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McMaster Divinity College  
Winter Semester, 2023

MS 3TM3 (Professional degree)  
MS 5TM5 (DPT)

Dr. Michael Knowles  
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Office: DC 214



## Theology and Practice of Ministry

Asynchronous: January 9 – February 24; March 6 – April 6  
Synchronous: Thursdays, 2:00 – 3:20 p.m. (dates TBA)

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### Course Statement

This course assists students to develop their understanding and practice of Christian ministry in the context of congregational formation, balancing attention to biblical and theological foundations with development of practical skills.

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### Course Objectives

*Cognitive:* [knowing]

- ▶ To explore the theological foundations of Christian ministry as rooted in, responsive to, and reflective of the character and saving action of God.
- ▶ To examine the theological foundations of Christian practices such as baptism, prayer, preaching, spiritual direction, the Lord's Supper, weddings, and funerals, as means of orientation to the priority of grace.

*Affective/Experiential:* [being]

- ▶ To develop awareness of spiritual identity and personal spiritual formation as foundational aspects of ministerial service.
- ▶ To identify and help students appropriate core models of spirituality that inform discipleship and ministry.
- ▶ To develop and function as a community of learning.

*Practical:* [doing]

- ▶ To provide students with practical experience in planning and evaluating various aspects of congregational formation and Christian ministry.

- ▶ In association with Field Education placements, to help students set ministry goals and acquire foundational skills relevant to pastoral ministry in the context of congregational formation.

**Specializations:** Church and Culture  
Christian Worldview

Counselling and Spiritual Care  
Pastoral Studies

## Lecture Outline and Schedule

January 12

Module One: Sources and Goals of Ministry: Learning the Ways of God

January 19

Module Two: The Meaning of Ministry: Doxology and the Life of Christ

January 26

Book Review Due

Module Three: The Means of Ministry: Agency, Testimony, and Effective Sign  
Reading: Oden, *Pastoral Theology*, 64–81

February 2

Module Four: Call, Vocation, and the Liturgical Life of the Congregation  
Reading: Oden, *Pastoral Theology*, 20–46

February 9

Module Five: Baptism, Catechesis, and Christian Worldview  
Reading: Oden, *Pastoral Theology*, 105–26

February 16

Module Six: Mentoring, Counselling, and Spiritual Direction  
Reading: Oden, *Pastoral Theology*, 186–205

February 23

Worship Evaluation Due

Module Seven: Preaching and Teaching: the Why and the How  
Reading: Oden, *Pastoral Theology*, 127–52

March 2

Hybrid Intensive Week (no class)

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March 9

Module Eight: Prayer and Confession: Conforming Our World to Christ

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March 16

Module Nine: The Lord's Supper: Embodied Participation in the Life of the Messiah  
Reading: Oden, *Pastoral Theology*, 223–48; 293–310

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March 23

Module Ten: From Here to Eternity: Marriage and Christian Community

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March 30

Module Eleven: Departure: Funerals and the Meaning of Death  
Reading: Oden, *Pastoral Theology*, 223–48; 293–310

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April 6

Module Twelve: Christomorphic Ministry and Spiritual Types  
Reading: Richard Foster, *Streams of Living Water: The Great Traditions of the Christian Faith* (New York: Harper San Francisco, 1998)  
Final Date for Late Assignments

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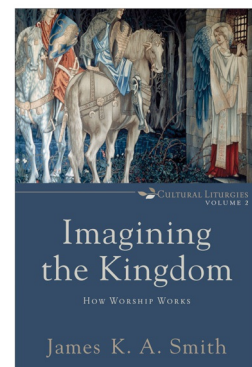
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## Course Requirements and Outline

### A. Texts

Thomas Oden. *Pastoral Theology: Essentials of Ministry*. New York: HarperCollins, 1983.

James K. A. Smith. *Imagining the Kingdom: How Worship Works*. Cultural Liturgies 2. Grand Rapids: Baker Academic, 2013.



Textbooks are available from MDC's book service, READ On Books, located in the Hurlburt Family Bookstore in Cullen Hall. For advance purchase, you may contact READ On Bookstore, 5 International Blvd, Etobicoke, Ontario. Orders can be placed by phone (416.620.2934), text (416.668.3434), or email (books@readon.ca), with payment by e-transfer, credit card, or cheque; shipping is free for students. Other book services may also carry the texts.

