
Syllabus
PROGRAM OVERVIEW AND RESEARCH
WRITING WORKSHOP

PDWS8201

Dr. Mark Tolbert
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New Orleans Baptist Theological Seminary
Winter Trimester, 2009
December 10-11, 2009

Note: This seminar will be conducted with Compressed Interactive Video for the following locations: New Orleans, Atlanta, and Orlando.

NOBTS Mission Statement:

The mission of New Orleans Baptist Theological Seminary is to equip leaders to fulfill the Great Commission and the Great Commandments through the local church and its ministries.

NOBTS Core Purpose, Core Values, and Curriculum Competencies Addressed

The purpose of this course is to carry out the mission of NOBTS as is reflected through the core values and the core competencies in the following ways:

Core Values

Doctrinal Integrity- The course will follow the confessional commitments that are outlined in the Articles of Religious Belief and the Baptist Faith and Message 2000.

Spiritual Vitality- The professor will teach that leadership without spiritual vitality is ineffective for the Kingdom of God.

Mission Focus- The mission focus of the course will center on becoming as an effective tool for service in the hands of God in the ministry to which He has called us.

Characteristic Excellence- The professor will teach that academic preparation for improved ministry is a service to Christ and therefore should be rendered with characteristic excellence.

Servant Leadership- The professor will teach that servant leadership is the supreme model of leadership.

Core Competencies -- The seminar will address the core competency of interpersonal skills in that the professor will challenge students to develop their interpersonal communication in ministry through enhanced writing skills.

Course Description:

This workshop is an overview of the Professional Doctoral Programs and an introduction to research writing. It is designed to guide students into intentionally planning their entire program and to orient them to research/writing skills in preparation for their remaining seminar work and the project in ministry. The professor for the workshop will be the Director of the Doctor of Ministry Program. A guest lecturer will teach the research writing component of the workshop. This workshop must be taken during a student's first trimester in the program.

Course Objectives:

At the conclusion of the course the student should be able to:

1. Clearly explain the NOBTS Professional Doctoral Programs.
2. Discuss rationally goals for his/her D.Min. or D.Ed.Min. program and explain how those goals fit into his/her present ministry and future ministry plans.
3. Describe in detail a plan to complete his/her D.Min. or D.Ed.Min. program.
4. Effectively utilize Turabian (6th ed.) as a stylistic guide for research writing.
5. Demonstrate basic writing skills.

Course Methodology:

1. Presentation. The professor and guest lecturer will guide the students to an understanding of the basic principles of both the NOBTS Professional Doctoral Programs and basic research writing skills. Students will make presentations of related assignments.
2. Group Discussion. Students will dialogue about the Professional Doctoral Programs and their relationship to their respective ministries.
3. Individual Assignments. The students will complete assignments related to the philosophy of the Professional Doctoral Programs, research writing, and the study of Turabian as a stylistic guide.

Required Course Textbooks:

Books may be ordered from your choice of book stores or online sources. The handbooks are available to be downloaded from the ProDoc website.

Booth Wayne C., Gregory G. Colomb, and Joseph M. Williams. *The Craft of Research*. 2d. ed. Chicago: University of Chicago Press, 2003. (ISBN 026065685)

Doctor of Ministry Handbook or *Doctor of Educational Ministry Handbook*. (Available online – www.nobts.edu/cme)

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertation*, 6th ed. Chicago: University of Chicago Press, 6th ed., 1996. (ISBN 0-22-81627-3).. Please note: The seventh edition of Turabian has been released. The professor prefers that the sixth edition be used for this workshop. However, if the sixth edition is unavailable, students may use the seventh edition.

Course Policies and Procedures:

- 1. Program Handbook Reading:** Each student will read thoroughly the *Doctor of Ministry Handbook* or the *Doctor of Educational Ministry Handbook* (whichever is applicable) and be prepared to discuss it during all workshop sessions. The handbooks may be downloaded from the ProDoc website (www.nobts.edu/cme). **A statement that the student has completely read the handbook must be sent in with assignment 4.**
- 2. Discussion of Turabian:** Each student will study and be prepared to discuss chapters 1-5, 13, and 14 of *A Manual for Writers of Term Papers, Theses, and Dissertations*. Students should be prepared for this assignment at the beginning of the first workshop session.
- 3. Craft of Research Report:** Following Turabian guidelines each student will write a 3-5- page (typed, double-spaced) report on *The Craft of Research*. Students should provide a brief summary of the five major parts of the book, a discussion of the nature of research, and a discussion of ways the book will be helpful in seminars, workshops, and the Project in Ministry. The student is to send the assignment to Dr. Mark Tolbert at the address below with a postmark of no later than **December 4, 2009. Email copies will not be accepted.** Do not use chapter headings but instead use subheads (Turabian 1: 37-38, 14: 11-12).

