

**Note:**

**Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form.**

# MOODY DISTANCE LEARNING

## Course Number, Name, and Credit Hours

**GSU-1112 Research Writing**, 3 semester hours

## Course Description

This course trains students in research writing and analytical reading by focusing on a research paper including thesis development, gathering and evaluation of source material, organization, and documentation.

## Course Goals

The purpose of *Research Writing* is to enable students to read, write, and think analytically. Assignments will challenge students to understand and evaluate source material, to articulate their own views effectively, and to argue for those views in a well-reasoned and well-written research paper.

## Course Objectives

After completing this course the learners will be able to:

- Find source materials using the library, Internet, and other sources
- Assess the validity and value of source materials
- Organize information from source materials around a single thesis
- Defend a thesis with the information gathered
- Write using appropriate academic style and grammar
- Define and avoid plagiarism
- Complete a major research paper in appropriate MLA format

## Course Textbook(s) and Supplemental Information

Required textbooks for all Moody Online classes can be found on the [Required Textbooks](#) section of the Moody website.

### Materials from the Purdue OWL website:

- Coherence: [http://owl.english.purdue.edu/handouts/general/gl\\_cohere.html](http://owl.english.purdue.edu/handouts/general/gl_cohere.html)
- Transitions: [http://owl.english.purdue.edu/handouts/general/gl\\_transition.html](http://owl.english.purdue.edu/handouts/general/gl_transition.html)
- Appositives: [http://owl.english.purdue.edu/handouts/grammar/g\\_appos.html](http://owl.english.purdue.edu/handouts/grammar/g_appos.html)
- Dangling Modifiers: [http://owl.english.purdue.edu/handouts/grammar/g\\_dangmod.html](http://owl.english.purdue.edu/handouts/grammar/g_dangmod.html)
- Making Subject and Verbs Agree: <http://owl.english.purdue.edu/handouts/esl/eslsubverb.html>
- Sentence Punctuation Patterns: <http://owl.english.purdue.edu/owl/resource/566/02/>

*Research Writing Study Guide*, revised. Chicago: Moody Bible Institute, 2009. [Supplement]

The following book is not required for the course, but is a classic style manual available online at no cost:

Strunk, William. *Elements of Style*. Ithaca, NY: Priv. print. [Geneva, NY: Press of W.P. Humphrey]. 1918; Bartleby.com, 1999. First published online May 1995, published July 1999  
<http://www.bartleby.com/141/>.

## Course Procedures

### Class Procedures and Methods

Distance Learning courses are not abbreviated versions of college classroom courses. They are complete courses designed in such a way that the student may participate from locations other than in the college classroom. There is a “distance” between the instructor and the student. However, there is no “distance” between the objectives of the course and the scholarship required to succeed. If anything, more self-discipline is required on the student’s part to prepare for each lesson by reading the required materials, understanding what is expected in the way of assignments and submitting work to the instructor on time.

### Schedule

You are expected to study the lesson materials as well as complete and/or submit any assignments or exams that are listed for the given week. All assignments are due at midnight, on the last day of the week.

### Regular Involvement

Each week you are expected to visit the course site a minimum of 2 to 3 times. What specific day or time is really up to you, unless your professor informs you otherwise. Each time you visit the course site you should do the following:

- Read any new Announcements that have been posted
- Read any new messages in the Discussion Boards
- Respond to these new Announcements and Messages appropriately

At some time, each week, you should study the lesson(s) assigned, actively read any reading assignments, complete and submit any exams or assignments if there are any due for that given week. Also, in anticipation of some of the major assignments, you ought to be aware of the next major paper, project or exam so that you are ready to submit that when it is due. If you are ever not going to meet an assignment deadline, you should contact your professor (they may be able to work with you in either arranging makeup or permitting you to submit an assignment late - any late penalties will be determined by your instructor).

### Discussion Board Participation:

You are required to participate in regular (usually several times a week) discussions on select topics. You should check the Discussion Board frequently and participate in any active discussions. Your participation in the Discussion Board is crucial to the success of this course and will determine your participation grade for the course.

Simply posting an “I agree/disagree with your comment” or an “I think the same” to someone else’s thoughts is not considered an adequate response. You are expected to write responses that reflect clear, insightful and analytic thinking on the topic.

Successful participation in a course discussion includes the following:

- **Due Date/Time:** Assigned Discussion Board postings will be due at midnight on either the Wednesday or Saturday of the week in which they are posted.
- **Split Responses:** For some topics, one half of the class will be asked to submit postings first; the second half will then be asked to respond to those postings.
- **Assignment Example:** For Discussion Board assignments, the section and due date will follow the listing in parentheses. For example, “Discussion Board (A-Wednesday, B-Saturday)” means that Section A is to post by Wednesday; Section B should respond to those postings by Saturday.

### Class Sections:

For some activities and Discussion Board assignments, it will be necessary to divide the class in half; this will be done using the class roster. Students listed in the first half of the class roster are in Section A; those listed in the second half of the class roster are in Section B. If there are an odd number of students

in the class the middle student would be in Section A. The class roster can be found in the Communication section of Blackboard.

