

**SUNSET INTERNATIONAL  
BIBLE INSTITUTE  
EXTERNAL STUDIES**

**STUDENT MANUAL FOR  
SATELLITE SCHOOLS**

Required For All  
Satellite Schools Students

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**As Christians we must study the Word of God.**

“My son, if thou wilt receive my words, and lay up my commandments with thee; So as to incline thine ear unto wisdom, and apply thy heart to understanding; Yea if thou cry after discernment, and lift up thy voice for understanding; If thou seek her as silver, and search for her as for hid treasures; Then shalt thou understand the fear of Jehovah, and find the knowledge of God.” (Proverbs 2:1-5, ASV)

“Of these things put them in remembrance, charging them in the sight of the Lord, that they strive not about words, to no profit, to the subverting of them that hear. Give diligence to present thyself approved unto God, a workman that needeth not to be ashamed, handling aright the word of truth.” (2 Timothy 2:14-15, ASV)

“My People are destroyed for a lack of knowledge. Because you have rejected knowledge, I also will reject you from being My priest. Since you have forgotten the law of your God, I also will forget your children.” (Hosea 4:6 NAS)



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## **WELCOME:**

*Sunset International Bible Institute* welcomes you to the Satellite School External Studies program. Through the local SIBI Satellite School, students will come into contact with other students, many times of diverse backgrounds, to interact with Christian instructors, staff, and administrators. SIBI and the local Satellite School provides an environment that encourages academic achievement, spiritual development, and high morals. We want to help each student develop good methods of study, and to see the value in knowing God's word. To provide an atmosphere that enhances intellectual and spiritual growth. Many lasting friendships will develop as one attends these classes.

## **INTRODUCTION:**

The main purpose of a Satellite School is to equip the saints for the work of ministry and the building up of the church. Ephesians 4:12.

A natural process of growth is expected by God from each of His people and each congregation of His people. As the need for maturity and growth becomes more critical, we become more aware of the need for maturing and training the saints.

The church, in many instances, has developed to the point that *paid professionals* are expected to do the work while the members sit back and boast of their particular preacher or group of ministers. Because of this attitude, which is not Biblical, many members are becoming weak, illiterate and thus, useless in God's kingdom and to the local congregation where they worship. Often even the leaders, elders and deacons are not mature and knowledgeable in the Scriptures. Today many of our shepherds and preachers are no longer capable of convicting the gain-sayer and other false teachers, thereby allowing false teachings to be brought into the body. Titus 1:9-11.

If we are unwilling to obtain better training and better ways to organize our own personal Bible study, then we will be no more effective in our service to God than the farmer who has no knowledge of farming.

**PURPOSE:**

The stated purpose of the **Sunset International Bible Institute** is: *Training Whole Persons, to Communicate the Whole Gospel, to the Whole World—Wholly to Please God.*

This statement of purpose encompasses all departments of the institute.

The goals and aim of Satellite Schools: *To provide churches and individual Christians the means and methods to accomplish in their lives and ministries the above stated purpose.* Specifically:

- A. To provide opportunities for in-depth Bible study in local churches.
  - 1. Providing the possibility of greater spiritual growth for any Christian who is “hungering and thirsting after righteousness” and a greater biblical knowledge.
  - 2. Providing the means for increased fruitfulness of the ministries within a local church.
- B. To provide a solid foundation of biblical knowledge to safeguard and maintain the doctrinal integrity of local churches for future generations.
- C. To train and equip today’s Bible teachers, parents and others with tools needed to address the 21st century problems and opportunities for both young and old.
- D. To strengthen the leadership today and lay the foundation for tomorrow’s leadership.

*Since an overseer is entrusted with God’s work.... He must hold firmly to the trustworthy message as it has been taught, so that he can encourage others by sound doctrine and refute those who oppose it (Titus 1:7, 9).* The task has been assigned, the need is urgent!
- E. To lay the foundation for future preachers. As the pulpit goes so go the churches. To provide a way for anyone wishing to receive a Degree from **Sunset International Bible Institute** without attending resident classes.

We know there is a need, that is evident. We also know that there is no one way that will serve and satisfy everyone. Any way proposed must satisfy a number of various problems that are presented in maturing the saints under a variety of circumstances.

With the limited number of qualified teachers available for in-depth Bible teaching it is important that they be used as efficiently as possible. An ideal program must be capable of, and aimed at, teaching a large number of students at one time. It must be capable of motivating these same people to further Bible study and training in the use of the accumulated knowledge attained through their study.

