

**INSTRUCTORS:**

Lecturer: Brian Arnold, Ph.D.

Online Instructor: Cole Peck, Ph.D. Student

Contact Information: [cpeck@ps.edu](mailto:cpeck@ps.edu); 816-560-5737.

Technical assistance is available to online students. Please contact: [onlinesupport@ps.edu](mailto:onlinesupport@ps.edu)

**DESCRIPTION (FROM *STUDENT HANDBOOK*)**

This course is an essential introduction to graduate theological education at Phoenix Seminary. Every discipline has its unique style and formatting – theology is no exception. The course is designed to hone student skills of graduate theological research, reading, and writing. Students will learn argumentation, effective reading strategies, how to format papers, and how to use the library. This class will greatly enhance the student’s ability to perform at the graduate level. Also, this course helps set the stage for the student’s seminary career as it relates to spiritual, emotional, and physical health.

**COURSE OUTCOMES:**

At the end of the course, the student will demonstrate the ability to:

1. Research, read, and write at the graduate level.
2. Recognize the difference between a good argument and a bad one.
3. Use correct grammar.
4. Appropriate good research materials for their writing projects.
5. Use the appropriate formatting on papers (e.g. footnotes, bibliography, et al.)

**COURSE TEXTS:**

*The SBL Handbook of Style*. 2<sup>nd</sup> ed. Atlanta, GA: SBL Press, 2014. ISBN-13: 978-1589839649

Adler, Mortimer and Charles Van Doren. *How to Read a Book*. Rev. ed. New York: Touchstone, 1972.  
ISBN-13: 004-2516291251

Booth, Wayne, Gregory Colomb, and Joseph Williams. *The Craft of Research*. 3<sup>rd</sup> ed. Chicago: University of Chicago Press, 2008. ISBN-13: 978-0226065663

Strunk, William and E. B. White. *The Elements of Style*. 4<sup>th</sup> ed. Pearson, 1999. ISBN: 978-0205309023

“Guidelines for Course Papers” – PS Library webpage

“SBL Paper Templates” – PS Library webpage

**COURSE REQUIREMENTS:**

<b>1. Reading [25%]</b> [Outcomes 1, 2]	Please read course texts slowly and carefully. Reading is to be done by the end of the week in which it is listed on the course web page.
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<p><b>2. Assignments [15%]</b> [Outcomes 2, 3, 5]</p>	<p>Three assignments are distributed throughout the course and will be weighed equally in the final course grade. Completed assignments must be uploaded to the course web page by <b>11:55PM</b> on the <b>Sunday</b> of the week in which the assignment is listed.</p>
<p><b>3. Peer Review [10%]</b> [Outcomes 1, 2, 3, 5]</p>	<p>Each student will be assigned a partner for peer review. After receiving the paper for review, you will have one week to complete your edit and return it to your partner. You will be graded on the quality of your editing and comments.</p>
<p><b>4. Essay [40%] – First Draft (10%), Final Essay (30%)</b> [Outcomes 1, 3, 4, 5]</p>	<p>This assignment is capstone for the course. The essay will be on a topic of your choice, but should intersect with your discipline (theology, Biblical studies, practical ministry, counseling, etc.). It is to be around seven pages (no more), and must conform to seminary style guidelines. Part of this grade is having a first draft completed and turned in on time.</p>
<p><b>5. Discussions [10%]</b> [Outcomes 1, 2, 3]</p>	<p><u>Student to Professor:</u> To foster a community of learning, this course requires students to interact frequently with the professor of record; and conversely, the professor will interact with each student. As noted below, discussion questions are posted on the course site. Students must respond to these questions with thoughtful answers evidencing knowledge appropriate to a master-level course.</p> <p><i>The student must post his or her response to the discussion question by Thursday each week to give time for the instructor and other students to respond.</i></p> <p>In addition to their weekly interaction with the professor of record through response to the questions, students are encouraged to ask clarifying questions about the lecture content or other assignments.</p> <p><u>Student to Student:</u> To further facilitate a virtual community of learning, student interaction forums are also required components of Phoenix Seminary online courses. In these forums students interact and collaborate with another students on a peer-to-peer basis. It is expected that interaction on the student forum will be commensurate with a master-level program and focused on the content of the course. Student-to-student forums are monitored by the professor of record.</p> <p>After responding to the discussion question(s), it is necessary to interact with the responses of other students. Be prepared for the instructor to ask for clarification and possibly follow-up questions, to which you are expected to respond within a week.</p> <p><i>The student must respond to at least two of the other students' responses by Sunday each week.</i></p>

## GRADING INFORMATION

Letter Grade	Percentage	Grade Points	Description
A+	100-97	4.0	
A	96.99-93	4.0	Excellent; superior achievement.
A-	92.99-90	3.7	
B+	89.99-87	3.3	
B	86.99-83	3.0	Good; commendable achievement.
B-	82.99-80	2.7	
C+	79.99-77	2.3	
C	76.99-73	2.0	Satisfactory; acceptable achievement.
C-	72.99-70	1.7	
D+	69.99-67	1.3	
D	66.99-63	1.0	Poor; marginal achievement.
D-	62.99-60	0.7	
F	59.99-0	0.0	Failure to advance in the course. No credit earned. Computed in GPA.
S	N/A	N/A	Sufficient achievement of course objectives. Not computed in GPA.
U	N/A	N/A	Insufficient achievement of course objectives. Not computed in GPA.
EX	N/A	N/A	Extension. A formally approved petition for course extension.
NR	N/A	N/A	Not Received. Instructor has not yet submitted grade.
WP	N/A	N/A	Withdrew from class while passing. Not computed in GPA.
WF	N/A	0.0	Withdrew from class while failing. Computed in GPA until retake.

### SEMINARY ACADEMIC POLICIES

All Seminary policies affecting student work, appeals, and grievances, as outlined in the Academic Catalog or Student Handbook will apply, unless otherwise indicated in this syllabus.

### COURSE DETAILS

#### On-Line Course Materials

Lectures, handouts and other course materials will be posted to <http://ps.mrooms.net>. Please note that after the course is over the student will not have access to course material on the website.

#### Participation

Students are expected to actively participate in the online learning environment. This may include logging on multiple times per week to view material, complete quizzes or exams, and to post responses to discussion questions.

**Online Course Weeks**

An online course “Week” corresponds to a 7-day week and runs **Monday – Sunday**. The course is based on **Phoenix, Arizona Time**. If you are in a different time zone, you are responsible for calculating the time difference and scheduling appropriately. There may be exceptions so pay close attention to the course web page for specifics.

**Late Posts, Etc.**

Because dependability and industry are virtues of Christian character, the faculty encourages students to be faithful and timely in the completion of all course assignments. Failure to take quizzes, exams, or submit papers when they are due will result in a penalty and generally cannot be made up more than one week from their due date. Contact the instructor in cases of emergency that may warrant an extension. Procrastination is not an emergency.