



15800 Calvary Road
Kansas City, MO 64147-1341

Syllabus

COURSE: COM110E1: Written Research Practicum
CREDIT: 1
SEMESTER: Fall 2020
TIME: M 6:00-8:00pm cycle 2
LOCATION: E Ed 103
INSTRUCTOR: Aaron Heath and Tiffany Smith
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I. DESCRIPTION

This course is an introduction to research and the Turabian format. Topics will include the library catalog, narrowing a topic, database credentials and searching, formatting a paper in the Turabian style, and building citations. (Fee \$25)

II. OBJECTIVES

General competencies to be achieved. The student should:

1. Recall information to assist with electronic research (Program Learning Objective 1) (Assessment A – Participate in class, Assessment B – Homework, Assessment C – Projects)
2. Retrieve search results using electronic databases (Program Learning Objectives 1 and 4) (Assessment A – Participate in class, Assessment C – Projects)
3. Show the steps to format a paper in Turabian format (Program Learning Objectives 1 and 4) (Assessment A – Participate in class, Assessment B – Homework, Assessment C – Projects, Assessment D – Quizzes, Assessment E – Final Exam)

Specific competencies to be achieved. The student should:

1. Acquire credentials to access electronic databases and the library catalog (Program Learning Objective 1) (Assessment B – Homework)

Our Mission: "...to prepare Christians to live and serve in the church and in the world according to the Biblical worldview."

2. Demonstrate understanding of database searching (Program Learning Objective 1) (Assessment A – Participate in class, Assessment C - Projects)
3. Narrow a broad topic and compile a bibliography according to Turabian (Program Learning Objectives 1 and 4) (Assessment A – Participate in class, Assessment C – Projects)
4. Model correct Turabian format for research papers (Program Learning Objectives 1 and 4) (Assessment A – Participate in class, Assessment B – Homework, Assessment D – Final Exam)
5. Given sources, compile a bibliography and footnotes according to Turabian (Program Learning Objectives 1 and 4) (Assessment B – Homework, Assessment C – Projects)

III. REQUIREMENTS

A. Participate in the class.

B. Homework

1. Read the text and complete any exercises assigned for the next class period.
2. Turn in homework on time. See Participation below.
3. Save all your homework!

C. Projects

- a. Turabian – see Canvas
- b. Research – see Canvas

D. Quizzes

E. Final Exam

IV. METHODS

A. Teaching

1. Lecture
2. Class discussion
3. Practice

B. Grading

1. Participation: 10%
2. Homework: 35%
3. Projects: 25%
4. Final: 30%

See grading scale in the university catalog

Participation: Students are expected to participate in the course each week. Assignments turned in 24 hours late will receive a 10% grade reduction. Assignments turned in 24-48 hours late will receive a 50% grade reduction. Assignments 48+ hours late will not be graded and will receive an automatic zero (0). A student may miss turning in assignments for one week without penalty to the final grade; the above grading guidelines will be followed. Every week thereafter will result in lowering the final course grade by one letter.

V. MATERIALS

Required textbook

Research Strategies: Finding Your Way through the Information Fog, Fifth Edition by William Badke (ISBN #978-1491722336, \$19.95, also available on Kindle)

VI. TENTATIVE CLASS SCHEDULE

Subject to change. Homework assignments are in Canvas

Week	Date	Subject
Week One	August 17	Introduction to the course and syllabus Turabian Week One Computer set up and format details
Week Two	August 24	Turabian Week Two Computer set and format details practice Research Week One Galaxie Theological Journal Library
Week Three	August 31	Turabian Week Three Continue formatting practice Research Week Two ProQuest Research Library
Week Four	September 7	No Class – Labor Day
Week Five	September 14	Research Week Three TLELP and EBSCO eBooks Research Week Four ATLA Religion Index and Serials
Week Six	September 21	Turabian Week Four Formatting practice of citation/reference list Research Week Five Webpage resources/Final project assigned
Week Seven	September 28	Turabian Week Five Final Exam Research Final project Due

The Bible is a required textbook in every course at Calvary University. To facilitate academic level study, students are required to use for assignments and research an English translation or version of the Bible based on formal equivalence (*meaning that the translation is generally word-for-word from the original languages*), including any of the following: New American Standard (NASB), English Standard Version (ESV), New King James (NKJV), or King James (KJV). Other translations and versions based on dynamic equivalence (*paraphrases, and thought-for-thought translations like NLT and NIV*) may be used as supplemental sources. Please ask the professor if you have questions about a particular translation or version.

Students with disabilities have the responsibility of informing the DSS Director (dss@calvary.edu) of any disabling condition that may require support.

Plagiarism is defined as copying any part of a book or paper without identifying the author. This also includes taking another person's ideas and presenting them as your own.

All class papers must follow the Turabian style according to *A Manual for Writer's of Research Papers, Theses, and Dissertations*, 8th edition.

The Clark Academic Center (learning@calvary.edu), located in the library building, is dedicated to providing free academic assistance for all students. Student tutors aid with all facets of the writing process, tutor in various subject areas, prepare students for exams, and facilitate tests. Please take advantage of this service.