

PhD Student Handbook 2014-2016

THE
LUTHERAN
THEOLOGICAL
SEMINARY
AT PHILADELPHIA

Things to get soon after arrival

- The Graduate Studies Office will provide a “good standing letter” that will be useful at other institutions.

- Make arrangements to have your student photo taken by Security, at the Brossman reception desk. This card will also be used for access to the Krauth Memorial Library.

- Register your vehicle with security at the Brossman Desk.

- Make arrangements to get a student post office box.

Off-campus Scholarships and Loans

1. Federal Stafford Loan – contact Director of Financial Aid, Ms. Elizabeth Brunton, for details (215/248-6301 or ebrunton@ltsp.edu) or www.staffordloan.com

2. ELCA students –ELCA Educational Grant Program for PhD studies (renewable for four years of study.) Apply through the Division for Vocation and Education, ELCA. Applications must be received April 15 prior to the academic year for which the grant is sought.

3. African American, Asian American, Hispanic and Native American Students – Fund for Theological Education Expanding Horizons Partnership for African Americans: Doctoral Fellowship –application deadline: March 1 of each year (students must be entering the first year of a doctoral program). Dissertation fellowship –application deadline: February 1 of each year (students must have their dissertation proposals approved prior to application). Details at www.thefund.org.

4. Students from overseas Lutheran churches that have a relationship with the ELCA may have their home church apply to the ELCA Division for Global Mission for a scholarship for the PhD program. For information email Ms. Tammy Jackson at Tammy.Jackson@elca.org.
 - Some denominational national or local headquarters have scholarship aid for doctoral students. (Check U.S. or international departments as appropriate.)

- American Grants and Loan Book contains information with more than 1500 financial programs, subsidies, scholarships, grants and loans offered by the United States federal government. It also includes over 700 financing programs put forth by various Foundations and Associations across the United States.

- The Christian International Scholarship Foundation (CSIF) offers scholarships for students from Africa, Asia and Latin America. See their website: <http://cisf.org>.

- Your own congregation may be willing to give you a grant for tuition or books or health insurance.

Note: <http://www.scholarshiphelp.org> has tips on obtaining scholarships. Most seem geared to college level, but a few clicks will lead you to graduate funding also.

Please: Dissertation Fellowships exist from a variety of institutions, and are normally available for those students who have completed their Comprehensive Examinations and are “ABD.” Please check the time frame of these applications in relation to the scheduled Comprehensive Examination dates.

Preparation for Language Exams

You will be assessed on your research ability (reading and comprehension), not oral fluency. We judge competency based upon whether you will be doing primary research in a language for your PhD, or otherwise for basic research ability.

While LTSP does often offer reading courses, a number of local institutions offer language courses to prepare for (reading and comprehension only) language exams. You can try local community colleges, private tutors, or college courses. Some that have been brought to our attention are:

- LTSP –Hebrew and Greek (semester courses)
- University of Pennsylvania semester evening and summer programs (Greek, German, French, Spanish, Latin)
- Harvard Divinity School –Theological Languages Summer Program (Hebrew, Greek, Latin, French, German, Spanish)
- Princeton University Summer Program (French, German, Spanish, Latin)
- La Salle University Summer Program (NT Greek)
- Westminster Theological Seminary Summer Program (Greek, Hebrew)
- Jewish Akiba Seminary (advanced Hebrew)

- Some universities and colleges offer online German for Reading Knowledge. Check around.

Please note: Other than LTSP courses, these language courses are not covered by PhD tuition. You must pay for them directly to the institution.

Directions for Registering for Courses at Other Graduate Institutions:

Note that the dates of semesters do not always coincide with those at LTSP. Check institutions websites for dates.

Normally, PhD students will take at least two and no more than three courses at other approved institutions; at least one of them at the University of Pennsylvania, and the other one or two courses at any of the following: the University of Pennsylvania, Temple University, Princeton Theological Seminary, or Westminster Theological Seminary. Such courses must be approved by your advisor and the LTSP Director of Graduate Studies. These three courses are covered by your LTSP tuition.

