



ATTENTION

Undergraduate Writing Assignment Guidelines (UWAG)

These undergraduate writing assignment guidelines are provided to assist you in properly completing course assignments and understanding how Global University faculty members will evaluate and grade them. Carefully following these guidelines can improve the quality of your written work and elevate your grade.

Global University
UNDERGRADUATE WRITING ASSIGNMENTS
(CRA and Project)

Guidelines, Expectations, and Grading

Global University's Form and Style Guide (Fourth Edition) defines the form, style, and documentation system for completing Global University writing assignments. The manual can be downloaded free from www.globaluniversity.edu/student_info/level3/undergrad/enroll.cfm. The manual is also available in both print and CD-ROM for a fee.

WRITING FOR ACADEMIC QUALITY AND OTHER CONCEPTUAL ISSUES

- Follow instructions carefully. Failure to follow instructions will reduce the assignment grade.
- Develop thoughts logically.
- Do not merely repeat the author's position—evaluate the author's position.
- You are encouraged to both agree and disagree with the authors of course materials. Explain why you agree or disagree.
- Avoid using Hebrew, Aramaic, and Greek for most undergraduate CRAs and Projects.
- Write at a college level, using appropriate vocabulary, grammar, and spelling. Avoid using the second person (you). Avoid generalizations, idioms, and slang.
- Consult reference works, including theological and Bible dictionaries, to accurately define terms.
- Express concepts in your own words as much as possible. Document all quotations, paraphrases, and important ideas that are not your own, even if they are from course materials.
- Clearly identify CRAs and Projects on a title page.
- Include a Reference List. See the GU Form and Style Guide for documenting sources correctly.

GRADING

This grading rubric represents a transition in grading guidelines for all Global University undergraduate writing assignments. **Note: Not all the following indicators may apply to a particular written assignment.**

Content and Organization <i>Following instructions</i> <i>Organization of assignment and logical thought progression</i> <i>Subject matter content quality and accuracy</i>	40%	(8 points)
Critical Thinking Skills <i>Accurate understanding and evaluation of author's position</i> <i>Statement of student's position with supporting rationale</i>	30%	(6 points)
Application and Research <i>Appropriate plans for applying course concepts</i> <i>Contextualization of course concepts to the student's culture or setting</i> <i>Inclusion of research using 3–5 references from the GU ORC</i>	20%	(4 points)
Style, Grammar, Spelling, and Documentation <i>Syntax (word choice and arrangement), spelling, and grammar</i> <i>Appropriate form and style, including source documentation</i>	10%	(2 points)
TOTAL	100%	(20 points)

TO ENSURE YOUR ASSIGNMENT IS GRADED ACCURATELY

1. Respond to inquiries and their subparts in the exact order they appear in the instructions.
2. Type (or copy) each inquiry and its number. Below it type (or write) your response.
3. Respond to all components, clearly labeling and separating your answers to each. Your grader must be able to easily match responses to the corresponding component.

GENERAL DIRECTIONS

Please type your CRA/Project using double-spaced lines. If you are unable to type your assignment, you may neatly write it with an ink pen, but **DO NOT USE A PENCIL**.

Valuable resources for your writing assignment can be found in the various bibliographic lists at the back of your study guides or independent study textbooks (IST). Additional resources can be found in the Online Research Center (ORC), located at www.globaluniversity.edu. To enter this site you must log in with a user ID and a password. For your user ID, type in your Global University student ID number. For your password, type in the first two letters of your first name, the first two letters of your last name, and the last four digits of your GU student ID number. (Use lowercased letters and do not type spaces within the password.) You may search on a topic and also browse by course title.

From the website, you may also click on “Access Licensed Resources” to access EBSCOhost and SeminaryLibrary.com. (If you have not already received instructions on how to log in to SeminaryLibrary.com, contact us at techsupport@globaluniversity.edu.)

Document any resources you use in course assignments (or other written work) according to *Global University's Form and Style Guide*. This style guide can be downloaded at the website, or you can contact the university to purchase a hard copy.

TERMS

The following definitions may help you give a better answer to each inquiry within your CRA/Project:

- **Analyze** means to divide a complex whole into its individual components for the purpose of revealing how each works together and contributes to the whole.
- **Apply** means to put, or to show how to put, specific principles or concepts to practical use.
- **Compare** means to identify similarities.
- **Contrast, differentiate, and distinguish** mean to identify differences.
- **Critical thinking** is a reflective and systematic process in which you gather information, study it from every angle, and then exercise your best judgment to draw conclusions.
- **Describe, discuss, and explain** mean to give details, examples, illustrations, implications, and/or reasons to support your answer.
- **Evaluate** means to determine the significance, worth, or condition of something by careful study. This includes identifying the strengths and weaknesses of whatever is being evaluated, whether it is a concept, principle, application, idea, event, opinion, object or product.