Any growth in Christian living must be natural and for the most part self-motivated. When a person is given Bible training he is either; 1) already a strong and active Christian seeking to better equip himself for further Christian service, or 2) one who is inactive because of his lack of knowledge and confidence in his ability to use the Word effectively. Any approach to in-depth Bible study must meet the needs of both these circumstances.

On the other hand no approach will be, or is expected to be, successful among those who have no desire to improve their knowledge, ability, or are completely indifferent to their growth and involvement.

The diversity in educational achievement among Bible students must be dealt with in a very creative fashion. We have to be able to teach a diversity of people simultaneously in the same class situation from those with a third grade education to those with a university level education. This can be done because educational background has very little effect on one's ability to learn the truths of God's Word, yet every class must keep all students meaningfully involved.

The body of Christ is composed of people from various tribes, tongues and nations. Any program that tries to force all students into a single culture mold will be self-defeating. Thus any program must be adaptable to all sections of the world. In this area of service we are admittedly weak. However, the Satellite School concept of the *Sunset International Bible Institute* External Studies Department is presented as one of the best known methods of teaching in-depth Bible lessons to a vast number of people.

## **SCHOOL OVERSIGHT:**

- A. The local congregation where the Satellite School is located will have complete oversight of the school in their building and community.
- B. ***Sunset International Bible Institute*** (SIBI) has the primary responsibility for the content, quality and availability of the DVDs, Study Guides and books produced by the Sunset External Studies Division. The External Studies Division will grade all papers and exams required in the credit courses. Although Sunset will not be involved in the day-to-day operation of the Satellite School, students must comply with the admission and academic guidelines of the ***Sunset International Bible Institute*** in order to take the courses for credit toward a Certificate, a Bachelor's degree or a Masters degree.

## **LEVELS OF STUDY:**

### **LEVEL I: AUDIT**

The student interested in studying the Bible without earning any formal degree, can simply audit the courses. This student will not be required to take any exams, memorize any Scriptures, or write any papers.

**Any test papers, memorization, or any other work done by the Audit student should not be sent to the Sunset External Studies Department for grading!**

The Audit student will be required to:

1. Purchase the Study Guide.
2. Complete the self-exams in the Study Guide.
3. Participate in the class discussions. (This will provide valuable reinforcement needed for long term retention).

## **LEVEL II: CERTIFICATE OF BASIC BIBLE STUDIES**

The student interested in more in-depth study and training is encouraged to enroll in this **Certificate of Basic Bible Studies** level of study.

1. There is a \$30.00 tuition fee for each course. Each course has a 3 hour value.
2. A one time Application Fee of \$25.00. (non-refundable)
3. Purchase the Study Guide and complete the self-exams in the Study Guide, and there may be some reading assignments.
4. Participate in the class discussions. Missing more than two (2) class session could disqualify a student from receiving credit toward a certificate.
5. Memorize assigned passages, and be able to either write them out or quote them to their Administrator.
6. Students must take two written exams. (Bible History I has three exams)

Upon completion of the required 40 courses, the student will receive a “**Certificate of Basic Bible Studies**” from the *Sunset International Bible Institute* External Studies Division.

These students may up-grade to the Bachelor of Biblical Studies degree or the Certificate of Advanced Biblical Studies in the current course they are enrolled in, before the final test is taken, all the required work is completed and turned in and paying the additional fees.

Students completing the **Certificate of Basic Bible Studies** will be invited to come to Sunset to go through the graduation exercises of the current resident school graduating class.

## **LEVEL III: CERTIFICATE OF ADVANCED BIBLICAL STUDIES**

This level of study is the most demanding. The student will be required to memorize more passages of Scripture, conduct



additional readings including assigned course textbook(s). There are also research, theme and evaluation papers to write. (See assignments in the front of your Study Guide)

The requirements for this certificate are the same as for the (Bachelor Degree) however, the cost is somewhat less.

1. There is a \$20.00 cost per credit hour tuition for Certificate applicants. (\$60.00 per course)
2. A one time Application Fee of \$25.00 is required and is non-refundable.
3. Upon completion of 20 courses, students may apply for an **“Associate Certificate of Advanced Biblical Studies”**.
4. The students completing either the 20 or 40 course curriculum will be included in the graduation program and invited to come to Sunset to go through the graduation exercises of the current resident school graduating class.
5. A graduation fee of \$50.00 will be required for the all graduating students.
6. Graduation exercises are held in the last part of the month of May. Contact SIBI for more information concerning graduation.

### **LEVEL III: BACHELOR OF BIBLICAL STUDIES**

The Bachelor level of study is the most demanding. It involves all the requirements of the Certificate level plus extra assignments.