Note: If for exceptional reasons you want to do more than 3 courses at other institutions you will be responsible for tuition fees, except for courses covered by Exchange Agreements. (Your advisor and the LTSP Associate Dean of Graduate Education must approve any such courses.)

Following are the directions for registering for courses:

1. Please download and fill out a [“Special Course Registration Form”](#) and bring it to the Graduate Studies office; then
2. Follow the directions as laid out for each particular institution below:

The University of Pennsylvania (School of Arts and Sciences-Graduate Division) www.sas.upenn.edu

Go to the Graduate Division of the School of Arts and Sciences: <http://www.sas.upenn.edu/graduate-division>. On the right hand bar you will see “Graduate Groups.” Choose the particular Graduate Department you wish to look at: Ancient History, Classical Studies, Germanic Languages, History, or Religious Studies (the departments included in the LTSP-UPenn Exchange.) Please note: each Department webpage is slightly different. Find the courses in the appropriate semester. Note that these departments also include courses from other departments – any cross-listed courses can be taken by you. Choose courses 500 level or above from courses, listed for the semester on the UPenn website (400 level courses are also acceptable but are less sophisticated). In order to register you will need to pick up the UPenn registration form and directions from LTSP Graduate School Office.

- i. Contact the Instructor of the course (via either email, phone or in person and get permission to take the course.) Please introduce yourself as a PhD student and your area of interest. If you email, please “cc” the Director of Graduate Studies and your Advisor.
- ii. Pick up the **LTSP-UPenn registration Form** from the Graduate Studies Office. Have the form signed by the Director of Graduate Studies and your Advisor.
- iii. Email Dr. Marco Manzo, Director of Graduate Studies, Division of Arts and Sciences, 3401 Walnut St., Suite 322A, Philadelphia, PA 1904-6228 [mmanzo@sas.upenn.edu]. Inform him that you have been allowed into the course by the instructor and will be forwarding the LTSP-UPenn registration Form. You may scan it and send it in an email or take it in person. Please “cc” the Director of Graduate Studies and your Advisor. Dr. Manzo will facilitate your registration at UPenn and instruct you on when and where to pick up the PennKey card, which is your access to UPenn.
- iv. After the course, Dr. Manzo will forward grades to the LTSP Graduate Studies office.

Temple University (www.temple.edu)

To access Temple courses, go to Temple University’s Graduate School website (www.temple.edu/grad/). On the right hand side-bar click “[Graduate Course Scheduler](#).” Search for the Appropriate Courses: “Religion” Department, “Graduate” Division. Choose courses numbered 5000 and up..

- i. Contact the Instructor of the course (via either email, phone or in person and get permission to take the course.
- ii. Register at LTSP through HENRY an Independent Study through the Graduate Studies Office.
- iii. The Graduate Office will contact the Religion Department to get permission for you to take the course. Once you have email permission from the Graduate Studies Office, proceed to the Temple Religion Department office and fill out any necessary registration forms there in person. (Take your “good standing” form with you.)
- iv. After the course, contact the Instructor and ask him/her to forward the grade to the Graduate Studies Office.

Princeton Theological Seminary (www.ptsem.edu)

Click “Academics”, then click “Registrar”, and then appropriate term Course schedule near the bottom of the page. Please check Princeton website for date of their course registration. You are only able to register for courses about four or five days after their own PhD students have registered (since they have first dibs). Choose courses at the 900 level or above from the listing.

- i. You will need to contact the instructor for permission to enroll in the course. Send off your email request to the professor as soon as possible.

- ii. Pick up the **LTSP-PTS Registration Form** from the Graduate Studies Office. Have the form signed by the Director of Graduate Studies and your Advisor.

Princeton is one of the institutions for which students will need to have a check cut from LTSP to pay for the course.

