AU: BIBL 212 Greek II
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Consortium of Adventist Colleges and Universities

Self-Paced Courses
This course follows a self-paced online format. You have 180 days from your selected start date to complete the course. The last day to withdraw with a full refund is 15 days after your start date.

Instructor Contact
Please refer to course in Learning Hub for the teacher contact information.

Communication with the Instructor
It is important to remember that while the Internet is available 24 hours a day, your instructor is not. You can expect that your instructor will respond to e-mail message to you within 2 business days during the week and may not be available to respond on weekends.

Other Assistance

<table>
<thead>
<tr>
<th>Assistance</th>
<th>Contact Information</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username and password assistance</td>
<td><a href="mailto:helpdesk@andrews.edu">helpdesk@andrews.edu</a></td>
<td>(269) 471-6016</td>
</tr>
<tr>
<td>Enrollment and withdrawal questions</td>
<td><a href="mailto:sderegister@andrews.edu">sderegister@andrews.edu</a></td>
<td>(269) 471-6323</td>
</tr>
<tr>
<td>Technical assistance with online courses</td>
<td><a href="mailto:dlit@andrews.edu">dlit@andrews.edu</a></td>
<td>(269) 471-3960</td>
</tr>
<tr>
<td>Exam requests and online proctoring</td>
<td><a href="mailto:sdeexams@andrews.edu">sdeexams@andrews.edu</a></td>
<td>(269) 471-6566</td>
</tr>
<tr>
<td>Distance Student Services - any other questions</td>
<td><a href="mailto:sdestudents@andrews.edu">sdestudents@andrews.edu</a></td>
<td>(269) 471-6566</td>
</tr>
</tbody>
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Part 1: Course Information

Course Description
Andrews University
Instruction in intermediate grammar and reading of selected portions of the New Testament.

Course Prerequisites
Andrews University
BIBL 211

Course Learning Outcomes
1. Review and be able to use Vocabulary, Morphology, Grammar and Syntax covered in Elementary Greek.
2. Know the words that occur 20 or more times in the New Testament.
3. Further develop skills concerning irregular morphology.
4. Learn the main syntactical categories of Greek grammar.
5. Know the semantic categories of Greek conditional sentences.
6. Be able to translate from biblical Greek to English (at the level of this course).
7. Know how to use lexica, grammars, and other tools to deepen the understanding of the New Testament text.

Required Text/Material
1. A Greek New Testament with dictionary. Choose from one of the two options listed below:


NOTE: Purchase textbooks through any online bookstore, such as amazon.com, which can deliver within 2 days. If you need to use financial aid to purchase textbooks, order through bookstore.andrews.edu, then email sdestudents@andrews.edu to assist with the payment from your account and shipping from the campus Bookstore.

Optional Resources for Practicing Translation

1. Optional Resource for Practicing Translation
      i. This resource is highly recommended for use in translation practice, in preparation for Translation Quizzes and Translation Exams.

2. Other Optional Resources

Free Resources

1. Logos 6 Core Engine ➔ You can download the core engine of Logos 6 for free at https://www.logos.com/product/46767/logos-6-core-engine
2. BillMounce.com ➔ this website contains many helpful resources (some of them free) for the student of Biblical Greek. Here is the link: https://billumounce.com/
3. Check for other free resources on LearningHub.

Credit Hour and Commitment

As this is a 4-credit course, a total of 180 class-hours (150 actual clock hours) of study and engagement may be expected by the student. Please, keep in mind that you may have to spend more time than what is estimated or required here.
Part 2: Course Methods and Delivery

Methods of Instruction
Methods of instruction include assigned readings from the required course material, the use of other resources and online quizzes, tests and exams.

Course/Technical Requirements
- Internet connection (DSL, LAN, or cable connection desirable).

LearningHub Access
This course is delivered online through LearningHub at http://learninghub.andrews.edu

Your username and password are your Andrews username and password. You need to activate your username and password to access LearningHub.

