

Course ID:	Course Title:	W	inter 2018
NT FO2 OI	The Synoptic Gospels	Prerequisite: N	one
NT 502 - OL		Credits:	3

Class Information		Instructor Information		Important Dates	
Days:	Monday	Instructor:	Marcus Tso, PhD	First day of classes:	Mon, Mar 12, 2018
Time:	7:00 pm – 8:00 pm Calgary time	Email:	mtso@ambrose.edu	Last day to add/drop, or change to audit:	Fri, March 16, 2018
Room:	Zoom Meeting Online	Phone:	403-410-3996	Last day to request revised exam:	N/A
Lab/ Tutorial:	N/A	Office:	L2064	Last day to withdraw from course:	Fri, April 20, 2018
		Office Hours:	By appointment	Last day to apply for coursework extension:	Mon, April 30, 2018
Final Exam:	No final exam in this course			Last day of classes:	Mon, May 7, 2018

## **Course Description**

An introduction to New Testament studies and exegetical skills through the study of the Gospels of Matthew, Mark, and Luke.

## **Expected Learning Outcomes**

Upon successful completion of this course, students will be able to:

- 1. Understand the content, message, and theology of the Synoptic Gospels in their historical, sociopolitical, cultural, and literary contexts;
- 2. Analyze some New Testament texts, particularly from the Synoptic Gospels, using basic exegetical skills and resources necessary for sound exegesis;
- 3. Apply the implications of the content, message, and theology of the Synoptic Gospels in the student's context.

## **Required Textbooks**

- 1. Powell, Mark Allan. *Fortress Introduction to the Gospels*. Minneapolis: Fortress, 1998. ISBN-10: 0800630750; ISBN-13: 9780800630751.
- 2. Fee, Gordon D. *New Testament Exegesis: A Handbook for Students and Pastors*. 3rd ed. Louisville, Ky.: Westminster John Knox, 2002. ISBN-10: 0664223168; ISBN-13: 9780664223168.

### **Course Schedule**

Date	Week	Topic	Reading before class*
3/12		Pre-course meeting: Introduction to each other, the course, the online	
		interface, and the Synoptic Gospels	
3/19	1	Overview of the essential elements of the course: texts, contexts,	Powell: Introduction, Ch.
		theological themes, and exegetical skills	1; Fee: all sections
		Exegetical skill: structural analysis	required on p. 4 below
3/26	2	The commonalities of the Synoptic Gospels	Carefully study and
		Exegetical skill: synoptic analysis	compare all passages
		Exegeting introductory passages from the Synoptic Gospels: The Birth of	listed to the left
		Jesus: Matt 1.18-25; Luke 2.1-7	
4/2	3	The distinctive features of Mark	Mark, Powell: Ch. 2
Easter		Exegetical skills: grammatical analysis, lexical analysis	
Mon.			
4/9	4	Exegetical skills: formal analysis, narrative analysis	Carefully study and
		Exegeting Jesus' miracle stories from the Synoptic Gospels: The Healing	compare all passages
		of the Paralytic: Matt 9:1–8; Mark 2:1–12; Luke 5:17–26	listed to the left
4/16	5	The distinctive features of Matthew	Matthew, Powell: Ch. 3
		Exegetical skill: text-critical analysis	
4/23	6	Exegetical skill: analysis of historical context	Carefully study and
		Exegeting Jesus' sayings and teachings, incl. parables from the Synoptic	compare all passages
		Gospels: The parable of the sower/interpretation: Matt 13:1-9; Mark	listed to the left
		4:1-9; Luke 8:4-8 +5:1-3/Matt 13:18-23; Mark 4:13-20; Luke 8:11-15)	
4/30	7	The distinctive features of Luke	Luke, Powell: Ch. 4
		Exegetical skill: analysis of canonical and theological contexts	
5/7	8	Exegetical skill: homiletical analysis	Carefully study and
		Exegeting accounts of Jesus' death and resurrection from the Synoptic	compare all passages
		Gospels: The Women at the Tomb: Matt 28:1-8; Mark 16:1-8; Luke 24:1-	listed to the left
		12	

<sup>\*</sup> Other required readings can be done at your own pace, before when the reading log is due.

