

LSCM 2310-30 Research and Writing
New Orleans Baptist Theological Seminary
Leavell College (Hialeah Campus)

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Fall 2014 (Tuesday 8:00pm – 10:00pm)

Course Description

The course is designed to aid students in the acquisition and development of written communication skills and to give students opportunities to practice those skills. The course also will give students opportunities to improve library research skills. The student will study the seminary writing manual and will write essays, a book review, and a research paper. NOTE: LSCM 1310 English Composition is the prerequisite for this course.

Student Objectives

This course will emphasize the ministerial competency of life skills. It will strengthen the life skills of reading, writing, and critical thinking.

In order to achieve an acceptable level of life skills, the students, by the end of the course, should

1. comprehend the process of writing reviews and research papers;
2. value research and writing as a vital part of education; and
3. research and write college-appropriate reviews and research papers.

Textbook

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 7thed. Revised by Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams. Chicago: University of Chicago Press, 2007.

Course Methodology

1. Lecture and other teaching methods will be used in teaching the principles of research and writing.
2. Writing assignments will include essays, a book review, and a research paper.
3. Classroom and small-group discussion will be used to encourage and promote effective written communication skills, as well as word processing skills.

Course Requirements

1. As per the Leavell College catalog, school policies regarding absences and tardiness will be strictly enforced. Students are allowed a maximum of **seven** absences during the semester. (Please note: each classroom hour that the student is absent counts as one absence.) The student will receive an automatic “F”

when the eighth absence has occurred in accordance with seminary policy. Every three occasions of arriving late for class or leaving early from class will be counted as one absence. Roll will be taken at the beginning of each class period. The student is responsible for contacting the teacher if he/she is tardy and the roll has already been taken. The student is responsible for scheduling the time to make up any missed essays or exams. All missed essays and exams which are not made up will be assigned the grade of 0. The student should contact the instructor to explain the illness or emergency that caused the student to miss the assignment. Students who have no valid reason for missing an exam/essay will incur a seven-point penalty on the make-up. In all cases, students must arrange to make up the work **within one week** of when it was originally scheduled.

2. Each student will submit a 5-7 page book review, either of a book relating to his/her research project or of a book approved by the instructor prior to the writing of the book review. The report should contain a sketch of the author, a summary of the content, and an analysis of its content. The student will complete the review according to the guidelines discussed in class. The review must be typed using a word-processing program such as Word or WordPerfect.
3. Each student will write essays in class on the days indicated on the course schedule. The topic will be given in class.
4. Each student will complete two sectional exams which will cover the steps of writing a research paper and the rules of the assigned chapters in Turabian.
5. Each student will complete a research project according to the following guidelines:
 - a. Subject to be chosen by the student with instructor's guidance
 - b. Text length (not counting the title page, blank page, contents page, and bibliography pages): minimum of fourteen pages, maximum of sixteen pages
 - c. Maximum research paper length (counting the title page through the last page): twenty-one pages
 - d. Minimum of fifteen sources to be cited in the body of the paper: at least nine books (hard copy or electronic copy with e-books being listed with electronic documents) and at least three periodicals (hard copy or electronic copy with online journal articles being listed with electronic documents). You may cite more than the required number of books or periodicals, and you also may cite other types of electronic sources such as reputable websites.
 - e. Type in Word or WordPerfect according to Turabian standards, using footnotes (as per the sample provided).
 - f. Include title page, blank page, table of contents, bibliography (group by source

type as per sample research paper), headings, pagination, and citations as in Turabian.

- g. Use Times New Roman, 12-point font.
 - h. Do not use plastic binders. Staple the pages together, please.
 - i. Project assignments turned in past the due date will incur a late penalty as indicated on the course schedule.
 - j. The final paper is due on the date of the final. Late papers will not be accepted.
 - k. The student must pass the final project in order to pass the course.
6. The student's grade will be determined as follows:

Book review	15%
Average of written essays	15%
Average of sectional exams/homework	15%
Research project	55%

7. The student is responsible to be in class on time, dressed appropriately for class. Out of respect for others, students will place cell phones and beepers on silent mode during class time. **At no time during class should computers be used for anything other than class notes and assignments. Students using personal computers for anything else during class will be considered absent.** The professor reserves the right to ask students to discontinue the use of computers and/or cell phones.

