



ERSKINE
THEOLOGICAL SEMINARY

For Christ and His Church

***PM 500CO Theological Research and Writing* | Summer 2011**

Instructor/Class Meeting Information

Instructor: Joyce Coggins

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

Meeting Dates/Time: Saturdays, 5/21, 6/18, 7/16, 8/20 9 am-5 pm

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

Course Website: <http://hybrid.erskineseminary.net>

Course Description

PM 500 Theological Research and Writing

This course is designed to prepare students for seminary research and writing. Emphasis is on conducting library research, incorporating and documenting sources, avoiding plagiarism, developing and organizing content, expressing written ideas clearly, and word processing academic papers. *Elective (required in some instances). Three hours.*

PM 500 is a hybrid course, combining classroom and online learning. ACCESS TO THE INTERNET IS REQUIRED. The enrollment key (access code number) and log-on instructions for the course website will be emailed to students' Erskine email addresses prior to the first class meeting. STUDENTS MUST CHECK THEIR ERSKINE EMAIL!

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

Required Materials

The following texts are required for class:

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*. 7th 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
- one of the following manuals, based on your laptop's version of Microsoft Word:
 - Marmel, Elaine. *Teach Yourself Visually: Word 2003*. 2nd 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

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)

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 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. Students **must** attend the first meeting of the course. Those who cannot attend the first course meeting should not register for the course or, if already registered, should complete the drop/add form and drop the course. (If the drop/add form is not completed and turned in to the Registrar, the student will still be charged for the course and will receive an "F" grade.) If students have to be absent for part or all of another class meeting day, they are still responsible for all work missed and all work due. A student who misses as much as one full class day or its equivalent in late arrival or early departure should consult with the professor 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 website at <http://hybrid.erskineseminary.net>. Completed assignments will be submitted via upload to the course website.

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 Assignments -----70%

- successful completion of all writing 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