διότι πᾶσα σάρξ ώς χόρτος καὶ πᾶσα δόξα αὐτῆς ώς ἀνθός χόρτου· ἡχηράνθη ὁ χόρτος καὶ τὸ ἄνθος ἐξέπεσεν· τὸ δὲ ῥῆμα κυρίου μένει εἰς τὸν αἰῶνα. τούτο δὲ ἐστὶν τὸ ῥῆμα τὸ εὐαγγελισθὲν εἰς ύμᾶς.

“For all flesh is like grass and all its glory like the flower of grass. The grass withers and the flower falls, but the word of the Lord endures forever. This is the word that was preached to you.”
- 1 Peter 1:24-25, partially citing Isaiah 40:6-8

Three Weekend Class Meetings: Module 4: Feb 13-14, March 13-14, April 17-18

Weekend meeting times:
- Fridays: 6:30pm – 9:00pm (chapel 6:30pm – 7:00pm)
- Saturdays: 8:30am – 4:30pm (lunch from 12:00pm – 1:15pm)

Actual Semester Dates: Tues., Jan 20 – Sat., May 9

See “IX. Weekly Course Schedule” below for details on class meetings and assignments

I. Course Description

This is the second semester of a year-long introduction to Hellenistic (Koine) Greek, with special emphasis on the language of the New Testament. We will continue to focus on the basics of Greek grammar, morphology, and vocabulary. We do this by working lesson by lesson through William Mounce’s *Basics of Biblical Greek: Grammar* (3d. edition). Our ultimate goal is to become more careful, faithful, and diligent readers of the New Testament for the sake of God’s kingdom. One very important step in that direction is learning to read the New Testament in its native language.

As a weekend course, we will not take a “traditional” approach to the material (i.e., come to class, hear a lecture, go home, do homework, etc.). Rather, we will used a “flipped” approach. Every week you will spend time reading, watching videos, doing exercises, etc. During our three intensive weekends together, we will concentrate on clarifying grammatical concepts, working through exercises together, and interacting with one another through various activities to solidify your grasp of the material.
Course Description on Gordon Conwell Website: This course continues GL 501, expanding grammar and vocabulary. Emphasis is on translation and analysis of basic grammatical structures and functions. Students continue in same format as GL501. Permits concurrent enrollment in NT 502. Prerequisite: GL 501.

II. Course Objectives

1. To continue gaining an introductory understanding of the grammar and vocabulary of the Greek language at the time of the writing of the New Testament.

2. To apply these skills to reading, translating, and interpreting Greek texts, especially the New Testament.

3. To become more diligent and exact students of the New Testament Scriptures in the original languages in order to serve faithfully as ministers of the Gospel.

4. To recognize the importance of a mastery of the Greek text of the New Testament.

5. To develop skills for the ongoing use of Greek in your particular vocation and life.

III. Course Texts


IV. Other helpful (but not required) texts


V. Course Format

As noted above, although we will only meet in person three weekends during the semester, this is a web-enhanced course. **Weekly work online is required.** Be sure to have a good internet connection. If you have any trouble accessing your gordonconwell.edu email or Sakai contact IT right away at helpdesk-cha@gordonconwell.edu. See below under “Weekly Course Schedule” for more details.

VI. Course Requirements/Expectations

Since this is graduate school, students are expected to assume greater responsibility for their own learning, to interact online (when relevant) and to attend class unless hindered by illness or emergency, to submit assignments on time, and to invest anywhere between 9 and 12 hours per week studying Greek. Your personal initiative is especially important for this weekend course in Greek. A language is not something you can learn in a few weekends; you must pace yourself and spend time working on Greek 6 days/week (one—and only one—day off per week is not a bad idea).

Attendance on weekends: since we only meet for three weekends, attendance is absolutely essential. Failure to attend for a weekend will result in failure of the course.

VII. Study Hints

Do not fall behind. Do whatever it takes to work through problem areas that are slowing you down. Get help from fellow students, ask me questions, etc.

Again, pace yourself. Work on Greek 6 days/week for 1.5 – 2 hours/day rather than for five or six hour blocks on Friday and Saturday (doing the latter will not be conducive to learning Greek).