# Requirements (Students cannot pass this course without completing and submitting all assignments.)

- 1. Online participation: 25% of the final grade (to assess expected learning outcomes 1, 2, 3)

  You are expected to come to the online meetings prepared and be engaged in discussions and activities. See grading rubric.
- 2. Exegetical exercise: Due, weekly according to the following schedule; 15% of the final grade (to assess expected learning outcome 2)

**Instructions:** Pick a passage you will work on weekly as a group. Each week you will be working on one or two exegetical analyses and discuss your results with your group. Each group is to submit one report for each analysis in outline/point form, using the template provided in the document <NT 502 Synoptic Gospels.Instructions and Rubric for Exegetical Exercise.docx>.

Exegetical Analysis	Posting of	Posting of	Group report	Weight
	Individual results	Responses		
A. Structural analysis	3/21 11:00 pm	3/22 11:00 pm	3/23 11:00 pm	15%
B. Synopsis analysis	3/28 11:00 pm	3/29 11:00 pm	3/30 11:00 pm	20%
C. Grammatical analysis	4/4 11:00 pm	4/5 11:00 pm	4/6 11:00 pm	15%
D. Lexical analysis	4/4 11:00 pm	4/5 11:00 pm	4/6 11:00 pm	20%
E. Genre and form analysis	4/11 11:00 pm	4/12 11:00 pm	4/13 11:00 pm	15%
F. Narrative context analysis	4/11 11:00 pm	4/12 11:00 pm	4/13 11:00 pm	15%

- 3. Midterm paper: Due, 4/23/2018; 20% of the final grade (to assess expected learning outcome 1)
  - a. Option 1:The Gospel according to You (for beginning students taking this course as a prerequisite): Instructions: Using the synoptic Gospel as your literary sources, write an outline for your own Gospel. This assignment is to be presented in three sections: 1. Introduction to your Gospel: describe your intended audience and the purpose of your Gospel in relation to them. 2. Outline of your Gospel: show the structure of your Gospel by delineating its sections and contents, complete with cross references to the passages from the Synoptic Gospels that each pericope is based on. 3. Commentary on your Gospel: explain how your selection, arrangement, and adaptation of the Synoptic materials match your purpose for your audience. Section 1 and 3 should be about 1500 words in length.
  - b. Option 2: Source criticism paper (for advanced students taking this course as an NT elective): Instructions: Based on your reading of the main textbook, relevant required readings, and additional research, write an academically rigorous essay in about 2000 words to present your evaluation of the evidence for literal dependency among the Synoptic Gospels. Describe the main options discussed among contemporary biblical scholars, and defend the view you find most persuasive. Explain how one's view on the so-called "synoptic problem" makes a difference in interpretation.
- 4. Major term assignment: Due, 5/31/2018; 30% of the final grade (to assess expected learning outcomes 1, 2, 3) Instructions: You can choose one of the options below depending on your interest and vocational goal. Each option is to be about 2500 words in length. More detailed instructions and grading rubrics for each of these options will be provided.
  - a. **Exegetical Sermon:** Interpret and apply a passage from the Synoptic Gospels for a general audience (suitable for preaching or teaching)
  - b. **Exegetical Paper:** Interpret and apply a passage from the Synoptic Gospels for an academic audience (suitable for teaching or academic research)
  - c. **Research Paper:** Explore a major theme in one of the Synoptic Gospels in the context of biblical and theological scholarship (suitable for teaching or academic research)
  - d. **Creative Project:** Explore a major theme in one of the Synoptic Gospels in the context of art and literature, including pop culture (suitable for worship, arts, or spiritual formation)

5. Reading log: Due, 5/31/2018; 10% of the final grade (to assess expected learning outcome 1)

**Instructions:** Download the reading log template from Moodle, and complete the following parts.

- a. Log your reading of Matthew, Mark, and Luke in any **two** major versions. (Read after registration, even if previously read, about 150 pages.)
- b. Log your reading of the approximately 800 pages total from the required reading list below. The first two items are nonnegotiable. However, you may substitute the last item, in whole or in part, with other items on the bibliography. You are encouraged to choose items that may contribute to your assignments. Instructor's approval required for other options. For this part only, you need to provide annotations on each item's contribution to your achievement of one or more of the expected learning objectives.