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Note: Copies of materials for class related to research writing and using the Turabian format are available online for downloading. Be sure to print copies of these materials and bring these copies with you to the class sessions.

4. Intentional Plan for Completing the Degree: Each student will submit a 4-6- page (typed, double-spaced) paper describing an intentional plan for the completion of the Professional Doctoral Program. Components of the paper should include: (1) the relationship of the program and your specialization to current and future ministry; (2) two to three personal growth goals; (3) some seminars you might like to take and a rationale for each; (4) some specialized directed studies (if any) you might like to develop and a rationale for each; (5) two to three possible project in ministry ideas; and (6) a tentative time schedule for anticipated completion of the program. **First person may be used, but otherwise the Turabian guidelines should be followed.** Do not use chapter headings but instead use subheadings (Turabian 1: 37-38, 14: 1112). The paper must be postmarked by **December 4 , 2009** and mailed to Dr. Mark Tolbert at the address below. **Email copies will not be accepted. A statement that the student has read the entire handbook should accompany this assignment.**

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5. Post-Seminar Assignment: The professors will give a post-seminar assignment at the seminar which will include a brief review of some critical areas in Turabian.

Course Evaluation:

An evaluation of PASS or FAIL is granted for all Professional Doctoral workshops and will be determined jointly by the two professors using the following criteria:

4. The student completes all course assignments (before, during, and after) according to schedule and in a manner reflective of doctoral-level work.
5. The student attends and actively participates in all workshop sessions with a positive and enthusiastic attitude.
6. The student demonstrates a grasp of the make-up of the Professional Doctoral programs and a working knowledge of basic research writing skills.
7. NOTE: Some students who demonstrate inadequate research writing skills may be required to get additional help prior to the project in ministry stage of their program. In these cases, evaluation of the Program Overview and Research Writing Workshop will be withheld until such a requirement is fulfilled.

Course Schedule

The seminar will meet from 1:00 pm until 7:00 pm (Central Time, 2:00 – 8:00 pm Eastern Time) on Thursday December 10, 2009. The workshop will work straight through with a supper break occurring AFTER the session.

The workshop will also meet from 8:00 am until 4:00 pm (Central Time, 9:00 am – 3:00 pm Eastern Time) on Friday, December 11, 2009, including a time for lunch.

STUDENTS ARE REQUIRED TO BE AT BOTH OF THESE SESSIONS.

Special Invitation: A FALL PLAN FOR READING THE BIBLE HAS BEEN INCLUDED. OUR CORE VALUE EMPHASIS FOR THIS YEAR AT NOBTS IS SPIRITUAL VITALITY. DR. KELLEY IS INVITING THE ENTIRE SEMINARY FAMILY TO READ THE BIBLE THROUGH TOGETHER. THERE IS NO FORMAL GRADE FOR THIS OPPORTUNITY BUT STUDENTS ARE ENCOURAGED TO PARTICIPATE.

