

Syllabus for
THE 217—Seminar in Theological Research
3.0 Credit Hours
Spring 2013

I. COURSE DESCRIPTION

Designed to give students a working knowledge of the materials and methods used in theological research. Emphasizes philosophical analysis, theological bibliography, critical methods of reading and studying, research methodology, and thesis writing.
Prerequisites: ENG 101.

II. COURSE GOALS

This course is designed to help the students to do the following:

- A. Examine the fundamentals of research methodology.
- B. Become acquainted with the basic resource tools and materials for doing theological research.
- C. Examine theoretical approaches to theological method.
- D. Study the basic categories, vocabulary and themes of Christian theological study.
- E. Examine how skillful written expression is connected with the technique of research.
- F. Examine the style and form of an acceptable written thesis.
- G. Develop a personal resume.

III. STUDENT LEARNING OUTCOMES FOR THIS COURSE

As a result of successfully completing the course, the student will be able to do the following:

- A. Use reading principles in analysis and synthesis.
- B. Demonstrate mastery of theological research tools and methodology by completing a major project.
- C. Demonstrate mastery of class lectures and reading material by a final exam.
- D. Exhibit ability to use basic research materials by completing required research exercises, library exercises, and writing exercises.
- E. Demonstrate the ability to write a thoughtful and critical book review.

IV. TEXTBOOKS AND OTHER LEARNING RESOURCES

- A. Required Materials:
 - 1. Textbooks

Lewis, C. S. *The Great Divorce*. San Francisco: Harper Collins, 2001. ISBN: 978-0061774197

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. Seventh edition. Chicago: University of Chicago Press, 2003. ISBN: 978-0226823379

Vyhmeister, Nancy J. *Quality Research Papers: For Students of Religion and Theology*. Grand Rapids: Zondervan, 2008 (2nd edition). ISBN: 978-0310274407

2. Other
None

B. Recommended Materials:

1. Textbooks
Strunk, William and E.B. White. *The Elements of Style*. New York: Macmillan, 1979. ISBN: 978-0205632640
Thorpe, R. Samuel. *A Handbook for Basic Biblical Exegesis*. Boston, MA: UP of America, 1998. ISBN 0-7618-1278-4.
Lamp, Jeffery S. *Writing Style Manual for the Theology Department*. ORU Bookstore, 2011.
2. Other
None

V. POLICIES AND PROCEDURES

A. University Policies and Procedures

1. Attendance at each class or laboratory is mandatory at Oral Roberts University. Excessive absences can reduce a student's grade or deny credit for the course.
2. Students taking a late exam because of an unauthorized absence are charged a late exam fee.
3. Students and faculty at Oral Roberts University must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, electronic, video, multimedia, or computer software. Plagiarism and other forms of cheating involve both lying and stealing and are violations of ORU's Honor Code: "I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments." Plagiarism is usually defined as copying someone else's ideas, words, or sentence structure and submitting them as one's own. Other forms of academic dishonesty include (but are not limited to) the following:
 - a. Submitting another's work as one's own or colluding with someone else and submitting that work as though it were his or hers;
 - b. Failing to meet group assignment or project requirements while claiming to have done so;
 - c. Failing to cite sources used in a paper;
 - d. Creating results for experiments, observations, interviews, or projects that were not done;
 - e. Receiving or giving unauthorized help on assignments.

By submitting an assignment in any form, the student gives permission for the assignment to be checked for plagiarism, either by submitting the work for electronic verification or by other means. Penalties for any of the above infractions may result in disciplinary action including failing the assignment or failing the course or expulsion from the University, as determined by department

and University guidelines.

4. Final Exams cannot be given before their scheduled times. Students need to check the final exam schedule before planning return flights or other events at the end of the semester.
5. Students are to be in compliance with University, school, and departmental policies regarding Whole Person Assessment requirements. Students should consult the Whole Person Assessment handbooks for requirements regarding general education and the students' majors.
 - a. The penalty for not submitting electronically or for incorrectly submitting a Whole Person Assessment artifact is a zero for that assignment.
 - b. By submitting an assignment, the student gives permission for the assignment to be assessed electronically.

B. Department Policies and Procedures

Note: Attendance policy is enforced. Excessive absences will affect your grade.