Re	ading items	Page count
1.	Powell, Mark Allan. Fortress Introduction to the Gospels. Minneapolis: Fortress,	183
	1998. (111/184 pages on the Synoptic Gospels.)	
2.	Fee, Gordon D. New Testament Exegesis: A Handbook for Students and Pastors.	107
	3rd ed. Louisville, Ky.: Westminster John Knox, 2002.	
	(Read only Introduction, pp. 1-4; Ch. I, pp. 5-16, 20-27, 31-38; Ch. II.4-II.6, pp.	
	79-131; Ch. III. pp. 133-154.)	
3.	Strauss, Mark L. Four Portraits, One Jesus: An Introduction to Jesus and the	510
	Gospels. Grand Rapids: Zondervan, 2007. (560 pp., Ch. 10 on John, 47 pages)	
То	tal	800

## **Submission of Assignments**

- Submit all assignments electronically via **Moodle** on or before the due dates indicated above.
- Unless an extension has been granted for circumstances beyond the student's control, each late assignment will be penalized by 5% each day beyond the due date, and will not be accepted after one week.
- Submit papers either as Word documents or PDF files.
- If you use Hebrew or Greek words in your assignments, please beware of font issues.
- Submitted assignments may be checked by <u>Turnitin</u> for plagiarism.
- **Format papers properly**, including a title page, page numbers on either right corners, double-space, 12 point fonts, 1-inch margins, footnotes in 10 point fonts, and for the research paper, a bibliography.
- Consult one of the following guides or an approve alternative for style and formatting:
  - a. Turabian, Kate L., Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams, eds. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. 8th ed. Chicago: University of Chicago Press, 2013.
  - b. Collins, Billie Jean, Buller. Bob, and John F. Kutsko, eds. *The SBL Handbook of Style: For Biblical Studies and Related Disciplines*. 2nd ed. Atlanta: SBL Press, 2014.
  - c. See also <a href="http://www.plagiarism.org/citing-sources/citation-styles">http://www.plagiarism.org/citing-sources/citation-styles</a> for proper citation styles under the Chicago system or the MLA system, which are also acceptable.

## **Attendance**

Aside from impacting the participation grade (see grading rubric for participation), attendance in the online meetings can affect the overall grade. Each week of unexcused absence will result in a grade reduction of 2%. More than two weeks of unexcused absence will result in a failing grade for the course.

### **Evaluation**

Requirement		Due date	Time	Weight of	
			required*	course grade	
1.	Online participation	N/A	30 hrs	25%	
2.	Exegetical exercise	Weekly (see above)	10 hrs	15%	
3.	Midterm paper	4/23/2018	10 hrs	20%	
4.	Major term assignment	5/31/2018	20 hrs	30%	
5.	Reading log	5/31/2018	50 hrs	10%	
	Total		120 hrs	100%	

<sup>\*</sup> Time required for each assignment varies among students. This is only a rough guide.

# **Grade Summary**

The available letters for course grades are as follows:

<u>Letter Grade</u>	<u>Percentage</u>	<u>Description</u>
A+	96-100	
Α	90-95	Excellent
A-	85-89	
B+	78-84	
В	72-77	Good
B-	66-71	
C+	61-65	
С	58-60	Satisfactory
C-	55-57	
D+	53-54	
D	50-52	Minimal Pass
F	<50	Failure

Because of the nature of the Alpha 4.00 system, there can be no uniform University-wide conversion scale. The relationship between raw scores (e.g. percentages) and the resultant letter grade will depend on the nature of the course and the instructor's assessment of the level of each class, compared to similar classes taught previously.

