



# B101 Old Testament Survey I

For quick access to your syllabus online, click here—[B101 Old Testament Survey I](#)

\*\*\*Throughout this syllabus, content written in [underlined blue](#) are websites or emails that have been linked here for the student's quick access.

\*\*\*Content written in [underlined red](#) are websites or resource documents that **cannot** be linked in this document and must be accessed by the student in its respective section of the syllabus on the course home page in Canvas.

\*\*\*Content written in **bolded blue** designate Student Handbook section markers that delineate where in the Student Handbook the preceding information can be found or explained further. In the near future, these will be linked in the PDF syllabi for the student's online reference.

## Table of Contents

<b>Overview</b>	3
Meet Your Professor	3
Course Description & Objectives	4
Textbooks	5
Grading	6
<b>Course Work</b>	8
Module Schedule	8
Assignments	9
Discussions	12
Exams	13
<b>Resources &amp; Policies</b>	14
Research Resources	14
TMC Online Policies	15
TMC Policies	17
Help & Support	18

## Overview

### Meet Your Professor



#### Dr. Michael Grisanti (facilitator)

**Michael Grisanti** is Professor of Old Testament at The Master's Seminary where his scholarly interests include Deuteronomy, Old Testament theology, biblical ethics, the prophets, and the history of Israel. He has been actively involved in ministries around the world, which have brought him to Albania, Chile, Colombia, Honduras, Israel, Italy, Japan, Jordan, New Zealand, Portugal, Romania, Russia, South Africa, Spain, and Ukraine. He leads trips to Israel annually (sometimes 2 a year).

He and his wife, Martha Ann, have been married for 34 years. They have 8 children, 6 boys and 2 girls (32 to 15 years old). The Grisanti family attend Grace Baptist Church in the Santa Clarita Valley where Dr. Grisanti co-teaches an Adult Bible Fellowship.

Dr. Grisanti has contributed to *The New International Dictionary of Old Testament Theology and Exegesis*, *Eerdmans Dictionary of the Bible*, *Bible Knowledge Key Word Study Set*, and the *Baker Handbook to the Bible*. Dr. Grisanti's commentary on Deuteronomy is part of the revision of the *Expositor's Bible Commentary*. He is one of three authors for the recently published *World and the Word* volume published by Broadman & Holman (an OTI textbook). He is working on the Deuteronomy commentary for the Teach the Text series published by Baker. He has written numerous articles on Old Testament topics which have been published in *Bibliotheca Sacra*, *The Master's Seminary Journal*, and the *Journal of the Evangelical Theological Society*.

### Contact Information

Email: [mgrisanti@tms.edu](mailto:mgrisanti@tms.edu)

Office Phone: 818-909-5649

### Degrees

B.A., Pillsbury Baptist Bible College  
 M.Div., Central Baptist Theological Seminary  
 Th.M., Central Baptist Theological Seminary  
 Ph.D., Dallas Theological Seminary



## Dr. Will Varner (lecturer)

**Will Varner** came to The Master's College after seven years in the Pastorate and seventeen years of ministry with the Friends of Israel in New Jersey. The last ten of those years he served as Dean of their Institute of Biblical Studies, where he taught and led study tours to Israel. Dr. Varner also served as an adjunct professor at Philadelphia College of the Bible. In addition to teaching Bible Exposition and Greek Exegesis courses, Will serves as Director of the college's IBEX semester in Israel program, a country he has visited over forty times. He loves traveling with his wife, Helen, and studying Civil War lore.

He is a member of the Evangelical Theological Society and the Society of Biblical Literature, and has authored five books, contributed to two others, published over a hundred journal and periodical articles, and regularly blogs at "DrIBEX Ideas". He recently published an academic commentary on James. He and Helen have three grown children, one of whom is with the Lord, and three grandchildren. In 1999 and in 2005 Dr. Varner was honored as The Master's College "Teacher of the Year". He has been selected for "Who's Who in America's Colleges" for 1998-2009 and was recently selected into "Who's Who in America." Will serves as pastor of the Sojourners Fellowship at Grace Community Church and often ministers in conferences and churches nationwide.

## Degrees

Professor of Bible & Greek  
 B.A., Bob Jones University  
 M.A., Dropsie College  
 M.Div., Th.M., Biblical Theological Seminary  
 Ed.D., Temple University Studies in Modern Hebrew at Gratz College  
 Joined TMC 1996

## Course Description & Objectives

### Course Description

An introduction to the entire Old Testament, employing thematic and exegetical methods. Literary structure, historical background, and parallel passages are also utilized to discover the unique and priceless lessons of each book. This survey covers Genesis through I & II Samuel. This course is eight weeks long.

### Course Objectives

***Upon completing the course, the student will be able to:***

1. Describe the general content and interpretation of the Old Testament books from Genesis through II Samuel.

2. Explain the importance of historical and geographical background for the proper interpretation of this section of the Old Testament.
3. State the overall importance of the Old Testament, its proper authority, and its absolute importance for a thorough understanding of the New Testament.