The **Bachelor of Biblical Studies** student will be required:

1. There is a \$30.00 tuition fee per credit hour. Each course has a three (3) hour value. (\$90.00 per course)
2. A one time Application Fee of \$25.00. (non-refundable)
3. Purchase the Study Guide and complete the self-exams.
4. The student will be required to memorize additional passages of Scripture and be able to either write them out or quote them to their Administrator.

5. Conduct additional readings including assigned course textbook(s), research, theme and evaluation papers to write.
6. Participate in the class discussions.
7. Take the written exams.
8. Upon completion of 20 courses, at the Bachelor level, the student may apply for an “**Associate Degree of Biblical Studies**”.
9. Following the completion of the full 40 course curriculum, the student may apply for the degree “**Bachelor of Biblical Studies**” from the Sunset International Bible Institute External Studies Division.
10. Students completing the **Bachelor of Biblical Studies** or the **Associate Degree** will be invited to come to Sunset to go through the graduation exercises of the current resident school graduating class.
11. A graduation fee of \$50.00 is required for the Bachelor degree and \$50.00 for the Associate degree.
12. Graduation exercises are held in the month of May.

**An often asked question is**, “Are your courses transferable?” The only answer we can give is:

All colleges, universities, and other schools of higher learning will accept credit(s) from other institutes of higher learning. Yet, no institute offers any course that the others have to accept or transfer to their institute. Any course(s) a student would like to transfer must be submitted to that institution for their approval. You need to have your transcript sent to the institute you are considering and let them evaluate your courses. They will let you know if any of your courses will transfer to, or be accepted by, their institute. (This applies only to courses taken **and** completed for credit in the Bachelor of Biblical Studies program or the Certificate of Advanced Biblical Studies and you need to personally check with the university or college you are considering).

## **METHODS OF STUDY:**

- A. Using the required SIBI DVDs, textbooks and Study Guides. Each DVD course consists of 12 or 24 lessons of approximately one half hour each. The courses are taught by present and past instructors of the *Sunset International Bible Institute*. Along with the video lessons there will be a Study Guide (work-book), textbook(s), memory work, research paper(s), book evaluation(s) and exams for the courses. CDs of each course are available. (Except Greek)
- B. Group Discussion. The class Administrator will guide the class in a discussion or review of the material covered on the DVD presentation. This discussion period is intended to clarify and reinforce the teaching points contained in the recorded lessons.
- C. Written Assignments. (Must be sent to SIBI for grading) The credit courses will require some degree of written assignments, ranging from completing the workbook, writing one or more research papers, reading and evaluating the textbook(s). All required papers are sent to Sunset for grading. Completed Study Guides are **not to be** sent to Sunset but must be shown to and approved by the class Administrator. The Administrator will report to SIBI that the student has completed the self-exams in the Study Guide.
- D. Memorization. Any course(s) taken for credit will require some degree of Bible verse memorization. Required Scripture(s), memory verses, may be either quoted to the test Administrator or written out.

The student working towards an SIBI degree can expect significant amounts of memory work relating to outlines, geographical and historical data, names, places etc. The Administrator will report to S.I.B.I., when all the memory work is completed, on the Administrator Form.

All assignments must be completed and turned in to receive a passing grade.

E. Evaluation (Testing).

Short "pop" quizzes may be given at the beginning of each class covering the previous week's presentation. These are not requirements of Sunset but may be given at the discretion of the class Administrator. Required written exams (2 or 3 per course) are sent to Sunset for grading and awarding of formal credit when appropriate.

**ENROLLMENT / APPLICATIONS:**

**The Application Form.**

1. All students, in all levels of study, must fill out one of these. (All blanks **must be filled in**).
  - a. These are confidential. SIBI does not share these with anyone.
  - b. These are filed in your personal file at SIBI and only authorized personnel have access to these files.
2. For those seeking a Certificate, or Bachelor Degree, there is a one time Application Fee of \$25.00. (Non-refundable)

**Certificates and Degrees Applied For:**

1. The "Bachelor of Biblical Studies" may be applied for when the forty (40) course curriculum of the Sunset International Bible Institute is completed satisfactorily, and all the requirements of Sunset International Bible Institute are met.
2. A "Certificate of Basic Bible Studies" may be applied for when the forty (40) course curriculum are completed satisfactorily, and all the requirements of Sunset International Bible Institute are met.
3. An "Associate of Biblical Studies" may be applied for upon completion of twenty (20) courses at the Bachelors degree level and having completed satisfactorily all the requirements of Sunset International Bible Institute.

**ORDERING:**

1. All materials, for use in the Satellite School, will be ordered through the local Satellite School by the Administrator or his aide.
2. The Administrator will also order replacement books and Study Guides as needed.

