

**WAYLAND BAPTIST UNIVERSITY**  
**VIRTUAL CAMPUS**  
**SCHOOL OF RELIGION & PHILOSOPHY**

**Mission:** Wayland Baptist University exists to educate students in an academically challenging and distinctively Christian environment for professional success and service to God and humankind.

## **NOTE TO STUDENTS**

**THIS IS THE FINAL OFFERING OF RLGN0001. YOU MUST SUCCESSFULLY COMPLETE ALL ASSIGNMENTS TO RECEIVE CREDIT FOR THE LAB, A REQUIREMENT FOR YOUR DEGREE PLAN.**

In past terms, some students who had completed RLGN 0001 lab in a prior term re-enrolled in the lab as a type of “free proof-reading service.” Please note that no proof-reading will occur in this lab. It is strictly an introduction to the correct formatting of papers for the Turabian style guide utilized by the School of Religion and Philosophy.

If you have already received credit in the lab in a prior term and enrolled in the lab for the current term, you need to drop the lab. Contact your academic advisor about this process.

**COURSE NUMBER AND TITLE**

RLGN 0001 VC01            Theological Research and Writing Lab

**TERM AND DATES**

Summer 2016            May 23—Aug 6, 2016

**INSTRUCTOR'S NAME AND CONTACT INFORMATION**

Dr. J. M. Givens Jr.

Professor of Religion and Philosophy

Director of the Online Religion Programs

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Instant Messaging available through Blackboard IM (download through Tools section)

**OFFICE LOCATION AND HOURS**

Flores Bible Building office suite

Tues 2-5; Wed 9-12; Thurs 2-5 CST/CDT (office phone/instant messaging)

*Other times available by email and/or appointment; **Mobile phone for emergencies***

**CLASS MEETING TIME AND LOCATION**

Asynchronous interaction with specific deadlines; Virtual Campus Blackboard website

**CATALOG COURSE DESCRIPTION**

Workshop to guide students through research, writing, and completion of Turabian style research project as required by the School of Religion and Philosophy; course offered on-line and on the Plainview campus.

**PREREQUISITE KNOWLEDGE, SKILLS AND COURSE NUMBERS**

Must be taken as a co-requisite with the first upper-level RLED/RLGN course which requires a research paper or if required by the instructor.

**REQUIRED TEXTBOOK AND RESOURCE MATERIALS**

School of Religion and Philosophy style guide [www.wbu.edu/religion](http://www.wbu.edu/religion) (select student and faculty resources on left-hand menu) or access through Blackboard link

**COURSE OUTCOME COMPETENCIES**

Upon completion of this workshop, you should be able to:

- Access the various resources available from WBU Learning Resource Center
- Correctly format bibliography entries and footnotes using Turabian style format
- Understand the basic features of the Turabian style guide

**ATTENDANCE REQUIREMENTS**

This lab does not have a weekly attendance requirement. As long as all requirements of the lab are successfully completed by end of term, the student will receive credit for the course.

**Students should not wait until the end of term to attempt assignments, however, as some assignments may require revision and these revisions MUST be completed by the end of term. No late work will be allowed.**

### **STATEMENT ON PLAGIARISM AND ACADEMIC DISHONESTY**

Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

### **DISABILITY STATEMENT**

In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291- 3765. Documentation of a disability must accompany any request for accommodations.

### **COURSE REQUIREMENTS AND GRADING CRITERIA**

1. *Pass exams on resources available in the Learning Resources Center, the Writing Center, Plagiarism, and Turabian Format.* Students will read material, watch video tutorials, explore the Learning Resources Center (library) and Writing Center websites, and review written materials as assigned to prepare for exams. Students must pass exams with a 80% or better grade to advance to next assignment. Exams may be taken more than once.
2. *Demonstrate proper formatting of bibliographic entries and footnotes from provided materials.* Using scanned images of common types of theological resources, students will successfully create bibliographic entries and footnotes for said material to demonstrate a mastery of the Turabian format. Students must correctly format 100% of entries to receive credit for this assignment but may resubmit work as needed.
3. *Demonstrate the ability to select quality theological resources for a selected topic and format these resources in correct bibliographic and footnote formats.* Students will demonstrate the ability to find quality theological resources on an assigned topic and to format those resources in correct Turabian form for footnotes and bibliographies. Students must select all quality resources and correctly format all of these resources to receive credit for this assignment but may resubmit work as needed. Students should complete the assignment with 80% or better grade.

### **GRADING CRITERIA**

#### **1. University Grading Scale**

Cr	Credit
NCr	No Credit

## 2. Procedure Used for Computation of Final Grade

Student will be assessed a “grade” for each assignment. Grades must be at the level listed below or higher to receive credit in the course. All assignments must be submitted by the end of term to receive credit. **Assignments that are submitted at end of term but are not at the level stated below cannot be corrected after the end of the term due to university requirements stated in the school catalog.**

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|--|------|
| a. Exams on Learning Resources Center, Writing Center, Plagiarism, and Turabian    | 80%  |
| b. Correctly formatted bibliographic and footnote entries (scanned resources)      | 100% |
| c. Quality resources selected by student for specific topic and properly formatted | 100% |

Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Executive Vice President/Provost to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

## COURSE SCHEDULE

There is no due dates set for the lab. Keep in mind, however, that no work can be submitted after the last day of classes and quality of work must meet or exceed the requirements identified above. No work submitted by end of term may be corrected or modified.

**Since the lab is intended to help you prepare to write papers for the Religion classes, it is best to complete the lab as soon as possible in the term.**

## FINAL NOTE

This is not a proof-reading service. It is only to help you understand the Turabian style guide for formatting papers in your religion courses. Assistance with writing may be secured through the Writing Center’s tutorial program, which is available to online and external campus students.