Please note that final grades will be available on student registration system. Printed grade sheets are not mailed out.

### **Recommended book**

Northey, Margot, Joel N. Lohr, and Bradford A. Anderson. *Making Sense in Religious Studies: A Student's Guide to Research and Writing*. 2nd ed. Don Mills, Ont.: Oxford University Press, 2015.

For students who did not do their undergrad studies in biblical or theological studies, or the humanities in general, this handbook is an essential guide for how to learn and perform well in seminary courses. It offers helpful and practical step-by-step advice for doing all the assignments in this course and more. Anyone can profit from reviewing the points in this book and heeding its instructions.

# **Bibliography**

(See also the bibliographies in some of the more recent commentaries and Scot McKnight and Matthew C. Williams, eds., *The Synoptic Gospels: An Annotated Bibliography* (Grand Rapids: Baker, 2000).)

# **Other Exegetical Guides**

- 1. Gorman, Michael J. *Elements of Biblical Exegesis: A Basic Guide for Students and Ministers*. Revised and expanded edition. Peabody, Mass.: Hendrickson, 2009.
- 2. Hayes, John H. and Carl R. Holladay. *Biblical Exegesis: A Beginner's Handbook*. Louisville, Ky.: Westminster John Knox, 2007.
- 3. Osborne, Grant R. *The Hermeneutical Spiral: A Comprehensive Introduction to Biblical Interpretation*. Revised and expanded edition. Downers Grove: IVP, 2006.

## **Commentaries**

- 4. Brown, Jeannine K. *Matthew*. Grand Rapids: Baker, 2015.
- 5. Bruner, Frederick D. *Matthew: A Commentary*. Rev. and expanded ed. 2 vols. Grand Rapids: Eerdmans, 2004.
- 6. France, R. T. *The Gospel of Matthew*. Grand Rapids: Eerdmans, 2007.
- 7. Luz, Ulrich. *Matthew 1-7: A Commentary*. Translated by James E. Crouch. Rev. ed. Minneapolis: Fortress, 2007.
- 8. \_\_\_\_\_. Matthew 8-20: A Commentary. Translated by James E. Crouch. Minneapolis: Fortress, 2001.
- 9. \_\_\_\_\_ *Matthew 21-28: A Commentary*. Translated by James E. Crouch. Minneapolis: Fortress, 2005.
- 10. Nolland, John. The Gospel of Matthew: A Commentary on the Greek Text. Grand Rapids: Eerdmans, 2005.
- 11. Bock, Darrell L. *Mark*. Cambridge, U.K.: Cambridge University Press, 2015.
- 12. France, R. T. The Gospel of Mark: A Commentary on the Greek Text. Grand Rapids: Eerdmans, 2002.
- 13. Hurtado, Larry W. *Mark*. Grand Rapids: Baker, 2011.
- 14. Marcus, Joel. *Mark 1-8: A New Translation with Introduction and Commentary*. 2 vols. New York: Doubleday, 2000.
- 15. \_\_\_\_\_. *Mark 8-16: A New Translation with Introduction and Commentary*. 2 vols. New Haven: Yale University Press, 2009.
- 16. Osborne, Grant R. *Mark*. Grand Rapids: Baker, 2014.
- 17. Stein, Robert H. Mark. Grand Rapids: Baker Academic, 2008.
- 18. Strauss, Mark L. *Mark : Zondervan Exegetical Commentary on the New Testament*. Grand Rapids: Zondervan, 2014.
- 19. Witherington, Ben. The Gospel of Mark: A Socio-Rhetorical Commentary. Grand Rapids: Eerdmans, 2001.
- 20. Bock, Darrell L. Luke. 2 vols. Grand Rapids: Baker, 1994.
- 21. Bovon, François. *Luke 1: A Commentary on the Gospel of Luke 1:1-9:50*. Translated by Christine M. Thomas. Minneapolis: Fortress 2002.
- 22. \_\_\_\_. Luke 2: A Commentary on the Gospel of Luke 9:51-19:27. Translated by Donald S. Deer. Minneapolis: Fortress, 2013.
- 23. \_\_\_\_\_. Luke 3: A Commentary on the Gospel of Luke 19:28-24:53. Translated by James E. Crouch. Minneapolis: Fortress, 2012.
- 24. Carroll, John T. Luke: A Commentary. Louisville: Westminster John Knox, 2012.
- 25. Edwards, James R. The Gospel according to Luke. Grand Rapids: Eerdmans, 2015.
- 26. Green, Joel B. *The Gospel of Luke: New International Commentary on the New Testament*. Grand Rapids: Eerdmans, 1997.