**FEES, MATERIALS, REFUNDS, AND SHIPPING:**

1. All students enrolling in the **Bachelor of Biblical Studies** will have a \$90.00 tuition fee per course. (\$30.00 per credit hour per course)
2. All students enrolling in the **Certificate of Advanced Biblical Studies** will have a \$60.00 enrollment fee per course. (\$20.00 per credit hour per course)
3. All Students enrolling in the **Certificate of Basic Bible Studies** will have a \$30.00 enrollment fee per course. (\$10.00 per credit hour per course)
4. For those seeking a Bachelor Degree or Certificate, there is a one time Application Fee of \$25.00. (Non-refundable)
5. Each student is responsible for his/her own materials and shipping cost.
6. The local Satellite School will collect all monies due from students and send **one check** to SIBI from the church.
7. All fees must be paid before a test will be graded. After the first test has been taken the fees are not refundable.
8. Student Refund Policy:
  - a. If the course the has not started and withdrawal is requested within one month of invoice – a 75% refund of tuition and 80% refund of materials will be allowed. (Student must have an RMA number with all returned materials) See your Administrator, he will get the RMA.

- b. If a course has started and withdrawal is requested before the first test is taken – 50% refund of tuition will be allowed. No refund for materials.
- c. There will be no tuition refunded when a student drops out of a class without requesting to be withdrawn from that class or has taken the first test.
- d. Books and Study Guides that are written in or have the appearance of being used are not returnable.

**Returned Goods:** Returned goods will not be accepted without an RMA (Returned Materials Authorization) number from Sunset International Bible Institute and must be shipped freight prepaid to Sunset International Bible institute, 3710 34th Street. Lubbock, Texas 79410. Products must be returned within (15) days of receipt and are subject to a 20% restocking charge.

#### **REGULATIONS:**

1. At *Sunset International Bible Institute* courses taken through External Studies toward a degree have the same value as those taken in the resident school and may be applied toward a degree obtained through residency. Subject to approval by school administration.
2. It is recommended that no more than two (2) courses be taken simultaneously by an individual. The exception to this would require permission from the Dean of External Studies.
3. Course requirements are in the front of each Study Guide.
4. Audit students are required to fill out their self-exams after each lesson in their Study Guide.
  - a. Students who enroll on an “audit” basis will receive the same instruction as those who enroll for credit.
  - b. Audit students **will not** have to do the assignments, memory work, or take exams required for the Certificate or Bachelor degree students.

5. Tests will be graded and returned as soon as possible.
6. Successful completion of any course requires a great deal of self-discipline on the part of the student.
7. All materials of *Sunset International Bible Institute* External Studies Division **are not** to be reproduced, copied or stored on any electronic devices without the written consent of *Sunset International Bible Institute* External Studies Division. These materials have a copyright.

#### **MEMORY WORK:**

1. The **Bachelor of Biblical Studies** degree, **Certificate of Advanced Biblical Studies** and the **Certificate of Basic Bible Studies** must complete all memory work for their respective level of study.
2. The student will write out their verses in front of, or quote them to, their test Administrator. There are verses due with the mid-term test and final test.
  - a. If writing your verses, you need to bring your Administrator the Bible out of which you memorized so he can check your written verses. He will record your memory work and report it to SIBI on the Test Administrator Form.
  - b. If quoting, you need to bring your test Administrator the Bible out of which you memorized to allow him to follow along. He will record your memory work and report it to SIBI on the Test Administrator Form.

#### **RECALL:**

As a student, you will retain more if you take notes during the class and compile a notebook. This will also provide you with material for future use in teaching and will require less relearning.

Learning involves not only understanding but also storing information which can be recalled later and used. As much as 60%

to 80% of the material we hear during a one or two hour lecture is forgotten by the end of that period if nothing is done to reinforce that learning. Preconditioning the mind before studying to pick out certain points helps.

Immediately after a class some form of recall should be utilized. This could even be a self test in which you grade yourself or maybe with others in your class. The advantage is having to recall this information and hearing again. Many things may have already been forgotten.

This recall should be entirely from memory. It would also be helpful to have an occasional review over the material studied in the previous class in some form to recall from memory. Each time this is done, the information will stay with you longer.

The technique of group discussion is learned and effective discussion takes time to build up. Members of a new class need time to get acquainted and to lose their shyness. Because of the differences in knowledge and personality some classmates will be more able to recall more but do not let that discourage you.