Make note cards for your vocab and paradigms. Carry them with you everywhere you go (the grocery check-out line often provides a great 5 minutes of review time). Consistency and repetition are some of your most important tools for learning Greek (thus the well-known Latin dictum: *repetitio est mater studiorum* [“repetition is the mother of learning”])

Work on a handful of facts at a time. For example, you cannot learn twenty-five new Greek words in one sitting. Work on five or so at a time, then move on to another group of five after you are familiar with the first five, and then review all of them before going to sleep.

Read your Greek NT as much as you can. You will be surprised by how many words and
grammatical elements you recognize and understand after just a few weeks of studying Greek.

VIII. Important Miscellanies

Office Hours: Since this is a weekend course, regular office hours do not apply. Nonetheless, I am here to help you do well in Greek and would be happy to email and/or meet with you when you have questions. Always feel free to email, and if you would like to set up a live skype or google video chat, send me an email and we will find a time. If for some reason I do not respond to your email within 24 hours, do not hesitate to email me again. I want you to succeed in this course, and I am here to help you do that!

Late Assignments: accommodations for late homework and quizzes will only be made for serious extenuating circumstances (e.g., a birth, death, illness, etc.; not “I got back late from vacation,” or, “I was on a retreat,” or, “I was stuck in traffic,” etc.)

Grading:
- 10% - RWP Log (Every week)
- 10% - Workbook Homework (Every week)
- 30% - Quizzes (I will drop your lowest quiz grade; if you miss a quiz for any reason, that one will be dropped)
- 20% - Midterm
- 30% - Final Exam
- Grading scale: A (94-100); A- (92-93); B+ (89-91); B (86-88); B- (83-85); C+ (80-82); C (77-79); C- (74-76); D (70-73); F (69 and below)

IX. Weekly Course Schedule

Each week you will have a number of different tasks to complete—reading, studying, watching videos, doing exercises, taking quizzes, etc.—all of which are detailed week by week in the schedule below. Note that I have attempted to give you a daily schedule for your work, the purpose of which is to help you pace yourself in the daily practice of Greek. However, usually you are not required to submit any reading logs/work until Thursday, Friday, and Saturday (again, see the schedule below). It is ultimately your responsibility to pace yourself well. Below I give you a “week at a glance” and then the detailed weekly schedule.

A Week at a Glance: An important explanation of each week’s work

During each week you will normally: (1) read and study a chapter in the book and a handout posted on Sakai (written by me); (2) watch a lecture; (3) spend some time on memrise.com
(more below); (4) do some practice exercises I have written (posted on Sakai); (5) complete/correct your workbook exercises (more below); (6) take a quiz. Usually you will only have to complete one chapter/week. This is a very manageable pace. The weekly components of the course are:

**Reading/Watching/Practice Log** (abbreviated RWP below): Each week you will submit on Sakai a reading/watching/practice log by Thursday @11pm (except for the weeks on which we meet; for those, see the schedule below). In this log you will record an honest percentage of the reading/watching/practice you have completed. Notice in the “Grading” section above, the RWP log constitutes 10% of your grade. This is an easy way to pad your grade while cultivating study habits that will truly facilitate your learning of Greek. On the other hand, it is an easy way to lose some major points if you procrastinate.

**Homework/Workbook Submission:** Each week you will submit your completed and corrected workbook (BBGW) exercises by Saturday @ 5pm (again, except for weeks on which we meet; see schedule below). Scan and upload these to Sakai as a .pdf (see the section after the schedule below for scanning options and help with Sakai). **Complete/correct your homework in the following manner:**

- Complete homework exercises in your workbook with your textbook closed (that is, treat your homework like a test). While doing the homework, engage every sense possible; e.g., pronounce each word aloud as you work; write out everything (parsing, translation, etc.); quiz a fellow student on vocab, etc.