## B. Supplementary Resources

Richard J. Foster. *Streams of Living Water: Celebrating the Great Traditions of Christian Faith*. San Francisco: HarperSanFrancisco, 1998.

## C. Course Requirements

Written assignments are due at 2:00 p.m. on the due date, and are to be submitted via the A2L course website. In order to avoid late penalties, students are responsible for ensuring that assignments have been successfully uploaded.

Requirements for course assignments differ according to degree programme and specialization. In completing both oral and written assignments, DPT students will focus on issues that correspond to their respective programmes of research, while MDiv/MTS students are expected to identify and emphasize themes relevant to their chosen specialization, whether Church & Culture, Christian Worldview, Counselling & Spiritual Care, or Pastoral Studies.

### 1. *Class Participation*

All students (including Auditors) are required to view the online modules; participation in synchronous online sessions (dates TBA) is optional but recommended.

### 2. *Reading*

Students enrolled for credit are required to complete the assigned readings for each module. The remainder of the minimum reading requirements may be selected from the "Supplementary Resources" listed above, and/or theological, devotional, and exegetical materials that provide research background for written assignments.

- a. MDiv/MTS      1,500 pages
- b. DPT              4,000 pages

Bibliographies appended to written assignments should indicate the approximate number of pages read in each source listed, as well as a cumulative total.

### 3. *Book Review*

#### a. MDiv/MTS

30%

Provide a critical assessment and review of James K. A. Smith, *Imagining the Kingdom: How Worship Works* (Grand Rapids: Baker Academic 2013). For general instructions, see "Basic Guidelines for Composing a Book Review" (below, p. 16). Explain and evaluate his key argument(s) and indicate their implications for your home congregation or place of ministry with regard to the formation of Christian identity and ministerial practice.

Length: 8 pages/2,000 words

Due Date: January 26

#### b. DPT

30%

Describe and evaluate the three volumes in James K. A. Smith's "Cultural Liturgies" series: *Desiring the Kingdom: Worship, Worldview, and Cultural Formation* (Baker Academic, 2009); *Imagining the Kingdom: How Worship Works* (Baker Academic 2013); *Awaiting the King: Reforming Public Theology* (Baker Academic 2017). For general instructions, see "Basic Guidelines for Composing a Book Review" (below, p. 16). Your review should identify and assess the theological and biblical foundations of Smith's project with regard to the formation of Christian identity and ministerial practice in general, while also specifying implications for your current ministry setting, ecclesiastical tradition, and/or confessional constituency, in relation to your chosen area of research interest.

Length: 12 pages/3,000 words

Due Date: January 26

### 4. *Worship Evaluation*

25%

In the course of the semester, attend a worship service in a Christian tradition with which you are *not* familiar (e.g. Assyrian, Catholic, Coptic, Lutheran, Nazarene, Orthodox, Quaker, etc.; see the attached list of local options). Evaluate the service (using the attached form as a guideline if necessary), commenting on significant aspects of the liturgy and insights you have gained (whether positive or negative) into the nature and conduct of Christian worship. In particular, how does this service function *as worship*, and how does it serve to shape Christian identity for the participants? In other words, what does worship in general, and

this worship service in particular, say about God and who we are as worshippers in relation to God? *Please note that this assignment must not conflict with Field Education responsibilities.*

MDiv/MTS: 6 pages/1,500 words

Due date: February 23

DPT: 10 pages/2,500 words

Due date: February 23

5. *Online Discussion* 10%

On the A2L pages provided for that purpose, post interactive responses (~75–100 words) to at least five modules/lectures throughout the semester. Comments should reflect theologically and practically on the rôle of particular forms of ministry in shaping Christian identity and worldview.

6. *Final Essay* 35%

Building on insights you that have gained from (for example) Scripture; church history and tradition; contemporary culture; course lectures, readings, and assignments; personal experience, and supplementary research, provide an in-depth examination of one of the following:

- a. Theological and practical aspects of one component of contemporary Christian ministry (e.g., liturgy, ritual, architecture, baptism, preaching, prayer, music, weddings, funerals, language for God, ordination, evangelism, social and economic justice, community formation, the rôle of the leader, etc.);  
*or*
- b. One key source for, or influence upon, contemporary Christian ministry (e.g. Old Testament, New Testament, or early church practices; the use of lectionaries; the Liturgical Renewal movement; “Charismatic” spirituality; cultural norms and standards; the imperative of divine justice; economic Trinitarianism, etc.).