Please do this online here: https://vault.andrews.edu/vault/pages/activation/information.jsp if you haven’t already. (269) 471-6016 or email helpdesk@andrews.edu if you need assistance.

If you need technical assistance at any time during the course, or to report a problem with LearningHub, please email dlit@andrews.edu or call 269-471-3960.

Part 3: Course Requirements

Important Note: Activity and assignment details will be explained in detail within each learning module. If you have any questions, please contact your instructor.

Your Schedule
In Learning Hub, you will access online lessons, course materials, and resources. This course is self-paced. You must complete the course within 180 days. This is the Consortium policy. You may have a stricter deadline imposed by graduation, financial aid, or other restrictions.

Start by creating a schedule for completion of the course.
- Determine your deadline. Do you need a transcript sent to your home institution?
- Working from your deadline, count backwards. Allow 2 weeks after you take your final exam for your final grade to be calculated. Allow another 2 weeks for the transcript to be processed and sent.
- Now use the suggested schedules to create a schedule for yourself that ensures completion 4 weeks before your deadline.

Submit your course plan to your instructor within Learning Hub AND discipline yourself to make regular progress.

Assessment Descriptions
- Quizzes
  - 8 New Vocabulary Quizzes (1 drop)
  - 15 Vocabulary Review Quizzes (2 drops)
  - 12 Translation Quizzes (2 drops)
  - 5 Morphology Review Quizzes (1 drop)
- **Grammar Tests**
  - Grammar Test 1
    - Syntax of Cases
  - Grammar Test 2
    - Greek Clauses
    - Conditional Sentences
    - Pronouns
    - Adjectives
    - Infinitives
  - Grammar Test 3
    - Person
    - Number
    - Voice
    - Moods
    - Introduction to Tenses
    - Present Tense
  - Grammar Test 4
    - Imperfect Tense
    - Aorist Tense
    - Future Tense
    - Perfect Tense
    - Pluperfect Tense
    - Participles
    - The Article

- **Exegetical Journals (See instructions on LearningHub)**
  - Exegetical Journal 1
  - Exegetical Journal 2

- **4 Exams**
  - **Midterm Exams**
    - Vocabulary Midterm Exam (you do not need a proctor for this exam)
    - Translation Midterm Exam (you will need to take this exam under the supervision of a proctor)
  - **Final Exams**
    - Vocabulary Final Exam (you do not need a proctor for this exam)
    - Translation Final Exam (you will need to take this exam under the supervision of a proctor)

**Exams**

This course has four exams:

- **Vocabulary Midterm Exam**
  - Time limit: 50 minutes.
  - There is no need of a proctor for this exam. You can take it at home, at a library, or at another appropriate place. You need to contact your instructor for the course and schedule a time for taking this exam. Then, the instructor will send you the online exam code (password) needed to access the exam.

- **Translation Midterm Exam**
  - Time limit: 50 minutes.
  - This exam must be supervised by a school or community official, such as a teacher, librarian, registrar, or pastor, who is not related to the student.
  - Fill out the exam request form (see instructions below).
- **Vocabulary Final Exam**
  - Time limit: 50 minutes.
  - There is no need of a proctor for this exam. You can take it at home, at a library, or at another appropriate place. You need to contact your instructor for the course and schedule a time for taking this exam. Then, the instructor will send you the online exam code (password) needed to access the exam.

- **Translation Final Exam**
  - Time limit: 120 minutes.
  - This exam must be supervised by a school or community official, such as a teacher, librarian, registrar, or pastor, who is not related to the student.
  - Fill out the exam request form (see instructions below).
  - Bring your photo ID to this exam.

The *exam request form* will be available in LearningHub after you have completed the assignments prior to the exam. The student must state clearly on the exam request form the professional status, job title, or any other qualifications of the supervisor that will aid the testing department in the approval process. If you are attending a college or university, you must use the testing center at that institution. A student living near the Andrews University School of Distance Education main office in Michigan must have the exams supervised at the School of Distance Education testing office. However, the exam request should be sent in ahead of time.

