Class will meet daily in the computer lab in the library Monday-Friday, 8:00-10:55 a.m.; and Monday-Thursday, 1:00-4:00 p.m. Friday noon through Saturday noon will be the Spiritual Formation Retreat off campus. Upon registration please send me an email address to send you materials and receive instructions about online discussions.

Textbooks
(Prices are for paperback printings)


Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations*. 9th ed.


*Supplement to Turabian*. 2018 ed. (online at HST website)

Thielicke, Helmut. *Little Exercise for Young Theologians*. Eerdmans, 1962, $10.00 (9780802874153)


Textbooks can now be ordered through a link on the HST website. The Textbooks tab can be viewed on the navigation bar on any page of the website. Check the book list provided under the Textbooks tab (http://hst.edu/students/textbook-services/) for correct ISBN’s and editions to ensure correct ordering. A link provided there will take you to Amazon where you will only need to enter the ISBN to order your books.

Course Objectives

1. Introduce the basic theological research tools.
2. Teach the technique of using reference books.
3. Acquaint you with the methodology of research.
4. Help improve writing skills.
5. Deal with mechanical details (footnotes, bibliography, etc.) of paper writing.

M.Div outcomes

By introducing students to the basic reference tools in biblical interpretation, theology, and church history, this course not only benefits students as they take courses in these areas, but also provides the resources for post-graduate learning and promotes Master of Divinity degree outcomes so that the graduate will (1) demonstrate advanced exegetical skills in the interpretation of Scripture, (2) exhibit an understanding of the primary elements of Christian theology, and (3) exhibit an understanding of the general history of the church and of doctrine, including the Stone-Campbell Movement in particular. The introduction to research methodology and the composition & critique of written assignments should also help the graduate “be able to communicate effectively in written, oral, and multi-media forms” as indicated in another desired outcome for HST M.Div. graduates.
Students with Disabilities: It is the policy of Harding University to accommodate students with disabilities, pursuant to federal and state law. Any student with a disability who needs accommodation should inform the instructor at the beginning of the course. Students with disabilities are also encouraged to contact Steve McLeod, the Associate Dean, at 901-761-1353.

Credit Hour Workload: For every course credit hour, the typical student should expect to spend at least three clock hours per week of concentrated attention on course-related work, including but not limited to time attending class, as well as out-of-class time spent reading, reviewing, organizing notes, preparing for upcoming quizzes/exams, problem solving, developing and completing projects, and other activities that enhance learning. Thus, for a three-hour course, a typical student should expect to spend at least nine hours per week dedicated to the course.

Academic integrity: Academic dishonesty in all its forms is inconsistent with Christian faith and practice and will result in penalties which could include a failing grade for the assignment, a failing grade for the course, dismissal from the course, and even dismissal from the school.

Accessibility
HST professors are accessible to local and distance students. Please use the following to arrange appointments with me (in person or by phone):
Email: dmeredith@harding.edu
Office Phone Number: 901-432-7731

Format of course
This is not a lecture course. You will not need a notebook for taking notes, but you will need a folder to keep the handouts and assignments you receive. The majority of class time will be spent doing assignments in the library. Please bring a pencil to use in doing these assignments. The lab assignments account for 10% of your grade. All must be completed by 10:45 on June 11.

Readings exam
This exam (25% of grade) will be given June 10, at 8:00 a.m. See list below for readings you will be responsible for on this exam. There will also be a part of the exam in which you will put sources in the correct Turabian form. You may consult the Turabian Manual and Supplement on the portion of the test dealing with footnote and bibliography forms.


All of these readings, except Mann, Turabian, Thielicke, Kapic, and Strunk & White are available on Canvas.

Photocopies of all readings, except those in Mann & Turabian, Thielicke, and Kapic are on reserve.

You may be required to participate in an online discussion of some of these readings through Canvas or in class on the days these readings are to be discussed.

Assignments due May 22.