Fall Semester Bible Reading Plan
September 1, 2009 – December 19, 2009

SEPTEMBER

- 4 Genesis 1:1-2:25, Matthew 1:1-25, Psalm 1:1-6, Proverbs 1:1-4
- 5 Genesis 3:1-4:26, Matthew 2:1-23, Psalm 2:1-6, Proverbs 1:5-6
- 6 Genesis 5:1-6:2, Matthew 3:1-17, Psalm 2:7-12, Proverbs 1:7
- 7 Genesis 7:1-9:7, Matthew 4:1-20, Psalms 3:1-8, Proverbs 1:8-9
- 8 Genesis 9:8-10:32, Matthew 4:21-5:12, Psalm 4:1-8, Proverbs 1:10-14
- 9 Genesis 11:1-12:20, Matthew 5:13-32, Psalm 5:1-6, Proverbs 1:15-16
13:1-15:6, Matthew 5:33-6:4, Psalm 5:7-12, Proverbs 1:17-19
- 10 Genesis
- 11 Genesis 15:7-17:27, Matthew 6:5-24, Psalm 6:1-5, Proverbs 1:20-23
- 12 Genesis 18:1-19:22, Matthew 6:25-7:12, Psalm 6:6-10, Proverbs 1:24-27
- 13 Genesis 19:23-21:21, Matthew 7:13-8:4, Psalm 7:1-8, Proverbs 1:28-31
- 14 Genesis 21:22-23:20, Matthew 8:5-27, Psalm 7:9-17, Proverbs 1:32-33
- 15 Genesis 24:1-54, Matthew 8:28-9:17, Psalm 8:1-9, Proverbs 2:1-5
- 16 Genesis 24:55-26:11, Matthew 9:18-38, Psalm 9:1-6, Proverbs 2:6-8
- 17 Genesis 26:12-27:29, Matthew 10:1-20, Psalm 9:7-12, Proverbs 2:9-10
- 18 Genesis 27:30-29:12, Matthew 10:21-42, Psalm 9:13-20, Proverbs 2:11-15
- 19 Genesis 29:13-30:43, Matthew 11:1-19, Psalm 10:1-6, Proverbs 2:16-19
- 20 Genesis 31:1-55, Matthew 11:20-12:8, Psalm 10:7-12, Proverbs 2:20-22
- 21 Genesis 32:1-33:20, Matthew 12:9-37, Psalm 10:13-18, Proverbs 3:1-2
Genesis 34:1-35:29, Matthew 12:38-13:9, Psalm 11:1-3, Proverbs 3:3-4
- 22 Genesis 36:1-43, Matthew 13:10-35, Psalm 11:4-7, Proverbs 3:5-6
- 23 Genesis 37:1-38:30, Matthew 13:36-58, Psalm 12:1-5, Proverbs 3:7-8
- 24 Genesis 39:1-41:7, Matthew 14:1-21, Psalm 12:6-8, Proverbs 3:9-10
- 25 Genesis 41:8-42:4, Matthew 14:22-15:9, Psalm 13:1-6, Proverbs 3:11-12

- 26 Genesis 42:5-43:14, Matthew 15:10-39, Psalm 14:1-7, Proverbs 3:13-14
- 27 Genesis 43:15-44:34, Matthew 16:1-20, Psalm 15:1-5, Proverbs 3:15-16
- 26 Genesis 45:1-46:27, Matthew 16:21-17:13, Psalm 16:1-6, Proverbs 3:17-18
- 27 Genesis 46:28-48:22, Matthew 17:14-18:9, Psalm 16:7-11, Proverbs 3:19-20
- 28 Genesis 49:1-50:26, Matthew 18:10-35, Psalm 17:1-5, Proverbs 3:21-24
- 29 Exodus 1:1-2:25, Matthew 19:1-22, Psalm 17:6-12, Proverbs 3:25-26
- 30 Exodus 3:1-4:31, Matthew 19:23-20:19, Psalm 17:13-15, Proverbs 27-28

