



# On-Campus Course Syllabus

## RES 702

### Thesis Research and Writing

### Spring 2022

#### Class Information

**Day and Time:** The student will arrange to meet with professor as necessary for consultation and to complete course requirements. **Room Number:** n/a

#### Contact Information

**Instructor Name:** Christopher Graham

**Instructor Email:** cgraham@criswell.edu

**Instructor Phone:** 214-818-1390

**Instructor Office Hours:** By appointment. Please use my Calendly account to schedule an appointment. Let me know whether you would like to meet in person, by phone, or by Zoom. You can find my account here: <https://calendly.com/criswellvpa>.

#### Course Description and Prerequisites

A guided study of strategies and resources for research and writing necessary to complete a thesis, according to the standards of Criswell College. A prospectus of the research project will be submitted to the Academic Cabinet and Institutional Review Board before the completion of RES 702, according to the college's thesis guidelines. (Course offered only upon request; Prerequisite: 24 graduate credit hours.)

#### Course Objectives

At the end of this course, the student should have the ability to . . .

1. Identify a legitimate topic for a master's thesis;
2. Articulate a concise thesis statement (argument) that forms the basis of a master's thesis;
3. Develop a sound methodology, approach, and structure for defending the thesis statement;
4. Identify and access primary sources that are central to the research project and prominent secondary sources that both support and potentially undermine the thesis.
5. Create and submit a prospectus of the master's thesis to the potential thesis advisor, Academic Cabinet, and Institutional Review Board.
6. Identify and work with a faculty member who agrees to be the thesis advisor (pending approval by the Academic Cabinet).
7. Write a clear introductory chapter to the master's thesis according to the writing standards of Criswell College.

#### Required Textbooks

- *The SBL Handbook of Style for Biblical Studies and Related Disciplines*. 2<sup>nd</sup> ed. Atlanta, GA: SBL Press, 2014.
- Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 9th ed. Revised by Wayne G. Booth, et al. Chicago: University of Chicago Press, 2018. (ISBN: 978-0226430577)

## Recommended Reading

Adler, Mortimer. *How To Read a Book*. Revised ed. New York: Touchstone, 1972 (ISBN: 9780671212094).

## Course Requirements and Assignments

### 1. Final Prospectus (80%):

The student will submit a prospectus by **March 30** to the course professor. It will meet the requirements laid out in the “Criswell College Thesis Guidelines.” The final prospectus will be delivered to the (potential) thesis advisor, Academic Cabinet, and Institutional Review Board for approval. No late work will be accepted.

The course schedule below lays out a series of preliminary steps to aid the student in preparing the final prospectus. The work submitted in accordance with the schedule will not directly affect the grade of the final prospectus. However, the degree to which the student adheres to the schedule and incorporates the insight gained during the process will most certainly affect the quality of the final prospectus and therefore indirectly affect the grade of the final prospectus.

### 2. Chapter 1, Front and Back Matter (20%):

After submitting the prospectus, the student will take the first steps in forming the Master’s Thesis itself. By **May 13<sup>th</sup>**, the student will submit the cover page, table of contents, chapter 1, and bibliography of the Master’s Thesis. Chapter 1 will incorporate much of the material found in the prospectus. No late work will be accepted.

Form and style: The prospectus and chapter 1 will follow the formatting found in the three textbooks required for this course. Formal issues (e.g., spelling, grammar, punctuation, adherence to the formatting found in the course textbooks) will be considered in the grading.

**Submission: All work for the course may be e-mailed to the professor. A receipt message will be sent within one business day. If the student does not receive a receipt message from the professor, it is up to the student to contact the professor to arrange for delivery.**

The prospectus is due **March 30**. Chapter 1, front and back matter are due **May 13**. No late work will be accepted for these two requirements.

## Class Attendance

Students are responsible for enrolling in courses for which they anticipate being able to attend every class session on the day and time appearing on course schedules, and then making every effort to do so. When unavoidable situations result in absence or tardiness, students are responsible for acquiring any information missed. Instructors are not obliged to allow students to make up missed work. Per their independent discretion, individual instructors may determine how attendance affects students’ ability to meet course learning objectives and whether attendance affects course grades.

