



**ERSKINE**  
THEOLOGICAL SEMINARY

*For Christ and His Church*

**PM 500CO Introduction to Theological Writing and Research | Spring 2012**

### Instructor/Class Meeting Information

**Instructor:** Joyce Coggins

**Email:** [coggins@erskine.edu](mailto:coggins@erskine.edu)

**Office:** Bowie Divinity Hall B-4, Due West Campus (conferences by appointment)

**Meeting Day/Time:** Saturdays Feb. 18, Mar. 17, Apr. 14, May 5, 9 am- 5 pm

**Meeting Location:** Columbia Campus, 1500 Lady Street, Columbia, SC 29201 (803) 771-6180

**Course Webpage:** <http://ets.mrooms3.net>

### Course Description

**PM 500 Introduction to Theological Writing and Research (formerly Writing for Ministry)**

This course is designed to prepare students for successful seminary writing and research.

Emphasis is on expressing ideas clearly, developing and organizing content, incorporating and documenting source material, conducting library research, and formatting academic papers.

*Elective (required in some instances). Three hours.*

NOTE: PM 500 uses Erskine's Virtual Campus learning management system as a place to make a number of required class resources available to students. Thus, students will need frequent **ACCESS TO A COMPUTER WITH A RELIABLE INTERNET CONNECTION**. After students are officially registered for the course, they will be provided information necessary to access the online portion of the course. Information will be sent to the student's **ERSKINE EMAIL ADDRESS**, and the online course site should be accessed in a timely manner.

### Course Objectives

The mission of Erskine Theological Seminary is to educate persons for service in the Christian Church. To that end, the instructor intends that by the end of the term, students will be able to do the following:

1. Demonstrate word processing skills needed for producing seminary assignments.
2. Plan, draft, and revise a variety of academic papers.
3. Employ appropriate style and grammar resources to compose academic papers according to ETS standards and the dictates of Standard Written English.
4. Conduct efficient, effective research using library resources.
5. Incorporate appropriate source material smoothly and ethically into academic papers.
6. Document sources in the Turabian (Chicago) notes-bibliography style.
7. Explain the nature and consequences of plagiarism.
8. Produce a portfolio of original pieces, samples, and guidelines for future use and reference.

## Required Materials

The following texts are required for class:

Core, Deborah. *The Seminary Student Writes*. St. Louis: Chalice Press, 2000. ISBN-13 978-0-827234-47-5

Strunk, William Jr., and E. B. White. *The Elements of Style*. 4th ed. New York: Allyn and Bacon, 2000. ISBN-13 978-0205309023

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 7<sup>th</sup> ed. Revised by Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams. Chicago: University of Chicago Press, 2007. ISBN-13 978-0-226-82337-9

The following items are required for in-class writing:

- a laptop computer with Microsoft Word (and wireless Internet capability, if possible)
- a mouse (unless you are extremely skilled at using the touchpad)
- a flash drive

The following items are required for student portfolios:

- a 1” ring binder
- five tab dividers with pockets (such as Avery 11906, available at office supply stores)

The following text is strongly recommended, but not required: one of the following manuals, based on your laptop’s version of Microsoft Word:

Marmel, Elaine. *Teach Yourself Visually: Word 2003*. 2<sup>nd</sup> ed. Hoboken, NJ: Wiley Pub., 2006. ISBN-13 9780471784883

Marmel, Elaine. *Teach Yourself Visually: Word 2007*. Indianapolis, IN: Wiley Pub., Inc., 2007. ISBN-13 9780470045930

Marmel, Elaine. *Teach Yourself Visually: Word 2010*. Indianapolis, IN: Wiley, 2010. ISBN-13 9780470566800

NOTE: Students are expected to secure their own copies of all required textbooks. As a convenience, the seminary has a bookstore portal of the website at <http://www.erskineseminary.org/bookstore.html>. There you will find links to familiar vendors (CBD, Amazon, B&N, and Books-A-Million) and can check availability of texts, compare prices, and place orders. The ETS SBA will receive a modest percentage of the profits from students’ and professors’ purchases through this portal. The Erskine Campus Bookstore will carry a limited number of copies of every required text and orders for books can be placed through the Campus Bookstore.

## Attendance and Punctuality

Due to the participatory nature of this class, students are expected to attend all class meetings and to be on time. If students must be absent for part or all of a class meeting, they are still responsible for all work missed and all work due. A student who misses more than one full class meeting or its equivalent in late arrival or early departure should consult with the instructor to see if it is still possible to pass the course.

## Assignments

A written list of class assignments and due dates will be provided at the first class meeting. Assignment materials are located on the course webpage at <http://ets.mrooms3.net> . Completed assignments will be submitted via upload to the course webpage.

## Make-up Work, Late Work, and Incompletes

Work missed due to absence may be made up at the discretion of the instructor. Work that is submitted late (or in a format other than Microsoft Word) will be penalized ten points for each day it is late. A grade of Incomplete or “I” is reserved for students who have met most of the course requirements, but have been prevented by *extraordinary* circumstances from completing all the course requirements. An “I” is given solely at the discretion of the instructor.

## Grading

Grades will be based on the following criteria and will be assigned according to the Master’s-level grading system as listed in the Erskine Seminary Catalog:

Participation -----20%

- participation in class discussions
- participation in class learning activities

Writing and Research Assignments -----70%

- successful completion of all assignments

Portfolio -----10%

- successful completion of a portfolio containing student writing, guidelines, and samples

## Seminary Policies

To review all the seminary policies, click the link below:

[http://seminary.erskine.edu/content\\_policies/SeminaryPoliciesforETSSStudents.pdf](http://seminary.erskine.edu/content_policies/SeminaryPoliciesforETSSStudents.pdf)