that can be explored for further study and understanding of that topic.

Layout of the Research Paper

- Cover Page
- Body
- Endnote page
- Bibliography

Synthesis Papers Writing Guidelines - Undergraduate Level

SYNTHESIS PAPERS are to be 7-10 pages (not including cover page), typed and double-spaced. Transmission via email attachment is preferred. Make personal copies for your protection.

The Content and/or Body of the research paper

“Synthesis” means the opposite of analysis. It is the combing of constituent elements of separate materials into a single or unified entity. It consists of the following steps, writing as a running, integrated narrative.

- Introduce the books and authors for which the synthesis will be attempted. Provide relevant details of the author's experience, expertise or education that would qualify the authors to write on the subject
- Briefly summarize the main theme for each of the texts. The theme can usually be found in the "Introduction" or "Foreword"
- Compare the approach of each author to the approach of the others
- Contrast the approaches of the authors to one another.
- Determine which relevant principles you would integrate into your approach in your practice of the subject.
- Conclude by ranking or recommending the requisite texts and give specific reasons why or why not.

Documentation:

Documentation of your writing, it is imperative that you document correctly any and all quotes from books, magazines, websites, or individuals. Logos University has chosen to use the MLA Handbook for Writers of Research Papers (currently in the seventh edition)

Graduate Level Coursework

Throughout your Graduate studies you will be asked to write several papers for each course, which will include Book Reviews, Reflection papers, Research papers, and /or Synthesis papers. You will be asked to use a stand writing style and cover sheet for all of these assignments as follows:

The Cover Page will be formatted as follows for all papers

- 10) Upper left hand corner
 - a) "LOGOS University
 - b) "Course Number and Name of Class"
 - c) "Name of Instructor / Mentor"
 - d) "Date submitted
- 11) Upper right hand corner: Your name
- 12) The following is to be centered on cover page:

Book Review
of
"Title of Book"
by
"Author of Book"

The second page for all Papers will be formatted as follows:

- 13) The content and is the first page that counts toward the page length requirement
 - a) First sentence of first paragraph on first page begins 3 inches from top of page.
 - b) All paragraphs are to be indented 5-7 spaces.
 - c) Margins: Left hand margin 1 1/2 inches, right hand margin 1 inch, top margin 1 inch and bottom margin inch.
 - d) Pages are to be numbered beginning with page 2. The first page of the paper (not the cover page) is page #1 and is not to be numbered.
- 14) The remaining pages of your assignment will be formatted with a margin of: Left hand margin 1 1/2 inches, right hand margin 1 inch, top margin 1 inch and bottom margin inch. Pages will number appropriately throughout the assignment.
- 15) We recommend that students consult the MLA Handbook for Writers of Research Papers, 7th Edition to assist him/her with writing style. Throughout the course of your program you will

write Book Reviews, Research Papers, Reflection papers, and Synthesis papers these writing projects will serve as a trial run's for your thesis or dissertation. Spelling, grammar, syntax, proper using of abbreviations, etc. are expected to comply with the MLA manual style.

16) We highly recommend you find an editor or proofreader who will review your work. Your mentors will not serve as your proofreaders except to show you a few examples of where your work needs improvement. If a paper needs excessive correction, grade deductions will occur.

17) If in doubt about content in your reading or writing, consult your mentor who will provide instruction, insight and direction.

18) When you graduate, you will proud of your achievements as you will be able to articulate what you know in a manner that reflects the quality of your education.

Review Papers Writing Guidelines – Graduate Level

ALL REVIEW PAPERS are to be 7-10 pages (not including cover page), typed and double-spaced. Transmission via email attachment is preferred. Make personal copies for your protection.

The Content and/or Body of the review paper:

“Review” means that you understand the Author’s premise for writing the book and will now summarize and critique in your own words what you understand the Author communicated. The first several paragraphs will state: the introduction to the author and why they are qualified to write on the subject, the thesis and relevant main points made in the book with commentary on each of the main relevant points. The body of the Book Review will consist of answering the following questions:

- Did the author clearly communicate his premise for writing the book? Where, and How?
- Did the author prove his premise? Where and How?
- Was there evidence of proof that helped you to believe that the author was thorough in research? If not, what areas do you see that needed to be covered? Use examples.
- Was the author able to expose you to new truths or cause you to rethink some conclusions that you had previously drawn? If yes, how? If not, why?
- What controversial statements were made by the author? Why were these statements controversial?

