

DMin Supervisors

DMin Supervisors are appointed by the DMin Committee in consultation with the student and the Dean. Most often, they are members of the seminary's regular faculty. When appropriate, supervisors may be chosen from outside the seminary, usually due to needed expertise.

The Supervisor is to:

- Help the student shape the Major Project Proposal (MPP).
This will happen in conjunction with DSEM4 (H), Major Project Proposal Preparation, generally taken in a student's fourth semester. This often includes bibliographic suggestions and significant methodological guidance. See the guidelines for the Major Project Proposal.
- Participate in the Major Project Consultation (MPC) and oversee any requested or required changes.
When the supervisor believes that the MPP is well-prepared, the supervisor will inform the Chair of the DMin Committee that it is time to schedule the Major Project Consultation. The Chair will oversee the scheduling. The MP Supervisor must attend this meeting which is chaired by a faculty member of the DMin Committee. If the MPC requests changes to the proposal, the supervisor will oversee this process and let the Chair and the Registrar know when they have been made. See the guidelines for the Major Project Consultation.
- Ensure that Internal Review Board approval is obtained via Franklin and Marshall College if the project studies living human beings.
In all cases, the MPC must be completed before students seek Institutional Review Board (IRB) approval, if needed. Such approval is needed if the research involves living human subjects. The student should request a Human Subject Study Application (HSSA) packet from Franklin and Marshall College's IRB administrator in the Office of College Grants. Once the necessary forms have been submitted and approved, permission to proceed is renewable annually for up to three years. If the project changes significantly during the course of the research, a Human Subject Study Amendment Application must be filed. Sample HSSA documents are available on the DMin Major Projects Guide on the Seminary Library Website.
- Guide the student through the Major Project.
The supervisor is to provide guidance and encouragement to the student in conducting necessary research, interpreting findings, and writing the project in a clear and compelling form. The supervisor is responsible for initiating a planning conversation for the regular communications that need to take place throughout the research and writing process. While the frequency of such communications may vary, meeting (in person or virtually) at least every other month is recommended. It is ultimately the student's responsibility to maintain contact. If a student fails to contact the supervisor or make visible progress over a period of three months, the supervisor is to contact both the

student and the Chair of the DMin Committee. If needed, the supervisor may recommend that the student use a copy editor and/or writing coach.

- Give permission for student to present at the DMin Symposium and graduate.

Overall, the Major Project should demonstrate the student’s ability to:

- Conceptualize an important problem or issue in ministry;
- Articulate a rationale for the significance of the project;
- Hypothesize probable findings and conclusions, where appropriate;
- Show familiarity with and an understanding of the literature applicable to the research area and its pertinence to the chosen topic and engage in conversation with that literature throughout the project;
- Utilize a method appropriate for the question or issue under consideration and be able to justify its pertinence;
- Take into account the socio-economic, racial/ethnic, cultural, historical, religious, theological, and other contextual dimensions for the practice of ministry
- Reflect theologically on the central issue of the project;
- Offer suggestions for further research.

- Help the student prepare for the DMin Symposium and participate in the Symposium itself.

At the DMin Symposium in the spring of the graduation year, usually mid-April, the supervisor conducts a public interview of the student to enable the student to clearly present his or her major project. This may be done in person or remotely. See the guidelines for Symposium presentations.

- Sign off on the final version of the Major Project in ProQuest by May 2 of the student’s graduation year.

It is the supervisor’s responsibility to decide when the project has reached completion and check that the project meets the publication standards established by the seminary and Proquest. See the guidelines for the Major Project. All Lancaster Seminary Major Projects are published through ProQuest. As a student approaches graduation, the Chair of the DMin Committee will set up a ProQuest secondary administrator account for the supervisor. On the ProQuest website, the supervisor will register a decision of “Accepted” when the project has been submitted in its final form.

The following deadlines summarize the (minimum) expectations and non-negotiable deadlines:

Assist student in preparation of Major Project Proposal	Late spring, early summer of student’s 2 nd year
Participate in Major Project Consultation	By September 1 following DSEM4(H)
Consult with student as project progresses	Schedule set in consultation with student

Receive full draft of project	January 1 of graduation year
Provide feedback to student	February 1
Receive penultimate draft of project	March 1
Grant permission to present at Symposium	March 15
Provide feedback to student	April 1
Participate in Symposium	Early-April
Register Acceptance on ProQuest	April 30

The Major Project Supervisor receives the Major Project Supervisor fee, set by the Board of Trustees and paid by the student, at the time of the student's graduation. The fee is set for one year of supervision, with an additional fee for each subsequent semester.