

Dr. Charles Ray

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## I. Course Description:

This course is designed to help students produce competent and timely papers and assignments, and to provide the tools for making the most of their research and reading schedules. The course introduces students to three levels of reading, reviews key principles of grammar and composition, and emphasizes basic guidelines of academic research.

## II. Course Objectives

1. To improve reading and writing skills
2. To develop skills in the effective use of grammar and composition
3. To become familiar with research methods and resources.
4. To apply these skills in practice to Bible study.

## III. Course Textbooks

Required Texts:

- Adler, Mortimer J. & Charles Van Doren, *How to Read a Book*. 1940 Revised Edition, New York: Simon & Schuster, 1972. ISBN: 978-0-671-21209-4.
- Chapman, James A. *Handbook of Grammar & Composition*. 4th Edition, Pensacola, FL.: A Beka Book, 2003. ISBN: none.
- Turabian, Kate. *A Manual for Writers of Research Papers, Theses, and Dissertations*. 8th Edition, Revised, Chacago: University of Chicago Press, 2013. ISBN: 978-0-226-81638-8.
- Hexham, Irving, "Academic Plagiarism Defined." From:  
<http://people.ucalgary.ca/~hexham/content/articles/plague-of-plagiarism.html>

## IV. Evaluation of Student Performance

1. Class Attendance – for Campus students, due to the concentrated nature of the lectures, one unexcused class absence will reduce final grade by a letter grade. A 2nd unexcused absence will result in an additional research assignment required for a passing grade. A 3rd unexcused absence will result in a failing grade. Online students must listen to the recorded lectures in their entirety and must fulfill all other format-specific requirements in order to receive a passing grade, including occasional interaction with the Advising Professor/Instructor. If the Online student is not responsive to Advising Professor/Instructor communication, the student may become inactive and receive a grade of incomplete on the course (I).
2. Reading Assignments and Accountability – All students will complete assigned readings and write weekly reading summaries as outlined in the course schedule.
3. Research Assignments – All students will complete all three of the following assignments as listed in the course schedule and turn in the assignments as scheduled.
  1. Students will write a 4-6 page explanation of Acts 1:8; use a minimum of two sources
  2. Students will write a 6-8 page exposition of any Bible passage using a minimum of 4 sources
  3. Students will write a 6-9 page defense of any theological topic using a minimum of 6 sources
4. Course Exams – There are no exams for this course.
5. Online Interaction – Online students will have three online assignments each module: (1) email reading accountability to the Advising Professor/Instructor; (2) E-mail a brief (50-75 words) observation of a key point from that module's lecture; and (3) respond to Advising Professor/Instructor questions and observations.
6. Campus students will submit assignments as directed by the Professor.  
Online Students will submit assignments directly to the Advising Professor/Instructor.

## 7. Scoring Rubric

<u>Assignments</u>	<u>Campus</u>	<u>Online</u>
Attendance or Online Participation	Pass/Fail/Reduction	25
Reading Component (Reading & Accountability)	30 (40 if no exams)	25
Research Component (Papers & Projects)	40 (60 if no exams)	25 (50 if no exams)
Exam Component (if applicable)	30 (if applicable)	25 (if applicable)
<b>Total Points:</b>	<b>100</b>	<b>100</b>

## V. Course Outline & Assignments

### **Class 1 – Introduction**

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### **Class 2 – Grammar Review – 1**

Reading Component – Students will read Turabian chapter 1; Chapman chapters 1-8; Adler chapters 1,2 and write a one page summary over this class reading assignment.

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### **Class 3 – Grammar Review – 2**

Reading Component – Students will read Turabian chapter 2; Chapman chapters 9-15; Adler chapters 3,4 and write a one page summary over this class reading assignment.

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### **Class 4 – Grammar Review – 3**

Reading Component – Students will read Turabian chapter 3; Chapman chapters 16-23; Adler chapters 5,6 and write a one page summary over this class reading assignment..

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### **Class 5 – Grammar Review – 4**

Reading Component – Students will read Turabian chapter 4; Chapman chapters 24-30; Adler chapter 7 and write a one page summary over this class reading assignment.