#### **GRADING:**

A minimum passing grade is 70%. Anything below that level is treated as a failure. The grade recorded for a course has two parts: Test Average and Composite Final Grade. The student must have a passing grade of 70% or better on each test and composite average of 70% or better in order to pass the course. Only number or percentage grades (not letter grades) are recorded as the permanent grade.

In the event that a student does not complete all of the required work for a course by the time of the final exam, the test administrator will assign a grade of "I" (incomplete) to be sent on to the External Studies Division. In such cases, the student must complete the work and have it to the SIBI External Studies Division within four weeks of the final test. Failure to do so results in the "I" becoming an "F" (failure) grade. It is the **RESPONSIBILITY OF THE STUDENT** to check with the teacher concerning any late work or incomplete assignments.



If a student fails a course, he must take a different course and complete it before he will be allowed to re-take the failed course again. In order to receive a passing grade in any course all work must be completed, even if it is late. A student **may not** elect to finish some work and not other requirements, and still receive a passing grade.

### **LATE WORK:**

A student cannot receive credit for any course without completing all work, assigned that course, as outlined in the front of each Study Guide. A student is to turn in every assignment(s) when they are required. The administrator will collect all work when due and record it in his records. Work due at the time of the final test is to be turned in and sent to SIBI with the final test. Work not completed and sent in with the final will be considered late and is due in our office within four weeks of completion of the final exam to avoid receiving a failing grade.

Special circumstances will need to be addressed on an individual basis. (i.e. Death in the family, company business out of town)

A number grade of 89, a "B" will be the highest grade awarded for any late work. As stated above in grading, if work is not completed by the established deadline the grade will be changed from an "I" (incomplete) to "F" (failure) on the student's permanent record. In case of a failure, the student will be required to repeat the course, but he must take a different course and complete it before he will be allowed to re-take the failed course. Late work, except for legitimate reasons, reflects a lack of discipline.

### **TESTING:**

Tests are to be taken on the day the Satellite School has assigned. If a student is unable to be in class at the test time this needs to be cleared with the administrator before hand. If a student is absent for legitimate reasons (excused), the test may be made up. There are

reasons why one may not be able to take the test at the appointed time. (Death in family, out of town business trip, etc.) The student must arrange with the Administrator to take the test within a week if at all possible. The make up test will be at the test administrator's convenience and within a reasonable time period.

Retaking a failed test is a privilege granted to students. As in the resident school, the highest grade that is allowed on a retake is 70.

**Testing regulations:**

1. The administrator **must be** in the classroom during the test. The administrator **will not** leave the students alone while the test is in the possession of the student nor will he assist any student(s) in any way to arrive at the answer(s).
2. The student is to write his memory verses on a separate sheet of paper during the test time and turn these in with the test (mid-term or final). **This is not open Bible test.**
  - a. The administrator will grade the written memory work, mark errors in red, and note the Bible version used (He may choose to allow the students to correct their own memory work only after they have finished their test **and** turned their test in).
  - b. If memory work is quoted, the administrator will identify the number of verses completed that was due with the test being administered on the Administrator Check List.
3. The student will turn in their Study Guide before the test (mid-term and final) and the administrator will check them during the test time to assure that the self-exam questions are filled out and note this on the Administrator Check List. (This is part of your grade)
4. All fees **must be paid before** the test will be graded and fees are not refundable after the 1<sup>st</sup> test has been taken.
5. Make sure your name is on **all** your papers being sent in.

6. Final test **will not be graded** until **all** the required work is completed and sent in to SIBI.

#### **TRANSFER OF COURSES TO SUNSET:**

To transfer courses from another school to Sunset, your school must mail a copy of your transcript directly from them to us at: ***Sunset International Bible Institute***, 3710 34<sup>th</sup> Street, Lubbock, Texas 79410.

We, SIBI, are a Bible school, therefore, only Biblical courses are eligible for transfer. Only those courses with a letter grade B (an 80) or higher will transfer. All are subject to the administration of Sunset as to their transferability.

#### **TRANSCRIPTS FROM SUNSET:**

A student may have an official transcript of his academic history at ***Sunset International Bible Institute*** External Studies sent to another institution. The first transcript is free, after that, for each one there is a \$10.00 fee for this service. The student may have a one time free transcript at graduation for his/her personal file.

#### **WITHDRAWAL / ADDITION OF COURSE(S):**

Any student wishing to withdraw from a course or add a course must do so by informing the Satellite School administrator. The student must secure forms from the administrator, and pay the regular fee, in order that the registration may be officially changed.

Formal withdrawal from an SIBI course during the first five weeks a 'W' will be given. After the first test, a 'WP, (withdrawal with passing grade) or 'WF' (withdrawal with failing grade) will be given.