- iii. Contact the Princeton Registrar's Office to find out the cost of the course AND any fees.
- iv. Let the Graduate Studies Office know the full cost of the course (tuition and fees). Please note: We do not cover parking fees.
- v. Bring in the email with the cost of the tuition and fees. The Graduate Studies Office will fill out a Check Request. (Remember that check requests are due into the Business Office by Wednesday at 12 pm, and are available on the following Friday.
- vi. Once you get the check, send or take the second printed copy of the Princeton professor's email together with the LTSP check and completed PTS-LTSP form to the Princeton registrar as soon as possible. You will not be enrolled in the course until they receive the form and payment. (No online registration is allowed for "outside" students.)
- vii. After the course, it is your responsibility to ask Princeton Registrar to transfer the grade to the LTSP Registrar's Office.

Westminster Theological Seminary (www.wts.edu)

To choose courses go "[Course Schedules](#)". Find the appropriate term. Choose courses numbered 700 or above. Most courses also have the name of the term at the end of the course description and indicate when the course will be offered.

- i. Contact the Instructor of the course (via either email, phone or in person and get permission to take the course.
- ii. Pick up the **LTSP-WTS PhD Registration Form** at the Graduate Studies Office.

Westminster is one of the institutions for which you will need a check to register.

- iii. Contact the WTS Registrar's office and find out the cost of the tuition and fees.
- iv. Bring in the email with the cost of the tuition and fees. The Graduate Studies Office will fill out a Check Request. You will need two checks: one for \$25.00 for the application, and one for the cost of the course. (Remember that check requests are due into the Business Office by Wednesday at 12 pm, and are available on the following Friday.
- v. Take the Registration form and checks, along with the Instructor's Permission and you're your Good Standing Letter to the WTS Registrar.
- vi. After the course, it is your responsibility to ask Westminster's Registrar to transfer the grade to the LTSP Registrar's Office.

Libraries you can use

Krauth Memorial Library of The Lutheran Theological Seminary at Philadelphia (LTSP), the **Eastern Cluster of Lutheran Seminaries Library** (<http://www.ltsp.edu/ecco>)

Libraries where you have borrowing privileges:

The **Southeastern Pennsylvania Theological Library Association (SEPTLA)** (www.septla.org/pages/home.php). Please see ask for a **SEPTLA Form** before going to check out books at one of the SEPTLA Libraries.

SEPTLA libraries include those at Biblical Theological Seminary, Eastern Baptist (Palmer) Theological Seminary, Lancaster Theological Seminary, Lutheran Theological Seminary at Gettysburg, Moravian Theological Seminary, New Brunswick Theological Seminary, Princeton Theological Seminary, Reconstructionist Rabbinical College, St. Charles Borromeo Seminary, St. Tikhon's Orthodox Theological Seminary, Westminster Theological Seminary, and the Center for Judaic Studies, University of Pennsylvania. (Your LTSP library card gives you access

For **Princeton Theological Seminary Speer Library** (<http://libweb.ptsem.edu/>) You will need to apply for a card at your first visit.

Libraries where you have borrowing privileges only when registered in a class, but always have access to the use the library onsite.

The University of Pennsylvania Van Pelt Library (www.library.upenn.edu/vanpelt/) and **Judaica Library** (borrowing privileges are only arranged for LTSP students during the semesters in which they are taking UPenn courses.)

Temple University Paley Library (<http://library.temple.edu>)

(Area doctoral students borrowing card costs \$50 per year unless you are enrolled in a Temple course when it will be free.)

Employment

Note: You must be a full-time student in the PhD program for the first two years. You should limit work to no more than 15 hours per week.

Work on-campus

For Federal Work Study jobs (US citizens only), see the Financial Aid Officer, Ms. Elizabeth Brunton.

For teaching assistant positions over and above the three required semesters, contact Dr. Grafton.

International students with an F1 Visa are able to work only on-campus, see Dr. Grafton.

Work off-campus

Church

- Consult your denominational congregations/judicatory to find opportunities in the vicinity.
- ELCA students – contact the Southeastern Pennsylvania Synod office for supply preaching assignments.
- Local congregations often advertise for senior and graduate seminary students to work for a number of hours per week in their congregations. These opportunities are posted on the student notice board.
- The Christian education professor has job listings for Christian Education/Youth Ministry positions. Most are full time but a few are half-time. While you should not do half-time (20 hours), a few congregations may be open to negotiating for 15 hours.
- For Pennsylvania residents, search Pennsylvania Work-Study Program (SWSP) positions through PHEAA.org . See Ms. Elizabeth Brunton for details.