An online exam code (password) cannot be sent to a supervisor who has the same address as the student unless the address is known to be that of a school, mission facility, etc.

All college students must present photo identification to their supervisor’s before taking exams.

If you cannot take your exam by the deadline date, email sdeexams@andrews.edu.

No exam is returned to the student or supervisor. Test grades are sent to the student as soon as the exam is graded. Feedback from the instructor for midterm exams will provide information for studying for future exams.

**Suggested schedule for completion in 8 weeks:**
To complete the course in 8 weeks, you may complete 2 course modules per week. Follow the instructions for each module as listed on LearningHub.

**Suggested schedule for completion in 16 weeks:**
To complete the course in 16 weeks, you may complete 1 course module per week. Follow the instructions for each module as listed on LearningHub.

<table>
<thead>
<tr>
<th>8 Weeks</th>
<th>16 Weeks</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro</td>
<td>Intro</td>
<td><strong>Lesson</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Introduction &amp; Orientation</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Readings</strong></td>
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<tr>
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<td>o Orientation;</td>
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<tr>
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<td>o Writing Expectations.</td>
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<tr>
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<td></td>
<td><strong>Assignments</strong></td>
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<td>o Schedule;</td>
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Last Updated: 12/26/2017
### Objectives

#### Lesson

Follow Module 1 Step-by-Step Instructions

#### Readings

- *Preface* (Wallace, ix-xxii);
- *The Approach of This Book* (Wallace, 1-11);

#### Assignments

- Vocabulary Review Quiz 1;
- Morphology Review Quiz 1.

#### Course Objectives

CO1, CO2, CO3, CO4, CO5, CO6, CO7

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### Objectives

#### Lesson

Follow Module 2 Step-by-Step Instructions

#### Readings

- *The Cases: An Introduction* (Wallace, 31-35);
- *The Nominative Case* (Wallace, 36-59). Skip the following sections:
  - IV. Nominative in Proverbial Expressions (Wallace, 54-55);
  - VI. Nominative of Exclamation (Wallace, 59-60);
  - Nominatives in Place of Oblique Cases (Wallace, 61-64).
- *The Vocative Case* (Wallace, 65-71). Skip the following sections:
  - 2. Emphatic (or, Emotional) Address (Wallace, 68-69);

#### Assignments

- New Vocabulary Quiz 1;
- Vocabulary Review Quiz 2;
- Translation Quiz 1.

#### Course Objectives

CO1, CO2, CO3, CO4, CO5, CO6, CO7

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### Objectives

#### Lesson

Follow Module 3 Step-by-Step Instructions

#### Readings

- *The Genitive Case* (Wallace, 72-136). Skip the following sections:
  - 3. Genitive of Relationship (Wallace, 83-84);
  - 6. The Attributed Genitive (Wallace, 89-91);
  - 7. Genitive of Material (Wallace, 91-92);
  - 8. Genitive of Content (Wallace, 92-94);
  - 11. Genitive of Destination (a. k. a. Direction) or Purpose (Wallace, 100-101);
  - 12. Predicate Genitive (Wallace, 102);
  - 13. Genitive of Subordination (Wallace, 103-104);
  - 14. Genitive of Production/Producer (Wallace, 104-106);
  - 15. Genitive of Product (Wallace, 106-107);
  - 1. Genitive of Separation (Wallace, 107-109);
  - 2. Genitive of Source (Wallace, 109-110);
  - 3. Plenary Genitive (Wallace, 119-121);
  - 1. Genitive of Price or Value or Quantity (Wallace, 122);
  - 3. Genitive of Place/Space (Wallace, 124-125);
  - 4. Genitive of Means (Wallace, 125);
  - 5. Genitive of Agency (Wallace, 126-127);
  - 7. Genitive of Reference (Wallace, 127-128);
  - 8. Genitive of Association (Wallace, 128-130);
  - 2. Genitive After Certain Adjectives (Wallace, 134);