# **Others Works on the Synoptic Gospels**

27. Achtemeier, Paul J., Joel B. Green, and Marianne Meye Thompson. *Introducing the New Testament: Its Literature and Theology*. Grand Rapids: Eerdmans, 2001, ch. 3-8.

- 28. Achtemeier, Paul J., Daniel J. Harrington, Robert J. Karris, George W. MacRae, and Donald Senior, eds. *Invitation to the Gospels*. New York: Paulist, 2002.
- 29. Aland, Kurt, ed. Synopsis of the Four Gospels: Greek-English Edition of the Synopsis Quattuor
  Evangeliorum: On the basis of the Greek Text of the Nestle-Aland 27th Edition and Greek New
  Testament 4th Revised Edition. The English Text Is the Second Edition of the Revised Standard
  Version. 11th ed. Stuttgart: German Bible Society, 2000.
- 30. Bauckham, Richard. *Jesus and the Eyewitnesses: The Gospels as Eyewitness Testimony*. Grand Rapids: Eermans, 2006.
- 31. Bird, Michael F. *Jesus Is the Christ: The Messianic Testimony of the Gospels*. Downers Grove: InterVarsity, 2012.
- 32. Black, David Alan and David R. Beck, eds. *Rethinking the Synoptic Problem*. Grand Rapids: Baker Academic, 2001.
- 33. Blomberg, Craig. *The Historical Reliability of the Gospels*. 2nd ed. Downers Grove: IVP Academic, 1987.
- 34. . . Interpreting the Parables. 2nd ed. Downers Grove: IVP Academic, 2012.
- 35. Boxall, Ian. Discovering Matthew: Content, Interpretation, Reception. Grand Rapids: Eerdmans, 2014.
- 36. Burkett, Delbert Royce. *Rethinking the Gospel Sources: From Proto-Mark to Mark*. New York: T & T Clark International, 2004.
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- 38. Burridge, Richard A. *Four Gospels, One Jesus? A Symbolic Reading*. 2nd ed. Grand Rapids: Eerdmans, 2005.
- 39. Chilton, Bruce. *Profiles of a Rabbi: Synoptic Opportunities in Reading about Jesus*. Atlanta: Scholars Press, 1989.
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- 41. Derrenbacker, Robert A. *Ancient Compositional Practices and the Synoptic Problem*. Leuven: Peeters, 2005.
- 42. Dewey, Arthur J. and Robert J. Miller, eds. The Complete Gospel Parallels. Salem, OR: Polebridge, 2012.
- 43. Dungan, David L. A History of the Synoptic Problem: The Canon, the Text, the Composition, and the Interpretation of the Gospels. New York: Doubleday, 1999.
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- 46. Eve, Eric. Behind the Gospels: Understanding the Oral Tradition. Minneapolis: Fortress, 2014.
- 47. Finlan, Stephen. *The Family Metaphor in Jesus' Teaching: Gospel Imagery and Application*. 2nd ed. Eugene, OR: Cascade, 2013.
- 48. Foster, Paul, Andrew F. Gregory, John S. Kloppenborg, and Jozef Verheyden, eds. *New Studies in the Synoptic Problem: Oxford Conference, April 2008: Essays in Honour of Christopher M. Tuckett*. Leuven: Peeters, 2011.
- 49. Getty-Sullivan, Mary Ann. *Parables of the Kingdom: Jesus and the Use of Parables in the Synoptic Tradition*. Collegeville, Minn.: Liturgical Press, 2007.
- 50. Goodacre, Mark S. *The Synoptic Problem: A Way through the Maze*. Sheffield: Sheffield Academic Press, 2001.
- 51. Griffith-Jones, Robin. *The Four Witnesses: The Rebel, the Rabbi, the Chronicler, and the Mystic.* San Francisco: HarperSanFrancisco, 2000.
- 52. Harding, Mark and Alanna Nobbs, eds. *The Content and Setting of the Gospel Tradition*. Grand Rapids: Eerdmans, 2010.

