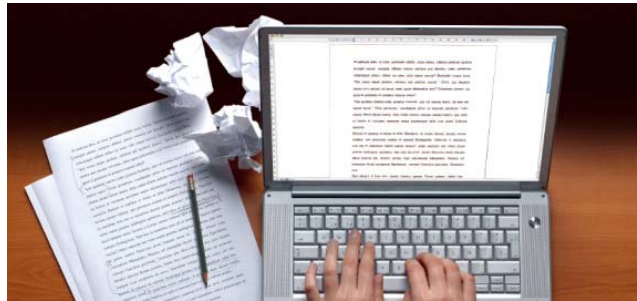**MCMASTER DIVINITY COLLEGE**
WORKSHOP SYLLABUS
FALL 2019

RESEARCH AND WRITING WORKSHOP
INSTRUCTOR: MARY L. CONWAY, PH.D.
Divinity College Room 228
Phone: 1.905.525.9140 x26002
Email: conwam2@mcmaster.ca
Dates: 2:00–4:00 Wednesdays, Sept 18, 25, Oct 2, 9, 23, 30.
(This workshop will not appear on your official transcript.)

I. WORKSHOP DESCRIPTION

This workshop will teach research and writing skills to enable students in any program (MTS/MDiv/DPT/MA/PhD/Cert) to engage successfully with their academic work. Focusing on the areas of content, argumentation, and written presentation, this workshop will introduce tools for proper research, clear and logical argumentation, proficiency with language, and oral presentations. A major component of this workshop will be providing students with the technological expertise to successfully carry out online research in a 21st century context. The cost is $180 per student, of which MDC pays $80.

N.B.: This is not a credit course, neither is it a remedial course. It is _workshop_ designed for any student, in any program, who wishes to improve their skills in researching, writing, and presenting. It may appeal to:
- those who would simply like to refresh and extend their academic skills,
- those who have not worked in an academic context for some years,
- those whose undergraduate degree was in a program such as Mathematics or Architecture that does not usually require essay writing skills,
- those who are not familiar with the Canadian culture and education system,
- those who would like to be more informed about internet and computer based, resources, or
- those who want to learn more about the academic expectations at MDC.

II. LEARNING OUTCOMES

a. Knowing
 To understand how to use modern technologies effectively for research and writing, including online journals and databases, online books, bibliographic software, biblical language software, Avenue to Learn, and other vital resources.
 To understand the characteristics of academic writing.
 To understand the fundamental elements of clear argumentation.
 To understand best practices in quotation and documentation of resources.
 To know the academic expectations of MDC.
 To understand the criteria for the types of assignments at MDC (e.g., book reviews, essays, research papers).
 To become aware of resources that can be useful for continuing improvement in research and writing skills.

b. Being
 To develop increased confidence in one's ability to research and write.
 To grow by voicing academic concerns and difficulties and exploring strategies for dealing with these.
 To understand the potential for academic work to be a spiritual endeavor.
 To cultivate a community of trust by freely sharing challenges and offering positive feedback and resources to others to help alleviate these concerns.

c. Doing
 To develop organizational skills in researching and writing.
 To gain facility in using the English language, including its grammar and syntax.
 To apply to skills learned in researching and writing in credit courses.
 To think more critically, express oneself more clearly, and research more effectively.

III. RECOMMENDED RESOURCES
Required Resource:
"MDC Style Guide," July 2017, http://mcmasterdivinity.ca/wp-content/uploads/2018/02/mdcstyleguide.pdf.

Suggested Text Resources:
Collins, Billie Jean and Society of Biblical Literature. *The SBL Handbook of Style.* 2nd ed. Atlanta, Georgia: SBL Press, 2014.
Hacker, Diana and Nancy I. Sommers. *A Canadian Writer's Reference.* 5th ed. Boston, MA: Bedford/St. Martins, 2012.

Messenger, W. E., et al. *The Canadian Writer's Handbook*. 2nd ed. Don Mills, Ontario: Oxford University Press, 2017.

Porter, Stanley E. *Inking the Deal: A Guide for Successful Academic Publishing*. Waco, TX: Baylor University Press, 2010.

Strunk, William and E. B. White. *The Elements of Style*. 50th Anniversary ed. New York: Pearson Longman, 2009.

Turabian, Kate L., et al. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. 8th ed. Chicago Guides to Writing, Editing, and Publishing. Chicago: University of Chicago Press, 2013.

University of Chicago. *The Chicago Manual of Style*. 17th ed. Chicago: The University of Chicago Press, 2017.

"Wipf and Stock Author Guide V. 7.8," April 2018, http://wipfandstock.com/media/wysiwyg/WS_AuthorGuide.pdf.

