I. COURSE DESCRIPTION

Seminary Success is designed to help students succeed in seminary, both as academicians and contributing members of the seminary community. This course will focus on general seminary competencies such as time management, study skills, preparation for exams, and the proper use of the library. The course will also introduce students to the processes and tasks associated with academic research and scholarship: research and the writing of term papers, citing with Turabian, and utilizing technology in the preparation of footnotes and endnotes. Furthermore, the class will offer students the opportunity to develop as members of the seminary community, focusing on small group discussion and academic interaction.

II. COURSE OBJECTIVES

Upon successful completion of this course, students should be able to:

1. Plan, research, write, and edit a quality research paper suitable for submission at the graduate school level.
2. Reflect academic integrity by properly referencing research sources according to Turabian.
3. Navigate the library as well as engage with the online card catalogue and journal databases.
5. Understand the importance of respectfully engaging with others in a seminary classroom, and demonstrate such understanding through classroom interactions.
6. Integrate learning from this class with information learned in other areas of life.
7. Apply the study skills necessary to succeed in seminary and facilitate lifelong learning.

III. REQUIRED READING AND TEXTBOOKS


IV. COURSE REQUIREMENTS AND ASSIGNMENTS

1. Students are expected to attend all meetings of the class, unless hindered by circumstances beyond their control. Any such circumstance should be reported to the instructor as soon as possible. Any student who misses 20% of the classes (two classes) will fail the course.

2. Students are expected to complete all reading and writing assignments prior to each class session. Preparation for class is essential for fully benefiting from class and not falling behind in the course. Each class builds on the previous class session, just as each assignment builds on the previous assignment. Late work will receive a deduction of one letter grade per week. Assignments will not be accepted more than two weeks past their due dates, unless otherwise arranged with the instructor.

3. Written assignments will be discussed in class and are as follows:
   a. Students will complete the Indiana University’s Tutorial on plagiarism and take the certification test. The tutorial may be found at: https://www.indiana.edu/~istd/
      i. This assignment is pass/fail.
      ii. DUE: October 8
   b. Students will write a research paper of no less than 10 pages.
      i. Submit a topic. DUE: October 15
      ii. Submit preliminary bibliography. DUE: October 22
      iii. Submit thesis and outline. DUE: October 29
      iv. Submit a hard copy of the paper in class. DUE: November 12
   c. Students will have the opportunity to submit a revised version of their research paper on the last day of class. The instructor will take the average grade of both submissions in order to calculate the final paper grade.
      i. Submit a revised research paper. DUE: December 10
d. Students will read any book they choose about racial reconciliation, and submit a 5-6 page book review.
   i. **DUE: December 3**

e. Students will bring to class at least one question or personal challenge raised by each assigned section of Camp’s book, on the day that each section has been assigned as reading.
   i. Part One **DUE: November 19**
   ii. Part Two **DUE: December 3**
   iii. Part Three **DUE: December 10**

f. Students will write two blog posts revolving around Bonhoeffer’s book.
   i. Chapters One and Two **DUE: October 15**
   ii. Chapters Three and Four **DUE: October 29**

g. Students will submit all written assignments on Moodle, in addition to bringing hard copies to class. Being able to use Moodle is essential for further course work. Failure to submit electronically on Moodle will result in a deductive on the given assignment.

V. GRADING

Plagiarism assignment. = 5%
Completing and engaging with the assigned reading. = 15%
Bonhoeffer blog posts. = 10%
Bonhoeffer group presentation. = 10%
Racial reconciliation book review. = 20%
Final research paper (including all components) = 30%
Attitude, class participation, completion of all assignments on time. = 10%

VI. Grading Scale:

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<th>Grade</th>
<th>Minimum Score</th>
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<tbody>
<tr>
<td>A</td>
<td>100-95</td>
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<tr>
<td>A-</td>
<td>94-90</td>
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<td>B+</td>
<td>89-87</td>
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<td>86-83</td>
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<td>B-</td>
<td>82-80</td>
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<td>C+</td>
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<td>76-73</td>
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<td>D-</td>
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<td>59 and below</td>
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VII. OFFICE HOURS

Lauren Visser is available by appointment.