Summer employment

You are encouraged to find whatever summer employment you can to maximize income. (If you plan to do comprehensive exams in August of your second year, you should limit employment that summer so you can prepare for comps.)

Third and Fourth years

While you will not be taking classes during your Third year, it is still considered full time study. If you continue in full-time study while you write your dissertation, limit your work so that you can focus on your writing. However, there is no official rule about the number of hours you can work in third year and beyond. (Please note, third year and beyond are not considered part of residency.)

See the following from the PhD Manual:

Financial Aid During Writing Status

For purposes of establishing fulltime or part-time status for financial aid purposes during the writing of projects, theses, and dissertations, the guidelines are provided below. If you need additional time to complete your writing and need Stafford Loans to assist in your living expenses, you must request this extra time in a written request to both the Director of Graduate Studies and the Financial Aid Officer. Please note, students who are writing fulltime will need to take responsibility for contacting the seminary to enroll for healthcare insurance, if they desire it.

PhD Comprehensive Exams and Dissertation

The PhD student's third year is considered full time, as the student will be studying for comprehensive exams and developing the dissertation proposal.

ONE FULL ACADEMIC YEAR, LISTED AS FULL TIME

The writing of the dissertation follows during the fourth and subsequent years of the program. It is expected to be an original contribution to the field of scholarship in the major field chosen by the student, normally between 225 and 275 pages in length. A final oral examination/defense of the dissertation completes the program.

ONE FULL ACADEMIC YEAR, LISTED AS FULL TIME

THREE ADDITIONAL FULL ACADEMIC YEARS, LISTED AS HALF TIME

Teaching at Institutions in the Philadelphia Area

Following your residency, if you have time, you may teach an occasional elective at local undergraduate institutions if you find openings. (Include any such course syllabi, evaluations, etc. in your Teaching Portfolio and title, date and place in your curriculum vitae.)

From the outset of the program, however, you are welcome to engage in chaplaincy work at colleges/universities if such is available.

Please note that there is no guarantee that there will be an opening in any particular semester at the following institutions. But, go ahead and find out when you are ready. These are only a few of the 80 plus colleges and universities in the Delaware Valley. By all means try others too. (20 are in the City of Philadelphia.)

Temple University Religion Department—Chair, Dr. Terry Rey, at trey@temple.edu (Temple has expressed interest in having our PhD students teach electives when there is a need in the Religion Department.)

Eastern University—contact Dr. Elizabeth Morgan, Dean, at 610-341-5893.

Immaculata University—You are encouraged to send your CV early in your program to Search Committee, Immaculata University, P.O. Box 635, Immaculata, PA 19345-0635. This gets you on their list of potential teachers and also on their mailing list. Indicate interest in teaching at both the undergraduate and graduate level.

La Salle University—Contact Dr. Maggie McGuinness, Chair, Department of Religion, LaSalle University, 1900 W. Olney Avenue, Philadelphia, PA 19141. By phone at 215-951-1339 or by e-mail: mcguinness@lasalle.edu.

Ursinus University—contact the Dean's office at 610-409-3720, ext. 3872 (fax: 610/409-3787) or deansoffice@ursinus.edu

Gwynedd Mercy College—contact Dr. Denise Wilbur, Vice-President for Academic Affairs,-- E-mail wilbur.d@gmc.edu, phone: 215-646-7300, ext. 791.

Rosemont College—contact Discipline Coordinator, Dr. Paul Mojzes at 610-527-0200, ext. 2350.

Arcadia University—positions are posted on their website at www.arcadia.edu/jobs or Faculty secretary, Academic Affairs Department at 215-572-2180.

Rutgers University Department of Philosophy and Religion—call 856-225-6136.

Cabrini College—call 610-902-8100 (www.cabrini.edu)

The following do not seem to have religion departments but do offer courses in the listed subjects:

Delaware County Community College (history, languages, world religions)—contact Dr. Dawn Hayward, Assistant Dean, Communications, Arts and Humanities Department dhaywar2@dccc.edu or 610-359-5391.

