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, and should not be used to purchase course materials.
COURSE SYLLABUS
RTCH 500
RESEARCH, WRITING, AND MINISTRY PREPARATION

COURSE DESCRIPTION
This course is an introduction to the skills necessary for competent graduate work. These skills include theological and professional library competency, the use of electronic research media, the execution of research design, and graduate writing development. The course also prepares students for ministry success by equipping them for family and education balance, avoiding burnout, and pursuing intentional spiritual formation.

RATIONALE
The student entering a graduate program is not automatically equipped to perform work at the graduate level. Preparation and skill development in theological research and writing are necessary to ensure subsequent academic success; however, a great seminary education cannot be built upon scholarship alone, but it also cannot be built without scholarship. Pursuing excellence in ministry practice and scholarship will qualify the student to pursue the high-caliber accomplishments worthy of a Liberty University Baptist Theological Seminary degree.

I. PREREQUISITE
For information regarding prerequisites for this course, please refer to the Academic Course Catalog.

II. REQUIRED RESOURCE PURCHASE
Click on the following link to view the required resource(s) for the term in which you are registered: http://bookstore.mbsdirect.net/liberty.htm

III. ADDITIONAL MATERIALS FOR LEARNING
A. Computer with basic audio/video output equipment
B. Internet access (broadband recommended)
C. Microsoft Word
   (Microsoft Office is available at a special discount to Liberty University students.)

IV. MEASURABLE LEARNING OUTCOMES
Upon successful completion of this course, the student will be able to:
A. Recognize basic research design relevant to graduate studies and professional practice.
B. Design a plan for integrating one’s spouse and family into his/her educational and spiritual growth during ministry.
C. Demonstrate knowledge regarding graduate-level writing and writing style.
D. Evaluate resources to ensure they are appropriate for a selected research topic.
E. Construct a research paper that can meet the needs for an academic or professional research paper in the future.

V. COURSE REQUIREMENTS AND ASSIGNMENTS

A. Textbook readings and lecture presentations
B. Course Requirements Checklist
   After reading the Syllabus and Student Expectations, the student will complete the related checklist found in Module/Week 1.
C. Discussion Board Forums (4)
   Discussion Boards are collaborative learning experiences. Therefore, the student is required to create a thread in response to the provided prompt for each forum. Each thread must be at least 400 words and demonstrate course-related knowledge. In addition to the thread, the student is required to reply to 2 other classmates’ threads. Each reply must be at least 250 words (MLO: A, C).
D. Research Paper
   This paper must be prepared for a parallel or subsequent seminary course assignment. The total length will be dictated by the instructions therein, not to exceed 10 content pages. For a student not taking a concurrent course in his/her degree program, an additional paper topic will be provided within the assignment instructions. There are 4 parts to this assignment that are intended to help the student learn how to write a quality research paper:

1. Part 1
   The student will submit a topic for his/her Research Paper. The topic will explain what is expected for the Research Paper based on the assignment instructions from another course he/she is currently enrolled in. If a student is not taking another course, a general topic will be provided for him/her that he/she will be able to use (to some degree) in another course in the future. Along with this research topic, the student will be expected to list 10 sources (in current Turabian format) that he/she could use for his/her research. A short annotation will be expected along with each citation (MLO: C, D).

2. Part 2
   The student will write his/her introduction paragraph to the Research Paper concluding with a thesis statement as described in the course material. The student will also provide an outline for his/her Research Paper (MLO: D).

3. Part 3
The student will re-write the introduction paragraph as needed taking into account any feedback provided. The student will also write the paragraphs that cover 1 point of the paper’s argument. In this portion of the assignment, instructors will be looking closely at current Turabian format and argumentation, not necessarily at content (MLO: D).

4. Submission

The student will complete the paper per the instructions of the course for which the paper is written. If a student is not concurrently taking another course, then he/she will write the paper based on the instructions provided to him/her in this course. The student must incorporate feedback from the previously submitted components. The paper must include 6 sections: cover page, table of contents, introduction and thesis statement, body, conclusion, and bibliography (MLO: D, E).

E. Ministry Integration Project

The student will devise a plan for incorporating his/her spouse/family/ministry into his/her seminary education and ministry preparation throughout seminary. If the student is married, this assignment must be created in conjunction with his/her spouse. If the student is not married, this assignment must be created in conjunction with a family member, mentor, or friend.

F. Core Competency Pre-Test

This exam is designed and intended to assess the amount of Bible knowledge a new student has when entering the seminary. This assignment will be pass/fail. If the exam is taken, the student will pass it and receive 5 points toward the final grade. If the student does not take the exam, he/she will not receive any points. The exam will contain 100 questions and have a 2-hour time limit.

G. Turabian Quizzes (8)

Each quiz will cover the Turabian reading material for the module/week in which it is assigned. Each quiz will be open-book/open-notes, contain 11 multiple-choice and true/false questions, and have a 1-hour time limit. Each quiz can be taken up to 2 times (MLO: B).