Additional Information

- 1. Office hours will be as follows: Before class or by appointment.
- 2. In the event the seminary campus is closed, class will still meet in an online format. Should campus close for any reason, please take your textbooks with you and be prepared to move the discussion to an online format via Blackboard. We will post any necessary schedule revisions on the Announcements page of Blackboard.
- 3. This year, the seminary will emphasize the core value of Characteristic Excellence. As all Christians should strive for excellence in their words and deeds, so you should strive for excellence in your school work.

Course Schedule*

<u>Date</u>	<u>Topic</u>
Aug. 19	Introduction to the Course Essay Writing Review and Errors to Avoid Additional Hour: Steps to Writing a Research Paper
Aug. 26	Steps to Writing a Research Paper/Library and Ebscohost Turabian, appendix Additional Hour: Reading Assignment–Turabian, 3-35
Sept. 2	Book Review Format Discussion of Research Topics Research Time in Library Additional Hour: Reading Assignment–Turabian, 36-61
Sept. 9	Steps/Toward a Research Question Turabian, chaps. 15 - 17 Outlining Footnote/Bibliography Exercise Additional Hour: Reading Assignment–Turabian, 62-81
Sept. 16	Steps/Toward a Research Question Turabian Tutor Additional Hour: Reflective Essay
Sept. 23	Thesis Sentence/Research Question, Outline, and Preliminary Bibliography Due One point per each day late will be deducted from the final project grade if this assignment is completed past the due date. No thesis statements, outlines, or bibliographies will be accepted after September 30. Additional Hour: Sectional Exam Review
Sept. 30	Book Review Due Logic Additional Hour: Turabian, chap. 25; Paraphrasing/Transition
Oct. 7	Footnote/Bibliography Exercise Research Paper Writing: Writing the Rough Draft; Computer Problems Additional Hour: Turabian, chaps. 20-22

- Oct. 14 ***Fall Break***
- Oct. 21 Research Paper Checklist
 Rough draft self-editing exercise
 (Students are expected to bring the following components of the paper to class for a review exercise: four pages of text including footnotes, a contents page, and a bibliography. Students not bringing these components to class will lose 3 points from their final project grade.)
Additional Hour: Turabian, chaps. 23-24
- Oct. 28 **First draft of the research paper due, including all components.** If turned in after this date, two points per each day late will be deducted from the final project grade. No rough draft will be accepted after Nov. 4.
Additional Hour: Peer Review
- Nov. 4 Turabian certification
Additional Hour: Sectional Exam Review
- Nov. 11 **Sectional Exam**
Additional Hour: Essay
- Nov. 18 Research Paper Writing: Preparing the Final Draft
Additional Hour: Learning from Mistakes; Turabian, chap. 1
- Nov. 25 ***Thanksgiving***
- Dec. 2 Research Paper FINAL Draft due no later than 5:00 p.m.**
 Late papers will not be accepted.

*All topics subject to change.

Deadlines and Penalties

Thesis Statement/Outline/Preliminary Bibliography—due Tuesday Sept. 23, 2013

An electronic copy of this assignment is due at the beginning of the class period. One point per each day late (up to seven points) will be deducted from the final grade if the assignment is completed past the due date. No assignment will be accepted later than one week past the due date.

Book Review—due Tuesday, Sept. 30, 2012. A hard copy of your book review is due at the beginning of the class period. If a review is turned in late, points will be deducted from the book review grade as follows: seven points for the first day and one point per day thereafter. No review will be accepted later than one week past the original due date.

Rough Draft (title page, contents page, eight pages of text, footnotes, and bibliography)—due no later than Tuesday, Nov. 18, 2012. A hard copy of the draft is due at the beginning of the class period. Two points per each day late (up to ten points) will be deducted from the final project grade for work submitted past the due date. No rough draft will be accepted later than one week past the original due date. **Students not submitting a complete rough draft will not be permitted to submit a final paper. They should then withdraw from the course.**

Final Research Project—due by 10:00 p.m. on Dec. 2, 2012. Late papers will not be accepted.