Neumann College (history, ethics, philosophy, languages)—Dr. Mac Given at mgiven@neumann.edu or 610-558-5508.

Widener University (History, languages)—Assoc. Dean of Humanities, Dr. John H. Serembus, 610-499-4356 or john.serembus@widener.edu

International Students

Unless you have an immigrant visa, you cannot work off-campus nor are you allowed Federal Work Study. To check on jobs on campus see the Graduate Studies Office.

In your “spare” time

Sometimes you have to take a break. The Philadelphia area offers plenty of attractions for sight seeing and cultural events. Some popular ones are:

The Philadelphia Orchestra <http://www.philorch.org/styles/poa02e/www/index2.html>

The Pennsylvania Ballet <http://www.academyofmusic.org/home.php>

The Opera Company of Philadelphia <http://www.academyofmusic.org/home.php>

Philadelphia Museum of Art <http://www.philamuseum.org/main.asp>

Longwood Gardens <http://www.longwoodgardens.org/>

Independence Hall and historical district
<http://www.ushistory.org/districts/historicdistrict/index.htm>

Constitution Center http://www.ushistory.org/tour/tour_ncc.htm

Eagles football at the Lincoln Center <http://www.philadelphiaeagles.com/default.jsp>

Phillies Baseball at Citizens Bank Park <http://philadelphia.phillies.mlb.com>

Sixers Basketball <http://www.nba.com/sixers/>

Flyers Ice Hockey <http://www.philadelphiaflyers.com>

Pennsylvania Dutch Country <http://www.800padutch.com/>

Many restaurants –for local ones see Directory for Mt. Airy Local Restaurants and also check the Chestnut Hill Business Association website <http://www.chestnuthillpa.com>
An abbreviated *Guide to Local Restaurants* is available from the Graduate School office.

Theaters: <http://www.philadelphia.com/theater/>

Merriam Theater <http://www.ticketmaster.com/venue/16409>

The Wilma Theater <https://www.wilmatheater.org>

Walnut Street Theater <http://www.wstonline.org>

Forrest Theater <http://www.forrest-theatre.com/>

Arden Theater Company <http://www.ardentheatre.org/>

Prince Music Theater <http://www.princemusictheater.org>

People Who Can Help You

The following administrators and staff persons will be able to help you on appropriate issues. Most are available during regular office hours in Brossman, Monday through Friday from 9:00 to 4:30 pm.

Director of Graduate Studies—Dr. David Grafton (Brossman 232)
Contact the Director's Office (215-248-6347 or advanced@ltsp.edu) with questions.

Graduate School Assistant—Alice Popovic (Brossman 233)
(215-248-7384 or apopovic@ltsp.edu)

Coordinator of Student Services—Heidi Rodrick-Schnaath (Brossman 228)
(215-248-6312 or hrodrick-schnaath@ltsp.edu).

Registrar—René Diemer (Brossman 227) (215-248-6305 or registrar@ltsp.edu)
Contact the Registrar's office with questions concerning course registration and enrollment, academic policies, or to update your address/phone/email information.

Financial Aid Director—Elizabeth Brunton (Brossman 230)(215-248-6301 or ebrunton@ltsp.edu).

Business Office (Hagan Building)
Business Office—Lisa Hutchinson (215-248-6393 or lhutchinson@ltsp.edu)
Business Office Manager—Martin Schwab (215-248-7311 or mschwab@ltsp.edu)

Library—Karl Krueger, Director (215-248-6330 or kkrueger@ltsp.edu)
Public Services Assistant—Sharon Baker (sbaker@ltsp.edu), the.
Contact the Library with any question on resources at LTSP, the Eastern Cluster library, the Southeastern Pennsylvania Theological Library Association or Inter-library loan.

Media/Instructional Technology—Bob Hensil and Kyle Barger
Contact the Helpdesk (215-248-7385 or helpdesk@ltsp.edu) if you need help with email, internet connection, or other technical assistance.

Community Life

Chapel

The seminary community gathers daily for worship at Chapel. The Chapel schedule pertains to the Fall and Spring Semesters (except during Reading/Examination Week, when times may vary).