Interaction with Class Partners and Neighbors: For some activities and Discussion Board assignments, it will be necessary for you to interact with your classmates on an individual basis. For these activities, you must refer to the class roster. In each case, one of the following grouping methods will be used:

- Downstream Neighbor: Your “downstream neighbor” is the person listed after you on the class roster.
- Upstream Neighbor: Your “upstream neighbor” is the person listed before you on the class roster.
- Partner: Beginning with the first student on the roster, each adjacent pair of students constitutes a partnership (i.e., the first and second students on the list are partners, the third and fourth are partners, etc.). If there are an odd number of students, the last three students on the list will form a group.

### **Communication with Instructor:**

Communication with your instructor is a critical element and can be done in one of three ways:

- Discussion Board: If you wish to raise an issue about which other class members may be interested, please post it on the Discussion Board.
- E-mail: If you need to reach your instructor, contact information is available under the Staff Information tab on the Blackboard course page. Due to the large number of e-mail messages instructors receive, it is important that you format your message as follows:
  - TO: instructor-email address
  - FROM: student e-mail address
  - SUBJECT: COURSE ID (with a descriptive subject)
  - BODY: Your message with enough information that your instructor can answer your question and/or understand what you are referring to.
  - Sign your message with your first and last name.
- Please submit your paper/assignment to the Assignment Manager within the Assignments section of Blackboard.

### **Paper Formatting and Submission Guidelines:**

Assignments must be submitted electronically, in a Microsoft Word-compatible file (ending in *.doc* or *.docx*). Submit your assignment within the Assignments section of the Blackboard course. Within the Microsoft Word document, your assignment must be in the following format:

- Prefaced with a separate title page, which should include the title of the paper; the name of the course; the date; your name and address; and your student identification number
- On 8 1/2-by-11-inch paper
- Font size: 12 points
- Double-spaced
- Bordered by a one-inch margin on all sides
- Correct in grammar, punctuation, and spelling (Proofread your paper well. Errors take away from your final grade.)
- Documented in MLA style if citations are necessary (see Purdue University's Online Writing Lab (OWL) for MLA resources) <http://owl.english.purdue.edu/owl/resource/557/01>

A list of resources used in this course is located in this Syllabus. These resources may be helpful in your research as you prepare the papers assigned for this course. You may be able to find these resources from your pastor, a friend, or a library (church, school, or public). If the library nearest you does not have the book you want, they may be able to obtain it through an inter-library loan program. You may even wish to purchase some of these books for your own personal library. You are encouraged to consult outside references, and it is recommended that you also cite other applicable Scriptures.

## Assignments

### WEEKLY READING, ACTIVITIES, AND QUIZZES

The completion of the weekly reading, activities and quizzes are important as doing them will help you on your other assignments in this course.

### ASSIGNMENTS AND PAPERS

In addition to the weekly reading and lesson activities, you will be expected to complete the assignments listed below. These assignments and papers will determine the greatest portion of your final grade.

### THE RESEARCH PAPER PORTFOLIO

All the learning activities and assignments in this course are designed to build towards a culmination in the creation of a final research paper. Creation of the 10 portfolio elements is an iterative process with the student receiving peer input and suggestions from the instructor. These 10 portfolio elements are described in greater detail in the **Schedule & Assignments** folder within the **Assignments** section of the Blackboard course.

The body of the research paper must be between 10-12 pages and in MLA format. The paper will be submitted in parts throughout the semester according to the Course Schedule. Submission of these preliminary parts will account for 10 percent of your Final Paper grade. The final copy of the paper is due at the end of Week 8.

### TOPICAL SYNOPSIS (2)

You will complete two (2) synopsis assignments:

- Each synopsis topic will be based on an article assigned for reading and for discussion on the Discussion Board.
- Each synopsis assignment will serve as practice for various elements of the research project.
- Each synopsis assignment will be two to three pages in length and will be in appropriate MLA format.

### DISCUSSION BOARD PARTICIPATION

Part of your grade in this course reflects your regular and substantive participation in the discussion board at multiple times each week. The topics in the discussion board have been chosen to help you complete the individual portfolio items.

## Assessments

Your grade for this course will consist of:

Completion of Activities and Quizzes	10%
Final Paper Portfolio	50%
Two Topical Synopsis	25%
Participation in Discussion Board	15%
<b>Total</b>	<b>100%</b>

Letter grades are determined by the following scale:

Letter Grade	Percentage Equivalent	Letter Grade	Percentage Equivalent
A	96% or higher	C	73 - 76.9%
A-	90 - 95.9%	C-	70 - 72.9%
B+	87 - 89.9%	D+	67 - 69.9%
B	83 - 86.9%	D	63- 66.9%
B-	80 - 82.9%	D-	60 - 62.9%
C+	77 - 79.9%	F	Below 60%

### Course Resources

Online students have access to the Moody Library. Though students may wish to check out books via inter-library loan, the online database has a number of articles and reviews available for download. You can access the online database by logging into your account at my.moody.edu. If you have not previously accessed the library database you may wish to complete the database tutorial at <http://mmm.moody.edu/GenMoody/default.asp?sectionID=69C97E398A6249D9AC3859B4CBF81926>.

In addition to the resources available at the Moody Library, you may wish to visit <http://www.biblicalstudies.org.uk> or [www.bible.org](http://www.bible.org). These sites contain content on various topics written by competent biblical scholars.

### Course Copyright Statement

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### Course Bibliography

Additional suggested resources are found in the **Writing Resources** handout.