Research Component – First paper due.

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### **Class 6 – Reading a Book – 1**

Reading Component – Students will read Turabian chapter 5; Chapman chapters 31-39; Adler chapter 8 and write a one page summary over this class reading assignment.

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### **Class 7 – Reading a Book – 2**

Reading Component– Students will read Turabian Chapter 19; Chapman chapters 40-47; Adler chapter 9 and write a one page summary over this class reading assignment.

Research Component – Second paper due.

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### **Class 8 – How to Do Research - 1**

Reading Component – Students will read Chapman chapters 56, 57, 63, 64; Adler chapters 10-11 and write a one page summary over this class reading assignment.

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### **Class 9 – How to Do Research – 2**

Reading Component – Students will read Chapman chapters 65-67; Adler chapter 12 and write a one page summary over this class reading assignment.

Research Component – Final paper due

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## **VI. Tyndale General Policies and Procedures**

### **Assignment Format**

All assignments and coursework are to be turned in via student Tyndale email. Students are not required to turn in assignments in hard copy. Students must send any required notes, questions, papers, etc. via email as separate attachments in .doc, docx, or pdf format.

Coursework should be submitted directly to the Professor/Instructor (for Campus and Learning Center students) or to the Advising Professor/Instructor (for Online students). The subject line for all submitted coursework should be formatted as follows to ensure receipt of the material:

*Campus Students:* Professor Name, Class # & Name, Student Name, Assignment Title  
(e.g.: C, Johnson, BIBL2301 Hermeneutics, Smith, Paper #1)

*Learning Center Students:* LC Location, Campus Prof. Name, Class # & Name, Student Name  
(e.g.: Mason, Johnson, BIBL2301 Hermeneutics, Smith)

*Online Students:* Online Prof. Name, Class # & Name, Student Name, Assignment Title  
(e.g.: O, Johnson, BIBL2301 Hermeneutics, Smith, Paper #1)

Electronically submitted coursework will be returned along with a final grade via email after the course has been graded.

### **Assignment Due Dates**

**Campus/Learning Center** students will submit all assignments according to the schedule as outlined in the syllabus. Final assignments are to be submitted no later than the last class period of the semester.

**Online** students will submit all assignments at their own pace, but must maintain interaction with Advising Professor/Instructor throughout the duration of the course.

### **Writing Guidelines**

All research papers and theses are to follow Turabian guidelines as found in Kate L. Turabian *A Manual for Writers of Term Papers, Theses, and Dissertations 7<sup>th</sup> Ed.* (Chicago: University of Chicago Press, 2007). All students are required to purchase a copy of *A Manual for Writers* to ensure the proper format. All work is to follow these guidelines:

1. Font & Font Size: Times New Roman, 12 point
2. Double space
3. 1-inch margins (File – Page Setup – Margins)
4. Indent paragraphs .5 inch (Format– Paragraph – Indent left)
5. Page numbers – lower center or upper right –beginning with the first page of text, but not on title page; Arabic numbers only (e.g., 1, 2; not Roman numerals); no other header or footer
6. Title page; then title again on page one (for formal papers)
7. In essay-type papers, ALWAYS write logically, persuasively, focused on the assigned topic; include a succinct introduction that informs the reader concerning the subject of your paper, and a succinct conclusion that summarizes your main points and expresses your resulting conclusion.
8. Use footnotes rather than endnotes, except in dissertation/thesis, where section endnotes are also acceptable.
9. All work should be proofread, as errors in spelling, grammar, and syntax will reduce assignment grade.

### **Plagiarism Policy**

Plagiarism is against Tyndale policy, and any act of plagiarism will result in disciplinary action up to student dismissal from further study at Tyndale. Plagiarism includes but is not limited to quoting materials without proper citing or reference. Cutting and pasting of online and other materials requires proper citing via quotation marks and footnote.

### **Contact**

If you anticipate difficulty in meeting any of these requirements, please contact your Professor (for Campus/Learning Center students) or your Advising Professor/Instructor (Online students) as soon as possible. A complete review of all Tyndale policies and procedures can be found in the [Tyndale Theological Seminary and Biblical Institute Academic Catalog](#).