MDiv/MTS students should select a topic that is central to their current or future ministry, while DPT students should address a subject area that is critical to their area of dissertation research, in consultation with the course instructor.

Articulate your theological and practical vision of Christian ministry, both as an *expression* of Christian identity, praxis, or worldview and as a means of *shaping* or

*implementing* Christian identity. Explain how your understanding of ministry could be implemented in the operational setting within which you serve. In short, explain *why* and *how* you intend to conduct this form of ministry as an expression of your own Christian identity and vocation, the church's mission, and the *missio Dei*.

For MDiv/MTS students, this essay should also make use of a *minimum* of 6 books and articles from the course bibliography and/or the reserve reading list (not including the assigned texts); for DPT students, use of secondary literature should indicate comprehensive familiarity with current scholarly discussion, with particular attention to principles of practice-led research.

MDiv/MTS: 10 pages/2,500 words

Due date: March 23

DPT: 12 pages/3,000 words

Due date: March 23

<b>Grading Summary</b>			
	Due	Length	Percent
MDiv/MTS			
Book Review	January 26	2,000 words	30%
Worship Evaluation	February 23	1,500 words	25%
Online Discussion	various	5 × 100 words	10%
Final Essay	March 23	2,500 words	35%
DPT			
Book Review Essay	January 26	3,000 words	30%
Worship Evaluation	February 23	2,000 words	25%
Online Discussion	various	5 × 100 words	10%
Final Essay	March 23	3,000 words	35%

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## Academic Honesty

Academic dishonesty is a serious offence that may take any number of forms, including plagiarism, the submission of work that is not one's own or for which previous credit has been obtained, and/or unauthorized collaboration with other students. Academic dishonesty can result in severe consequences, e.g., failure of the assignment, failure of the course, a notation on one's academic transcript, and/or suspension or expulsion from the College. Students are responsible for understanding what constitutes academic dishonesty. Please refer to the Divinity College Statement on Academic Honesty: <http://www.mcmasterdivinity.ca/programs/rules-regulations>

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## Gender Inclusive Language

McMaster Divinity College uses inclusive language for human beings in worship services, student written materials, and all of its publications. In reference to biblical texts, the integrity of the original expressions and the names of God should be respected. The NRSV and TNIV are examples of the use of inclusive language for human beings. It is expected that inclusive language will be used in chapel services and all MDC assignments.

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## Style

Stylistic considerations (including but not limited to questions of formatting, footnotes, and bibliographic references) must conform to the McMaster Divinity College Style Guidelines for Essays and Theses: <https://mcmasterdivinity.ca/resources-forms/mdc-style-guide>. To assist with composition and completion of assignments, students are encouraged to make use of [grammarly.com](https://www.grammarly.com) (<https://www.grammarly.com>), along with the academic support services provided by McMaster's Student Success Centre (<https://studentsuccess.mcmaster.ca/academic-support>). Failure to observe appropriate form will result in grade reductions. See also "CRITERIA FOR GRADING OF WRITTEN ASSIGNMENTS," below. All course assignments are to be submitted to the appropriate section of course page on the Avenue to Learn website.



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## Cell Phone/Computer Policy

Students must refrain from conducting cell phone conversations while the class is in session. Should you need to maintain contact with family members and/or your church or ministry, please turn off the ringer so as to avoid disturbing others; upon receipt of an urgent call, you may discretely excuse yourself from the classroom. The same policy applies to all computer-generated sound schemes, pagers, or other electronic annunciation systems.

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## Deadlines and Late Submission Penalty

Assignments are to be submitted to the Avenue to Learn website by 2:00 p.m. on the due date, after which they will be considered late and penalized 1% per calendar day. The final date for submission of course assignments is April 6, 2023. Assignments received after this date will not be accepted for grading or credit

Disclaimer:

This syllabus is the property of the instructor and is prepared with currently available information. The instructor reserves the right to make revisions up to and including the first day of class.

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## ALTERNATIVE WORSHIP OPPORTUNITIES

This is neither an exhaustive list nor an endorsement of any particular church, its policies or practices: *Caveat Cultor*. In the case of major denominations, only local/nearby congregations are listed: alternative locations may prove more accessible or convenient.