1. Completion of a Course
 - a. All assignments are due on the dates established in the course calendar, which is published in the syllabus or assigned in class. **Any assignments turned in after the scheduled due date will be penalized five percent (5%) of the original value per day including weekends, breaks, and holidays.**
 - b. **No work** is accepted after the final date of regular classes.
2. Incompletes
 - a. An incomplete is given only after the student establishes with the instructor and the department chair by written petition that his or her work is incomplete for good cause (i.e., lengthy illness, death in the family). **Incompletes are rarely granted.** Only those absences that are incurred within the time period of the extenuating circumstances prompting an incomplete will be excused. The student is still accountable for any other absences and will be penalized for them according to the attendance policy.
 - b. A Petition for Incomplete Grade with all supporting documentation must be submitted for approval at least one week prior to the end of normal classes. The submitting of a petition does not automatically ensure the granting of an incomplete. The petition must be approved by the appropriate academic committee of the Undergraduate Theology Department.
3. Examinations and Other Assignments
 - a. Early examinations **are not** allowed.
 - b. Late examinations are administered only when extenuating circumstances are present (such as a death in the family the week before exams, sudden and major illness the week of exams that is documented by a physician). In fairness to all students, some persons should not have more time to prepare for an examination than others. **The granting of a late examination request is rare.**
 - c. A Petition for Late Examination without penalty must be signed by the professor and the chair. Proper documentation must accompany the petition and must be submitted to the Undergraduate Theology Department. The student must schedule the makeup exam with the professor of the course. The exam must be taken no later than five (5) calendar days after the approval of the petition. **Grade penalties may**

- be applied as indicated by the Academic Affairs Committee.**
- d. All exams will be given as scheduled. It is the student's responsibility when purchasing airline tickets, for example, to take this schedule into consideration. **Not being present for the final examination automatically results in failure of the course.**
 - e. These requirements apply to all quizzes, tests, and examinations administered by the Undergraduate Theology Department.
4. Attendance
- a. The Official Attendance Policy for the Undergraduate Theology Department is as follows for a three-semester hour class:
 - (1) If the class meets three times a week, the missing of 6 class sessions will result in a grade reduction of one letter grade. Missing 12 class sessions will automatically result in a grade of "F."
 - (2) If a class meets twice a week, the missing of 4 class sessions will result in a grade reduction of one letter grade. Missing 8 sessions will automatically result in a grade of "F."
 - (3) If the class meets once a week, then missing 2 class sessions will result in a grade reduction of one letter grade. Missing 4 class sessions will automatically result in a grade of "F."
 - b. **The absences allowed prior to grade reduction are designed to allow for emergencies and illnesses, and are not designed for indiscriminate use.** Many students incorrectly assume that they may use these allowable absences as unexcused "cuts" from class. Administrative excuses are granted only when a student is on official University business and has received approval in advance from the University administration.
 - c. Students are expected to be prompt for classes. **Two tardies will equal one absence.**

C. Course Policies and Procedures

- 1. Evaluation Procedure
 - a. Grading Scale: A = 90-100; B=80-89; C=70-79; D = 60-69; F=below 59
 - b. Assignments:

Resume/Prof Development	10%
Book Review	20%
Participation and Attendance	10%
Research Paper	40%
<u>Final Exam</u>	<u>20%</u>
TOTAL	100%
- 2. Whole Person Assessment Requirements: Resume
- 3. **ORU Professional Development**

Will I be able to find employment once I have completed my educational requirements at ORU?

This question involves one of our foundational learning outcomes – Professional Competence. A professional competency program at ORU is composed of five areas of focus:

--- Resume/Cover Letter

--- Interviews

--- Networking

--- College/Major Specific Activities

Students are required to gain at least two professional points in each of these program areas during their attendance at ORU, specific to their chosen major, or 10 points total, in order to graduate from ORU. A point is granted for each completed development area/event, and there are several choices (detailed below) under each category.

