

Associated Canadian Theological Schools RES 095: Term Paper Tutorial

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0 credit hours

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8:30 AM – 12:30 PM

I. Course Description

Graduate-level thinking, argument, and style are expected from written assignments submitted at ACTS. Students who have been away from academics for a period, who have a technical rather than humanities background, or who speak a first language other than English may find this a challenge. This morning-long tutorial is intended to introduce or refresh graduate-level writing skills.

Because areas such as formulating research questions and strategies are the focus of the compulsory RES 500: Research Strategies course, the main focus of this session will be on the mechanics of writing good term papers. Questions to be addressed include:

- What make a graduate term paper “graduate”?
- How do I structure my term papers?
- How do I write effective paragraphs?
- What are common pitfalls in syntax and style, and how can I avoid them?
- How do I make good use of my sources?
- What is “tone,” and how can I adopt an appropriate one in my papers?
- How do I format my papers?
- How do I avoid frustrating my professors?
- How can I learn to enjoy (or at least survive) the writing process?

II. Objectives

By the end of this tutorial, the student will:

- appreciate what it means to write term papers at the graduate level
- gain an understanding of appropriate structure, including introduction, body, conclusion
- learn the purpose of a paragraph
- become aware of common writing errors
- be introduced to issues of tone and voice

- be encouraged to adopt a writing process that works for him or her

III. Course Textbooks

There are no required textbooks for this course. Students attending the session will receive handouts covering the course material, including a bibliography of excellent writing references.

A few of these include:

Troyka, Lynn Quitman. Simon & Schuster Handbook for Writers. *4th Canadian ed.* Scarborough: Prentice Hall Allyn and Bacon Canada, 2006.

Truss, Lynn. Eats, Shoots & Leaves: The Zero Tolerance Approach to Punctuation. *New York: Gotham, 2004.*

Canada, Translation Bureau. The Canadian Style: A Guide to Writing and Editing. *Rev. and exp. ed.* Toronto: Dundurn Press Limited, 1997.

Badke, William. Research Strategies: Finding Your Way Through the Information Fog. *2nd ed.* Lincoln: iUniverse Inc, 2004. (Condensed online version available at www.acts.twu.ca/lbr/textbook.htm)

Websites:

William Badke, "Writing Research Essays In North American Academic Institutions – A Guide for Students of All Nations," http://www.acts.twu.ca/lbr/research_essays.htm

Diana Hacker, A Writer's Reference. www.dianahacker.com/writersref

Claremont Graduate Writing Center. www.cgu.edu/pages/726.asp

Supplement: Important Academic Notes from ACTS

Web Support – Student Portal <https://students.twu.ca>

All students at TWU have a TWUPass username and password. This is determined at the time of an online application or can be managed through the computing services help desk or the link on the student portal. Your student email account is also available through this student portal and is vital for communication about grades, account statements, lost passwords, sign-up instructions, etc. If you do not know your account or password, there is a link at the login area called “I forgot my password.” When you click on that link, you will be walked through the process of retrieving your account information.

Campus Closure

In the event of deteriorating weather conditions overnight or other emergency situations, every effort will be made to communicate information regarding the cancellation of classes to the radio stations CKNW (980 AM), CKWX (1130 AM), MAX (850 AM), PRAISE (106.5 FM) and KARI (550 AM) by 6:30 a.m., and an announcement will be placed on the University's switchboard as well as on the website <http://www.twu.ca/conditions/>. The first announcement regarding a closure will cover the period up to 1:00 p.m. only. If classes are to be cancelled beyond 1:00 p.m., this decision will be announced by the same means before 11:00 a.m. that day. Students and faculty should assume that all night classes will continue to operate. If the emergency continues into the evening, students and faculty may check for a closure notice on the University's switchboard and website after 3:00 p.m. that day.

Paper Formatting

Students need to adhere to Turabian Notes (Bibliography) format except in counselling courses, for which APA format is used.

Students are strongly encouraged to use RefWorks (available through the library home page www.twu.ca/library) as their bibliographical manager and as a tool for formatting bibliographies. They will need to be aware of the need to “clean up” most bibliographies generated by this program. Students are encouraged to view the documents on the following websites for format samples: http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html or www.dianahacker.com/resdoc/. Note that in RefWorks the available formatting styles are those of Turabian (Notes), 7th edition, and APA – American Psychological Association, 5th edition. For Turabian, note that there are two formats – Notes (or Bibliography Style) and Reference List (a short format citation style). ACTS uses the Notes (Bibliography) format, not Reference List.

Counselling students are expected to purchase the APA Publications Manual. More information found at the following website. <http://www.apastyle.org/pubmanual.html>.

For free online programs that will enable you to create properly formatted bibliography citations, go to <http://www.calvin.edu/library/knightcite/> ("Chicago stands for "Turabian") or <http://www.sourceaid.com/citationbuilder/>

CANIL students can locate this on the CANIL intranet, under the "student" side. A hard copy is given to incoming students in the fall.

Please check with your professor to see which one he/she recommends you use!!

Research Ethics

Please note that all research projects involving human participants undertaken by members of the TWU university community (including projects done by ACTS students to satisfy course or degree requirements) **MUST** be approved by the Trinity Western University Research Ethics Board. Information and forms may be found at <http://www.twu.ca/academics/research/ethics/> Those needing additional clarification may contact Dr. Bruce Guenther. Please allow at least three (3) weeks from the date of submission for a review of the application.

Academic Integrity and Avoiding Plagiarism at TWU

As Christian scholars pursuing higher education, academic integrity is a core value of the entire TWU community. Students are invited into this scholarly culture and required to abide by the principles of sound academic scholarship at TWU. This includes, but is not limited to, avoiding all forms of plagiarism and cheating in scholarly work. TWU has a strict policy on plagiarism (see academic calendar 2008-09, pp. 37-38). Further details on this subject are contained in the ACTS Student Handbook in section 4.12. The handbook is available online on the ACTS webpage (www.acts.twu.ca) at the following link: www.acts.twu.ca/Handbook.html.

Learning what constitutes plagiarism and avoiding it is the student's responsibility. An excellent resource describing plagiarism and how to avoid it has been prepared by TWU Librarian William Badke and is freely available for download (PPT file) or used as flash (self running) tutorials of varying lengths from:

<http://www.acts.twu.ca/lbr/plagiarism.ppt>

<http://www.acts.twu.ca/lbr/Plagiarism.swf> (14 minute flash tutorial)

http://www.acts.twu.ca/lbr/Plagiarism_Short.swf (8 minute flash tutorial)

Equity of Access

It is the responsibility of a student with a learning disability to inform the ACTS Director of Student Life of that fact before the beginning of a course so that necessary arrangements may be made to facilitate the student's learning experience. We are unable to accommodate any student who informs the Director of Student Life of a disability after the beginning of class.