### *Anglican* (22 in total)

Christ's Church Cathedral, 252 James Street North  
Saint Paul's Anglican Church, 1140 King Street West

### *Armenian*

Saint Mary Armenian Church of Hamilton, 8 Mayhurst Avenue

*Associated Gospel*

Ellis Avenue Bible Church, 80 Ellis Avenue  
Faith Gospel Church, 518 Cochrane Road  
Garside Bible Church, 47 Garside Avenue North  
Hill Park Bible Church, 668 Upper Wentworth Street  
Meadow Creek Community Church, 662 Fennell Avenue East  
Philpott Memorial Church, 84 York Boulevard

*Assyrian*

Holy Apostolic Catholic Assyrian Church of the East, 63 Stone Church Road West  
Saint Shmooni Church (Ancient Apostolic Catholic Church of the East), 100 Clinton Street

*Baptist (22+ in total, of various affiliations; see also *Fundamental Baptist* and *Southern Baptist*)*

Eucharist Church, 130 Victoria Ave North  
King Street Baptist Church, 458 King Street West  
McNeill Baptist Church, 1145 King Street West  
Mission Baptist Church, 100 North Oval  
Westside Baptist Church, 261 Whitney Avenue

*Brethren*

Bethany Gospel Chapel, 155 Gage Avenue North

*Byzantine Slovak*

Slovak Assumption Byzantine Catholic Church, 1406 Barton Street East

*Canadian Reformed*

Blessings Christian Church, 115 Stanley Avenue  
Canadian Reformed Church of Ancaster, 575 Shaver Road, Ancaster  
Cornerstone Canadian Reformed Church, 353 Stone Church Rd East  
Providence Canadian Reformed Church, 582 Southcote Road, Ancaster  
Trinity Canadian Reformed Church, 420 Crerar Drive

*Charismatic*

Crossfire Community Church, 430 York Boulevard  
Metro Church International, 105 Nash Road South

*Christian and Missionary Alliance*

Paramount Drive Alliance Church, 1035 Paramount Drive, Stoney Creek  
Parkview Church, 1136 West 5<sup>th</sup> Street  
Stoney Creek Alliance Church, 605 Highway 8, Stoney Creek

*Christian Reformed*

Ancaster Christian Reformed Church, 70 Garner Road West  
First Hamilton Christian Reformed Church, 181 Charlton Avenue West

New Hope Church, 1429 Main St East  
Immanuel Christian Reformed Church, 61 Mohawk Road West  
Westdale Reformed Church, 201 Paradise Road North

*Church of Christ*

Church of Christ, 321 East 27<sup>th</sup> Street  
Church of Christ West Hamilton, Mohawk College

*Church of God Reformation Movement*

Church of God, 265 Bowman Street  
Church Of God In Hamilton, 186 Annabelle Street  
Hamilton Church Of God, 1338 Stone Church Road East

*Coptic (Egyptian) Orthodox*

Saint Mina Coptic Orthodox Church, 480 Melvin Street  
The Church of the Virgin Mary and Saint Athanasius, 1245 Eglinton Avenue West,  
Mississauga

*Evangelical*

Kensington Gospel Hall, 162½ Kensington Avenue North

*Evangelical Lutheran*

Christ Latvian Evangelical Lutheran Church, 18 Victoria Avenue South  
Faith Evangelical Lutheran Church, 1907 King Street East  
Grace Evangelical Lutheran Church, 1107 Main Street West  
Pilgrim Evangelical Lutheran Church, 1054 Upper Sherman Avenue  
Redeemer Lutheran Church, 15 Wexford Avenue  
Saint John's Evangelical Lutheran Church of Hamilton, 104 Hughson Street North  
Transfiguration Lutheran Church, 232 Fennell Avenue East

*Free Methodist*

Buchanan Park Free Methodist Church, 122 Delmar Drive

*Full Gospel*

All Nations Full Gospel Church, 1205 Main Street East  
Free Believers in Christ Fellowship International, 389 Concession Street

*Fundamental Baptist*

New Testament Baptist Church, 21 Jameston Avenue

*Greek Orthodox*

Panagia Greek Orthodox Church of the Dormition of The Virgin Mary, 233 East  
15<sup>th</sup> Street  
Saint Demetrios Greek Orthodox Church, 22 Head Street

*Holiness*

The Apostolic Assembly of the Faith in Jesus Christ, 168 West Avenue North  
(services in Italian only)