Course Verse:

Romans 15:4, "For whatever was written in former days was written for our instruction, that through endurance and through the encouragement of the Scriptures we might have hope" (ESV).

## Textbooks

It is the student's responsibility to ensure that all course materials, including textbooks are obtained by the first week of the course. Students are responsible for completing assigned reading and submitting assignments according to the syllabus. Extensions are not granted for reasons which include not having access to course textbooks. Texts may be purchased through online retailers such as Amazon, Barnes and Noble, etc.

The Master's College students trust The Master's College Book Store for new and used textbooks. At The Master's College Book Store you'll get the exact textbooks selected by your instructors at the most competitive prices guaranteed. Visit The Master's College Online Bookstore to buy or rent your textbooks online.

**For more information, see Student Handbook § 3.03**

## Required Textbooks

*The Bible*, English Standard Version preferred

*Yesterday, Today and Forever: The Continuing Relevance of the OT*

Author: Larry Helyer

Publisher: Sheffield Publishing Company

Date Printed: 2004

ISBN:1879215470

*The Messiah: Revealed, Rejected, Received*

Author: William Varner

Publisher: Author House

Date Printed: 2004

ISBN:1420807870

## Course Resources

- **Course Notes:** A course note packet is provided for you to use along with the lectures.
- **PowerPoint Files:** There are PowerPoint files that correspond to each book studied. Please download these and follow along with the lectures.

## Grading

### Grade Breakdown

Grade Item	Point Value	% of Total Grade
Exams: Midterm and Final	120 points	40%
Reading Reports /Discussions	80 points (10 points/week)	29%
Helyer Worksheets	60 points (6 reading worksheets)	20%
Book Review	30 points	10%
Participation	5 points	1%
<b>Total</b>	<b>295 points</b>	<b>100%</b>

### Grade Scale

A	94-100%
A-	90-93%
B+	87-89%
B	84-86%
B-	80-83%
C+	77-79%
C	74-76%
C-	70-73%
D+	67-69%
D	64-66%
D-	60-63%
F	0-59%

### Reading Report and Discussion Rubric

The evaluation is based upon the completion of reading and the content, depth and quality of the student participation in the forum discussions using the standards of the grading rubric below.

**\*\*\*Important Note:** Please keep in mind that your discussion posts and replies are meant to involve your observations. Generally, there is no need to quote entire verses. We all have Bibles that we can check. When it comes to the minimum word count, I will not include quoted Scripture in calculating the word count. Everyone at TMC wants your answers to draw on the Bible!! However, I don't want you to use verse quotations as filler for your answer or reply. If you want to included verse quotations, be sure that your answer apart from the verse quotations at least is above the minimum word count.

In order to have the potential of **receiving 10 points** you must 1) complete all the Bible reading, 2) submit a quality initial post no later than Friday that is at least 250 words, and 3) respond with a substantive reply to one of your classmates of at least 100 words. The reply must be submitted no later than Saturday. The quality of your initial post and reply or replies will also affect your grade.

<b><i>Initial Post: max 7 points</i></b>	<b>6 - 7 points</b>	<b>4 - 5 points</b>	<b>1 - 3 points</b>
<b>Length</b>	251 + words	200 to 250 words	150 to 200 words
<b>Submission Day</b>	By Friday	By Saturday	By Sunday
<b>Content</b>	Response addresses the question with thought, clarity and analysis, showing depth of module content: i.e. from reading material and/or from Dr. Varner's lecture content.	Response addresses the question with thought and clarity.	Response addresses the question/problem presented with some thought.
<b>Reading</b>	100% completed	100% completed	60 - 99% completed
<b><i>Reply Post: max 3 points</i></b>	<b>3 points</b>	<b>2 points</b>	<b>1 point</b>
<b>Length</b>	100 + words	100 + words	50 - 100 words
<b>Submission Day</b>	By Saturday	By Sunday	By Sunday

# Course Work

## Module Schedule

Module = Week (e.g. Module 1 = Week 1; Module 2 = Week 2, etc.)