OCTOBER

- 26 Exodus 5:1-6:30, Matthew 20:20-21:11, Psalm 18:1-6, Proverbs 3:29-32
- 27 Exodus 7:1-8:32, Matthew 21:12-27, Psalm 18:7-12, Proverbs 3:33-35
- 28 Exodus 9:1-10:20, Matthew 21:28-46, Psalm 18:13-19, Proverbs 4:1-2
- 29 Exodus 10:21-12:36, Matthew 22:1-22, Psalm 18:20-24, Proverbs 4:3-4
- 30 Exodus 12:37-14:20, Matthew 22:23-46, Psalm 18:25-29, Proverbs 4:5-6
- 31 Exodus 14:21-16:20, Matthew 23:1-22, Psalm 18:30-36, Proverbs 4:7-9
- 32 Exodus 16:21-18:27, Matthew 23:23-39, Psalm 18:37-42, Proverbs 4:10-13
- 33 Exodus 19:1-20:26, Matthew 24:1-14, Psalm 18:43-50, Proverbs 4:14-17
- 34 Exodus 21:1-22:20, Matthew 24:15-35, Psalm 19:1-6, Proverbs 4:18-19
- 35 Exodus 22:21-24:18, Matthew 24:36-51, Psalm 19:7-14, Proverbs 4:20-22
- 36 Exodus 25:1-26:14, Matthew 25:1-13, Psalm 20:1-9, Proverbs 4:23-24
- 37 Exodus 26:15-28:14, Matthew 25:14-30, Psalm 21:1-7, Proverbs 4:25-27
- 38 Exodus 28:15-29:25, Matthew 25:31-26:5, Psalm 21:8-13, Proverbs 5:1-2
- 39 Exodus 29:26-30:38, Matthew 26:6-25, Psalm 22:1-5, Proverbs 5:3-6
- 40 Exodus 31:1-32:35, Matthew 26:26-50, Psalm 22:6-10, Proverbs 5:7-8
- 41 Exodus 33:1-34:35, Matthew 26:51-75, Psalm 22:11-15, Proverbs 5:9-10
- 42 Exodus 35:1-36:19, Matthew 27:1-23, Psalm 22:16-21, Proverbs 5:11-14
- 43 Exodus 36:20-37:29, Matthew 27:24-44, Psalm 22:22-26, Proverbs 5:15-17
- 44 Exodus 38:1-39:31, Matthew 27:45-66, Psalm 22:27-31, Proverbs 5:18-20
- 45 Exodus 39:32-40:38, Matthew 28:1-20, Psalm 23:1-6, Proverbs 5:21-23
- 46 Leviticus 1:1-3:17, Mark 1:1-20, Psalm 24:1-10, Proverbs 6:1-3
- 47 Leviticus 4:1-5:19, Mark 1:21-45, Psalm 25:1-7, Proverbs 6:4-5
- 48 Leviticus 6:1-7:21, Mark 2:1-22, Psalm 25:8-15, Proverbs 6:6-8
- 49 Leviticus 7:22-8:36, Mark 2:23-3:12, Psalm 25:16-22, Proverbs 6:9-11
- 50 Leviticus 9:1-11:12, Mark 3:13-35, Psalm 26:1-7, Proverbs 6:12-15
- 51 Leviticus 11:13-13:17, Mark 4:1-20, Psalm 26:8-12, Proverbs 6:16-19
- 52 Leviticus 13:18-14:14, Mark 4:21-41, Psalm Ps 27:1-6, Proverbs 6:20-22
- 53 Leviticus 14:15-15:12, Mark 5:1-20, Psalm 27:7-14, Proverbs 6:23-26
- 54 Leviticus 15:13-16:34, Mark 5:21-43, Psalm 28:1-5, Proverbs 6:27-29
- 55 Leviticus 17:1-19:10, Mark 6:1-20, Psalm 28:6-9, Proverbs 6:30-31
- 56 Leviticus 19:11-20:27, Mark 6:21-46, Psalm 29:1-6, Proverbs 6:32-33

