



LEAVELL COLLEGE

NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY

LSCM2310: Research and Writing
Fall 2015

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The mission of Leavell College of New Orleans Baptist Theological Seminary is to equip leaders to fulfill the Great Commission and the Great Commandments through the local church and its ministries.

Core Value

Each academic year, a core value is emphasized. This academic year, the core value is Mission Focus – “We are not here merely to get an education or to give one. We are here to change the world by fulfilling the Great Commission and the Great Commandments through the local church and its ministries.”

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: LSCM1310 English Composition is the prerequisite for this course.

Student Learning Outcomes

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.
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Course Texts

Turabian, Kate. *A Manual for Writers of Research Papers, Theses, and Dissertations*. 8th. ed. Revised by Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams. Chicago: University of Chicago Press, 2013.

Course Requirements and Grading

1. As per the Leavell College catalog, school policies regarding absences and tardies 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 5-6 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. Papers shorter than the minimum length will result in a point deduction of 2 points per page short. Papers longer than the maximum will result in a point deduction of 1 point per page over the maximum.
 - 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. Final papers must be accompanied by the marked copies of the rough drafts. 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 tests/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 on silent mode during class time. **At no time during class should computers/smart phones/tablets be used for anything other than class notes and assignments. Students using personal electronic devices for anything else during class will be considered absent.** The professor reserves the right to ask students to discontinue the use of computers, phones, or tablets.
8. The student will need to obtain and maintain a working email address and verify this email address in Blackboard.

Course Outline

<u>Date</u>	<u>Topic*</u>
Sept. 1	Introduction to Course/Essay Writing Review
	Errors to Avoid
8	Reading Assignment–Turabian pp. 3-35 Steps to Writing a Research Paper Library/Ebscohost Essay in Class
15	Book Review Format
	Reading Assignment--Turabian pp. 36-61 Steps to Writing a Research Paper Turabian Appendix
22	Steps/Toward a Research Topic

Reading Assignment–Turabian pp. 62-81
 Turabian chaps. 15-17
 Footnote/Bibliography Exercise

29	Steps/Toward a Research Question Turabian Tutor Outlining Footnoting/Bibliography Exercise Sectional Test 1
Oct. 6	Thesis Sentence/Research Question, Outline, and Preliminary Bibliography Due One point per day late will be deducted from the final project grade if this assignment is completed past the due date. No work will be accepted after Oct. 13. Reflective Essay in Class
13	Turabian chap. 25 Paraphrasing/Transition Logic
20	FALL BREAK (NO CLASS)
27	Book Review Due Turabian chaps 20-24 Research Paper Writing: Writing the Rough Draft
Nov. 3	Individual meetings with professors
10	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.)
17	Rough 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. 24.
24	Thanksgiving
Dec. 1	Turabian certification Sectional test review

Essay in class

Dec. 8	Research Paper Writing: Preparing the Final Draft Learning from Mistakes Turabian chapter 12 Sectional Test 2
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Dec. 15	Research Paper FINAL draft due no later than 8:00 p.m. Late papers will not be accepted.
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*All topics subject to change.

Deadlines and Penalties

Thesis Statement/Research Question, Outline, and Preliminary Bibliography--due October 6, 2015.

An electronic copy (via email) 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 October 27, 2015. 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: five 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.

Partial Draft (four pages of text including footnotes, a contents page, and a bibliography)--due in-class on November 10, 2015. A hard copy of the noted components should be brought to class for a self-editing exercise. Failure to bring the required components will result in a 3-point penalty on the final paper grade. Late work will not be accepted, nor will an electronic copy.

Rough Draft (title page, contents page, five pages of text, footnotes, and bibliography)--due no later than November 24, 2015. 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 or for poorly completed work. 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 8:00 p.m. on Tuesday, December 15, 2015. A hard copy of the final paper is due no later than 8:00 p.m. on Tuesday, December 15, 2015. Additionally, your marked rough draft must be submitted along with the final copy of the paper. Failure to submit the marked rough draft with the final copy of the research project will result in a loss of one letter grade on the final paper.
Late papers will not be accepted.