1. **Resume/Cover Letter** (one point each/ 2 points required in this section)

_____ Submit a cover letter for review and approval on the Golden Hire Network.

_____ Attend a resume workshop provided by Career Services

_____ Attend an in-class resume development session

_____ Watch resume development videos online and take an online quiz (90% proficiency required)

_____ Read and report on an instructional book about resume development

2. **Interviewing** (one point each/ 2 points required in this section)

_____ Watch online interview videos and take an online quiz (90% proficiency required)

_____ Participate in a mock interview session with a real recruiter during Career Week

_____ Participate in an on-campus interview with recruiting company(ies) hosted by Career Services

_____ Attend an in-class interview session

3. **Job Strategies** (one point for each/2 points required in this section)

_____ Develop a **LinkedIn** (or other professional connection sites) profile including an uploaded resume and at least 20 professional contacts

_____ Watch online job search strategies videos and take an online quiz (90% proficiency required)

_____ Create a favorites list including targeted job titles, companies, organizations, and actual links to positions of interest

_____ Attend a job search strategies appointment with Career Services

_____ Attend a job search class presentation or workshop

_____ Job-shadow with a professional in an industry related to your degree

_____ Create a networking or ORU affiliation card and submit a copy online

4. **Networking** (one point for each/ 2 points required in this section)

_____ Participate in an informal interview with a professional in an industry of interest

_____ Attend and actively participate in a Career Expo event – turn in 3 business cards and a short summary on specified criteria

_____ Volunteer to work for the Career Services Department during one of the Career Expo events (volunteer positions are limited, on a first come, best qualified basis)

_____ Attend a networking event through a professional association group relevant to industry of interest

_____ Attend the Tulsa Collegiate Job Fair (held in the spring at the University of Tulsa)

5. **College/Major Specific Activities**

_____ Internships

_____ Discipline specific job/career fair attendance

_____ Professional development events/seminars hosted by an academic college or department

_____ Club participation (preferably a leadership role)

_____ Volunteer work relevant to course work

_____ Mission trips relevant to course work

_____ Attend academic or professional conference

_____ Any other pre-approved event or professionally enhancing experience

VI. COURSE CALENDAR

<u>WEEK</u>	<u>Topic</u>
1	Course Introduction
2	The Skill of Writing
3	Common Writing Problems
4	Logic
5	Critical Thinking
6	Problem Solving/Creative Thinking
7	Writing a Book Review
8	Library Tutorials/ <i>The Great Divorce</i>
9	Steps to Producing Research Paper/Research
10	Steps to Producing a Research Paper/Thesis Statement/Bibliographies
11	Steps to Producing a Research Paper/Notes
12	Steps to Producing the Student Resume
13	Steps to Producing a Research Paper/Outlines
14	Steps to Producing a Research Paper/Rough Draft
15	Steps to Producing a Research Paper/Rewrite/Polish/Final Copy

Course Inventory for ORU's Student Learning Outcomes
THE 217—Seminar in Theological Research
Spring 2012

This course contributes to the ORU student learning outcomes as indicated below:

Significant Contribution – Addresses the outcome directly and includes targeted assessment.

Moderate Contribution – Addresses the outcome directly or indirectly and includes some assessment.

Minimal Contribution – Addresses the outcome indirectly and includes little or no assessment.

No Contribution – Does not address the outcome.

The Student Learning Glossary at <http://ir.oru.edu/doc/glossary.pdf> defines each outcome and each of the proficiencies/capacities.

OUTCOMES & Proficiencies/Capacities		Significant Contribution	Moderate Contribution	Minimal Contribution	No Contribution
1	Outcome #1 – Spiritually Alive Proficiencies/Capacities				
1A	Biblical knowledge	X			
1B	Sensitivity to the Holy Spirit	X			
1C	Evangelistic capability		X		
1D	Ethical behavior		X		
2	Outcome #2 – Intellectually Alert Proficiencies/Capacities				
2A	Evangelistic capability		X		
2B	Ethical behavior		X		
2C	Global & historical perspectives		X		
2D	Aesthetic appreciation	X			
2E	Intellectual creativity	X			
3	Outcome #3 – Physically Disciplined Proficiencies/Capacities				
3A	Healthy lifestyle				X
3B	Physically disciplined lifestyle			X	
4	Outcome #4 – Socially Adept Proficiencies/Capacities				
4A	Communication skills	X			
4B	Interpersonal skills	X			
4C	Appreciation of cultural & linguistic differences		X		
4D	Responsible citizenship		X		
4E	Leadership capacity		X		