- Correct your homework: When you are done with the homework, correct your assignment using a different color ink (preferably red) than you used for your original work, paying careful attention to what you missed. Review those problem areas in your notes and textbook. Make a note of the grammatical elements you still do not understand after reviewing Mounce. You can either email me with those questions or bring them to our weekend meetings. Access the answer key to the workbook—against which you will correct your homework—online at: [http://doxa.teknia.com/bbg3_answers.pdf](http://doxa.teknia.com/bbg3_answers.pdf)

- Upload your corrected homework to Sakai as a PDF by the time specified.

- Homework assignments will be “graded” strictly on the basis of effort and completion (not accuracy). Do all parsing, warm ups, and translation as assigned in a clearly legible manner. Again, doing your homework in a focused and “paced” manner is how you will solidify what you have read and studied. If you do not do your homework attentively and consistently, nothing will “stick,” and you will soon get behind. Take your time, and do not be afraid to make mistakes on paper for the homework.
Weekly Quizzes: You will also have a weekly quiz. The quiz will be posted on Sakai, and you will complete and upload the quiz to Sakai as a PDF by Saturday @ 11pm (again, except for weeks on which we meet; see schedule below).

Memrise.com: part of your weekly work is spending time on memrise.com. This is a great learning tool to build your Greek vocabulary. Create an account for yourself on memrise.com. After creating your account, search for “Basics of Biblical Greek.” Of the four options that will appear, choose the one that says “by denarius” and has a musical note next to it (but not the one with the word “lexemes” in parentheses). Note that there is also a memrise app for your iphone, android, etc.

WEEKLY SCHEDULE:

NB**: I will have given you some practice exercises during the Christmas holiday, so I am assuming that you have retained a strong working knowledge of chpts 1-21.

Week 1, Jan. 20-25

1. Tuesday, Jan. 20: Read/Study:
   a. BBG, chpt 22
   b. Study carefully the chpt. 22 handout posted on Sakai
2. Tuesday/Wednesday: Watch & Listen:
   a. Watch chpt. 22 Video Lecture
3. Wednesday/Thursday:
   a. Memrise.com: chpts. 1-22
   b. Do the practice exercises posted on Sakai (usually embedded in the chapter handout posted on Sakai)
4. Thursday:
   a. RWP log due @ 11pm (see instructions above) – as a reminder, for the RWP log you are logging an accurate percentage of how much of the work (reading, viewing, listening) you have done thus far. Your workbook is not included in this log.
5. Friday – Saturday: Workbook/other homework:
   a. BBGW (the Workbook) chpt 22

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1 *No helps of any kind are allowed during your at-home quizzes. Christian integrity is expected of all students. Giving you at-home quizzes is not only about using our class time as efficiently as possible, but also about the formation of your Christian character. Taking at-home quizzes with Christian integrity will further shape you into the image of Jesus Christ, who refused to manipulate his circumstances to his own benefit (cf. Matt 4:1-11). Cheating on at-home quizzes will deform the image of Jesus in you.
b. Correct your homework using the answer key, check your answers and make corrections with a red pen. (answer key: http://doxa.teknia.com/bbg3_answers.pdf)
   i. More detailed instructions above under “A Week at a Glance”
   c. Continue practicing chpt. 22 on memrise.com
6. Submit: Scan completed and checked homework as a PDF and upload to Sakai by Sat., Jan. 24 at 5:00pm.
7. Fri./Sat.: Quiz:
   a. Take Quiz 1 (chpts 1-22) in Sakai; due by Sat, Jan. 24 at 11:00pm.

**Week 2, Jan. 26-Feb.1**

1. Monday/Tuesday: Read/Study:
   a. BBG, chpts. 23
   b. Study carefully the “Chapter 23 Handout” posted on Sakai
2. Tuesday – Wednesday: Watch & Listen:
   a. Mounce chpt. 23 “Lecture”
   b. Memrise.com: chpt 23
3. Wed. – Thurs.: Practice
   a. Memrise.com: chpts 1-23
   b. Do chpt. 23 practice posted on Sakai
4. Thurs.: **RWP log due @ 11pm (see instructions above)**
5. Fri. – Sat.: Workbook/other homework
   a. BBGW: chpt 23
   b. Continue practicing chpts 1-23 on memrise.com
   c. Scan completed and checked homework as a PDF and upload to Sakai by Sat., Jan. 31 at 5:00pm.
6. Fri – Sat.: Quiz
   a. Take Quiz 2 (chpts 1 – 23) in Sakai; due by Sat, Jan. 31 at 11:00pm.