#### Assignments

- New Vocabulary Quiz 2;
- Vocabulary Review Quiz 3;
- Translation Quiz 2.
<table>
<thead>
<tr>
<th>Course Objectives</th>
<th>CO1, CO2, CO3, CO4, CO5, CO6, CO7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesson</td>
<td>Follow Module 4 Step-by-Step Instructions</td>
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</table>
| Readings          | - *The Dative Case* (Wallace, 137-175). Skip the following sections:  
                     - 4. *Ethical Dative* (Dative of Feeling) (Wallace, 146-147);  
                     - 5. *Dative of Destination* (Wallace, 147-148);  
                     - 6. *Dative of Respect* (Wallace, 148-149);  
                     - 7. *Dative of Possession* (Wallace, 149-151);  
                     - 8. *Dative of Thing Possessed* (Wallace, 151);  
                     - 9. *Predicate Dative* (Wallace, 152);  
                     - 4. *Dative of rule* (Wallace, 157-158);  
                     - 2. *Dative of Manner* (or Adverbial Dative) (Wallace, 161-162);  
                     - 5. *Dative of Measure/Degree of Difference* (Wallace, 166-167);  
                     - 7. *Cognate Dative* (Wallace, 168-169);  
                     - 8. *Dative of Material* (Wallace, 169-170);  
                     - 2. *Dative After Certain Nouns* (Wallace, 173-174);  
|                   | - *The Accusative Case* (Wallace, 176-206). Skip the following sections:  
                     - *Cognate Accusative* (of Accusative of the Inner Object)  
                       (Wallace, 189-190);  
                     - 4. *Predicate Accusative* (Wallace, 190-192);  
                     - 6. *Accusative of Retained Object* (Wallace, 197);  
                       - 1. *Adverbial Accusative* (Accusative of Manner) (Wallace, 200-201);  
                       - 3. *Accusative of respect or (General) Reference* (Wallace, 203-204);  
                       - 4. *Accusative in Oaths* (Wallace, 204-205); |
| Assignments       | - New Vocabulary Quiz 3;  
                     - Vocabulary Review Quiz 4;  
                     - Grammar Test 1;  
                     - Translation Quiz 3. |
| Course Objectives | CO1, CO2, CO3, CO4, CO5, CO6, CO7 |
| Lesson            | Follow Module 5 Step-by-Step Instructions |
| Readings          | - *Introduction to Greek Clauses* (Wallace, 656-665);  
                     - *Conditional Sentences* (Wallace, 679-701). Skip the following section:  
| Assignments       | - New Vocabulary Quiz 4;  
                     - Morphology Review Quiz 2;  
                     - Vocabulary Review Quiz 5;  
                     - Translation Quiz 4. |
| Course Objectives | CO1, CO2, CO3, CO4, CO5, CO6, CO7 |
| Lesson            | Follow Module 6 Step-by-Step Instructions |
| Assignments       | - New Vocabulary Quiz 5;  
                     - Vocabulary Review Quiz 6; |
<table>
<thead>
<tr>
<th>Lesson</th>
<th>Follow Module 7 Step-by-Step Instructions</th>
</tr>
</thead>
</table>
| Readings | o *Adjectives* (Wallace, 291-314). Skip the following sections:  
- 2. *Positive for Comparative* (Wallace, 297);  
- 3. *Positive for Superlative* (Wallace, 298);  
- 2. *Comparative for Superlative* (Wallace, 299-300);  
- *The Infinitive* (Wallace, 587-611). Skip the following sections:  
  - *E. Means* (Wallace, 597-598);  
  - *B. Direct Object* (Wallace, 601-603). |
| Assignments | o **Deadline for *Exegetical Journal 1*;**  
- Vocabulary Review Quiz 7;  
- Grammar Test 2;  
- Translation Quiz 6. |
| Course Objectives | CO1, CO2, CO3, CO4, CO5, CO6, CO7 |

