OU: RG 101 Introduction to the Bible
WAU: RELB 105 Encountering the Bible: A Survey
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>Service</th>
<th>Contact</th>
<th>Phone</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 cancellations</td>
<td><a href="mailto:sderegister@andrews.edu">sderegister@andrews.edu</a></td>
<td>(269) 471-6323</td>
</tr>
<tr>
<td>Bookstore</td>
<td><a href="http://bookstore.mbsdirect.net/andrews.htm">http://bookstore.mbsdirect.net/andrews.htm</a></td>
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<tr>
<td>Technical assistance with Learning Hub</td>
<td><a href="mailto:dlit@andrews.edu">dlit@andrews.edu</a></td>
<td>(269) 471-3960</td>
</tr>
<tr>
<td>Technical assistance with your Andrews account</td>
<td>andrews.edu/hdchat/chat.php</td>
<td></td>
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<tr>
<td>Exam requests</td>
<td><a href="mailto:sdeexams@andrews.edu">sdeexams@andrews.edu</a></td>
<td>(269) 471-6566</td>
</tr>
<tr>
<td>Student Services Support &amp; FAQ</td>
<td><a href="http://www.andrews.edu/distance/students/">www.andrews.edu/distance/students/</a></td>
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</tr>
</tbody>
</table>

Any other questions: sde@andrews.edu, (800) 782-4769 or (269) 471-6570

Part 1: Course Information

Course Descriptions

Oakwood University
An introduction to the contents, structure and history of the Bible. The course provides students with a basic foundation for understanding and applying the message of the Bible. This course does not meet the requirements for majors, minors, and the certificate in the religion and theology program.

Washington Adventist University
A book-by-book survey of both Old and New Testaments designed to provide a foundation for other religion courses for those students who have not had secondary Bible.

Prerequisite

Oakwood University
None

Washington Adventist University
Course Learning Outcomes
This undergraduate course on Encountering the Bible: A Survey will enable a student to:

- Examine the Bible's growth and development.
- Determine the Bible's geographical and historical environment.
- Categorize and describe the Old and New Testament books.
- Discuss the Bible's influence on Christian beliefs.
- Relate the meaning and relevance of the Bible to personal life.

Required Text/Material
New King James version of the Bible (optional)

Credit Hours and Commitment
This course is offered for 3 semester credits; therefore it is expected that you will spend 135 hours total on this course. This course has 12 assignments and 2 exams; so it is recommended that you budget about 10 hours for studying and preparing for each assignment or exam. Suggested schedule(s) to accomplish this work are included in this syllabus.

Part 2: Course Methods and Delivery

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.

In Learning Hub, you will access online lessons, course materials, and resources. This course is self-paced. You must complete the course within six months. 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.

**Exams**

All exams must be supervised by a school or community official, such as a teacher, librarian, registrar, or pastor, who is not related to the student.

The exam request form will available in Learning Hub 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.

You are allowed 180 minutes to complete both the midterm exam and the final exam. You must bring your photo ID to the exams. The midterm exam and final exam are each worth 25% of your grade.

An online exam code 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:**
## Encountering the Bible: A Survey

### Syllabus

<table>
<thead>
<tr>
<th>Week</th>
<th>Module(s)</th>
<th>Readings</th>
<th>Activities</th>
</tr>
</thead>
</table>
| Intro | Introduction and Orientation | Orientation  
       Writing Expectations | Submit Schedule  
Tell Tell About Me  
Academic Honesty |
| 1 | Lesson 1: Introduction to the OT  
Lesson 2: The Pentateuch | Read Encountering the Old Testament [Chapter 1: What Is the Old Testament and Why Study It?]  
Read Encountering the Old Testament [Chapter 2: Where and When Did the Events of the Old Testament Take Place?]  
Read Encountering the Old Testament [Chapter 8: Numbers: Failure in the Desert] | Assignment 1  
Assignment 2 |
| 2 | Lesson 3: The Historical Books  
Lesson 4: The Books of Poetry  
Lesson 5: The Books of the Prophets | Read Encountering the Old Testament [The first part of Chapter 18: Ezra, Nehemiah, and Esther: A Time to Rebuild]  
Read Encountering the Old Testament [The second part of Chapter 23: Ecclesiastes and Song of Songs]  
Read Encountering the Old Testament [From Chapter 34: Malachi: Give God Your Best!] | Assignment 3  
Assignment 4  
Assignment 5  
Assignment 6  
Assignment 7 |
| 3 | Midterm Exam | | |
| 4 | Lesson 6: Introduction to the NT  
Read Encountering the New Testament [Chapter 8: Man from Galilee: The Life of Jesus Christ] | Assignment 8  
Assignment 9 |
| 5 | Lesson 8: The History of the Early Church  
Assignment 11  
Assignment 12 |
| 6 | Lesson 10: The General (Catholic) Letters  
Lesson 11: The Book of Prophecy  
Lesson 12: Epilogue | Read Encountering the New Testament [Chapter 23: Peter, John, and Jude: A Call to Faith, Hope, and Love]  
Read Encountering the New Testament [Chapter 24: Revelation: God is in Control!]  
Assignment 14  
Assignment 15 |
| 7 | Semester Exam | | |

