

# *Columbia Evangelical Seminary*

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## **CES Writing Protocols Class** (A mandatory class for all CES students)

### **SYLLABUS**

**Class title:** Writing Protocols for Columbia Evangelical Seminary

**Credits:** 4

**Professor:** Rick Walston, Ph.D.

**Professor's email:** RickWalston@ColumbiaSeminary.edu

### **Class Number and Title and credits**

Undergrad = **WP-300 Writing Protocols** 4SH

Master's = **WP-500 Writing Protocols** 4SH

Doctoral = **WP-700 Writing Protocols** 4SH

### **Class content:**

Covers basic writing and academic style as required for the CES Writing Protocols.

### **Primary Texts:**

*Audio Lectures & Writing Protocols Lecture Notes*, by Rick Walston (available on-line and required for all students. The comprehensive exam is based upon these lectures. Students must both listen to the audio lectures and read all of the on-line notes, all of which can be found for free at <http://www.columbiaseminary.edu/writing-protocols.html>

Equivalent of 200 pages at the Doctoral level

Equivalent of 250 pages at the Master's level

Equivalent of 300 pages at the Bachelor's level

*A Manual for Writers of Term Papers, Theses, and Dissertations* (any edition) by Kate L. Turabian. 400 pages (required for all students).

*Working With Words: A Handbook for Media Writers and Editors* (any edition), by Brian S. Brooks, James L. Pinson, Jean Gaddy Wilson. 250 pages (required for all students).

*Anguished English: An Anthology of Accidental Assaults Upon Our Language* by Richard Lederer. 192 pages (required for only Master's and Doctoral students).

*Elements of Grammar* by Margaret Shertzer. 180 pages (required for only Doctoral students).

*The Elements of Style* (any edition) William Strunk and E. B. White. 100 pages (required for only Doctoral students).

### **Description:**

A study of Clauses, Sentences, Punctuation, Parts of Speech, Parts of Sentence, The Verb (tense, voice, and mood), Verbals (participles, gerunds, infinitives), Dangers, Subject-Verb Agreement, Parallel and Consistent Structure, and academic style.

### **Course Objectives:**

The student should be able to—

1. Identify the types of clauses and sentences.
2. Identify the parts of speech and parts of a sentence.
3. Identify the various cases.
4. Understand verb moods, tenses, passive and active voice.
5. Be conversant with general grammatical terms and mechanics.

6. Know how to write an academic paper.

**Learning Activities: The student will participate and learn by:**

1. Attendance at all class lectures (or listening to audio lectures). Access audio lectures at <http://www.columbiaseminary.edu/writing-protocols.html>.
2. Reading all required texts, and using collateral texts for study and reference.
3. Write a Grammar Vocabulary List (See list of required vocabulary words at <http://www.columbiaseminary.edu/student-portal.html> and click on **Grammar**).
4. Passing a comprehensive exam (a test proctor is required).
5. Writing two short (4-page) papers, one in *academic* style and one in *free* style. See information below about the two papers.
6. For Doctoral and Master's Students only: After all of the above is complete, Doctoral students will write a 12-page (12 pages exactly including bibliography) academic capstone paper on a topic of their choice. Master's students will write an 8-page (8 pages exactly including bibliography) academic paper on a topic of their choice.

Grade Evaluation for undergrad: 1. Grammar Vocabulary List: 10 points  
2. Comprehensive exam: 60 points  
3. Two papers (4 pages each): 30 points

Grade Evaluation for Graduate and Doctoral Students:  
1. Grammar Vocabulary List: 5 points  
2. Comprehensive exam: 50 points  
3. Two papers (4 pages each): 20 points  
4. Final capstone academic paper: 25 points

**Order of completion of requirements (strict):**

1. Build your vocabulary list as you listen to the audio lectures and read the texts.
2. Take and pass the comprehensive exam.
3. Submit your vocabulary list.
4. Write ONE of the two 4-page papers and submit it to me. Wait for my response to your paper and the issuing of a final grade before writing the second paper. Please understand that this process of submitting only one paper at a time is for *your benefit*. It allows you to learn from the first paper so that you can do better on the second paper. And—for Doctoral and Master's students—only after the second paper is completed and graded are you to begin to write the final capstone paper. This will allow you to employ what you have learned from the first two papers into your capstone project.
4. Doctoral and Master's students—after all of the above is done and graded, then you may write your capstone paper. Do not even start your paper before this. The final capstone paper is the manifestation of the culmination of all that you have learned through those exercises that have gone before.

**Information About The two 4-page Papers**

**The two 4-page papers:**

All students will write two short papers (4 or 5 pages each at most—longer papers will be graded down). Each paper should have at least three quotes (i.e., three different sources), with appropriate footnotes and an appropriate bibliography. Also, the paper must have at least one quote from the Bible with the appropriate citation as learned in this grammar class. And, it must have at least one block quote, properly formatted.

1. Each paper must be 4 or 5 double-spaced pages (no longer, no shorter); this means that the bibliography will be on page 4 or page 5.

2. One paper must be written in *formal academic style* (be sure to identify that this is the *Academic Style* paper).

3. One paper must be written in the nonacademic, Free Style, using first and second person, etc. It is to have an informal and personal feel. For example, a sort of “What I Did on My Summer Vacation.” (Be sure to identify it as the *Free Style* paper).

Both the Academic and Free Style papers can be serious or humorous. I’m not concerned about the content. In this exercise, I am concerned about your writing skills. This exercise (writing these two types of papers) will allow you to get a feel for and better understand the differences between the two kinds of writing styles. In both papers, you should do your best writing possible.

**Paper Topics:** You can write on any topic of your choosing. The topics can be serious. For example, “Proofs for Christ’s Resurrection.” Or, they can be silly: “Why I like Bacon” or “Undeniable Proofs of Bigfoot’s Existence.” Or, you can do one of each. Whatever topics you choose, remember to do one in *academic style* and one in the *informal, nonacademic free style*.

**To see samples of the two required papers:** Go to the **Student Portal @** <http://www.columbiaseminary.edu/student-portal.html> and click on **Free-Style** and **Academic Style**.

### **Information About The Capstone Paper for Master’s and Doctoral students**

#### **The Final Academic Capstone Paper for Master’s and Doctoral students:**

Your final paper should demonstrate the culmination of what you have learned in this class. For you, it is the capstone of this class. You should not even start this paper until you have completed all of the other aspects of this class. And, while it can be on any topic you select—serious or humorous—it must follow the *academic* style.

It must include *at least* two of each of these:

- in-text quotes
- block quotes
- Bible quotes

And, of course, it must have the appropriate bibliography.

#### **Grading Scales:**

**Graduate:** A+ 100, A 99-97, A- 96-94, B+ 93-91, B 90-89, B- 88-86, C+ 85-83, C 82-78

**Undergrad:** A+ 100; A 99-96, A- 95-92, B+ 91-89, B 88-86, B- 85-83, C+ 82-80, C 79-77

The provisions of this syllabus may be added to, deleted from, or changed, if in the opinion of the mentor it becomes necessary to achieve the objectives of the course. The student will be notified of any such changes.