- 53. Hays, Richard B. Echoes of Scripture in the Gospels. Waco: Baylor University Press, 2016.
- 54. Hartin, Patrick J. Exploring the Spirituality of the Gospels. Collegeville, Minn.: Liturgical Press, 2011.
- 55. Head, Peter M. *Christology and the Synoptic Problem: An Argument for Markan Priority*. Cambridge: Cambridge University Press, 1997.
- 56. Hoffmann, Paul, Thomas Hieke, and Ulrich Bauer, eds. *Synoptic Concordance: A Greek Concordance to the First Three Gospels in Synoptic Arrangement, Statistically Evaluated, Including Occurrences in Acts.* 4 vols. Berlin: Walter de Gruyter, 1999.
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- 99. Collins, John Joseph and Daniel C. Harlow, eds. *Eerdmans Dictionary of Early Judaism*. Grand Rapids: Eerdmans, 2010.
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### **On-Line Resources**

There is a virtual ocean of resources on the internet helpful for the study of the New Testament. The following is a mere sampling of such resources, each of which may contain some elements helpful to your study in this course and beyond. As with any on-line resources, you should approach these sites with the proper caution and discernment. Their listing here does not represent any kind of endorsement other than the acknowledgement that some useful materials are found in them.

- BibleGateway: <a href="http://www.biblegateway.com/">http://www.biblegateway.com/</a>
- Bible Hub: http://biblehub.com/
- Bible Web App: http://biblewebapp.com/study/ (errors found)
- Blue Letter Bible: http://www.blueletterbible.org/
- STEP Bible from Tyndale House, Cambridge, UK: <a href="http://www.stepbible.org/">http://www.stepbible.org/</a> (Still in beta as of June, 2017)
- The Society of Biblical Literature's Research Tools: http://www.sbl-site.org/educational/researchtools.aspx
- Denver Seminary's New Testament Exegesis Bibliography: <a href="http://www.denverseminary.edu/resources/news-and-articles/new-testament-exegesis-bibliography-2014/">http://www.denverseminary.edu/resources/news-and-articles/new-testament-exegesis-bibliography-2014/</a>
- Resources for Biblical, Theological, and Religious Studies maintained by Tyler F. Williams, Assistant Professor of Theology at The King's University College, Edmonton, Alberta, Canada: http://biblical-studies.ca/
- NT Resources by NT Wright: http://ntwrightpage.com/
- The New Testament Gateway, hosted by Logos Bible Software and edited by Mark Goodacre: <a href="http://www.ntgateway.com/">http://www.ntgateway.com/</a>
- Electronic New Testament Educational Resources by Felix Just, S.J., Ph.D.: http://catholicbibleresources.net/Bible/index.html
- Exegetical Tools: <a href="http://exegeticaltools.com">http://exegeticaltools.com</a>
- Gospel parallels based on Aland: <a href="http://www.bible-researcher.com/parallels.html">http://www.bible-researcher.com/parallels.html</a> or <a href="http://www.iaua.name/Parallel.html">http://www.iaua.name/Parallel.html</a>
- Online resources listed with annotations by Gordon Matties: http://www.cmu.ca/library/gospel\_pars.php

# **Ambrose University Academic Policies**

#### Communication

All students have received an Ambrose e-mail account upon registration. It is the student's responsibility to check this account regularly as the Ambrose email system will be the professor's instrument for notifying students of important matters (cancelled class sessions, extensions, requested appointments, etc.) between class sessions. If students do not wish to use their Ambrose accounts, they will need to forward all messages from the Ambrose account to another personal account.