VI. COURSE GRADING AND POLICIES

A. Points

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Requirements Checklist</td>
<td>10</td>
</tr>
<tr>
<td>Discussion Board Forums (4 at 50 pts ea)</td>
<td>200</td>
</tr>
<tr>
<td>Research Paper</td>
<td></td>
</tr>
<tr>
<td>Part 1</td>
<td>50</td>
</tr>
<tr>
<td>Part 2</td>
<td>50</td>
</tr>
<tr>
<td>Part 3</td>
<td>100</td>
</tr>
<tr>
<td>Submission</td>
<td>200</td>
</tr>
<tr>
<td>Ministry Integration Project</td>
<td>75</td>
</tr>
<tr>
<td>Core Competency Pre-Test</td>
<td>5</td>
</tr>
</tbody>
</table>
Turabian Quizzes (8 at 40 pts ea)  320

Total  1010

B. Scale
D- = 680–699   F = 0–679

C. Late Assignment Policy
If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.
Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:
1. Late assignments submitted within one week of the due date will receive a 10% deduction.
2. Assignments submitted more than one week late will receive a 20% deduction.
3. Assignments submitted two weeks late or after the final date of the course will not be accepted.
4. Late Discussion Board threads or replies will not be accepted.
Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

D. Style Guidelines
All assignments for this course are to be formatted in accordance with the LBTS Writing Guide and the latest edition of the Turabian style manual (A Manual for Writers of Research Papers, Theses, and Dissertations). Discussion assignments and essay examinations may use the parenthetical citation style. All other written assignments should use the footnote citation style. Supplemental writing aids are available via the Online Writing Center.

E. Extra Credit
No additional “for credit” assignments will be permitted beyond those given in the course requirements stated above.

F. Course Changes
Course requirements are subject to change by the administration of the University at any time with appropriate notice.

G. Disability Assistance
Students with a documented disability may contact Liberty University Online’s Office of Disability Academic Support (ODAS) at LUODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.
# COURSE SCHEDULE

## RTCH 500

Textbooks: 

<table>
<thead>
<tr>
<th>Module/Week</th>
<th>Reading &amp; Study</th>
<th>Assignments</th>
<th>Points</th>
</tr>
</thead>
</table>
| 1           | Kapic: chs. 1–10  
Turabian: chs. 1, 14, Appendix 1  
Vyhmeister & Robertson: chs. 1, 11, 16, 21  
4 presentations  
1 website | Course Requirements Checklist  
Class Introductions  
DB Forum 1  
Core Competency Pre-Test  
Turabian Quiz 1 | 10  
0  
50  
5  
40 |
| 2           | Edman: chs. 1–5  
Turabian: chs. 2–3, 15–17  
Vyhmeister & Robertson: chs. 12, 14, 15, 19, 22  
5 presentations  
1 article | Research Paper – Part 1  
Turabian Quiz 2 | 50  
40 |
| 3           | Edman: chs. 6–10  
Falwell: days 1–5  
Turabian: chs. 4–5  
Vyhmeister & Robertson: chs. 13, 18, 21, 22  
Weston: Preface, Introduction, chs. 1–5, Appendix I  
4 presentations | DB Forum 2  
Research Paper – Part 2  
Turabian Quiz 3 | 50  
50  
40 |
| 4           | Edman: chs. 11–15  
Falwell: days 6–10  
Turabian: chs. 6–7, 25  
Vyhmeister & Robertson: ch. 17  
Weston: chs. 6–9, Appendix II  
4 presentations | Research Paper – Part 3  
Turabian Quiz 4 | 100  
40 |
| 5           | Edman: chs. 16–20  
Falwell: days 11–15  
Turabian: chs. 9, 12, 20  
4 presentations | DB Forum 3  
Turabian Quiz 5 | 50  
40 |
<table>
<thead>
<tr>
<th>MODULE/WEEK</th>
<th>READING &amp; STUDY</th>
<th>ASSIGNMENTS</th>
<th>POINTS</th>
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</thead>
</table>
| 6          | Falwell: days 16–20  
Turabian: chs. 10–11, 21  
Vyheimeister & Robertson: ch. 2  
Weston: ch. 9, Appendices I–II  
3 presentations | Research Paper – Submission  
Turabian Quiz 6 | 200 |
|            |                |             | 40     |
| 7          | Falwell: days 21–25  
Turabian: chs. 22–23  
Vyheimeister & Robertson: ch. 4  
5 presentations  
1 website | DB Forum 4  
Turabian Quiz 7 | 50 |
|            |                |             | 40     |
| 8          | Falwell: days 26–31  
Turabian: ch. 24  
4 presentations  
5 websites | Ministry Integration Project  
Turabian Quiz 8 | 75 |
|            |                |             | 40     |
|            | **TOTAL** | **1010** |        |

DB = Discussion Board

**NOTE:** Each course module/week begins on Monday morning at 12:00 a.m. (ET) and ends on Sunday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on **Friday**.