I. COURSE DESCRIPTION

Seminary Success is designed to help students succeed in seminary. This course will focus on time management, reading skills, study skills, preparation for exams, and the proper use of the library. Students will be introduced to the processes and tasks associated with academic research and scholarship, researching and writing term papers, the use of Turabian, and how to use a computer in the preparation of footnotes and endnotes. (Northern Seminary Catalogue 2012-2013, p. 85)

II. COURSE OBJECTIVES

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

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 and its on-line catalogue and databases.
4. Write a critical review of an article or book.
5. Have a better understanding of grammar, usage, and mechanics.
6. Utilize various academic reading strategies.
7. Apply the study skills needed to succeed in seminary and facilitate lifetime learning.

III. REQUIRED READING AND TEXTBOOKS


Turabian, Kate L. A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago
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 circumstances should be reported to the instructor as soon as possible. Any student who misses 20% of the classes (2 classes) will fail the course.

2. Students are expected to complete all reading and writing assignments prior to class. Students will sign a reading report at the beginning of each class. Preparation for class is essential for getting the most out of each class and for not falling behind in the course as each class builds on the previous one and 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.

3. Written assignments are as follows (details for each will be discussed or distributed in class):
   
a. Students must complete the Indiana University’s Tutorial on plagiarism and bring the confirmation certificate to class. Print the certificate from your browser by pressing Ctrl and P at the same time. The tutorial may be found at https://www.indiana.edu/~istd/ (This assignment is pass/fail.) DUE: Sept. 30.

b. Students must write a research paper of no less than 10 pages.
   

   ii. Students will have the opportunity to submit a revised version of their research papers on the final day of class. The instructor will take the average grade of both submissions for the final paper grade. DUE:
Dec 2.

c. Students will write two critical reviews of 2-3 pages each.
   i. Students will first review Barker’s “Jeremiah's Ministry and Ours,”
      which will be discussed in class. DUE: Oct 7.
   ii. Students will next review an article or book that is of crucial
      significance for their research paper. DUE: Oct 28.

d. Students must bring to class three questions or personal challenges raised by
   each chapter of Cetuk’s book, on the day that each chapter is assigned. (This
   assignment is a component of class participation.) DUE: Oct 7-Dec 2.

e. Students will choose ONE written assignment to submit (prior to class) on
   Moodle, in addition to bringing a paper copy to class. The instructor
   recommends that you submit an earlier assignment in case you have difficulty
   and need assistance. This skill is essential for further course work. Failure to
   submit an assignment electronically on Moodle will result in the deduction of
   one letter grade from the final assignment, either the research paper or the
   revised research paper.

V. GRADING

1. The total number of points given in the course will be 300. They will be distributed as
   follows:

   a. Attendance and Class Participation  36  (12%)
   b. Reading 75  (25%)
   c. IU Plagiarism Certificate 12  (4%)
   d. Barker Article Review 30  (10%)
   e. Article / Book Review of Choice 30  (10%)
   f. Research Paper (including all components) 117  (39%)

2. Grading Scale:

   A    100-95    A-    94-90
   B+   89-87     B     86-83
   B-   82-80     C+    79-77
   C    76-73     C-    72-70
   D+   69-67     D     66-63
   D-   62-60     F     59 and below

VI. OFFICE HOURS
Please schedule an appointment if you wish to discuss problems or need help with course work.
E-mail or text the professor for an appointment at any time or call before midnight (see contact
information above).
VII. COURSE OUTLINE

1. **Monday, September 23**: Course Introduction, Choosing a Topic, and Writing a Critical Review
   
   *Reading Due:*
   
   Vyhmeister, Chapter 4: pp. 29-34  
   Vyhmeister, Chapter 18: pp. 181-187 will be read in class

   *Assignments Due:*
   
   None

2. **Monday, September 30**: Using the Library and Reading Skills
   
   *Reading Due:*
   
   Core, Chapters 1-3: pp. 1-46  
   Vyhmeister Introduction-Chapters 3 and Chapters 5-8, pp. xi-26 and 35-78

   *Assignments Due:*
   
   IU Plagiarism Certificate  
   Topic for Research Paper

3. **Monday, October 7**: Turabian and Proper Formatting, Creating a Bibliography
   
   *Reading Due:*
   
   Vyhmeister, Chapters 9-15, pp. 79-162  
   Cetuk, Introduction and Chapter 1: pp. 11-29  
   Class Handout, “Turabian and Format Simplified”

   *Assignments Due:*
   
   Article Review of Barker’s “Jeremiah's Ministry and Ours”

4. **Monday, October 14**: Creating an Outline, Effective Note-taking
   
   *Reading Due:*
   
   Cetuk, Chapter 2, pp. 30-47  
   Vyhmeister Appendix C, 247-249

   *Assignments Due:*
   
   Bibliography

5. **Monday, October 21**: Putting the Research Paper Together
   
   *Reading Due:*
   
   Core, Chapters 4-5 and Appendices 1-2, pp. 47-117  
   Cetuk, Chapter 3: pp. 48-70

   *Assignments Due:*
   
   Thesis and Outline

6. **Monday, October 28**: Grammar and Mechanics, Mid-Course Review
   
   *Reading Due:*
   
   
Assignments Due:
Article Review of Student’s Choice

7. **Monday, November 4:** Proofreading and Editing Skills  
   *Reading Due:*  
   Cetuk, Chapter 5: pp. 93-129  
   *Assignments Due:*  
   None

8. **Monday, November 11:** How to Prepare for Exams and Quizzes  
   *Reading Due:*  
   Cetuk, Chapter 6, pp. 130-163  
   *Assignments Due:*  
   Research Paper

9. **Monday, November 18:** Money and Time Management  
   *Reading Due:*  
   Cetuk, Chapter 7, pp. 164-185  
   *Assignments Due:*  
   None

**Monday, November 25**  
No Class

10. **Monday, December 2:** Overview and Further Applications  
    *Reading Due:*  
    Cetuk, Chapter 8, pp. 186-193  
    *Assignments Due:*  
    Revised Research Paper

**POLICIES FOR ALL MASTERS CLASSES**

**NOTE:** All communications from the seminary will go to your seminary email account. Contact [ithelpdesk@seminary.edu](mailto:ithelpdesk@seminary.edu) if you need help forwarding your seminary email address to your personal email address.

As a seminary community we hold integrity/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
It 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 courses (see syllabus 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 4:30 of the last day of the term. The form must be signed by the instructor and Dean of Students. The professor may set stipulations and grade reductions. In the absence of a formal request form, 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
Unless it is directly tied to note-taking or research for the class, students are expected to refrain from using cell phones, laptops, or other electronic devices during class.

Course Evaluation in Moodle
Students must complete an online course evaluation using the seminary Moodle system at [http://moodle.seminary.edu](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 connecting to Moodle or accessing the evaluation, please send an email to ithelpdesk@seminary.edu.