Online Databases:

- ATLA (American Theological Library Association religion database) http://library.mcmaster.ca/articles/atla-religious-studies-database-with-atlaserials
- JSTOR (online journal for humanities) http://library.mcmaster.ca/articles/jstor

Other Online Resources:

- Research Tutorials https://www.library.ualberta.ca/tutorials/foundational
- Writing Resources for English Learners https://gs.mcmaster.ca/writing-resources-english-learners
- Common Errors in English Usage (Washington State University) https://brians.wsu.edu/common-errors/#errors
- Guide to Grammar and Writing http://grammar.ccc.commnet.edu/grammar/
- English Grammar Tutorials http://ctl.yale.edu/writing/resources-multilingual-writers/downloadable-english-grammar-tutorials
- What is Plagiarism? (Concordia University) http://www.concordia.ca/students/academic-integrity/plagiarism.html
- What is Plagiarism? (Yale University) http://ctl.yale.edu/writing/using-sources/understanding-and-avoiding-plagiarism/what-plagiarism
- Other Plagiarism Tutorials: https://spark.library.yorku.ca/academic-integrity-what-is-academic-integrity/ https://www.ryerson.ca/academicintegrity/students/tutorial-episodes/ http://www.lib.uwaterloo.ca/gradait/

IV. LEARNING ACTIVITIES

This workshop will not burden students with "extra" work, because there is no homework. Students will be encouraged to bring samples of their own current coursework to edit and use for practice. The workshop will include lecture sessions, discussions, question and answer periods, and practice sessions with hands-on exercises. Students are encouraged to bring their computers for practical experience in editing and using the internet for research. Advice on obtaining, evaluating, outside proofreaders will be given.

V. WORKSHOP SCHEDULE

Date (Wednesdays, 2:00–4:00)	Topics
Sept 18	Academic Writing 1: Forms, styles, purposes, expectations. Documentation.
Sept 25	Academic Research 1: Finding and evaluating resources. Text and online resources. Bible software.
Oct 2	Academic Research 2: Using and citing resources. Plagiarism. Bibliographic software.[1]
Oct 9	Academic Writing 2: The writing process. Organization and argumentation. Use of footnotes.
Oct 16	No Class. (Thanksgiving. Reading/Hybrid Week.)
Oct 23	Academic Writing 3: Grammar and syntax. Common errors. Editing and revising.
Oct 30	Argumentation and Academic Presentations: Logical Fallacies. Oral presentations. Presentation software, strategies, handouts.

V. CLASSROOM BEHAVIOUR, ATTENDANCE, AND PARTICIPATION

- Students are expected to be on time for class. Admittedly, unavoidable delays do occasionally happen. If you arrive late, please enter as quietly as possible and give an explanation to the professor <u>after</u> class.
- Students are also expected to stay for the entire class session.
- Computers and tablets should only be used for class related purposes, not for social networking and the like.
- All thoughtful student participation is welcome. There are no "dumb questions" or "stupid answers." Students will respect the contributions of other students and respond to them without ridicule or scorn.
- Students may eat or drink in class as long as they do so quietly and unobtrusively and clean up afterwards.

VI. GENERAL GUIDELINES FOR THE SUBMISSION OF WRITTEN WORK

All stylistic considerations (including but not limited to questions of formatting, footnotes, and bibliographic references) must conform to the McMaster Divinity College Style Guidelines for Essays and Theses http://mcmasterdivinity.ca/wp-content/uploads/2018/02/mdcstyleguide.pdf. Failure to observe appropriate form will result in grade reductions.

Gender Inclusive Language
McMaster Divinity College uses inclusive language for human beings in worship services, student written materials, and all its publications. It is expected that inclusive language will be used in chapel services and all MDC assignments. In reference to biblical texts, the

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[1] Note: This will be an overview of bibliographic software, its advantages and disadvantages, not hands-on training with specific software.

integrity of the original expressions and the names of God should be respected, but you will need to use gender-inclusive language for humans, and you will need to quote from a gender-inclusive version such as the following: NRSV (1989), NCV (1991), TEV/GNB/GNT (1992), CEV (1995), NLT (1996), TNIV (2005), and the Common English Bible (CEB 2011).

Academic Honesty
Academic dishonesty is a serious offence that may take any number of forms, including plagiarism, the submission of work that is not one's own or for which previous credit has been obtained, and/or unauthorized collaboration with other students. Academic dishonesty can result in severe consequences, e.g., failure of the assignment, failure of the course, a notation on one's academic transcript, and/or suspension or expulsion from the College. Students are responsible for understanding what constitutes academic dishonesty. Please refer to the Divinity College Statement on Academic Honesty https://mcmasterdivinity.ca/rules-regulations/.

Disclaimer: This syllabus is the property of the instructor and is prepared with currently available information. The instructor reserves the right to make changes and revisions up to and including the first day of class.