VIII. COURSE OUTLINE

**Week 1: October 1**

Introduction, explanation of syllabus, personal introductions, choosing a topic, time management

*Reading due: None*
Assignment due: None

Week 2: October 8
Using the library, plagiarism, introduction to Turabian
Reading due:
- Bonhoeffer: Chapter 1
- Mariottini: entire document
- Turabian: Chapters 1-4
- Vyhmeister: Chapters 1, 11-16
Assignment due:
- Completed plagiarism assignment

Week 3: October 15
Continue Turabian, bibliography, living with others, conflict management
The Day with Others
Reading due:
- Bonhoeffer: Chapter 2
- Turabian: Chapter 25
- Vyhmeister: Chapters 2-7
Assignment due:
- Research paper topic
- Bonhoeffer blog: Chapters 1 and 2

Week 4: October 22
Thesis and outline, grammar reminders, “The Day Alone”
Reading due:
- Bonhoeffer: Chapter 3
- Turabian: Chapters 5-7
- Vyhmeister: Chapters 17-19, 21-22
Assignment due:
- Bibliography

Week 5: October 29
Money and time management, how to prepare for exams and quizzes, more fun with Turabian and grammar, mid-class review
Reading due:
- Bonhoeffer: Chapter 4
- Turabian: Chapters 20-21
Assignment due:
- Research paper thesis and outline
- Bonhoeffer blog: Chapters 3 and 4

Week 6: November 5
How to put the paper together, proofreading and editing
Reading due:
- Bonhoeffer: Chapter 5
Turabian: Chapters 9-11
Assignment due: None

Week 7: November 12
DO NOT MISS THIS CLASS!!
Small group dynamics, working in groups
Reading due: None
Assignment due:
Research paper

Week 8: November 19
Group presentations, reflection on group dynamics, common errors in papers, discuss
Camp book
Reading due:
Camp: Part 1
Turabian: Chapter 12
Assignment due:
Group presentations
Question/personal challenge from Camp reading

Thursday, November 26.
NO CLASS
Happy Thanksgiving!

Week 9: December 3
Racial reconciliation and connections to Camp book, small group discussions, reporting
out from small groups
Reading due:
Camp: Part 2
Assignment due:
Racism and reconciliation book review
Question/personal challenge from Camp reading

Week 10: December 10
Discuss Camp book, overview, further applications, final thoughts
Reading due:
Camp: Parts 3 and 4
Assignment due:
Revised research paper
Question/personal challenge from Camp reading
POLICIES FOR ALL MASTER CLASSES

NOTE: All communications from the seminary will go to your seminary e-mail account. Contact ithelpdesk@seminary.edu if you need help forwarding your seminary e-mail address to your personal e-mail address.

As a seminary community, we hold integrity and hospitality as core values. Individuals are able to do their best work and thinking when their peers are fully present and engaged. We expect each person to both participate in class and carefully listen to others with the belief that everyone’s contribution is equally important. Therefore, the following policies have been established in order to provide clarity in regard to attendance expectations and relationships in the classroom.

Class Attendance Policy
If is expected that students will attend and participate in all class sessions. Failure to attend at least 80% of class sessions is grounds for automatic failure. A professor may set other attendance expectations. Students are always expected to communicate with a professor in advance if they will be absent. Attendance expectations are higher for online and intensive course. (See syllabi for specific requirements.)

Class Tardiness Policy
The third time a student is late to the start of class, it will be counted as a class absence. It is also expected that students will return from a break by the time specified by the professor.

Late Work Policy
If a student cannot complete the work for a course by the due date listed on the syllabus, they must submit a “Request for a Grade of Incomplete” form to the Registrar by 4:30PM of the last day of the term. The form must be signed by the instructor and the Dean of Students. The professor may set stipulations and grade reductions. In the absence of a formal request for, the student will receive a grade based upon work completed by the last day of the term.

Turabian Format
All papers, including footnotes and bibliography, must be submitted in the correct format according to Kate L. Turabian, A Manual for Writers of Research Papers, Theses, and Dissertations, 8th ed., 2013.

Plagiarism
Plagiarism is the act of passing off as one’s own the words or ideas of someone else without providing proper acknowledgement or documentation. See the “Academic Honesty Policy” in the seminary catalog for more information on plagiarism and how to avoid it.

Electronic Format
Unless otherwise specified by the professor, all work submitted electronically must be in a Word document format (.doc, .docx).
Technology Use in the Classroom
Due to the nature of this writing class, students are expected to refrain from using cell phones, laptops, or other electronic devices during the first half of class. During the second half of class, when participating in the in-class writing assignments, students will be allowed to use their laptops.

Course Evaluation in Moodle
Students must complete an online course evaluation using the seminary Moodle system at http://moodle.seminary.edu in order to receive a final grade for the course. The evaluation will be open for one week, starting the last day of the term. If you need assistance when connecting to Moodle or when accessing the evaluation, please send an e-mail to moodlehelp@seminary.edu.