*Macedonian Orthodox*

Saint Naum of Ohrid Macedonian Orthodox Church, 1150 Stone Church Road East

*Mennonite*

Hamilton Mennonite Church, 143 Lower Horning Road

*Mennonite Brethren*

Mountainview Mennonite Brethren Church, 380 Highway 8, Stoney Creek

*Methodist Episcopal*

Stewart Memorial Church (formerly Saint Paul's African Methodist Episcopal Church), 114 John Street North

*Nazarene*

First Church Of The Nazarene, 92 Ottawa Street North

Mountain Church Of The Nazarene, 910 Upper Sherman Avenue

*Orthodox Church in America*

All Saints of North America Orthodox Church, 117 Queenston Road

*Pentecostal Assemblies of Canada*

Calvary Pentecostal Tabernacle, 139 Wilson Street West, Ancaster

East Hamilton United Pentecostal Church, 887 King Street East

Mount Albion Pentecostal Church, 1267 Paramount Drive, Stoney Creek

Peoples Church Hamilton, 510 Mohawk Road West

Turning Point, 1151 Garner Road West

Victory International Church, 2799 Barton Street East

Woodvale Pentecostal Church, 1221 Wilson Street East

*Polish National Catholic Church*

Holy Trinity Polish Church, 880 Barton Street East

*Presbyterian (18 in total)*

St. Cuthbert's Presbyterian Church, 2 Bond Street North

*Reformed Church in America*

Westdale Reformed Church, 201 Paradise Road North

*Reformed Church in Canada*

Street Light Ministries, 82 Ferguson Avenue North

*Reformed Episcopal*

Saint George's Reformed Episcopal Church, 134 Emerson Street

*Religious Society of Friends (Quaker)*

The Religious Society of Friends, 7 Butty Place

*Roman Catholic (33 in total)*

Canadian Martyrs Catholic Church, 38 Emerson Street

Cathedral of Christ the King, 714 King Street West

*Romanian Orthodox*

Romanian Orthodox Church of the Holy Resurrection, 20 Murray Street West

*Russian Orthodox*

Holy Veil of Holy Mother Russian Orthodox Church Outside of Russia, 77 Sanford Avenue South

Our Lady of Glastonbury Orthodox Church, 390 Cannon Street East

*Salvation Army*

The Freeway, 333 King Street East

Laotian Corps, 573 Concession Street

Meadowlands Corps, 187 Stone Church Road West

Mountain Citadel, 835 Stone Church Road East

Winterberry Heights, 300 Winterberry Drive

*Serbian Orthodox*

Saint Nikola Serbian Eastern Orthodox Church, 1415 Barton Street East

Saint Nicholas Serbian Orthodox Cathedral, 157 Nash Road South

*Slovenian Catholic*

Saint Gregory the Great Slovenian Church, 125 Centennial Parkway North

*Southern Baptist*

Ridgecrest Southern Baptist Church, 582 Barton Street East

*Syrian Orthodox*

Saint Mark's Syrian Orthodox Church, 1202 Dunsmure Road

*Ukrainian Catholic*

Church of the Holy Spirit, 15 Saint Olga Street

Church of the Resurrection, 821 Upper Wentworth Street

Saint Nicholas Ukrainian Catholic Parish, 260 Melvin

*Ukrainian Orthodox*

Ukrainian Orthodox Church of Saint Vladimir, 855 Barton Street East

*United Church of Canada (32 in total)*

Westdale United Church, 99 North Oval

*United Reformed*

Rehoboth United Reformed Church, 77 Glancaster Road, Ancaster

*Unidentified/Non-Denominational/Other*

Apostolic Holiness Church Of Jesus Christ, 42 Royal Avenue

Church of God of Prophecy, 64 Wentworth Street North

City Kidz, 177 Sherman Street North

Dominion Christian Centre, 141 Park Street North

Eagle Worldwide Ministries, 73 Emerald St North

Eagle's Nest Fellowship, 1151 Garner Road West, Ancaster

Evangelical Church Apostles and Prophets the Voice of Christ to the World, 87 – 605  
Stone Church Road East  
Faith Church of Jesus Christ, 1855 Main Street East  
Forestview Church Without Walls, 165 King Street West  
Free Believers In Christ Fellowship International, 389 Concession Street  
Hamilton Christian Fellowship, 135 Strathcona Street North  
Hamilton Church of Christ, 126 Ottawa Street North  
Hamilton Deliverance Church of Jesus Christ, 606 Upper James Street  
Jesus Is Alive Community, 97 East 33<sup>rd</sup> Street  
Life Christian Church, 1205 Rymal Road East  
Living Hope Christian Assembly, 1045 Garth Street  
Living Water Ministries, 1475 Barton Street East  
Living Word Covenant Community Church, 159 Beach Boulevard  
The Lord's Ministry House, 1393 Main Street East  
The Meeting Place Hamilton, 541 Barton Street East  
St. Clair Community Church, 842 Main St East

