COURSE SYLLABUS

RW301: Guide to Research Writing
Course Lecturer: Linda Triemstra Cook

Course Description

Welcome to Guide to Research Writing, an online graduate-level course designed to help you develop your research and writing skills.

This course will help to teach you the basic research and writing skills that are necessary for clear and accurate written communication. The goal is to prepare you for research project requirements for courses within CUGN, but also in any academic endeavor you might pursue. The course includes five lectures on topics including selecting a topic, conducting research, citing sources, ethics and legalities, and, finally, proofreading and publishing. These topics, which are succinctly presented, will serve as an online resource for you to return to often in your academic pursuits. The ultimate goal of this course is to equip you to deliver clear written communication, not just in your studies, but throughout your life.

Course Objectives

Upon completion of the course, you should be able to do the following:

• Name the steps in the writing process and describe them.
• Brainstorm possible topics for a writing project.
• Use a graphic organizer as you brainstorm.
• Define your audience, purpose, and thesis statement for a writing project.
• List sources that may be used in writing a research paper.
• Understand what is a reputable source.
• Conduct an online search of a database.
• Identify an instructor’s expectations for an assignment.
• Describe some ways of organizing your research.
• Explain why citations are important.
• Navigate a style guide and use it effectively.
• Put frequently used citations into proper form.
• Define plagiarism.
• Describe the academic consequences of plagiarizing.
• Understand why it is important to use sources accurately.
• Explain the concept of informed consent.
• Explain the importance of revising and proofreading a writing assignment.
• List some ways to organize a writing assignment.
• Proofread with accuracy.

Accessibility

If you have particular accessibility needs, please contact the CUGN Registrar at the beginning of the course. This will allow us to work directly with you to make efforts to accommodate your situation and ensure as full as possible accessibility to the course.

Course Lecturer

Linda Triemstra Cook

Education:
• University of Idaho, BA

Teaching Career:
• Co-teacher of the Writer’s Publishing Workshop held twice each year at Gordon-Conwell Theological Seminary

Other Career Highlights:
• Owner, Gold Leaf Editorial Services
• Editor of trade and academic books, with emphasis on reference works and commentaries
• Editor of seven Gold Medallion winners

Course Texts

Required text for this course and style guide for all writing for CUGN courses:

Textbooks can be ordered through our online store at CUGN.org, through your local bookstore, or through your preferred eReader when available.

Academic Honesty

At CUGN, we believe all we do is “as unto the Lord” and we thus hold to a high academic standard of honesty; we do not tolerate plagiarism and cheating. Students found guilty of any form of academic dishonesty face consequences ranging from interaction with the Academic Dean to expulsion from CUGN.
Quizzes and Exams: Any student found guilty of cheating on a quiz or exam will automatically receive a score of zero for that quiz or exam. A second offense will result in automatic course failure and possible disciplinary action and/or expulsion from CUGN. Please view the CUGN Academic Catalog for a full definition and examples of cheating.

Plagiarism: If a student’s work is found to be plagiarized, consequences will vary depending on the nature of the plagiarism.

If an offense is deemed unintentional, the student will have an opportunity to resubmit the work. A second offense will result in an automatic score of zero for that assignment, which may also result in failure of that course.

More serious plagiarism offenses could result in automatic course failure, disciplinary action, or expulsion from CUGN. Please view the CUGN Academic Catalog for a full definition and examples of plagiarism. If you have questions about plagiarism, or would like to request resources for learning how to avoid plagiarism, please contact our Registrar’s Office at registrar@cugn.org or toll free at (888) 487-5376 ext. 3.

Course Methods

Throughout this course, a number of methods will be used to engage the students in learning and processing information and applying the learning to their lives. These methods include the following:

Media/Materials
The course will include media presentations of lectures and supplementary materials to be viewed and/or read throughout the lessons of the course.

- **Video-based teaching**
  The primary teaching session in each lesson is provided in Flash (FLV) and HTML5 (MP4) format. For international or domestic students who do not have the bandwidth required to view the video (384 Kbps DSL minimum), we provide the option of reading the lesson from a transcript of the teaching video (found in the Class Time activity).

- **Multisensory learning**
  For students who wish to use a medium other than video, we provide the option of reading the lesson from a transcript of the teaching video (found in the Class Time activity). Students can choose the medium (or combination of media) that most closely aligns with their individual learning styles.

- **Readings and other media**
  Reading from the required textbook will be assigned to students with each lesson.

- **Application**
  Lessons are accompanied by exercises designed to help students apply the concepts learned in the lectures.
Course Requirements

This course is provided to prepare you for research writing but does not offer academic credit. To meet the requirements of applicable CUGN programs, you must complete all requirements as listed. This study consists of readings, video lectures, and trial exercises. The information regarding these course components and expectations is as follows:

Reading
Study assignments covered in this course should be read in the context of the lesson in which they are assigned.

Video Lectures
Each of the lessons in this course features a video lecture of approximately 15 to 30 minutes in length delivered by instructor Linda Triemstra Cook. These lectures are required and can be viewed as many times as needed. The written text of the lectures, as well as a guided outline to assist in note taking, are made available in PDF format in the Class Time activity. There are five lectures in this course.

Trial Exercises
Each lesson in this course includes assignments that will help you put into practice the concepts you learned in the reading and lesson lecture. Though you will not turn these assignments in, you will be asked to confirm that you completed all assignments when you submit your course validation at the end of the course.

Course Grading
This course is provided for your preparation only. Although it is required, only pass/fail grades will be issued.

Lesson Topics and Assignments

Lesson 1: Introduction to the Writing Process: Brainstorming and Prewriting
- View Lecture #1.
- Complete brainstorming exercises.

Lesson 2: Drafting (Research and Sources)
- View Lecture #2.
- Find and list possible sources for a topic that interests you.
- Become familiar with CUGN’s online resources.
- Read from course text: Part 1, “Research and Writing: From Planning to Production.”

Lesson 3: Citations and Style Guides
- View Lecture #3.
- Complete citation exercises.
• Read from course text: Chapters 16 and 17.

Lesson 4: Ethical and Legal Issues in Writing
• View Lecture #4.
• Review recent writing to screen for unintentional plagiarism.

Lesson 5: Revise, Proofread, Publish
• View Lecture #5.
• Complete proofreading exercise.
• Review from course text: Part 3, “Style.”

Lesson 5 Follow-Up
• Complete validation form indicating completion of all course requirements.
• Complete and submit course survey form.