

# Foundations In Research

## WCFS Course Syllabus

**Instructor:** Cox, Gary L.

**Teacher's Aide:** Shell, Ruth

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**Subject:** English Grammar (Satisfies WCFS' '15-page Research Paper' requirement)

**Credit:** 0.5 | **Units:** 10 Classes | **Length:** 1 Semester | **Location:** Online

**Prerequisites:** 11<sup>th</sup> grade language arts skills | **Eligibility:** 11<sup>th</sup> & 12<sup>th</sup> Graders (*lower grades with permission*)

**Textbook:** *Writing a Research Paper*, by Edward J. Shewan

**Course Materials:** Minimum of 180 3x5 index cards, WCFS QSU Log, Word Processor & Internet or Library

**Student Resources Webpage:** <https://www.wcfs.edu/foundations-in-research>

### Course Description:

Foundations In Research is a course designed to guide students through the process of writing a research paper to fulfill the WCFS graduation requirement.

Students will learn to brainstorm their topic, compose a Thesis statement, research and take notes, assemble an outline, write a first and second draft, edit and polish their final draft, and give an oral presentation on their completed paper.

The research topic must be approved. Areas acceptable for research include: Bible, History, Literature, Science, or other areas of study, if approved.

Once the final papers are submitted, they become the property of WCFS, and are filed at our office.

### Course Requirements:

Credit will be granted to students who:

- Watch all video lectures.
- Complete all homework.
- Submit assignments when due and according to the standards set by the instructor. (*Homework from each class will be due by midnight of the date of the next class, unless otherwise specified. Please submit all assignments in the form of PDFs to the teacher's aide via the email contact provided above.*)
- Keep a QSU® Log (*see webpage for links*) of time spent on assignments and submit their Log with the rest of their assignments at each deadline. (*Logs must be tallied before they are submitted, and signed by both a parent and the student.*)
- Complete a research paper that:
  - Is about an approved topic,
  - Is 15 full pages in length (any shorter will not meet graduation requirements and will not receive credit).
  - Has 1-inch margins, is written in Times or Times New Roman font (or a very similar font, if approved), and has double spaced lines.
- Give a 5-minute oral presentation on their completed paper.

The final paper must be displayed at the Family Heritage Expo™ in April.

### Grade Determination:

Grades will be calculated based upon the following criteria:

- One-half (½) of the grade will come from attendance and participation in class and homework activities.
- One-half (½) of the grade will come from the timeliness and quality of the final research paper submittal.

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### Ten Class Lecture & Activity Schedule:

#### Pre-Course Tasks:

##### **Complete before Class 1:**

- Register for the course (see course webpage for link).
- Obtain course text, *'Writing a Research Paper'* (WRP) by Edward J. Shewan (available upon request from WCFS office, or for purchase from webpage link).
- Obtain a QSU® log (see webpage for links).

Wednesday, September 27, 2023

#### **Class 1: Introduction to Research; Selecting a Topic; Creating Thesis Outline; Bibliography Cards and Note Taking Methodology**

##### **Classwork:**

- Watch Class 1 lecture.
- Take notes on lecture while watching, using class note sheets.
- Read *Writing a Research Paper*, pages 1-34.
- Complete *two* topic question brainstorm exercises on paper.
- For *each* topic, use 3x5 cards to:
  - List 7 limiting questions,
  - Create 7 bibliography cards for your 7 research sources.
  - Write a 3-5 point thesis outline.
- Create a portfolio notebook to contain your homework.
- Record the time spent on each assignment in your QSU Log.

##### **Homework Due at Class 2:**

- **Lecture notes**
- **Two topic brainstorm exercises**
- For *each* topic,
  - **7 limiting questions**, (total of 2 cards)
  - **7 bibliography cards**, (total of 14 cards)
  - **a thesis outline** (total of 2 cards)
- **QSU Log** showing the time you spent on each assignment, including watching the lecture and reading pages 1-34 of WRP. Talled, and signed and dated by student and parent.

Wednesday, October 25, 2023

#### **Class 2: How to take notes on Notecards for usable research**

##### **Classwork:**

- Watch Class 2 lecture.
- Take notes on lecture while watching, using class note sheets.
- Re-read *Writing a Research Paper*, pages 29-33.
- Complete 75 research notes (minimum) on 3x5 notecards.
- Record the time spent on each assignment in your QSU Log.

##### **Homework Due at Class 3:**

- **Lecture notes**
- **75 Notecards**
- **QSU Log** showing the time you spent on your assignments, including watching the lecture and reading pages 29-33 of WRP. Talled, signed, dated.

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Wednesday, November 15, 2023

### **Class 3: Balancing your paper; Creating your Thesis Statement**

#### **Classwork:**

- Watch Class 3 lecture.
- Take notes on lecture while watching.
- Re-read *Writing a Research Paper*, pages 22-34.
- Complete 75 more research notecards (for a combined minimum total of 150 cards)
- Write your thesis statement and your working thesis outline on 3x5 cards.
- Record the time spent on each assignment in your QSU Log.

