

Syllabus for  
**eTHE 217/eGTHE 517—Seminar in Theological Research**  
3.0 Credit Hours  
Instructor: Pavel Hoffman, M.A., M.Div

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.

II. COURSE GOALS

This course is designed to help the student 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

Required texts:

Booth, Wayne C., Gregory G. Colomb, and Joseph M. Williams. *The Craft of Research*. 3<sup>rd</sup> Edition. Chicago: The University of Chicago Press, 2008. (abbr. "Craft")

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations*. 7<sup>th</sup> Edition. Chicago: The University of Chicago Press, 2007. (abbr. "Tur")

#### V. COURSE PROCEDURES

A. Course Prerequisites: None

B. Evaluation Procedures:

1. Grading Scale

A = 90-100	D = 60-69
B = 80-89	F = below 60
C = 70-79	

2. Assignments

Midterm	20%
Discussions, assignments	10%
Book Review	10%
Research Paper (Drafts, Process)	15%
Research Paper (Final Draft)*	25%
Final Exam	<u>20%</u>
TOTAL	100%

\* Paper should be 15 pages long plus add-ons

C. Procedures

1. Attendance at each class or laboratory is mandatory at Livets Ord Theological Seminary. Absences can reduce a student's grade or deny credit for the course.
2. Students and faculty at Livets Ord Theological Seminary must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, video, multimedia, or computer software. 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.
3. 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.

#### VI. UNIVERSITY POLICIES

A. Evaluation Policies

1. Completion of a Course

- a. All assignments for each Week or Unit are due on the week 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.** All work turned in two weeks after the assignment deadline will be received but will be granted a grade of zero for that assignment.
- b. No work is accepted after the final exam date.

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 school.

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, 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 Dean. Proper documentation must accompany the petition. 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.**
- 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 school.

4. Attendance

- a. The Official Attendance Policy for the LOTS is as follows for a three credit course: the missing of 6 class sessions (two weeks) will result in a grade reduction of one letter grade. Missing 12 class sessions (four weeks) 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.**

5. Internet Study Policies

- a. The student is expected to listen to all the internet lectures and participate in all activities unless administratively excused. Only administrative excuses, notice by e-mail or phone to the office or teacher, are accepted.
- b. Excessive absences can reduce a student's grade or deny credit for the course.
- c. Illness and injuries are not considered excused absences (You always have to notify your teacher when for some reason you cannot do certain course work).

B. Academic Honesty

- 1. By signing the Honor Code, the student has pledged, "I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments."
- 2. The Catalog and Student Handbook reiterate that "no Christian intellectual community can maintain its integrity or be faithful to its members if violations of its central purpose are tolerated for any reason. This principle of intellectual responsibility applies to all work done by students."
- 3. Cheating and plagiarism attack the basis for academic accreditation and Judeo-Christian civilization. They are violations of God's moral codes. Plagiarism is literary or artistic theft and misrepresentation. It is not only a moral wrong, but it

is illegal. For a full description of plagiarism, see Alexander Lindley, Plagiarism and Originality, Westport, Conn.: Greenwood, 1952.

4. No collaboration among students on assignments will be allowed without prior written approval from the professor. The Catalog specifies that "each student will do his or her own academic work and will not inappropriately collaborate with other students on assignments. A student violating this principle of intellectual responsibility will receive an F grade in the course involved and face disciplinary action including possible suspension from Livets Ord Theological Seminary."

## VII. COURSE CALENDAR

<u>Date</u>	<u>Subject</u>	<u>Reading</u>	<u>Assignment</u>
Unit 1	Introduction.		After class: get quick overview of Craft
Unit 2	Becoming a crafts(wo)man of research	Craft 1-2	
Unit 3	Finding, handling & documenting sources	Tur 15-16	
Unit 4	Finding a subject – Planning the Project	Tur 17-18	A4 project idea due
Unit 5	From Topics to Problems	Craft 3, 4 Tur 19	
Unit 6	From Problems to Sources	Craft 5, 6 Tur 20-21	Source list due
Unit 7	Making good arguments; Present your THESIS in the class	Craft 7-9 Tur 22-23	Rough outline due
Unit 8	Acknowledgments and warrants; MIDTERM EXAM	Craft 10-11 Tur 24-25	
Unit 9	Drafting	Craft 12-13 Tur 26, App	Rough Intro
Unit 10	Introductions and conclusions	Craft 14	Review due
Unit 11	Communicating and revising	Craft 15-17	
Unit 12	Individual discussions		
Unit 13	Individual Discussions		
Unit 14	Individual Discussions		
Unit 15	Individual Discussions		PAPER due
	FINAL EXAM		

**Course Inventory for LOTS' Student Learning Outcomes  
THE 217/GTHE 517—Seminar in Theological Research**

This course contributes to the LOTS 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.

<b>OUTCOMES &amp; Proficiencies/Capacities</b>		Significant Contribution	Moderate Contribution	Minimal Contribution	No Contribution
<b>1</b>	<b>Outcome #1 – Spiritually Alive</b> Proficiencies/Capacities				
1A	Biblical knowledge	X			
1B	Sensitivity to the Holy Spirit	X			
1C	Evangelistic capability		X		
1D	Ethical behavior		X		
<b>2</b>	<b>Outcome #2 – Intellectually Alert</b> Proficiencies/Capacities				
2A	Critical thinking		X		
2B	Information literacy		X		
2C	Global & historical perspectives		X		
2D	Aesthetic appreciation	X			
2E	Intellectual creativity	X			
<b>3</b>	<b>Outcome #3 – Physically Disciplined</b> Proficiencies/Capacities				
3A	Healthy lifestyle				X
3B	Physically disciplined lifestyle			X	
<b>4</b>	<b>Outcome #4 – Socially Adept</b> 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		