Note: You can best accomplish this by taking brief notes, or underlining provocative statements in your book as you read.

Writing your Conclusion:

- Would you recommend this book to others and why?
- Would you not recommend this book to others and why?
- Was the book an aid to your understanding of the class content?

Please Note

- Your writing is expected to show good critical thinking skills. A Book Review differs from a Book Report. A Review critically evaluates the content of the book to determine if it complies with the thesis of the book. A Report is designed only to show that the reader can articulate the content.

Reflection Papers Writing Guidelines - Graduate Level

ALL REFLECTION PAPERS are to be 7-10 pages (not including cover page), typed in “Arial” or “Times New Roman” font, and double-spaced. Transmission via Email is preferred. Make personal copies for your protection!

The Content and/or Body of the reflection paper

“Reflection” means you have thought through the author’s content and have your own thoughts about what is being said. Interaction with the author’s ideas, and your own should be evident. You can best accomplish this by taking brief notes, or underlining provocative statements in your book as you read. Attempt to answer the following questions in your writing.

- Did the author communicate and prove his premise for writing the book?
- Was the author able to expose you to new truths or cause you to rethink some conclusions that you had previously drawn?
- Was there evidence of proof that helped you to believe that the author was thorough in his research?
- Were any controversial statements made that caused you to challenge the author?
- State your disagreements and why you believe the argument is weak or unfounded.

Conclusion

- Was the book an aid to your understanding of the class content?
- Would you recommend this book to others and why?
- Would you not recommend this book to others and why?

Research Papers Writing Guidelines - Graduate Level

RESEARCH PAPERS can Depending on the class, topic or Instructor, vary from 12-15 pages in length (not including cover page, endnotes and bibliography). All papers are to be typed and double-spaced. Transmission by email attachment is preferred. If sent by USPS and you want your papers returned, you must provide a self-addressed envelope with sufficient postage. Make personal copies for your protection!

The Content and/or Body of the research paper

- “Research” means that you have undertaken to study and report on a subject. Each instructor may have their own guidelines in terms of sources but minimum guidelines require 5 sources beyond class texts and the Bible.
- The student will have a topic approved, or assigned by, the instructor or syllabus.
- The student will treat the subject in a focused manner to insure thorough coverage of the subject.
- The Research Paper is a combination of Review and Reflection with exposition that communicates critical thinking beyond the obvious.
- Where a reference is made it must be accompanied by an endnote number corresponding to the endnote page at the rear of the paper.
- If the student chooses to quote a source in the body of the paper, appropriate reference to author, title of the work, page number in parenthesis must follow the quote.
- A bibliography must accompany your Research Paper. The Bibliography must follow standard bibliographic style and is to be at the back of your paper. Students will use the MLA as the guide for their Bibliography.
- The Introduction of your paper will state your thesis and relevant main points that you will be addressing in the body of the paper.
- The Body of your paper will review the topic in light of the literature that you have used in your research.

The Conclusion:

- The conclusion is expected to summarize the Introduction and Body while making conclusions regarding how you now understand your topic and the potential areas that can be explored for further study and understanding of that topic.

Layout of the Research Paper

- Cover Page
- Body
- Endnote page

- Bibliography

Please Note: Your writing is expected to show good critical thinking skills.

Synthesis Papers Writing Guidelines - Graduate Level

SYNTHESIS PAPERS are to be 12-15 pages (not including cover page), typed and double-spaced. Transmission via email attachment is preferred. Make personal copies for your protection.

The Content and/or Body of the research paper

“Synthesis” means the opposite of analysis. It is the combing of constituent elements of separate materials into a single or unified entity. It consists of the following steps, writing as a running, integrated narrative.

- Introduce the books and authors for which the synthesis will be attempted. Provide relevant details of the author's experience, expertise or education that would qualify the authors to write on the subject
- Briefly summarize the main theme for each of the texts. The theme can usually be found in the "Introduction" or "Foreword"
- Compare the approach of each author to the approach of the others
- Contrast the approaches of the authors to one another.
- Determine which relevant principles you would integrate into your approach in your practice of the subject.
- Conclude by ranking or recommending the requisite texts and give specific reasons why or why not.

Documentation:

Documentation of your writing, it is imperative that you document correctly any and all quotes from books, magazines, websites, or individuals. Logos University has chosen to use the MLA Handbook for Writers of Research Papers (currently in the seventh edition)