



15800 Calvary Road  
Kansas City, MO 64147-1341

# Syllabus

**COURSE:** COM110D: Written Research Practicum  
**CREDIT:** 1  
**SEMESTER:** Fall 2022  
**TIME:** Tuesday, 1:00-3:00 pm, cycle 2 (August 22-October 14)  
**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 E – 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. ABHE entrance exam
- C. ETS entrance exam
- D. 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!
- E. Projects
  - a. Turabian – see Canvas
  - b. Research – see Canvas
- F. Quizzes
- G. 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 on time will receive full credit. Assignments turned in late but less than 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).

## V. MATERIALS

Required textbook

Information Now, Second Edition: A Graphic Guide to Student Research and Web Literacy by Matt Upson, Holly Luetkenhaus, C. Michael Hall, and Kevin Cannon. ISBN 9780226766119, \$18.00. Be sure to get the 2<sup>nd</sup> edition! Kindle edition available.

## VI. TENTATIVE CLASS SCHEDULE

Subject to change. Homework assignments are in Canvas

<b>Week</b>	<b>Subject</b>
Week One	Research
Week Two	Research, Turabian
Week Three	Research, Turabian
Week Four	Research, Turabian
Week Five	Research, Turabian
Week Six	Research, Turabian
Week Seven	Turabian
Week Eight	No class

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 Accommodations Support Coordinator ([aso@calvary.edu](mailto:aso@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*, 8<sup>th</sup> edition.

The Clark Academic Center ([learning@calvary.edu](mailto: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.