**Week 3, Feb. 2-8**

1. Monday: Read/Study
   a. BBG, chpt. 24
   b. Study carefully the “Chpt. 24 Handout” posted on Sakai
2. Tuesday: Watch
   a. Mounce chpt. 24 Lecture
3. Tues-Thurs: Practice
   a. Memrise.com: chpts. 1-24
   b. Do practice exercises posted on Sakai
4. Thursday: **RWP log due @ 11pm (see instructions above)**

5. Fri – Sat.: Workbook & practice
   a. BBGW, chpt. 24
   b. Continue with memrise.com, chpts. 1-24
   c. Scan completed and checked homework as a PDF and **upload to Sakai by Sat., Feb. 7 at 5:00pm.**

6. Fri/Sat.: Quiz
   a. Take Quiz 3 (chpts 1 – 24) in Sakai; due by **Sat, Feb. 7 @ 11pm.**

**Week 4, Feb. 9-15**

**Note: we meet for the first time on Friday, Feb. 13, so the schedule is slightly different this week**

1. Monday: Read/Study
   a. BBG, chpt. 25
   b. Study carefully the “Chpt. 25 Handout” posted on Sakai

2. Tuesday: Watch
   a. Mounce chpt. 25 Lecture
   b. Memrise.com: chpts 25

7. Tues-Thurs: Practice
   a. Memrise.com: chpts. 1-25
   b. Do practice exercises posted on Sakai
   c. Since your workbook is due by Friday this week, I recommend beginning to work on it by Thursday at the latest

7. Thursday: **RWP log due @ 11pm (see instructions above)**

8. Thurs. – Fri.: Workbook & practice
   a. BBGW, chpt. 25
   b. Scan completed and checked homework as a PDF and **upload to Sakai by Fri., Feb.13 @6pm.** **Note the earlier due date on account of our Fri-Sat meeting**
   c. Continue with memrise.com

9. No at-home quiz

**FRI., FEB. 13 – SAT. FEB. 14: FIRST WEEKEND MEETING TOGETHER**

Week 5, Feb. 16-22

**NB: This week you have two chapters, 26-27. However, chpt 26 only introduces participles and has no corresponding vocab or workbook exercises of its own.**

1. Monday: Read/Study:
   a. BBG, chpt. 26-27
   b. Study carefully the “Chpts. 26-27 Handout” posted on Sakai
2. Tuesday: Watch
   a. Mounce chpt. 26-27 Lectures
3. Tues – Thurs: Practice
   a. Memrise.com: chpts 1-27
   b. Do practice exercises posted on Sakai
4. Thursday: **RWP log due @ 11pm (see instructions above)**
5. Fri. – Sat.: Workbook & practice
   a. BBGW, chpt. 27
   b. Memrise.com on chpts. 1-27
   c. Scan completed and checked homework as a PDF and upload to Sakai by Sat., **Feb. 21 @ 5:00pm.**
6. Fri./Sat.: Quiz
   a. Take Quiz 4 (chpts 1 – 27) on Sakai; due by **Sat, Feb. 21 @ 11pm.**

Week 6, Feb. 23-March 1

1. Monday: Read/Study
   a. BBG, chpt. 28
   b. Study carefully the “Chpt. 28 Handout” posted on Sakai
2. Tuesday: Watch
   a. Mounce chpt. 28 Lecture
3. Tues – Thurs: Practice
   a. Memrise.com: chpts. 1-28
   b. Do practice exercises posted on Sakai
4. Thursday: **RWP log due @ 11pm (see instructions above)**
5. Fri. – Sat.: Workbook & practice
   a. BBGW, chpt. 28
   b. Memrise.com on chpts. 1-28
   c. Scan completed and checked homework as a PDF and upload to Sakai by Sat., **Feb. 28 @ 5:00pm.**
6. Fri./Sat.: Quiz
Week 7, March 2-8