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<table>
<thead>
<tr>
<th>Lesson</th>
<th>Follow Module 8 Step-by-Step Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Readings</td>
<td>-----</td>
</tr>
</tbody>
</table>
| Assignments | o Vocabulary Review Quiz 8;  
- Morphology Review Quiz 3;  
- Vocabulary Midterm Exam;  
- Translation Midterm Exam. |
| Course Objectives | CO1, CO2, CO3, CO4, CO5, CO6, CO7 |

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<table>
<thead>
<tr>
<th>Lesson</th>
<th>Follow Module 9 Step-by-Step Instructions</th>
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</thead>
</table>
| Readings | o *Person and Number* (Wallace, 390-406). Skip the following sections:  
  - *A. First Person for Third Person* (“I” = “Someone”) (Wallace, 391-392);  
  - *1. Editorial “We” (Epistolary Plural)* (Wallace, 394-396);  
  - *B. Collective Singular Subject with Plural Verb* (Wallace, 400-401);  
  - *D. The Indefinite Plural* (“They” = “Someone”) (Wallace, 402-403);  
- *Voice* (Wallace, 407-441). Skip the following sections:  
  - *B. Redundant Middle* (Wallace, 418-419);  
  - *D. Causative Middle* (Wallace, 423-425);  
  - *E. Permissive Middle* (Wallace, 425-427);  
  - *F. Reciprocal Middle* (Wallace, 427);  
| Assignments | o New Vocabulary Quiz 6;  
- Vocabulary Review Quiz 9;  
- Translation Quiz 7. |
| Course Objectives | CO1, CO2, CO3, CO4, CO5, CO6, CO7 |
| Lesson | Follow Module 10 Step-by-Step Instructions |
### Readings

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<tbody>
<tr>
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<td>Moods (Wallace, 442-492). Skip the following sections:</td>
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<td>- 5. Cohortative (Command, Volitive) Indicative (Wallace, 452-453);</td>
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<tr>
<td></td>
<td>- c. Subjunctive with Verbs of Fearing (Wallace, 477);</td>
</tr>
<tr>
<td></td>
<td>- d. Subjunctive in Indirect Questions (Wallace, 478);</td>
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<td></td>
<td>- 3. Potential Optative (Wallace, 483-484);</td>
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<td>- 4. Conditional Optative (Wallace, 484);</td>
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<td></td>
<td>- 4. Permissive Imperative (Imperative of Toleration) (Wallace, 488-489);</td>
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<td>- 5. Conditional Imperative (Wallace, 489-492);</td>
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<td>- 7. Pronouncement Imperative (Wallace, 492-493);</td>
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<td>- 8. As a Stereotyped Greeting (Wallace, 493).</td>
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### Assignments

- CO1, CO2, CO3, CO4, CO5, CO6, CO7

### Course Objectives

#### Lesson 11

<table>
<thead>
<tr>
<th>11</th>
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<tbody>
<tr>
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</tr>
<tr>
<td></td>
<td>- The Tenses: An Introduction (Wallace, 494-512).</td>
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<td>- The Present Tense (Wallace, 513-539). Skip the following sections:</td>
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<td>- A. Extending-From-the-Past Present (Wallace, 519-520);</td>
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<td>- B. Perfective Present (Wallace, 532-533);</td>
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<td>- C. Conative (Tendential, Voluntative) Present (Wallace, 534-535).</td>
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<td>- New Vocabulary Quiz 8;</td>
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<td>- Vocabulary Review Quiz 11;</td>
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<td>- Grammar Test 3;</td>
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<td>- Translation Quiz 9.</td>
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### Assignments

