Oral Roberts University Graduate School of Theology and Ministry
Modular/Distance Education Program
New Student Instruction Sheet

1. **ORU E-MAIL (Novell Login)**
To protect student/university security, all university e-mail correspondence will be sent to your ORU account from now on. Therefore, it is important that you set up your ORU e-mail account right away (*see instructions below under "VISION"*). This will also allow you to receive your user name and login to ORU's online course management system, Desire 2 Learn (D2L).

2. **VISION –** ORU residential student enrollment and registration system, also used to set up ORU e-mail accounts, access grades and transcripts, update address information, etc.
(NOTE: Modular students enroll through Registrar Mary Lockhart (mlockhart@oru.edu).
To access VISION, go to vision.oru.edu
   - Enter your student I.D. (Z-number given in your ORU Admissions acceptance letter)
   - **To set up ORU e-mail account**:
   - Click the tab "Personal Information"; click on "Update E-mail Address"
   - Create your ORU e-mail address and password by following prompts on the screen
   - NOTE: It may take up to 24 hours for the Novell/e-mail account to be created.
   - Your Novell login will also enable you to access ORU lab computers and the student intranet, including library databases, VISION (where you'll enroll in classes and set up your ORU e-mail account), and the Graduate School of Theology and Ministry (GSTM) Class Pages (see below).
   - **To check your e-mail, go to mail.oru.edu** (or www.oru.edu > current students > web mail)
     - Enter user name (without "@oru.edu") and password and log in.
     - If messages are not displayed, click on Mailbox.

3. **D2L (Desire 2 Learn)**
   a. All modular courses use the D2L online course management system.
   b. You will receive your D2L user name and login in your ORU e-mail account.
   c. To access D2L, go to d2l.oru.edu
      - Log in and click on the name of your current class.
      - Click on "Content" to see syllabus and course information.
      - **All course assignments are to be electronically submitted to the D2L Dropbox**.
      - Tutorials on using D2L are available under "Resources" at top right of screen.

4. ==**ASSESSMENT**==
   ==New students are required to enroll in the following proficiencies their first semester:==
      a. ==PRFT 056 Entry Level Assessment (0.5 credit, online)==
      b. PRFT 059 ePortfolio: Whole Person Assessment (0 credit)
         i. ePortfolio provides an electronic system for storing and assessing required course artifacts. Training to utilize the electronic system is provided.
         ii. Students who already have an ORU ePortfolio account should consult the seminary registrar for enrollment without duplication of fees.

5. **CLASS PAGES —** Graduate School of Theology and Ministry (GSTM) web site
   a. Includes course syllabi, schedules, ePortfolio instructions, and much more.
   c. To access: www.oru.edu > Current Students > Class Pages (scroll down to bottom of page)
      > Graduate Theology - Modular (use Novell user name and password to sign in)

6. **CONTACT INFORMATION**:
   - Admissions: 918.495.6618; Registrar (Mary Lockhart): mlockhart@oru.edu
   - Bookstore: 918.495.6189; Student Accounts: 918.495.7401; Financial Aid: 918.495.7089

Instructions for Selecting a Proctor and Taking a Proctored Examination

Upon enrollment into the modular program, student must immediately secure a qualified proctor to administer final examinations, if needed. In order to be considered qualified to administer examinations for college credit, the prospective proctor must meet the following requirements:

    a. Be a practicing, certified, educational professional such as a school principal, counselor, or teacher.
    b. Appropriately degreed administrators of a testing and/or advisement center at a two or four year degree-granting institution are also acceptable.

The person selected must provide a letter on his or her institution's stationery agreeing to serve as a proctor for the student. The letter should also certify that no employee/employer or family relationship exists with the student. The proctor must not be under the authority of the student or over the student in any other activity. Circumstances should never exist that would cause a conflict of interest and jeopardize credible testing. Again, in order to ensure the validity of the final examination, the following persons may **NOT** serve as proctors: employees, supervisors, students, other students enrolled in the ORU School of Theology and Ministry, or any non-designated person.

Complete the Proctor Selection Form and return it to the ORU Graduate School of Theology (GSTM) and Ministry with the letter of agreement. The GSTM must receive this as soon as possible.

If a problem is found to exist in the proctor selection process, the student will be notified and must submit the name of another prospective proctor. When the prospective proctor has met the requirements stated above, they will receive confirmation of their selection.

When applicable, examinations will be mailed or emailed to the proctor when all requirements have been met. The student will be sent a notification of the mailing of the examination. The student must contact the proctor to schedule the examination within **14 calendar days** from the date the proctor receives the exam. This schedule must meet the deadline for course completion. Failure to meet deadlines will result in proctor disqualification and invalidation of the examination.