The 'WF' will be considered in computing grade points. Without a formal withdrawal, a grade of 'F' will be recorded.

**WITHHOLDING INFORMATION:**

When a student has unmet financial obligations, violations of non-academic regulations at the local Satellite School, or SIBI, SIBI may withhold grade reports, transcripts, certificates, or other information about the student until said obligations are paid.

**CHANGING A GRADE:**

Any change in grade after the grade is on the record in the SIBI office may be made only after reasons for such change have been submitted in writing to the local administrator and approved by the Dean of External Studies.

**DRESS AND SPEECH CODE:**

Remember, this is a Christian School. Christian conduct is expected at all times. Therefore, clothing that is immodest will not be allowed. This includes wearing extra short shorts, halter tops, tight or revealing clothing, shirts or blouses that fail to cover the midriff or shirts that have offensive writings or slogans or are otherwise not holding with Christian values. Speech will be of a Christian nature (that is, not conflicting with Biblical teaching) at all times.

**DISCIPLINE:**

As a Christian school we hold to a different set of moral values. Students who have chosen to attend this school have certain responsibilities. As in any educational institution order must be maintained to keep the educational process from disruption. Students are expected to behave in ways that meet certain standards of decency and which protects the rights of others. Students should recognize the special standards of behavior which are normally expected of committed Christians and should be prepared to comply with those standards. While we cannot force anyone's behavior against their will, students can expect irregular conduct to result in the schools right of discipline. This may include probation, suspension, or dismissal in cases where the student's behavior clearly shows he should not be kept in this environment.

## **RESEARCH PAPERS:**

Credit students who are participating in External Studies courses offered by the *Sunset International Bible Institute* (SIBI) are required to write research papers. Our intent is to help students present research papers in an organized fashion that is easy for the student to organize and is easy for the instructor to understand. Some semblance of consistency is important for the student and the instructor. If this regimen is followed, consistency will result.

### **General Requirements:**

Research papers may be either typed or neatly handwritten. If using a computer the font **must** be 12, and you **may not** use the “Make It Fit” function to arrive at the required number of pages.

1. All research and theme papers must be typed and double spaced or neatly written (normal hand writing) so that they can be easily read and graded.
2. Both typed and handwritten **must** use 1" margins on all four sides. (The margins must be **no more** than one inch on all 4 sides) and the font a size 12 or standard for a typewriter. (Those not in this format **will be returned** to be done correctly).
3. If the paper is handwritten it should be written or printed neatly and legibly. The same requirements as typing are to be followed. (Do not use over sized handwriting, use your normal handwriting).
4. Attention should be given to correct spelling, punctuation and grammar. Investing in a good Dictionary and Thesaurus will greatly assist the student in preparing research papers.
5. Unreadable papers or those not neatly done will be returned to the administrator to be returned to the student to be redone.
6. **Do not** turn in a paper that you used “make it fit” on the computer to get the required number of pages. (Done on this format **will be returned** to be redone correctly).

7. When a paper, for example, requires 3 pages, this means three full pages of research (2½ is not acceptable). A few words on the last page does not make it a full page. The required number of pages requested are to be full pages of your work only. Do not use title, your name, date and the like as part of the first page. The title page and bibliography do not count as part of the three (3) pages.
8. Your exams and research papers will be the major part of your final grade.

### **EXAMPLE OF A RESEARCH PAPER:**

#### **Format:**

As a person prepares to write a research paper, it is important for the student to identify; 1) who wrote the paper, 2) the title of the course, 3) and the date the paper was written. This information should be placed in the upper right hand corner of the papers cover sheet or centered on the page.

Illustrated below is how this information should be shown:

**Student Name**  
**Course Title**  
**Date**

The subject of the paper is given in the Student Study Guide. The title should be a short statement reflecting the assigned subject and it should be placed in the center of the page following the student's name, the course title, and the date. Example:

#### **Research Paper Title**

The student is now ready to begin writing the main portion of the paper. The paper should consist of three separate sections: The **Introduction**, the **Body**, and the **Conclusion**. A brief explanation of each is given in the following section.

**Introduction:**

The first paragraph of the paper is the **Introduction**. The introduction should introduce the subject. The introduction is different from any other section of the paper because its purpose is different. The introduction's purpose is to begin with a broad general statement about the topic and then narrow to a thesis statement which gives the purpose of the paper. The thesis statement should generally be the last sentence in the introduction leading into the main body of the paper. One can think of the introduction as a funnel. It begins very generally and ends with a specific purpose.

