Northern Seminary  
IN300 SEMINARY SUCCESS  
Fall 2014  
Thursdays, 7:00-9:40 p.m.  
Dr. Elizabeth Backfish  
ebackfish@faculty.seminary.edu  
(847) 477-3834

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. It will introduce students 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 Catalog 2013-2014, p. 86)

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 card catalogue and journal 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 Style for Students and Researchers. Revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, and the University of Chicago Press Editorial Staff. 8th ed. Chicago: The University of Chicago Press, 2013. ISBN 9780226816388. 448 pp. $18.00. (Pages 5-83, 100-123, 281-306, 346-357 will be assigned, and the remaining sections will be vital reference for proper formatting.)
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 (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 will complete the Indiana University’s Tutorial on plagiarism and take the practice test. The tutorial may be found at https://www.indiana.edu/~istd/ (This assignment is pass/fail.) DUE: Oct 2.
   b. Students will write a research paper of no less than 10 pages.
      i. Students will submit a topic (DUE: Oct 2), bibliography (DUE: Oct 16), thesis and outline (DUE: Oct 23) before writing the paper (DUE: Nov 13).

      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 4.
   c. Students will read three published book reviews written by Northern faculty. A brief reflection of what the student has learned from the reviews will be turned in. DUE: Oct 9.
d. Students will write two critical reviews of 3 pages each.
   i. Students will first review Barker’s “Jeremiah's Ministry and Ours,” which will discussed in class. **DUE: Oct 9.**
   ii. Students will next review a book of no less than 150 pages that is of crucial significance for their research paper. **DUE: Oct 30.**

e. Students will bring to class at least one question or personal challenge raised by each chapter of Camp’s book, on the day that each chapter is assigned. This assignment may be hand-written and is a component of class participation. **DUE: Oct 16-Dec 4.**

f. Students will submit book reviews and research papers on Moodle, in addition to bringing paper copies to class. This skill is essential for further course work. Failure to submit an assignment electronically on Moodle will result in the deduction of 5 percentage points on the given assignment.

4. **Biblical Stewardship Assessment:** This class has been selected to participate in a special project on biblical stewardship supported by the Lilly Foundation. The Lilly Foundation in partnership with Northern Seminary, Indiana Wesleyan University, and The Ron Blue Institute are seeking to assist future ministers in achieving financial well-being which is reflective of God’s plan for biblical stewardship.

During this course, you will complete an assessment of your current financial practices and your thoughts about biblical stewardship. You will also create short-term and long-term financial goals. **FINANCIAL GOALS DUE: Dec 4.**

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 32 (11%)
   b. Reading 75 (25%)
   c. IU Plagiarism Assignment 6 (2%)
   d. Book Review Reflection 10 (3%)
   e. Barker Article Review 20 (7%)
   f. Book Review of Choice 40 (13%)
   g. Research Paper (including all components) 117 (39%)

2. Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-95</td>
</tr>
<tr>
<td>A-</td>
<td>94-90</td>
</tr>
<tr>
<td>B+</td>
<td>89-87</td>
</tr>
<tr>
<td>B</td>
<td>86-83</td>
</tr>
<tr>
<td>B-</td>
<td>82-80</td>
</tr>
<tr>
<td>C+</td>
<td>79-77</td>
</tr>
<tr>
<td>C</td>
<td>76-73</td>
</tr>
<tr>
<td>C-</td>
<td>72-70</td>
</tr>
<tr>
<td>D+</td>
<td>69-67</td>
</tr>
<tr>
<td>D</td>
<td>66-63</td>
</tr>
<tr>
<td>D-</td>
<td>62-60</td>
</tr>
<tr>
<td>F</td>
<td>59 and below</td>
</tr>
</tbody>
</table>
VI. OFFICE HOURS

Elizabeth Backfish is available by appointment to meet with any student who needs to discuss any problems or get help with course work. You may e-mail or text her any time, and you may call her any time before midnight (see contact information above).

VII. COURSE OUTLINE

1. Thursday, September 25: Course Introduction, Choosing a Topic, and Writing a Critical Review
   
   Reading Due:
   Vyhmeister, Chapters 4 and 18: pp. 29-34 and 181-187
   
   Assignments Due:
   None

2. Thursday, October 2: Using the Library and Reading Skills
   
   Reading Due:
   Turabian, Chapters 1-4: pp. 5-48
   Vyhmeister Introduction-Chapter 3 and Chapters 5-8, pp. xi-26 and 35-78
   
   Assignments Due:
   IU Plagiarism Assignment
   Topic for Research Paper

3. Thursday, October 9: Turabian and Proper Formatting, Creating a Bibliography
   
   Reading Due:
   Vyhmeister, Chapters 9-10, pp. 79-102
   Turabian, Chapter 25, pp. 346-357
   Warfield, “The Religious Life of Theological Students”
   Mariottini, “Turabian Simplified”
   
   Assignments Due:
   One Page Reflection on Three Published Book Reviews
   Article review of Barker’s “Jeremiah's Ministry and Ours”

4. Thursday, October 16: Creating an Outline, Effective Note-taking
   
   Reading Due:
   Camp, Chapters 1-4, pp. 1-20
   Vyhmeister, Chapters 11-15 and Appendix C; pp. 103-162 and 247-249
   
   Assignments Due:
   Bibliography
   Camp Reflection Questions or Challenges

5. Thursday, October 23: Putting the Research Paper Together
   
   Reading Due:
Turabian, Chapters 5-7, pp. 49-83
Camp, Chapters 5-9: pp. 21-39

Assignments Due:
Thesis and Outline
Camp Reflection Questions or Challenges

6. **Thursday, October 30:** Grammar and Mechanics, Mid-Course Review
   *Reading Due:*
   - Vyhmeister, Chapter 19: pp. 189-208
   - Turabian, Chapters 20-21, pp 281-306
   - Camp, Chapters 10-13: pp. 40-58
   *Assignments Due:*
   - Article Review of Student’s Choice
   - Camp Reflections or Challenges

7. **Thursday, November 6:** Proofreading and Editing Skills
   *Reading Due:*
   - Turabian, Chapters 9-11, pp 100-123
   - Camp, Chapters 14-17: pp. 59-80
   *Assignments Due:*
   - Camp Reflections or Challenges

8. **Thursday, November 13:** Money and Time Management
   Biblical Stewardship presentation
   *Reading Due:*
   - Camp, Chapters 18-19, pp. 81-88
   *Assignments Due:*
   - Research Paper
   - Camp Reflections or Challenges

9. **Thursday, November 20:** How to Prepare for Exams and Quizzes
   *Reading Due:*
   - Turabian, Chapter 12, pp. 122-123
   - Camp, Chapters 20-22, pp. 89-102
   *Assignments Due:*
   - Camp Reflections or Challenges

**Thursday, November 27**
No Class. Happy Thanksgiving!

10. **Thursday, December 4:** Overview and Further Applications
    *Reading Due:*
    - Camp, Chapters 23-24, pp. 103-110
    *Assignments Due:*

POLICIES FOR ALL MASTERS CLASSES

NOTE: All communications from the seminary will go to your seminary email account. Contact 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 moodlehelp@seminary.edu.