Mondays	12:00 pm	Preaching Service
Tuesdays	6:30 pm	Evening Worship
Wednesdays	11:30 am	Holy Communion
Thursdays	12:00 pm	Preaching Service
Fridays	8:00 am	Morning Prayer
	12:00 pm	Noon Worship
Monday~ Thursday	7:30 am	Morning Prayer
Sunday- Thursday	10:00 pm	Compline

Convocations

All interested persons are invited to attend special convocations and lectures as they are scheduled. Convocations are generally scheduled on Tuesdays at 11:15, when classes are not held. Other lectures may be scheduled at other times, and classes may or may not be canceled as a result. Check the LTSP website (www.ltsp.edu) for information on upcoming speakers and topics.

Special Needs

The seminary is committed to providing an environment in which all students have full access to educational opportunities and community life. However, in order for the seminary to provide reasonable and appropriate accommodations to students with either short- or long-term disabilities, documented evidence of the disability and of the required accommodation is needed. Students seeking academic and/or physical modifications or accommodation are required to contact the Coordinator of Student Services at least six weeks prior to the beginning of the semester or term. Consult The Rev. Heidi Rodrick-Schnaath, at 215-248-6312 or hrodrick-schnaath@ltsp.edu.

Campus Facilities

Brossman Center is the primary teaching/gathering area. Most classrooms are located here, along with offices of those staff most closely involved with student services. Faculty, staff, and student mailboxes are located behind the reception/security desk, along with the mailroom and a photocopy room; mailroom hours are 9:00 am–4:30 pm, Monday through Friday. The building is open from 7:30 am to 11:00 pm Monday through Friday.

Hagan Center is the location of the president's and dean's offices, the Business Office, and most faculty offices. Office hours are 9:00 am–4:30 pm, Monday through Friday.

Wiedemann Center is primarily a residential hall but also serves as the central office for Campus Security (inside the main entrance) and houses in its basement the Augsburg Fortress Bookstore (accessed via the steps to the right as you face the main entrance).

The Krauth Memorial Library is available to all students and faculty.

Regular hours during the semester are as follows:

Monday-Thursday	8:30 am–9:00 pm
Friday	8:30 am–4:30 pm
Saturday	9:00 am–3:00 pm

Hours during reading weeks, exam weeks, and short terms (January and June) will vary. Director is Dr. Karl Krueger.

Books

Required texts books can be purchased on the Seminary's E-Campus bookstore:

<http://tsp.edu/bookstore>

Please note that if you are a TA for a course, you are eligible to receive all the required textbooks for that course free. Simply order the books, upon receiving the bill in your student account, send the Graduate Studies Office the invoice. The Graduate Studies Office will instruct the Business office to remove the charges.

Parking

Before you begin studies, if you visit the seminary campus, park in the Visitor's spaces near the entrance to the Brossman Learning Center. During Orientation (August), vehicles may be registered Monday through Friday from 7 am to 3 pm at the Wiedemann security station. The \$40 vehicle registration fee is paid by semester.

Communications

Mailboxes are provided in Brossman Center for all regular faculty and staff and for all matriculated first-professional students, full-time advanced-level students, and other students by request. Mail is distributed once daily from Monday to Friday. There is no Saturday mail delivery.

Helpful Numbers

The following campus and off-campus numbers may be of special use.

Main seminary number	215-248-4616
Brossman Security Desk	extension 7503 (internally) or 215-248-4665
Wiedemann Security Desk	extension 7502 (internally) or 215-248-4665
Krauth Library Circulation Desk	215-248-6329
Facilities Management	215-248-7374
Mailroom	215-248-6303 (jcaldwell@ltsp.edu)
Helpdesk (Classroom Technology, IT, Telephone)	215-248-7385 (helpdesk@ltsp.edu)

(Alarms in campus buildings will summon the Fire Department)

Student Resources

For further information for students, please see the LTSP Website: www.ltsp.edu and go to “Current Students.”

All other helpful information and policies will be located on the LTSP Website, including:

LTSP Catalog
Student Handbook
Registrar’s Office information
PhD Manual