**Main Body:**

The middle or body of the paper serves two purposes:

- a. It develops each point supporting the thesis statement.
- b. It builds toward the strongest point before the conclusion of the paper. Each paragraph in the body should represent different ideas supporting the purpose of the paper. However, the paragraphs in the body should tie together like chain links. The links (paragraphs) need to be connected by transitional words which tie one idea to the next.

**Conclusion:**

The **Conclusion** can be pictured as opposite of the introduction. It begins with the thesis or purpose of the paper and ends with a broad general statement. It is an upside down funnel or a pyramid. The conclusion should end the paper with a "bang". The reader should be left with a formal convincing statement that puts your subject into broader terms. The conclusion is your last chance to convince the reader of your point of view.

**Credits or References:**

Most research papers rely on information gathered from other

sources. It is important for the student to give credit to other sources used in the paper. We have adopted what is called the Modern Language Association (MLA) method of placing credits within the text instead of using footnotes or endnotes. Credits or citations enable the reader to locate full bibliographic information for each reference in the Bibliography. As the writer, you are responsible for providing your instructor with enough information to locate the correct source. When you use ideas or concepts developed by other authors, when you use facts or statistics that are not common knowledge, or when you use direct quotes from published works, you should give credit to the source.

Giving credit to others used in your paper should be shown immediately after you quote from that source. This is done by showing the author's name followed by the page number in parenthesis.

An example of this technique is shown below:

*"The absence of example may be as precedent-setting as any actual example itself"* (Smith 167).

The sentence that is quoted is set apart by "quote marks" and the source for the reference is set apart by parenthesis. The Bibliography page gives complete information about the sources quoted in the research paper.

### **Bibliography Page:**

A separate page or pages entitled "Bibliography" should follow the research paper. This page should list the sources used throughout the research paper. The following guidelines should be applied to the names of authors, editors, and translators of books used in your paper.

- 1) Always reverse the author's name for alphabetizing, adding a comma after the last name and a period at the end of the name (Smith, F. LaGard).



- 2) Always use the author's name as given on the title page. Never abbreviate a name given in full. Omit titles, degrees, and affiliations that precede or follow names.
- 3) The title of the book should then follow the author's name. The entire title of the book should then be underlined as illustrated.

Smith, F. LaGard. The Cultural Church

- 4) Publication information and page numbers should then be given. Publication information should include the city, publisher, and the date. This information is obtained from the title page and the copyright page. Notice that the page number from which the information is gathered is shown after the date.

Smith, F. LaGard. The Cultural Church. Nashville: 20<sup>th</sup> Century Christian, 1992.

The references listed on the Bibliography should be listed in alphabetical order by author's last name. By giving the information in this format the instructor can locate any reference used in the research paper.

This brief "Guideline For Research Papers" will help the student organize the information being presented in a consistent, easily understood format. It will also help the instructor more easily understand the material being presented. If additional information is desired, a good reference book on writing research papers using the MLA method is entitled, How To Write Term Papers And Reports by L. Sue Baugh. Many other good sources are also available.

#### **BOOK EVALUATIONS:**

In a book evaluation, we want your views on the textbook and what you have learned: Here are a few thoughts or ideas:

- ✍ Brief summary of the book.
- ✍ What chapter was the most meaningful to you and why.
- ✍ Was it understandable? Did it flow smoothly?
- ✍ Did the writer develop and prove his points? If not why or how should it have been done?
- ✍ What did you get out of the book that helped you or what have you learned from this book that you can apply to your ministry?
- ✍ Would you recommend it to others? If not, why not?
- ✍ Was it sound doctrinally? If not, why not?
- ✍ Did you agree with the book? If not, why not?
- ✍ How did this book relate to the course.

### **Book Review Philosophy and Expectations:**

Evaluating books is a scholarly activity whose importance is easily overlooked. Reading books will soon lose all meaning if no attempt is made to evaluate what has been written for significance. Book evaluations are the only way students have to identify inaccurate or dishonest books among the thousands of books published every year. The task of writing book evaluations becomes more crucial in light of the fact that the number of books and articles published greatly exceeds the reading capacity of any one person. Therefore, we all must depend on the expertise of others for guidance of what to read and what to avoid.

An evaluation **is not** a book report. In general, a book report tells what the author SAYS while the book evaluation tells what the author DOES. In other words, a book report recites or reports the information of the book briefly. The book review seeks to discuss four specific things:

1. What the author believes about the subject;
2. How the author goes about demonstrating the thesis or main ideas;

3. How well the author achieves purposes;
4. What the value of the book will be to the community.

Book evaluations tend to appear in scholarly journals and are limited in length. Therefore, you must learn to write insightfully in a concise manner.