- CO1, CO2, CO3, CO4, CO5, CO6, CO7

### Course Objectives

#### Lesson 12

<table>
<thead>
<tr>
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</tr>
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<tr>
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</tr>
<tr>
<td></td>
<td>- The Imperfect Tense (Wallace, 540-553). Skip the following sections:</td>
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<td>- A. Instantaneous Imperfect (a.k.a. Aoristic or Punctiliar Imperfect) (Wallace, 542-543);</td>
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<td>- A. “Pluperfective” Imperfect (Wallace, 549);</td>
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<td></td>
<td>- B. Conative (Voluntative, Tendential) Imperfect (Wallace, 550-552).</td>
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<td>- The Aorist Tense (Wallace, 554-561). Skip the following sections:</td>
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<td>- IV. Gnomic Aorist (Wallace, 562);</td>
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<td>- V. Epistolary Aorist (Wallace, 562-563);</td>
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<td></td>
<td>- VI. Proleptic (Futuristic) Aorist (Wallace, 563-564);</td>
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<td></td>
<td>- VII. Immediate Past Aorist/Dramatic Aorist (Wallace, 564-565).</td>
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<td>- The Future Tense (Wallace, 566-571). Skip the following sections:</td>
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<td>- II. Imperatival Future (Wallace, 569-570);</td>
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<td>- III. Deliberative Future (Wallace, 570);</td>
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<td>- IV. Gnomic Future (Wallace, 571);</td>
</tr>
<tr>
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<td>- V. Miscellaneous Subjunctive Equivalents (Wallace, 571).</td>
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### Lesson 13

**Readings**
- *The Perfect and Pluperfect Tenses* (Wallace, 572-586). Skip the following sections:
  - C. Aoristic Perfect (a.k.a. Dramatic or Historical Perfect) (Wallace, 578-579);
  - E. Gnomic Perfect (Wallace, 580-581);
  - F. Proleptic (Futuristic) Perfect (Wallace, 581);
  - G. Perfect of Allegory (Wallace, 581-582).

**Assignments**
- Vocabulary Review Quiz 12;
- Morphology Review Quiz 4;
- Translation Quiz 10.

**Course Objectives**
- CO1, CO2, CO3, CO4, CO5, CO6, CO7

### Lesson 14

**Readings**
- *The Participle* (Wallace, 612-655). Skip the following sections:
  - 2) Manner (Wallace, 627-628);
  - 3. Indirect Discourse (Wallace, 645-646);
  - 4. Complementary (Wallace, 646);
  - Redundant (a.k.a. Pleonastic) (Wallace, 649-650);
  - 2. As an Indicative (Independent Proper or Absolute) (Wallace, 653);
  - A. Nominative Absolute (Wallace, 654).

**Assignments**
- Vocabulary Review Quiz 13;
- Translation Quiz 11.

**Course Objectives**
- CO1, CO2, CO3, CO4, CO5, CO6, CO7

### Lesson 15

**Readings**
- *The Article, Part I* (Wallace, 206-254). Skip the following sections:
  - b. Alternative Personal Pronoun (Wallace, 212-213);
  - d. Possessive Pronoun (Wallace, 215-216);
  - 3) Kataphoric (Following Reference) (Wallace, 220-221);
  - 4) Deictic (“Pointing” Article) (Wallace, 221).

**Assignments**
- Vocabulary Review Quiz 14;
- Grammar Test 4;
- Translation Quiz 12.

**Course Objectives**
- CO1, CO2, CO3, CO4, CO5, CO6, CO7

### Lesson 16

**Readings**

**Assignments**
- Deadline for *Exegetical Journal 2*;
- Vocabulary Review Quiz 15;
- Vocabulary Final Exam;
- Morphology Review Quiz 5.

**Course Objectives**
- CO1, CO2, CO3, CO4, CO5, CO6, CO7

**Assignments**
- Translation Final Exam.
Course Objectives

| CO1, CO2, CO3, CO4, CO5, CO6, CO7 |

Completing Assignments
Quizzes, tests and exams must be completed **within 180 days** of course registration date. This timeframe is subject to change depending on deadlines set by your home institution.

