



LEAVELL COLLEGE

NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY

LSCM 2310: RESEARCH AND WRITING

Online Syllabus

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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 *Characteristic Excellence*: “We want everything we do to be characterized by offering the utmost of our abilities and resources as a testimony to the glory of our Lord and Savior Jesus Christ.”

Course Description

This 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 General Education. 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.

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. ISBN: 9780226816388

Course Requirements and Grading

1. Students will not be required to be online at a certain time, but all work must be completed within the time frame allotted. The course is set up as a series of units, most of which last one week, and work for that unit must be completed during the time designated for that unit. The Course Schedule contains the dates for each unit; once a unit has closed, students will no longer have access to the material for that unit and therefore will not be able to complete the work for that unit.

Note: Online courses require discipline. Students who cannot commit to working on the coursework regularly throughout the semester will not do well in the course.

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 book review will be submitted electronically via Assignments on Blackboard. The book review is worth 15% of the total grade. *This assignment relates to Student Learning Outcomes #1 and #3.*
3. Each student will write two or three essays during the course of the semester. The topic(s) will be provided. Essays will be submitted electronically via Assignments on Blackboard. The average of the essay grades is worth 15% of the total grade. *This assignment relates to Student Learning Outcomes #1, #2, and #3.*
4. Throughout the semester, students will take quizzes covering required readings. Additional exercises, including discussion board prompts, will be given to assess understanding of the material being reviewed. The average of grades on the quizzes and exercises is worth 15% of the total grade. *This assignment relates to Student Learning Outcome # 1.*
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 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. Various project assignments will be completed leading up to the final paper.
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. Late papers will not be accepted.
- k. The student must pass the final project in order to pass the course.**
This assignment relates to Student Learning Outcomes #1, #2, and #3.

6. The student's grade will be determined as follows:

Book review	15%
Average of written essays	15%
Average of quizzes and exercises	15%
Research project	55%

8. The grading scale in the Leavell College Catalog will be used to determine grades:

A = 100 - 93
B = 92 - 85
C = 84 - 77
D = 76 - 70
F = 69 and below

Additional Course Information

1. *Blackboard Sites:* All communications outside of class will come as emails via Blackboard. Students are responsible to ensure that the contact information in Blackboard is current.

2. *Document Format:* ALL written assignments must be submitted as Word documents (.doc or .docx). Documents submitted in any other format will not be graded. Please use Times New Roman 12-point font, use one-inch margins on all sides, and double space all work. Unless otherwise noted, a cover page should be submitted with all assignments.
 3. *Plagiarism Policy:* A high standard of personal integrity is expected of all Leavell College students. Copying another person's work, submitting downloaded material without proper references, submitting material without properly citing the source, submitting the same material for credit in more than one course, and committing other such forms of dishonesty are strictly forbidden. Although anything cited in three sources is considered public domain, we require that all sources be cited. Any infraction may result in failing the assignment and the course. Any infraction will be reported to the Dean of Leavell College for further action.
 4. *Technology Policy:* If you have any questions about Blackboard, SelfServe, or ITC services, please access the ITC page on our website: www.NOBTS.edu/itc/ - General NOBTS technical help information is provided on this website.
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Deadlines and Penalties

Thesis Statement/Research Question, Outline, and Preliminary Bibliography. An electronic copy of this assignment is due in Blackboard on the date indicated on the Course Schedule. One point per each day late (up to seven points) will be deducted from the final paper grade if the assignment is completed past the due date. This assignment will not be accepted later than one week past the original due date.

Book Review An electronic copy of this assignment is due in Blackboard on the date indicated on the Course Schedule. If a review is submitted late, points will be deducted from the book review grade as follows: five points for the first day late and one point per day thereafter. No review will be accepted later than one week past the original due date.

Rough Draft (title page, contents page, five pages of text, footnotes, and bibliography) An electronic copy of this assignment is due in Blackboard on the date indicated on the Course Schedule. Two points per each day late will be deducted from the final project grade for work submitted past the due date. Points may also be deducted for poorly completed work. No rough draft will be accepted later than one week past the original due date. **Students not submitting the required components of the rough draft (title page, contents page, five pages of text, footnotes, and bibliography) will not be permitted to submit a final paper. They should then withdraw from the course.**

Final Research Project. An electronic copy of this assignment is due in Blackboard on the date indicated on the Course Schedule. **Late papers will not be accepted.**