The four key areas described above will be the outline of your paper. It is also important to include some background information on the author – possibly at the beginning of the review to set the authors up as qualified to be sharing the information – but you can choose the location.

What the author believes about subject.

- Here you share highlights from book. Remember not a book report that describes chapter by chapter. Instead what were key ideas.
- Most likely 1/3 of your paper.

How author goes about demonstrating thesis (main idea).

- What was the writing style. Were stories or case studies used to drive points home - or more of a lecture style of book.
- What types of information or experience used to back up the main ideas.
- Most likely one paragraph.

How well author achieved purposes.

- What is your opinion of the book?
- Your major observations, interests, objections, and/or shortcomings that you found.

- BE VERY CAREFUL. What may appear as shortcomings to you may in fact not be a shortcoming for one reason or another.

What have others said about this book.

- Read other reviews and compare their opinions with your own in a few sentences in the paper. Be sure to cite your sources and include in bibliography page.
- How does book compare with other literature you have read?

What is the value of the book to the community?

- How does this book compare with other literature that you have read?
- What are its implications for general community?
- What are implications for your ministry?
- Does the author leave holes in knowledge that you wished he had addressed?

Book evaluations should have a reference page.

#### **BENEFITS OF ATTENDING A SATELLITE SCHOOL:**

1. It is for the common good of the body.
2. It will strengthen the body both internally and numerically.
3. The saints gain maturity.
4. It is an excellent outreach tool.
5. People learn better in a group setting by motivating and helping each other.

## **AIDES AND HELPS**

[www.satelliteschools.org](http://www.satelliteschools.org)

When this site is opened, look at the right hand side and click on Resources. A photo of Richard Rogers and Charles Speer will come up. Richard will spend about 50 minutes teaching “**How to Read A Book**” and Charles will spend about 50 minutes teaching “**How to Take Notes.**”

Sunset has placed these videos on this site to help each student to get the most out of their studies.

## **CONCLUSION:**

We, at the *Sunset International Bible Institute* External Studies Department, believe that this method of study fills a great need in maturing the church today. It is not the only way or not necessarily the best way, but it is a great way to have an in-depth study of God’s word. This video series has provided an exciting door for the Lord’s church to reach out to the world. The door is wide open and we accept the challenge with enthusiasm and optimism. We commend it to you and pray that your lives will be immersed in God’s service.

**COURSES OFFERED:** Courses with an \* have 24 lessons.

**Freshman Courses** (Listed Alphabetically)

Acts \* - C.W. 'Abe' Lincoln  
Bible History I \* - Dr. Richard Rogers  
Bible History II \* - Dr. Richard Rogers  
Distinctive Nature of the Church - Dr. Ed Wharton  
Historical Christian Evidences - Dr. Ed Wharton  
History of Christianity in a World Culture - Jay Don Rogers  
James - Ron Bontrager  
Life of Christ \* - Dr. Richard Rogers  
Scheme of Redemption - Dr. Ed Wharton  
Timothy and Titus - Tex Williams

**Sophomore Courses** (Listed Alphabetically)

Apologetics II \* New Discoveries That Confirm Bible - Ted Stewart  
Biblical Interpretation - Charles Speer  
Christian Home, The - Dr. Ken Wilson  
Corinthians, First \* - C.W. "Abe" Lincoln  
Homiletics I - Dr. Ed Wharton  
Minor Prophets \* - Dr. Richard Rogers  
Peter, Epistles of - Ted Stewart  
Philippians - Doyle Gilliam  
Romans \* - Dr. Richard Rogers  
Spiritual Living for Ministers \* - Dr. Truman Scott

**Junior Courses** (Listed Alphabetically)

Christian Counseling, Basics of - Dr. Ken Wilson  
Christian Counseling, Intro to - Dr. Truman Scott  
Colossians/Philemon - Bob Martin  
Ephesians - Gerald Paden  
Greek I \* - Dr. Leon Crouch  
History of the Church in Acts - Dr. Richard Rogers  
Jeremiah \* - Dayton Keesee  
John, Gospel of \* - Doyle Gilliam  
Sacrificial System - Gerald Paden  
I, II Thessalonians - Doyle Gilliam

**Senior Courses** (Listed Alphabetically)

Corinthians, Second - C.W. 'Abe' Lincoln  
Daniel - Ted Stewart  
Excellence in Leadership - Dr. Richard Rogers  
Galatians - Dr. Ed Wharton  
Hebrews \* - Gerald Paden  
Isaiah \* - Dr. Richard Rogers  
John, I, II, III - Gerald Paden  
Psalms \* - Charles Speer  
Theology of Missions - Dr. Richard Rogers  
Revelation \* - Dr. Richard Rogers