WORSHIP EVALUATION SHEET (*optional*)

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Date	Name of Evaluator
Location	Name of Worship Leader

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Theme, focus, or main scriptural passage

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Outline or main elements of worship event (list on reverse side)

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How effectively or appropriately did the designated leader(s) direct this worship event?

10	20	30	40	50	60	70	80	90	100	_____
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How effectively or appropriately did this worship event involve those in attendance?

10	20	30	40	50	60	70	80	90	100	_____
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How effectively or appropriately did this service make use of worship resources?

10	20	30	40	50	60	70	80	90	100	_____
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How effectively did the various elements contribute to a coherent, consistent whole?

10	20	30	40	50	60	70	80	90	100	_____
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*You shall love the Lord your God:* how effectively did this worship event express or inspire devotion?

10	20	30	40	50	60	70	80	90	100	_____
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*With all your heart:* how effectively did this worship event engage affect and volition?

10	20	30	40	50	60	70	80	90	100	_____
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*With all your mind:* how effectively did this worship event engage intellect and understanding?

10	20	30	40	50	60	70	80	90	100	_____
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*With all your soul:* how effectively did this worship event articulate or empower spiritual identity?

10	20	30	40	50	60	70	80	90	100	_____
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*And with all your strength:* how effectively did this worship event relate to praxis and action?

10	20	30	40	50	60	70	80	90	100	_____
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*And your neighbour as yourself:* how effectively did this worship event lead to service of others?

10	20	30	40	50	60	70	80	90	100	_____
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TOTAL \_\_\_\_\_

## Basic Guidelines for Composing a Book Review

### 1. *Publication Data*

- a. Provide essential bibliographical data, in the proper format.

### 2. *Description*

- a. Who is the author, and what is his/her expertise or qualification for writing?
- b. What main points does the author make? Is there a key passage or statement?
- c. How does each part relate to what precedes and follows?
- d. For what audience is this argument/discussion intended?

### 3. *Evaluation*

- a. Is the author's thesis cogent and convincing?
- b. Are there unstated assumptions or gaps in logic? Does the author offer novel insights and perspectives? An innovative synthesis of current knowledge?
- c. Who are the author's main discussion partners? Who does the author cite for support, or argue against, and why?

### 4. *Application*

- a. How do the author's insights apply to your own field of endeavour or research?
- b. What are the implications of this study for the life and ministry of the church?
- c. To whom would you recommend this book (or not)?

SUMMARIZE

ASSESS

ENGAGE

"what?"

"so what?"

"now what?"



CRITERIA FOR GRADING OF WRITTEN ASSIGNMENTS

Grading of written materials will be based on the following general criteria

Grade Range	Content		Argument		Presentation	
90–100 A+ 85–89 A 80–84 A–	Mastery of subject matter; creativity and individualized integration of insights and their relationships; exceeds required elements		Clear, logical structure; with comprehensive introduction, persuasive argumentation, and innovative conclusions		Detailed adherence to relevant style for formatting of text, notes, and bibliography; no errors of grammar or syntax; elegant presentation	
77–79 B+ 73–76 B 70–72 B–	Above-average grasp of principles and concepts, and their inter-relationship; completion of all required elements		Coherent structure and consistent argumentation; well-stated introduction and conclusion		General adherence to relevant style and format; few errors of grammar or syntax	
67–69 C+ 63–66 C 60–62 C–	Adequate understanding of theoretical foundations; minimal completion of required elements		Rudimentary structure; minimal introductory and concluding statements		Significant errors of grammar, syntax, or style	
57–59 D+ 53–56 D 50–52 D–	Low level of comprehension; required elements incomplete or missing		Lack of coherence or structure in argumentation; no introduction or conclusion		Abundant grammatical, syntactical, and stylistic errors	
0–49% F	Inability to grasp basic concepts; required elements missing		Incomprehensible or illogical structure and argumentation		Failure to follow stylistic guidelines; incomprehensible syntax	