1. Monday – Tues.: Read/Study
   a. BBG, chpt 29
   b. Study carefully the “Chpt 29 Handout” posted on Sakai
2. Tuesday – Wed.: Watch
   a. Mounce chpt. 29 Lecture
3. Tues – Thurs: Practice
   a. Memrise.com: chpts. 1-29
   b. Do practice exercises posted on Sakai
4. Thursday: RWP log due @ 11pm (see instructions above)
5. Fri. – Sat.: Workbook & practice
   a. BBGW, chpt. 29
   b. Memrise.com on chpts. 1-29
   c. Scan completed and checked homework as a PDF and upload to Sakai by Sat., March 7 @ 5:00pm.
6. Fri./Sat.: Quiz
   a. Take Quiz 6 (chpts 1-29) in Sakai; due by Sat, March 7 @ 11pm.

Week 8, March 9-15

Partial Break & Midterm

**NOTE WELL: From Monday, March 9 – Friday, March 13 you have no new chapters.

Do the review worksheets posted on Sakai in preparation for your midterm exam (BBG chpts. 1-29), which will be given from 10am-12pm on Sat., March 14 during our time together. Our work in class on Friday evening and Saturday morning of our weekend meeting will help prepare you for the midterm as well.

FRI., MARCH 13- SAT., MARCH 14: SECOND WEEKEND TOGETHER: Bring all materials: textbook, workbook, Sakai exercises, and your Greek New Testament. As noted above, your midterm exam will be on Sat., March 14 from 10am-12pm (covering chpts. 1-29 in BBG)
**Week 9: March 16-22**

1. Monday: Read/Study  
   a. BBG, chpt. 30  
   b. Study carefully the “Chpt 30 Handout” posted on Sakai
2. Tuesday: Watch  
   a. Mounce chpt. 30 Lecture
3. Tues – Thurs: Practice  
   a. Memrise.com: chpts. 1-30  
   b. Do practice exercises posted on Sakai
4. Thursday: **RWP log due @ 11pm (see instructions above)**
5. Fri. – Sat.: Workbook & practice  
   a. BBGW, chpt. 30  
   b. Memrise.com on chpts. 1-30  
   c. Scan completed and checked homework as a PDF and upload to Sakai by Sat.,  
      **March 21 @ 5:00pm.**
6. Fri./Sat.: Quiz  
   a. Take Quiz 7 (chpts 1 – 30) in Sakai; **due by Sat, March 21 @ 11pm.**

**Week 10: March 23-29**

1. Monday: Read/Study  
   a. BBG, chpt 31  
   b. Study carefully the “Chpt 31 Handout” posted on Sakai
2. Tuesday: Watch  
   a. Mounce chpt 31 Lecture
3. Tues – Thurs: Practice  
   a. Memrise.com: chpts. 1-31  
   b. Do practice exercises posted on Sakai
4. Thursday: **RWP log due @ 11pm (see instructions above)**
5. Fri. – Sat.: Workbook & practice  
   a. BBGW, chpt. 31  
   b. Memrise.com on chpts. 1-31  
   c. Scan completed and checked homework as a PDF and upload to Sakai by Sat.,  
      **March 28 @ 5:00pm.**
6. Fri./Sat.: Quiz  
   a. Take Quiz 8 (chpts 1 – 31) in Sakai; **due by Sat, March 28 @ 11pm.**
Week 11: Mon., March 30-Apr. 5

**NB: Since this is Holy Week, you have the option of submitting the work for this week with your work for next week with no penalty. Nonetheless, you are still responsible for Mounce chpts. 32-33 by the end of next week.**