QUICK GUIDE TO REFERENCING

Q Where do I document sources—inside the paper or at the end of the paper?

A Both. Author, date of publication, and page number *must* be included as parenthetical references within the text. Titles are not listed in the parenthetical references. A reference list at the end of the paper should list full publication details. Page numbers are not included in the reference list.

BOOK IN PRINT

In-Text Documentation

When quoting from a book, quotation marks are required at the beginning and end of the quotation. Immediately after the quote and before ending punctuation, insert a parenthetical reference including author's last name, most recent date of publication, and page number(s).

Biblical context is one of the key factors in interpreting Scripture correctly and there are "three kinds of context; immediate context, remote context, and historical context" (Arnold & Beyer 1999, 29).

A quote longer than four lines is single spaced without quotation marks and indented from the left margin. Insert a parenthetical reference at the end of the quote, following ending punctuation.

Note the verbs describing God's concern: I have seen . . . have heard . . . I am concerned . . . I have come down. Three of the verbs with *God* as subject are repeated from 2:24–25 (*see, hear, know*), with a closer specification as to just what it is God sees and knows. God truly sees their affliction. God knows their sufferings. For God to *know* the people's sufferings testifies to God's experience of this suffering, indeed God's intimate experience. God is here depicted as one who is intimately involved in the suffering of the people. (Fretheim 1991, 36)

When the author's name is stated in the text, the parenthetical reference lists only the date and page number (the author's name is not repeated).

Arnold & Beyer note that there are "three kinds of context" (1999, 29). or
Arnold & Beyer (1999, 29) note that there are "three kinds of context."

Reference List Documentation

Works used in the paper are also listed at the end of the paper in the "Reference List."

Arnold, Bill T. & Bryan E. Beyer. 1999. *Encountering the Old Testament*. Grand Rapids, MI: Baker Book House.

NOTE: In this referencing system, only works actually cited in the student's paper are to be included in the reference list. (See Honderick 2004, 55).

BOOK ON THE INTERNET

In-Text Documentation

A full book accessed from the Internet is referenced in the text the same as a printed book.

Scripture attributes varying ministries to each person of the Trinity. "The different functions that we see the Father, Son and Holy Spirit performing are simply outworkings of an eternal relationship" (Grudem 1994, 251).

Reference List Documentation

In the reference list, both the Web site and date of access are listed after the other information.

Grudem, Wayne A. 1994. *Systematic Theology: An Introduction to Biblical Doctrine*. Grand Rapids, MI: Zondervan. <http://books.google.com/books> (accessed February 2, 2006).

Consult the *GU Form and Style Guide: Fourth Edition* for other examples (journal or magazine articles, books with more than one author, etc.).

PROJECT INSTRUCTIONS

Your total word length should be approximately 1200–1500 words (5 to 6 double-spaced, typewritten pages). The addition of the cover and reference list could make the completed project 7 to 8 pages. You may use your Bible, IST or study guide, notes, and research material.

As part of this Project you are required to access the Global University Online Research Center (ORC) and find three to five references to include in your Project. The references must relate logically to the Project and you must explain, describe, interact with, or react to each reference as part of your written responses. You must list each online source in your reference list at the end of your Project. Instructions for accessing the ORC are given in the Undergraduate Writing Assignment Guidelines (UWAG) provided in this errata. If you have a legitimate reason for being unable to access the ORC, you must include a statement explaining why you are unable to do so.

COLLATERAL READING ASSIGNMENT (CRA) INSTRUCTIONS

The CRA is worth 35 percent of your final grade. The essays should comprise an overall total of 2500 to 3000 words (12 to 14 double-spaced, typewritten pages including the cover).

As part of this CRA you are required to access the Global University Online Research Center (ORC) and find three to five references to include in your written assignment. The references must relate logically to the CRA and you should explain, describe, interact with, or react to each reference as part of your written responses. List each online source in your reference list at the end of your CRA. Instructions for accessing the ORC are given in the UWAG. If you have a legitimate reason for being unable to access the ORC, you must include a statement explaining why you are unable to do so.

(List all references and sources used in the writing of this CRA. Use the following pattern.)

REFERENCE LIST

Butrin, JoAnn. 1996. *Who Will Cry for Me?* Springfield, MO: HealthCare Ministries.

———. 2003. *A Guide to Train Workers in Voluntary Testing and Counseling for HIV/AIDS.* Springfield, MO: HealthCare Ministries.