Part 4: Grading Policy

Graded Course Activities

<table>
<thead>
<tr>
<th>Description</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quizzes</strong></td>
<td></td>
</tr>
<tr>
<td>8 New Vocabulary Quizzes (1% each; 1 drop)</td>
<td>7%</td>
</tr>
<tr>
<td>15 Vocabulary Review Quizzes (1% each; 2 drops)</td>
<td>13%</td>
</tr>
<tr>
<td>5 Morphology Review Quizzes (1.25% each; 1 drop)</td>
<td>5%</td>
</tr>
<tr>
<td>12 Translation Quizzes (2% each; 2 drops)</td>
<td>20%</td>
</tr>
<tr>
<td><strong>Grammar Tests</strong></td>
<td></td>
</tr>
<tr>
<td>4 Grammar Tests (2.5% each)</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Exegetical Journals</strong></td>
<td></td>
</tr>
<tr>
<td>Exegetical Journal 1</td>
<td>5%</td>
</tr>
<tr>
<td>Exegetical Journal 2</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Midterm Exams</strong></td>
<td></td>
</tr>
<tr>
<td>Vocabulary Midterm Exam</td>
<td>5%</td>
</tr>
<tr>
<td>Translation Midterm Exam</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Final Exams</strong></td>
<td></td>
</tr>
<tr>
<td>Vocabulary Final Exam</td>
<td>10%</td>
</tr>
<tr>
<td>Translation Final Exam</td>
<td>15%</td>
</tr>
<tr>
<td><strong>Total Percent Possible</strong></td>
<td>100%</td>
</tr>
</tbody>
</table>

Viewing Grades in Learning Hub
- Click into the course.
- Click on the **Grades** link in the Settings Box to the left of the main course page.

Letter Grade Assignment

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100%</td>
</tr>
<tr>
<td>A-</td>
<td>90-94.99%</td>
</tr>
<tr>
<td>B+</td>
<td>85-89.99%</td>
</tr>
<tr>
<td>B</td>
<td>80-84.99%</td>
</tr>
<tr>
<td>B-</td>
<td>75-79.99%</td>
</tr>
<tr>
<td>C+</td>
<td>70-74.99%</td>
</tr>
</tbody>
</table>
Letter Grade | Percentage
---|---
C  | 65-69.99%
C- | 60-64.99%
D  | 55-59.99%
F  | 0-54.99%

Part 5: Course Policies

Withdrawal and Incomplete Policies
The current withdrawal policy can be found online at http://www.andrews.edu/distance/students/withdrawal.html. The incomplete policy is found online at http://www.andrews.edu/weblmsc/moodle/public/incompletes.html.

Maintain Professional Conduct Both in the Classroom and Online
The classroom is a professional environment where academic debate and learning take place. Your instructor will make every effort to make this environment safe for you to share your opinions, ideas, and beliefs. In return, you are expected to respect the opinions, ideas, and beliefs of other students—both in the face-to-face classroom and online communication. Students have the right and privilege to learn in the class, free from harassment and disruption.

Academic Accommodations
Students who require accommodations may request an academic adjustment as follows:
1. Read the Andrews University Disability Accommodation information at https://www.andrews.edu/services/sscenter/disability/
2. Download and fill in the disability form at http://www.andrews.edu/services/sscenter/disability/accommodationsreqform.pdf. Preferably type answers. To save a digital copy, 1) print to file and save or 2) print and scan. Email the completed form and disability documentation (if any) to success@andrews.edu or fax it to 269-471-8407.
3. Email sdestudents@andrews.edu to inform the School of Distance Education that a disability has been reported to Student Success.

Commitment to Integrity
As a student in this course, and at the university, you are expected to maintain high degrees of professionalism, commitment to active learning, participation in this course, and integrity in your behavior in and out of this online classroom.

Honesty
Using the work of another student or allowing work to be used by another student jeopardizes not only the teacher-student relationship but also the student’s academic standing. Lessons may be discussed with other students, tutors may help to guide a student’s work, and textbooks, encyclopedias and other resource materials may be used for additional assistance, but the actual response must be the student’s own work.

Exams must be completed in the presence of an approved supervisor without the assistance of books, notes, devices or outside help unless otherwise specified in the exam directions. The student should have no access to the exam either before or after it is taken. A student who gives information to another student to be used in a dishonest way is equally guilty of dishonesty.
Any violation of this policy will be taken before the Higher Education Academic and Curriculum Committee for appropriate punitive action.

**Part 6: Bibliography**