1. Monday: Read/Study  
   a. BBG, chpt 32  
   b. Study carefully the “Chpts. 32 Handout” posted on Sakai
2. Tuesday: Watch  
   a. Mounce chpts. 32 Lecture
3. Tues – Thurs: Practice  
   a. Memrise.com: chpts. 1-32  
   b. Do practice exercises posted on Sakai
4. Thursday: **RWP log due @ 11pm (see instructions above)**
5. Fri. – Sat.: Workbook & practice  
   a. BBGW, chpt. 32  
   b. Memrise.com on chpts. 1-32  
   c. Scan completed and checked homework as a PDF and upload to Sakai by Sat., Apr. 4 @ 5:00pm.
6. Fri./Sat.: Quiz  
   a. **NO QUIZ: HOLY WEEK; NEXT WEEK’S QUIZ WILL COVER THIS CHPT (32) AND THE NEXT**

Week 12: Mon., April 6-12

1. Monday: Read/Study  
   a. BBG, chpt 33  
   b. Study carefully the “Chpts. 33 Handout” posted on Sakai
2. Tuesday: Watch  
   a. Mounce chpts. 33 Lecture
3. Tues – Thurs: Practice  
   a. Memrise.com: chpts. 1-33  
   b. Do practice exercises posted on Sakai
4. Thursday: **RWP log due @ 11pm (see instructions above)**
5. Fri. – Sat.: Workbook & practice  
   a. BBGW, chpt. 33  
   b. Memrise.com on chpts. 1-33  
   c. Scan completed and checked homework as a PDF and upload to Sakai by Sat., Apr. 11 @ 5:00pm.
6. Fri./Sat.: Quiz
a. Take Quiz 9 (chpts 1 – 33) in Sakai; due by Sat, Apr. 11 @ 11pm.

**Week 13: Mon., April 13-19**

**Note: Since we meet for the third and final weekend on Nov. 21 – 22, the schedule for this week is slightly different.**

1. Monday: Read/Study
   a. BBG, chpt 34
   b. Study carefully the “Chpt 34 Handout” posted on Sakai
2. Tuesday: Watch
   a. Mounce chpt 34 Lecture
3. Tues – Thurs: Practice
   a. Memrise.com: chpts. 1-34
   b. Do practice exercises posted on Sakai
   c. Since your workbook is due on Friday this week (not Saturday), I recommend beginning to work on it by Thursday at the latest.
4. Thursday: RWP log due @ 11pm (see instructions above)
5. Thurs – Fri.: Workbook & practice
   a. BBGW, chpt. 34
   b. Memrise.com on chpts. 1-34
   c. Scan completed and checked homework as a PDF and upload to Sakai by Fri., April 17 @ 6:00pm.
6. No at-home quiz this week

**FRI., April 17 – SAT., April 18: THIRD AND FINAL WEEKEND TOGETHER: bring all materials: your textbook, workbook, Sakai exercises, and your Greek New Testament.**

**Week 14: April 20-26**

**Note well: your final exam is on Fri., May 8. Make sure you are reviewing now. See the study guide posted on Sakai.**

1. Monday: Read/Study
   a. BBG, chpt 35
   b. Study carefully the “Chpt 35 Handout” posted on Sakai
2. Tuesday: Watch
   a. Mounce chpt 35 Lecture
3. Tues – Thurs: Practice
a. Memrise.com: chpts. 1-35
b. Do practice exercises posted on Sakai
4. Thursday: RWP log due @ 11pm (see instructions above)
5. Fri. – Sat.: Workbook & practice
   a. BBGW, chpt. 35
   b. Memrise.com on chpts. 1-35
   c. Scan completed and checked homework as a PDF and upload to Sakai by Sat., April 25 @ 5:00pm.
6. Fri./Sat.: Quiz
   a. Take Quiz 10 (chpts 1 – 35) in Sakai; due by Sat, April 25 @ 11pm.