## Campus Closure

To ensure the health and safety of students and employees, college administrators may decide it is necessary on rare occasions to close the campus. Once this decision is announced, instructors will contact students to provide further details regarding the campus closure’s impact on those courses. Students are responsible to watch for

communication from their instructors and respond appropriately. (Unless otherwise specified by the instructor in this syllabus, this communication will be sent to the student's Criswell College e-mail account.)

In order to make progress toward the courses' objectives, instructors have the freedom during most campus closures to require students to participate in activities as alternatives to meeting on campus. An instructor may, for example, hold class remotely (through Zoom) at the scheduled time, provide a recording of a class or presentation for students to watch independently, or assign other activities that students are to accomplish before returning to campus. Students are responsible for accomplishing these alternative activities as well as any course requirements listed in this syllabus during the period of the campus closure. If, during the period of the campus closure, personal circumstances prohibit a student from accomplishing these alternative activities or course requirements and assignment listed in the syllabus during the campus closure, the student is responsible for communicating with the instructor as soon as possible. Instructors will not penalize students who do not have the means to accomplish the alternative activities during the period of the campus's closure and will work with students whose circumstances during the campus closure prohibited their timely completion of course requirements and assignments in the syllabus.

## Grading Scale

A	93-100	4.0 grade points per semester hour
A-	90-92	3.7 grade points per semester hour
B+	87-89	3.3 grade points per semester hour
B	83-86	3.0 grade points per semester hour
B-	80-82	2.7 grade points per semester hour
C+	77-79	2.3 grade points per semester hour
C	73-76	2.0 grade points per semester hour
C-	70-72	1.7 grade points per semester hour
D+	67-69	1.3 grade points per semester hour
D	63-66	1.0 grade point per semester hour
D-	60-62	0.7 grade points per semester hour
F	0-59	0.0 grade points per semester hour

## Incomplete Grades

Students requesting a grade of Incomplete (I) must understand that incomplete grades may be given only upon approval of the faculty member involved. An "I" may be assigned only when a student is currently passing a course and in situations involving extended illness, serious injury, death in the family, or employment or government reassignment, not student neglect.

Students are responsible for contacting their instructors prior to the end of the semester, plus filing the appropriate completed and approved academic request form with the Registrar's Office. The "I" must be removed (by completing the remaining course requirements) no later than 60 calendar days after the close of the term or semester in which the grade was awarded, or the "I" will become an "F."

## **Academic Honesty**

Absolute truth is an essential belief and basis of behavior for those who believe in a God who cannot lie and forbids falsehood. Academic honesty is the application of the principle of truth in the classroom setting. Academic honesty includes the basic premise that all work submitted by students must be their own and any ideas derived or copied from elsewhere must be carefully documented.

Academic dishonesty includes, but is not limited to:

- cheating of any kind,
- submitting, without proper approval, work originally prepared by the student for another course,
- plagiarism, which is the submitting of work prepared by someone else as if it were his own, and
- failing to credit sources properly in written work.

## **Institutional Assessment**

Material submitted by students in this course may be used for assessment of the college's academic programs. Since programmatic and institutional assessment is done without reference to specific students, the results of these assessments have no effect on a student's course grade or academic standing at the college. Before submitting a student's work for this type of assessment, the course instructor redacts the work to remove anything that identifies the student.

## **Institutional Email Policy**

All official college email communications to students enrolled in this course will be sent exclusively to students' institutional email accounts. Students are expected to check their student email accounts regularly and to respond in an appropriate and timely manner to all communications from faculty and administrative departments.

Students are permitted to setup automatic forwarding of emails from their student email accounts to one or more personal email accounts. The student is responsible to setup and maintain email forwarding without assistance from college staff. If a student chooses to use this forwarding option, he/she will continue to be responsible for responding appropriately to all communications from faculty and administrative departments of the college. Criswell College bears no responsibility for the use of emails that have been forwarded from student email accounts to other email accounts.

## **Disabilities**

Criswell College recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and similar state laws, which are designed to eliminate discrimination against qualified individuals with disabilities. Criswell College is committed to making reasonable accommodations for qualifying students, faculty, and employees with disabilities as required by applicable laws. For more information, please contact the Student Services Office.

## **Intellectual Property Rights**

Unless otherwise specifically instructed in writing by the instructor, students must neither materially nor digitally reproduce materials from any course offered by Criswell College for or with the significant possibility of distribution.