#### **Homework Due at Class 4:**

- **Lecture notes**
- **75 Notecards**
- **QSU Log** showing the time you spent on each assignment, including watching the lecture and reading pages 22-34 of WRP. Tallied, signed, dated.

Wednesday, December 13, 2023

### **Class 4: How to create a Detailed Outline**

#### **Classwork:**

- Watch Class 4 lecture.
- Take notes on lecture while watching.
- Using your sorted notecards as a guide, create a typed, single-spaced detailed outline of your paper.
- Record the time spent on each assignment in your QSU Log.

#### **Homework Due at Class 5:**

- **Lecture notes**
- **Detailed Outline**
- **QSU Log**. Tallied, signed, dated.

Wednesday, January 10, 2024

### **Class 5: Writing from Detailed Outline; Arranging your paper**

#### **Classwork:**

- Watch Class 5 lecture.
- Take notes on lecture while watching.
- Begin writing your typed, double-spaced First Draft by adding these items to your Detailed Outline:
  - Title Page,
  - Thesis Question,
  - Thesis Outline as your table of contents,
  - Thesis Statement,
  - Space for the Introduction,
  - Space for the Conclusion
- Use your research notecards to expand the points of your Outline into a First Draft.
- Read over the Draft to ensure that you have good flow from each paragraph and section to the next.
- Record the time spent on each assignment in your QSU Log.

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### **Homework Due at Class 6:**

- **Lecture notes**
- **First Draft**, containing a Title Page, Thesis Question, Outline, and Statement, space for Introduction and Conclusion, and expanded outline points.
- **QSU Log**. Tallied, signed, dated.

Wednesday, January 31, 2024

### **Class 6: Introductions and Conclusions**

#### **Classwork:**

- Watch Class 6 lecture.
- Take notes on lecture while watching.
- Write your Introduction and Conclusion.
- Revise your Thesis Question, Outline, and Statement as needed.
- Record the time spent on each assignment in your QSU Log.

### **Homework Due at Class 7:**

- **Lecture notes**
- **Revised First Draft**, containing Introduction and Conclusion and finalized Thesis Question, Outline, and Statement.
- **QSU Log**. Tallied, signed, dated.

Wednesday, February 28, 2024

### **Class 7: Grading Your Paper**

#### **Classwork:**

- Watch Class 7 lecture.
- Take notes on lecture while watching.
- Revise your Introduction and Conclusion as needed.
- Create your Second Draft by giving your First Draft one last review to polish it up. Make sure headers and sections are correctly spaced, and use the 'Ctrl, F' search tool to check for typos such as 'it's' rather than 'its', etc.
- Bind your completed 2<sup>nd</sup> Draft inside a proper report cover. *(This applies only to students near enough to submit a hard copy. Long distance students may submit their 2<sup>nd</sup> draft by email, and we will print and bind it for them.)*
- Contact Mr. Cox to schedule your personal interview to review your 2<sup>nd</sup> Draft.
- Record the time spent on each assignment in your QSU Log.

### **Homework Due at 2<sup>nd</sup> Draft Deadline:**

- **Second Draft**.

### **Homework Due at Class 8:**

- **Lecture notes**
- **QSU Log**. Tallied, signed, dated.

Friday, March 15, 2024

### **SECOND DRAFT DEADLINE**

**Due:** A bound copy of your **Second Draft**, WCFS Office by 4:00pm or postmarked by March 15, 2024.

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Wednesday, March 27, 2024

**Class 8: Personal Interview for 2nd Draft.** *(By Appointment Only)*

**Classwork:**

- Attend a personal interview and review of your 2<sup>nd</sup> Draft.
- Create your Final Draft by revising your 2<sup>nd</sup> Draft as instructed during your interview.
- Bind your Final Draft inside a proper report cover.
- Record the time spent in your QSU Log.

**Homework Due at Class 9:**

- **Final Draft.**
- **QSU Log.** Talled, signed, dated.

Friday, April 19, 2024

**Class 9: Final Draft + Make-Up Homework Deadline**

**Due:**

- A bound copy of your Final Draft, submitted to the to the WCFS Office by 4:00pm or postmarked by April 19, 2024.
- Any other make-up homework.

**Optional Homework Due at Expo:**

- Your written testimony of what you've learned during this class.

Saturday, May 4<sup>th</sup>, 2024, 11:00am

**EXPO: Final Draft on Display at the Family Heritage Expo**

Wednesday, May 8, 2024, 10:30am

**Class 10: Oral Presentations at WCFS Office**

**Classwork:**

- You will give a 5-minute oral presentation of your paper to the class. *(Long distance students must submit a video of their presentation.)* Please wear business dress; coat, tie, skirt, etc.