**Week 15: April 27-May 3**

1. Monday: Read/Study
   a. BBG, chpt 36
   b. Study carefully the “Chpt 36 Handout” posted on Sakai
2. Tuesday: Watch
   a. Mounce chpt 36 Lecture
3. Tues – Thurs: Practice
   a. Memrise.com: chpts. 1-36
   b. Do practice exercises posted on Sakai
4. Thursday: RWP log due @ 11pm (see instructions above)
5. Fri. – Sat.: Workbook & practice
   a. BBGW, chpt. 36
   b. Memrise.com on chpts. 1-36
   c. Scan completed and checked homework as a PDF and upload to Sakai by Sat., May 2 @ 5:00pm.
6. Fri./Sat.: Quiz
   a. No Quiz—review for final exam
   b. See the Final Exam Study Guide Posted on Sakai

**Friday, May 8: FINAL EXAM**

Take three-hour final exam on BBG (chpts. 1 – 36) with a proctor. See the study guide on Sakai. Due by Fri., May 8 @ 11pm.
**Scanning and Sakai:**

**Scanning Options** (I borrow these from Dr. Catherine McDowell, Assistant Professor of Hebrew and OT)

Scanners:
There is a scanner available on the copy machine in the GCTS library from which you can email your homework as a PDF to yourself and then upload it into Sakai.


For Android devices try the free scanners available on Google play:

Two relevant articles that rank these scanner apps:

If you prefer to purchase a portable scanner, the “doxie one” ($149) is easy to use and has received good reviews: [http://www.getdoxie.com/product/one/index.html](http://www.getdoxie.com/product/one/index.html)

It is your responsibility to learn to use a scanner and to make sure the images are clear before you upload the PDF into Sakai. Instructions are available online for the scanner you choose.

**Sakai:**

All students who have been through New Student Orientation and those who have passed IS502 should know how to use Sakai. For a refresher on the basics of Sakai navigation go to the Sakai login page, scroll to the bottom until you see: “Please watch this video on basic navigation in Sakai.” If you need a reminder on how to upload documents into Sakai, go to our course Sakai page > click on the “Help” tab on the left side of the page and search under “upload”. If you need further IT assistance, contact the helpdesk at helpdesk-cha@gordonconwell.edu rather than your professor.
**Syllabus Addendum**

**Academic Standards**
Cheating and plagiarism are considered serious breaches of personal and academic integrity. Cheating involves, but is not necessarily limited to, the use of unauthorized sources of information during an examination or the submission of the same (or substantially same) work for credit in two or more courses without the knowledge and consent of the instructors. Plagiarism involves the use of another person’s distinctive ideas or words, whether published or unpublished, and representing them as one’s own instead of giving proper credit to the source. Plagiarism can also involve over dependence on other source material for the scope and substance of one’s writing. Such breaches in academic standards often result in a failing grade as well as other corrective measures. For more information, please consult the Student Handbook.

**ADA Policy**
The seminary complies with the provisions of the Americans with Disabilities Act. A student with a qualifying and authenticated disability who is in need of accommodations, should petition the seminary in accordance with the stated guidelines in the Student Handbook.

**Cancellation of Class**
In the event the seminary has to cancel a class meeting (impending storm, professor illness, etc.), the Registration Office will send out an email (via the GCTS email account) notification to all students registered in the respective course. If the cancellation occurs the day of the scheduled meeting, the Registration Office will also attempt to contact students via their primary phone contact on record. The professor will contact the students (via GCTS account) regarding make-up. If a weekend class is cancelled, the class will be made up during the scheduled Make-Up weekend (see the academic calendar for the designated dates). For more info, consult your Student Handbook.

**Extension Policy**
Arrangements for submission of late work at a date on or before the end date for the semester as noted on the seminary’s Academic Calendar, are made between the student and professor. Formal petition to the Registration Office is not required in this case. This includes arrangements for the rescheduling of final exams.

However, course work (reading and written) to be submitted after the publicized end date for the semester must be approved by the Registration Office. An extension form, available online, must be submitted to the Registration Office prior to the stated date. Requests received after this date will either be denied or incur additional penalty. For a full discussion of this policy, please consult the Student Handbook.
Grades
Faculty have six weeks from the course work due date to submit a final grade. Grades are posted on-line within twenty-four hours of receipt from the professor. Students are expected to check their CAMS student portal in order to access posted grades (unless instructed otherwise). Those individuals who need an official grade report issued to a third party should put their request in writing to the Registration Office.

Returned Work
Submitted hard-copy course work will be returned to the students if they provide a self addressed and postage-paid envelope with their final work. Work submitted without the appropriate envelope will be destroyed after the grade has been assessed and issued.