## **Resources and Supports**

Graham, RES 702 (Thesis Research and Writing), SP-22

Canvas and SONIS: Criswell College uses Canvas as its web-based learning tool and SONIS for student data. Students needing assistance with Canvas should contact the Canvas Help Support line at (844) 358-6140. Tech support is available at this number, twenty-four hours a day. Students needing help with SONIS should contact the Campus Software Manager at [studenttechsupport@criswell.edu](mailto:studenttechsupport@criswell.edu).

Student Services: The Student Services Office exists to foster and encourage success in all areas of life—physical, intellectual, spiritual, social, and emotional. Students are encouraged to reach out for assistance by contacting the office at 214.818.1332 or [studentservices@criswell.edu](mailto:studentservices@criswell.edu). Pastoral and certified counseling services are also available to Criswell students. Appointments are scheduled through the Dean of Students, at [deanofstudents@criswell.edu](mailto:deanofstudents@criswell.edu).

Wallace Library: Students can access academic resources and obtain research assistance by contacting or visiting the Wallace Library, which is located on campus. For more information, email the Wallace Library at [library@criswell.edu](mailto:library@criswell.edu). Offsite login information is available in Canvas in the “Criswell Student Training Course” under “Library Information.”

Tutoring Center: Students are encouraged to consult with tutors to improve and enhance their skills and confidence in any subject matter taught at the college. Tutors have been recommended by the faculty to ensure that the tutor(s) are qualified to serve the student body. Every tutor brings experience and expertise in an effort to provide the proper resources for the subject matter at hand. To consult with a tutor, students can visit the Tutoring Center located on the second floor in room E203, or schedule an appointment by emailing [tutoringcenter@criswell.edu](mailto:tutoringcenter@criswell.edu) or by calling 214.818.1373.

## Course Outline/Calendar Original-Spring 2022

W K	DATE	ASSIGNMENTS DUE
2	1-27 (Th)	<b>Description</b> of topic, question/s related to your topic, context from which topic arises (2–3 pages)( <i>Recommended reading: Turabian, 3-9</i> )
3	2-3 (Th)	<b>Thesis statement</b> ( <i>Recommended reading: Turabian, 10–24; other graduate-level theses</i> ) <b>Annotated bibliography (first draft)</b> of 1. primary sources central to the project 2. prominent secondary sources of scholarship that serve as both support and foils to the thesis. Notes should include a brief description or restatement of the author’s thesis, summarization of the author’s approach, and the way in which this text is relevant to project. ( <i>Recommended reading: Turabian, 25–50. It is also highly recommended that you meet with a Criswell librarian to discuss your project and to assist in searching for sources.</i> )
4	2-10 (Th)	<b>Abstract in nuce</b> (thesis statement; description of the problem to be investigated; max 150 words) <b>Revised annotated bibliography (second draft).</b>
5	2-17 (Th)	<b>Abstract</b> (See “problem statement” section in “Criswell College Thesis Guidelines.”) <b>Revised annotated bibliography (third draft).</b> <b>Description of methodology</b> (see “methodology” section in “Criswell College Thesis Guidelines”). Submitted to RES 702 instructor and then submitted to (potential) Thesis Advisor for review and advice. ( <i>Recommended reading: Turabian, 51–85</i> )
6	2-24 (Th)	
7	3-3 (Th)	<b>Prospectus (first draft)</b> (See “Criswell College Thesis Guidelines.”) Submitted to RES 702 professor and submitted to (potential) Thesis Advisor for review and advice.
8	3-10 (Th)	
9	3-24 (Th)	
3-25 (F) Last Day to Withdraw		
10	3-30 (W)	<b>Prospectus</b> Submitted to RES 602 professor for grade. Submitted to (potential) Thesis Advisor Submitted to Academic Cabinet and Institutional Review Board for approval.
11	4-7 (Th)	
12	4-14 (Th)	
13	4-21 (Th)	
14	4-28 (Th)	
15	5-5 (Th)	
	<b>Finals Week</b> 5-13 (F)	<b>Title page, table of contents, chapter 1, and bibliography.</b> ( <i>Recommended reading: Turabian, 106–111</i> ) Submitted to RES 602 professor for grade.

