



## MARANATHA BAPTIST SEMINARY

MARANATHA BAPTIST  
SEMINARY  
DMI 800 Research and Writing  
Class Syllabus  
Dr. Larry R. Oats

To know God and to make Him known is a high and noble calling. This course will introduce the student to the processes underlying the Doctor of Ministry courses. Because it is the initial class in the Doctor of Ministry program, this course will introduce students to the research and writing expectations of Maranatha Baptist Seminary, to aid them in the writing and formatting of formal research papers, and to introduce them to doing *doctoral* level research and writing.

### **COURSE TEXTBOOKS:**

#### **Required:**

Nancy Jean Vyhmeister. *Quality Research Papers*, 3rd ed. Grand Rapids: Zondervan, 2014. You need to purchase this small work. It will be invaluable for you during your Seminary career.

#### **Reference:**

Kate Turabian. *A Manual for Writers of Research Papers, Theses, and Dissertations, Seventh Edition: Chicago Style for Students and Researchers*. Chicago: University of Chicago Press, 2007. This is for reference only. Turabian is the gold standard for theological research papers. If you follow Vyhmeister and the Maranatha Guides, however, you will probably not need a personal copy of Turabian. Your local library should have a copy for reference, if you need one.

### **COURSE GOALS. By the end of this class:**

1. You will learn how the Maranatha course software functions.
2. You will learn how to do theological research, what tools are available and how they can be used.
3. You will learn the basics concerning how to research and write a good research paper.
4. You will learn how to use the Maranatha template for research papers.

### **ASSIGNMENTS**

1. Readings from Nancy Vyhmeister, *Quality Research Papers*, with an assessment to declare comprehension.
2. Examination of the Doctor of Ministry Handbook, Sample Paper, and templates.
3. Human Research assignment: This assignment can be done through CITI Human Research for a fee via their site or through MBU's course on \*Human Research. (\* Note: This course is being built and will be available the latter half of the Fall 2018 semester for students who wish to wait and take this class.)

## INTRODUCTION TO THE CLASS

You must have a Maranatha login name (firstname.lastname) and a password. If you have not yet received those, contact [support@mbu.edu](mailto:support@mbu.edu) or call the Seminary Office (920-206-2324) for assistance. You will also be assigned a Maranatha email account for this class. Go to mail.mbu.edu (no www) for the Outlook account. Your email address will be [firstname.lastname@mbu.edu](mailto:firstname.lastname@mbu.edu); all Maranatha related email will use this account.

For the best browser to use on our learning management system, which we call myMaranatha (or eLearning, its non-Maranatha name), please go to <https://www.mbu.edu/specs/>.

Go to my.mbu.edu and login using your firstname.lastname and your password. When you click into myMaranatha, there will be a lot of information that will not particularly relate to you. The announcements are mainly for our resident students. Feel free to wander around. The two key places you want to go are the Finances tab and the Quick Links.

When you click the Finances tab at the top, it allows you access to your bill. Click the Account Balances statement to see what you owe and the Course and Fee Statement to see why you owe it. You can pay your bill with an e-check or a credit card. If you are more comfortable with checks and the US Post Office, you can mail a check to Maranatha Baptist Seminary, 745 W. Main St., Watertown, WI 53094 or bring the check with you when you come to campus (although keep in mind that you can also take our courses via video-conferencing – if you plan to do so, mail your check and contact the IT office for help in getting set up for the virtual class before class begins).

At the lower left of the screen, you will see a Quick Links box. There are several links at the bottom of the box that will take you directly to your Maranatha email, the Maranatha website, the Maranatha library site, and to the IT site, which has a link for a free copy of Microsoft Office 365. More importantly in the Quick Links box is “My Courses.” Click that open to find the course(s) in which you are currently enrolled. Click open the course. Each semester courses are closed and the next semester’s courses are opened. Should your class disappear from your Quick Links box, you will need to click open the Academics tab at the top of the screen. In the middle of the next screen, you will see a box identified as All My Courses. The window below that defaults to “Current Courses,” but you can click that and go to Past Courses. You will find your courses there.

Once inside your course you will see the assignments in the center of the screen and various widgets on the left. Feel free to wander around the class – you can’t break anything. One of the first things you might want to do is go to the myOrientation widget on the left and watch the videos. This shows you how the software functions. You can always get back to the Main Page by clicking the Main Page widget on the left.

The key to using the program effectively is to click open each assignment, read through it, do whatever it tells you to do, and if there is a quiz to take or a paper to upload, always be sure to click the final submit button. The program will only show you four or five assignments at one time. You can see them all by clicking the “View all Assignments” button.

Work your way completely through the class. If you have questions or problems, email your professor at [oats@mbu.edu](mailto:oats@mbu.edu) for assistance. Because this class does not have particular dates for assignments, it is not routinely monitored.

## **GRADING**

This course is a Pass/Fail course. No percentage grade is given. You must, however, pass this course to continue taking courses in the DMin program.

## **TECHNICAL REQUIREMENTS**

Internet: You will need access to a good internet connection, preferably high speed (cable or DSL).

Virtual Classroom: The link to the “virtual” classroom when you choose to watch your classes virtually is found with in the actual course within the MyMaranatha Student Portal. There is a blue box typically found on the main page of the course that each student will click on to watch their class. The first time you click on the virtual classroom link you will need to download the “virtual classroom”. Please make sure you plan the time to do this before your first virtual class.

Browsers: Please go to <https://www.mbu.edu/specs/> and find the information on the best browsers to use with the MyMaranatha Student Portal.

Operating System: Please go to <https://www.mbu.edu/specs/> for the best operating system you will need. Webcams and webcam software are optional, unless you plan to take courses virtually from home or the office; then you will be required to have a webcam and microphone. You are encouraged to have the latest version of virus protection software installed (i.e. MacAfee Virus Protection, OneCare).

Software: See <https://www.mbu.edu/specs/> for the best Office software information.

## **ADA STATEMENT**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, the law requires that all students with disabilities be given a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Learning Assistance Program Director, in the library in Room 216, (ph. 920/206-2340) or email [learningassistance@mbu.edu](mailto:learningassistance@mbu.edu).

## CONTACTS

### PROFESSOR:

Dr. Larry R. Oats

Office: 920-206-2324

E-mail: [Oats@mbu.edu](mailto:Oats@mbu.edu) I check my email daily unless I'm out of the country. During the summer, the seminary office is sometimes closed.

### ONLINE OFFICE:

920-206-2323

Email: [online@mbu.edu](mailto:online@mbu.edu)

### IT SUPPORT

920-206-2322

There is a link on [my.mbu.edu](http://my.mbu.edu) to email IT Support. Otherwise, email [support@mbu.edu](mailto:support@mbu.edu).