All should be typed. No. 3, 4, and 5 double-spaced. Bring these by my office by May 22 or mail them to me at Harding School of Theology Library; 1000 Cherry Road; Memphis, TN 38117 postmarked by May 22. Do not email these assignments.

1. Turabian assignment will be emailed to you after you register. It counts as one of your regular in-class assignments. Turn in a typed copy of the 20 entries. Be sure you are using the 9th edition of Turabian and Supplement to Turabian, 2018 ed. and include rule numbers as instructed. Use traditional footnote and bibliography entries rather than parenthetical references and reference list. These will receive an “S” or “U”. The latter means you were nowhere close, did not include rule numbers, or handed it in late.

2. A letter of application for job including résumé.

3. A 1 1/2—2-page reflection paper on Thielicke's Little Exercise for Young Theologians. Read the following before writing the reflection paper: “Reflection Papers,” in Diane Capitani and Melanie Baffes, Research and Writing in the Seminary, pp. 83-101. (On Canvas)


5. A 3 to 4-page response to Kapic's 6 characteristics to develop as a context for theological activity (A Little Book for New Theologians, 49-121).
Assignments 2, 3, 4, & 5 will be graded together and **count 5% of your grade**. Staple these all together. **Do not put them in a folder.** An A = 96; B = 86; C = 76; U = 60. If any or all of these assignments are late a grade of “U” will be assessed. **No credit will be given for assignments submitted after June 7.**

6. The passage on which you will write your bibliographic essay. Read the instruction sheet (this will be emailed to you after you register) on the essay and have at least a couple of passages in mind when you arrive. You will clear this passage with me the first days of class. **This essay (25% of grade) must be handed in or postmarked no later than July 24.**

**Online database assignments**

After you register for class, you will be emailed four assignments to complete from the following databases: EBSCOhost, INFOTRAC, Ecole Biblique, and the ATLA Religion Database, which is available through EBSCOhost. Please read carefully the instructions for using these databases (especially those on searching Scripture) on the HST website (HST.edu). Click on “Library Resources” to find links to the instructions and the URL’s for these databases. **Bring these assignments with you the first-class meeting.** We will discuss and search these databases during some of the class meetings. These will count as 4 of your regular in-class assignments.

**Final exam**

**The exam (35% of grade) will be a take-home test.** You will be allowed to use any notes, and handouts or assignments, but not the review questions. Limit yourself to 3 hours to take the test. **Return it to me postmarked no later than June 26. Late exams will be penalized 10 points a day.**

**Daily Calendar**

**Readings in bold print will part of the class discussion.**

June 7 (8:00) Introduction to the course. Glossary of Library Research Terms. Search online catalog. Lab instructions and first lab assignment.


June 8 (8:00) Return papers and discuss Turabian assignment. Lab assignment.

June 8 (1:00) Religious & Theological Internet Resources (**Hock, 1-33, 63-73**). Bible Study websites. Discuss **Mann, 1-284**. Lab assignment.

June 9 (8:00) Information on term papers handout. (**Turabian, 3-132; Vyhmeister, 127-38, 195-206**). Discuss Bibliographic Essay; Plagiarism; Copyright law; Commentary handout (**Stuart, 7-34**). Pastoral counseling handout; Lab assignment.

June 9 (1:00) Classical handout (**King, 1-16**). Greek tools; Hebrew Language; Worship, Christian Education, Ministry & Spirituality handout; OCLC and searching WorldCat. Lab assignment.

June 10 (8:00) Biblical Archaeology; Church music; Biographical; Introduction of ATLA Religion Database. Readings’ exam; Lab assignment.

June 10 (1:00) Biblical Theology; Christian Doctrine; Ancient Near East; More searching of ATLA Religion Database; Introduce EBSCOhost. Lab assignment.
June 11 (8:00) American Church History; Minister’s Library. Review questions & sheet indicating what’s on final exam; Answers to Review Questions; Review for final; Infotrac. Lab Assignment. Give out final exam.

June 11 (12:00)-June 12 (12:00) Spiritual Formation Retreat (Off campus): Dr. Black.