## Registration

During the **Registration Revision Period** students may enter a course without permission, change the designation of any class from credit to audit and /or voluntary withdraw from a course without financial or academic penalty or record. Courses should be added or dropped on the student portal by the deadline date; please consult the List of Important Dates. After that date, the original status remains and the student is responsible for related fees.

Students intending to withdraw from a course after the Registration Revision Period must apply to the Office of the Registrar by submitting a "Request to Withdraw from a Course" form or by sending an email to the Registrar's Office by the **Withdrawal Deadline**; please consult the List of Important Dates on the my.ambrose.edu website. Students will not receive a tuition refund for courses from which they withdraw after the Registration Revision period. A grade of "W" will appear on their transcript.

Students wishing to withdraw from a course, but who fail to do so by the applicable date, will receive the grade earned in accordance with the course syllabus. A student obliged to withdraw from a course after the Withdrawal Deadline because of health or other reasons may apply to the Registrar for special consideration.

#### **Exam Scheduling**

Students, who find a conflict in their exam schedule must submit a Revised Examination Request form to the Registrar's Office by the deadline date; please consult the List of Important Dates. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; 2) the student has three final exams within three consecutive exam time blocks; 3) the scheduled final exam slot conflicts with an exam at another institution; 4) extenuating circumstances. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

### **Electronic Etiquette**

Students are expected to treat their instructor, guest speakers, and fellow students with respect. It is disruptive to the learning goals of a course or seminar and disrespectful to fellow students and the instructor to use electronics for purposes unrelated to the course during a class session. Turn off all cell phones and other electronic devices during class. Laptops should be used for class-related purposes only. Do not use iPods, MP3 players, or headphones. Do not text, read, or send personal emails, go on Facebook or other social networks, search the internet, or play computer games during class. Some professors will not allow the use of any electronic devises in class. The professor has the right to disallow the student to use a

laptop in future lectures and/or to ask a student to withdraw from the session if s/he does not comply with this policy. Repeat offenders will be directed to the Dean. If you are expecting communication due to an emergency, please speak with the professor before the class begins.

### **Academic Policies**

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Academic Calendar. Personal information (information about an individual that may be used to identify that individual) may be required as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at <a href="mailto:privacy@ambrose.edu">privacy@ambrose.edu</a>.

#### **Extensions**

Although extensions to coursework in the semester are at the discretion of the instructor, students may not turn in coursework for evaluation after the last day of the scheduled final examination period unless they have received permission for a course Extension from the Registrar's Office. Requests for course extensions or alternative examination time must be submitted to the Registrar's Office by the deadline date; please consult the List of Important Dates. Course extensions are only granted for serious issues that arise "due to circumstances beyond the student's control."

### **Appeal of Grade**

An appeal for change of grade on any course work must be made to the course instructor within one week of receiving notification of the grade. An appeal for change of final grade must be submitted to the Registrar's Office in writing and providing the basis for appeal within 30 days of receiving notification of the final grade, providing the basis for appeal. A review fee of \$50.00 must accompany the appeal. If the appeal is sustained, the fee will be refunded.

### **Academic Integrity**

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Academic dishonesty is taken seriously at Ambrose University as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to acknowledge to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university college. Students are expected to be familiar with the policies in the current Academic Calendar that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean and become part of the student's permanent record.

**Note**: Students are strongly advised to retain this syllabus for their records.