NOVEMBER

- 26 Leviticus 21:1-22:33, Mark 6:47-7:16, Psalm 29:7-11, Proverbs 6:34-35
27 Leviticus 23:1-24:23, Mark 7:17-37, Psalm 30:1-6, Proverbs 7:1-3
28 Leviticus 25:1-55, Mark 8:1-21, Psalm 30:7-12, Proverbs 7:4-5
29 Leviticus 26:1-46, Mark 8:22-9:1, Psalm 31:1-8, Proverbs 7:6-8
30 Leviticus 27:1-34, Mark 9:2-29, Psalm 31:9-18, Proverbs 7:9-12
6 Numbers
1:1-54, Mark 9:30-50, Psalm 31:19-24, Proverbs 7:13-17
7 Numbers 2:1-3:16, Mark 10:1-22, Psalm 32:1-7, Proverbs 7:18-21
8 Numbers 3:17-4:20, Mark 10:23-45, Psalm 32:8-11, Proverbs 7:22-23
9 Numbers 4:21-5:31, Mark 10:46-11:11, Psalm 33:1-9, Proverbs 7:24-27
10 Numbers 6:1-7:29, Mark 11:12-33, Psalm 33:10-17, Proverbs 8:1-3
11 Numbers 7:30-89, Mark 12:1-27, Psalm 33:18-22, Proverbs 8:4-5
12 Numbers 8:1-10:10, Mark 12:28-44, Psalm 34:1-7, Proverbs 8:6-7
13 Numbers 10:11-11:35, Mark 13:1-20, Psalm 34:8-14, Proverbs 8:8-9
14 Numbers 12:1-14:4, Mark 13:21-37, Psalm 34:15-22, Proverbs 8:10-13
15 Numbers 14:5-45, Mark 14:1-21, Psalm 35:1-10, Proverbs 8:14-17
16 Numbers 15:1-41, Mark 14:22-42, Psalm 35:11-16, Proverbs 8:18-19
17 Numbers 16:1-50, Mark 14:43-72, Psalm 35:17-21, Proverbs 8:20-21
18 Numbers 17:1-19:8, Mark 15:1-21, Psalm 35:22-28, Proverbs 8:22-24
19 Numbers 19:9-21:9, Mark 15:22-47, Psalm 36:1-6, Proverbs 8:25-26
20 Numbers 21:10-22:41, Mark 16:1-20, Psalm 36:7-12, Proverbs 8:27-29
21 Numbers 23:1-24:25, Luke 1:1-23, Psalm 37:1-6, Proverbs 8:30-31
22 Numbers 25:1-26:22, Luke 1:24-56, Psalm 37:7-13, Proverbs 8:32-33
23 Numbers 26:23-65, Luke 1:57-80, Psalm 37:14-20, Proverbs 8:34-36
24 Numbers 27:1-28:31, Luke 2:1-20, Psalm 37:21-26, Proverbs 9:1-2
25 Numbers 29:1-30:16, Luke 2:21-38, Psalm 37:27-33, Proverbs 9:3-6
26 Numbers 31:1-54, Luke 2:39-52, Psalm 37:34-40, Proverbs 9:7-9
27 Numbers 32:1-42, Luke 3:1-20, Psalm 38:1-8, Proverbs 9:10-12
28 Numbers 33:1-56, Luke 3:21-38, Psalm 38:9-14, Proverbs 9:13-15
29 Numbers 34:1-35:34, Luke 4:1-21, Psalm 38:15-22, Proverbs 9:16-18
30 Numbers 36:1- Deuteronomy 1:46, Luke 4:22-44, Psalm 39:1-6, Proverbs

10:1-2

DECEMBER

- 6 Deuteronomy 2:1-3:29, Luke 5:1-20, Psalm 39:7-13, Proverbs 10:3-5
7 Deuteronomy 4:1-49, Luke 5:21-6:11, Psalm 40:1-5, Proverbs 10:6-8
8 Deuteronomy 5:1-6:25, Luke 6:12-36, Psalm 40:6-10, Proverbs 10:9-11
9 Deuteronomy 7:1-8:20, Luke 6:37-7:10, Psalm 40:11-17, Proverbs 10:12-14
10 Deuteronomy 9:1-10:22, Luke 7:11-35, Psalm 41:1-6, Proverbs 10:15-17
11 Deuteronomy 11:1-12:19, Luke 7:36-8:3, Psalm 41:7-13, Proverbs 10:18-21
12 Deuteronomy 12:20-14:21, Luke 8:4-25, Psalm 42:1-11, Proverbs 10:22-25

- 13 Deuteronomy 14:22-16:22, Luke 8:26-56, Psalm 43:1-5, Proverbs 10: 26-27
- 14 Deuteronomy 17:1-19:13, Luke 9:1-22, Psalm 44:1-8, Proverbs 10:28-30
- 15 Deuteronomy 19:14-21:23, Luke 9:23-45, Psalm 44:9-16, Proverbs 10:31-32
- 16 Deuteronomy 22:1-23:25, Luke 9:46-62, Psalm 44:17-26, Proverbs 11:1-4
- 17 Deuteronomy 24:1-26:19, Luke 10:1-24, Psalm 45:1-5, Proverbs 11:5-6
- 18 Deuteronomy 27:1-28:14, Luke 10:25-11:4, Psalm 45:6-12, Proverbs 11:7-8
- 19 Deuteronomy 28:15-68, Luke 11:5-28, Psalm 45:13-17, Proverbs 11:9-11
- 20 Deuteronomy 29:1-30:20, Luke 11:29-54, Psalm 46:1-11, Proverbs 11:12-13
- 21 Deuteronomy 31:1-29, Luke 12:1-21, Psalm 47:1-9, Proverbs 11:14-15
- 22 Deuteronomy 31:30-32:52, Luke 12:22-40, Psalm 48:1-7, Proverbs 11:16-18
- 23 Deuteronomy 33:1-34:12, Luke 12:41-59, Psalm 48:8-14, Proverbs 11:19-21

Joshua 1:1-3:17, Luke 13:1-21, Psalm 49:1-9, Proverbs 11:22-23