At the time of the examination, the student must provide the proctor with sufficient postage and an envelope for the return of the examination to the Graduate School of Theology and Ministry. The proctor, not the student, must mail the exam. The proctor should sign across the envelope, once sealed.

Please mail all correspondence to the following address:
    Oral Roberts University
    Graduate School of Theology and Ministry
    ATTN: Modular Programs Office, GC4A31
    7777 South Lewis Avenue, Tulsa, OK 74171

Fax: 918.495.7125, Attention: Modular Office

E-mail: lpatterson@oru.edu

PROCTOR SELECTION FORM
Graduate School of Theology and Ministry – Modular/Distance Education Program

Date: _____

Student Name: _____

Student I. D. Number (Z #): _____

Proctor Name: _____

Proctor Address (street, city, state, zip):_____

Home/Cell Phone: _____

Work Phone: _____

E-mail Address: _____

I have read the "Instruction for Selecting a Proctor and taking a Proctored Examination" sheet, and I meet all requirements to be a proctor.

_____
Proctor Signature

Please mail all correspondence to the following address:
    Oral Roberts University
    Graduate School of Theology and Ministry
    ATTN: Modular Programs Office, GC4A31
    7777 South Lewis Avenue, Tulsa, OK 74171

Fax: 918.495.7125, Attention Modular Office

E-mail: lpatterson@oru.edu

GUIDELINES FOR A BOOK CRITIQUE

I. A book critique is a to-the-point summary/evaluation of the book

The material should be typewritten, and double-spaced. It should not be more than four pages in length. (Note: the length may vary with the course and the assignment/lesson within a course.)

Documentation: When you prefer to any of the author's points in either the Content Summary or Evaluation, paraphrase, but do not quote. Then document by putting the page number of the comment to which you are referring (p.70).

II. The book critique is to include (a) the biographical entry, (b) author information, (c) content summary, and (d) an evaluation.

A. Bibliographical Entry

Example, single author:

Kentz, Edgar. *The Historical-Critical Method*. Philadelphia: Fortress Press, 1975.

Example, book, edition other than the first:

Anderson, Bernhard W. *Understanding the Old Testament*, 4th ed. Englewood Cliffs, NJ: Prentice-Hall, 1986.

See the Turabian form and style manual for other examples of bibliography forms.

B. Author Information

The purpose of this section is to identify the author (translator or editor) of the book. If available, present the author's background, academic training, and practical experience. You can help a reader understand a book by describing the author. *Contemporary Authors* or other biographical sources may provide author information.

C. Content Summary

This section should be no more than two pages in length. The first sentence should be as comprehensive and inclusive as possible. Summarize the book in one sentence. The remainder of the summary will then be an elaboration of this sentence, sharing your understanding of what the book is all about.

Be sure the summary covers the entire book. Do not be so detailed about the first part of the book that subsequent sections are not adequately dealt with. To avoid this problem, organize the summary carefully and logically. Also, do not get bogged down in specifics. The task is to summarize the entire book, not to focus on selected details.

D. Evaluation

The evaluation is the most crucial part of the critique. This is not a summary of the book's content but a critical evaluation of what the author has to say. React to the book both positively and negatively. Because books, like people, are different, one cannot impose predetermined critical questions on the book. The following questions are often used for evolution:

- Does the author achieve his intended purpose?
- Is the main theme convincing?
- What presuppositions (i.e. with what ideas does he approach the subject) or basic assumptions does the author reveal in the work? Are they legitimate and valid?
- Are his arguments logical, well supported, or convincing?
- What evidence does the author provide to sustain his main theme?
- What are his conclusions?
- What is unique, significant, or interesting about the book?
- Does it contain unusual historical, theological, or literary traits?
- What biases (theological, philosophical, denominational, etc.) are evident?
- What does the book/author teach us?
- What is good about the book?
- What is bad about the book?
- Who should read the book?

- What concepts can be implemented in ministry (teaching, etc.)?

Avoid generalities such as "Every person (minister, teacher, etc.) should read this book"; or "this is a (good, bad) book."

Do not assume anything. Write as though the reader knows nothing about the author, the author's point of view, or the book's contents.

III. The following is an outlined example of the first page, and the headings, for a book critique. Note the placement of personal information in the upper right hand corner of the page, and the centering of the headings.

David Smith   Dr. Cheryl Iverson
Old Testament Synthesis   Book Critique
GBIB 551-48A   *Cracking the Old Testament Code*

<div align="center">Bibliographical Entry</div>

Sandy, D. Brent, and Ronald L. Giese. *Cracking Old Testament Codes*. Nashville: Broadman & Holman, 1995.

<div align="center">Author Information</div>

<div align="center">Content Summary</div>

<div align="center">Evaluation</div>