### Suggested schedule for completion in 14 weeks:

<table>
<thead>
<tr>
<th>Week</th>
<th>Module(s)</th>
<th>Readings</th>
<th>Activities</th>
</tr>
</thead>
</table>
| Intro | Introduction and Orientation | Orientation  
       Writing Expectations | Submit Schedule  
Tell Tell About Me  
Academic Honesty |
| 1 | Lesson 1: Introduction to the Old Testament | Read Encountering the Old Testament [Chapter 1: What Is the Old Testament and Why Study It?]  
Read Encountering the Old Testament [Chapter 2: Where and When Did the Events of the Old Testament Take Place?] | Assignment 1 |
| 2 | Lesson 2: The Pentateuch | Read Encountering the Old Testament [Chapter 8: Numbers: Failure in the Desert] | Assignment 2 |
Assignment 4 |
| 4 | Lesson 4: The Books of Poetry | Read Encountering the Old Testament [The second part of Chapter 23: Ecclesiastes and Song of Songs] | Assignment 5  
Assignment 6  
Assignment 7 |
| 5 | Lesson 5: The Books of the Prophets | Read Encountering the Old Testament pages 469-473. [From Chapter 34: Malachi: Give God Your Best!] | Assignment 8  
Assignment 9 |
| 6 | Midterm Exam | | |
Assignment 11  
Assignment 12  
Assignment 13  
Assignment 14  
Assignment 15 |

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<table>
<thead>
<tr>
<th>Week</th>
<th>Module(s)</th>
<th>Readings</th>
<th>Activities</th>
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<tr>
<td>8</td>
<td>Lesson 7: The Gospels</td>
<td>Read Encountering the New Testament [Chapter 8: Man from Galilee: The Life of Jesus Christ]</td>
<td>Assignment 9</td>
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<td>12</td>
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<td>Read Encountering the New Testament [Chapter 24: Revelation: God is in Control!]</td>
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<tr>
<td>14</td>
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<td>Semester Exam</td>
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**Completing Assignments**

All assignments for this course will be submitted electronically through Learning Hub unless otherwise instructed. Assignments 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**

Your final grade will be the result of four components: Assignments 1-5, 7-11 (40%), Assignments 6 7 12 (Short Papers) (10%), and Midterm Exam (25%) and Semester Exam (25%). You will need to complete every Assignment, the Midterm Exam, and the Semester Exam before a grade can be issued.

<table>
<thead>
<tr>
<th>Percent %</th>
<th>Description</th>
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<tbody>
<tr>
<td>50</td>
<td>Assignments 1-12</td>
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<tr>
<td>25</td>
<td>Midterm Exam</td>
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<tr>
<td>25</td>
<td>Semester Exam</td>
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<td>100</td>
<td>Total Percent Possible</td>
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**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>
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<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
</tr>
<tr>
<td>A-</td>
<td>90-92%</td>
</tr>
<tr>
<td>B+</td>
<td>88-89%</td>
</tr>
<tr>
<td>B</td>
<td>83-87%</td>
</tr>
<tr>
<td>B-</td>
<td>80-82%</td>
</tr>
<tr>
<td>Letter Grade</td>
<td>Percentage</td>
</tr>
<tr>
<td>--------------</td>
<td>------------</td>
</tr>
<tr>
<td>C+</td>
<td>78-79%</td>
</tr>
<tr>
<td>C</td>
<td>73-77%</td>
</tr>
<tr>
<td>C-</td>
<td>70-72%</td>
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<tr>
<td>D</td>
<td>60-69%</td>
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<tr>
<td>F</td>
<td>0-59%</td>
</tr>
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</table>

**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](http://www.andrews.edu/distance/students/withdrawal.html). The incomplete policy is found online at [http://www.andrews.edu/weblmsc/moodle/public/incompletes.html](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/](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](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 this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the 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.