MODULE 1: Introduction to the Old Testament	
Overview	Syllabus Canvas Orientation Student Introduction
Reading	Genesis <i>Yesterday, Today, and Forever</i> chapter 1 <i>The Messiah</i> (see Reading Plan below)
Lectures	Lectures 1-4
Discussions	Reading Report and Discussion
Assignments	Helyer Worksheet #1
Exams	
MODULE 2: Creation and the Flood	
Reading	Exodus <i>The Messiah</i> (see Reading Plan below)
Lectures	Lectures 5-9
Discussions	Reading Report and Discussion
Assignments	
Exams	
MODULE 3: The Patriarchs	
Reading	Leviticus <i>Yesterday, Today and Forever</i> chapter 2 <i>The Messiah</i> (see Reading Plan below)
Lectures	Lectures 10-13
Discussions	Reading Report and Discussion
Assignments	Helyer Worksheet #2
Exams	
MODULE 4: Israel in Egypt	
Reading	Numbers <i>Yesterday, Today and Forever</i> chapter 3 <i>The Messiah</i> (see Reading Plan below)
Lectures	Lectures 14-18
Discussions	Reading Report and Discussion
Assignments	Helyer Worksheet #3
Exams	
MODULE 5: Through the Wilderness	
Reading	Deuteronomy <i>Yesterday, Today and Forever</i> chapter 4 <i>The Messiah</i> (see Reading Plan below)
Lectures	Lectures 19-22
Discussions	Reading Report and Discussion Record amount of time watching lectures - minimum 16 lectures
Assignments	Helyer Worksheet #4
Exams	Midterm Exam



<b>MODULE 6: Preparation and Conquest</b>	
<b>Reading</b>	Joshua/Judges <i>Yesterday, Today and Forever</i> chapter 5 <i>The Messiah</i> (see Reading Plan below)
<b>Lectures</b>	Lectures 23-26
<b>Discussions</b>	Reading Report and Discussion
<b>Assignments</b>	Helyer Worksheet #5
<b>Exams</b>	
<b>MODULE 7: A Period of Darkness</b>	
<b>Reading</b>	I Samuel <i>The Messiah</i> (see Reading Plan below)
<b>Lectures</b>	Lectures 27-30
<b>Discussions</b>	Reading Report and Discussion
<b>Assignments</b>	Book Review of <i>The Messiah</i>
<b>Exams</b>	<b>Practice</b> Map Activity for the Final Exam
<b>MODULE 8: Rise of the Monarchy</b>	
<b>Reading</b>	II Samuel/Ruth <i>Yesterday, Today and Forever</i> chapter 6
<b>Lectures</b>	Lectures 31-33
<b>Discussions</b>	Reading Report and Discussion Record amount of time watching lectures - minimum 12 lectures
<b>Assignments</b>	Helyer Worksheet #6
<b>Exams</b>	Final Exam
<b>Cafe</b>	Student Opinion Survey (Self-Service)

## Reading Plan for *The Messiah*

Specific page numbers are not assigned each week for *The Messiah* - it is up to the student to create his or her own reading plan to ensure that the Book Review assignment is complete and submitted by module 7.

You are required to read pages 1-226, and complete your book review on these pages.

\*\* Though you will be required to read the book of Ruth in module 8, there will be no questions about this book on the exam.

## Assignments

### Reading Worksheets

There are six reading worksheets each worth 10 points that cover selected chapters of the course text book, *Yesterday, Today and Forever*, by Larry Helyer. Each worksheet can be downloaded from the assignment page in the module in which they are due.

Completed worksheets are due by the last day of the module in which they are assigned, and must be uploaded in a Word or PDF file format. Refer to the assignment page in each module for the due dates.

## Reading Report and Discussions

*Please keep in mind that your discussion posts and replies are meant to involve your observations. Generally, there is no need to quote entire verses. We all have Bibles that we can check. When it comes to the minimum word count, **I will not include quoted Scripture in calculating the word count.** Everyone at TMC wants your answers to draw on the Bible!! However, I don't want you to use verse quotations as filler for your answer or reply. If you want to include verse quotations, be sure that your answer apart from the verse quotations at least is above the minimum word count.*

For grading criteria, view the [Reading Report & Class Discussions](#) assignment description and the [Reading Report and Discussion Rubric](#).

## Book Review

6 (minimum) to 7 pages (not including title and bibliography pages)

Refer to the "[Book Review Rubric](#)" for grading guidelines.

You are required to read pages 1 to 226 of *The Messiah* and then write a 6–7-page review (not including title page or bibliography). This is not simply a summary of the book, but a review and evaluation of the content. The Book Review is due by the end of Module 7.

**Purposes:** The Book Review will allow you to do the following:

- Focus on specific Bible passages and the approaches the author takes to interpret them.
- Understand what this book ultimately contributes to your understanding of the value of the Old Testament for Christians.
- Know how we are to read the Old Testament as Christians.

**Instructions:** To complete the Book Review, first compose a title page including your name, class, instructor, and date. Then, write the review using the following structure:

- I. Introduction (half-page maximum)
  - a. This should be a single but strong paragraph that reveals what you intend to show the reader. This is your "thesis statement."
  - b. Include a brief review of background data about the book, author, and the topic of the book.
- II. Brief Summary (1–2 pages: no more than 20% of your review)
  - a. Do not state what every single chapter is about; instead, capture the main idea(s) of the book along with the underlining subtopics and themes.
  - b. Briefly overview what the book as a whole is about as well as the issues, themes, and solutions the author presents.
  - c. Identify the main thrust of the book and differentiate between the central and peripheral ideas.

### III. Critical Interaction with the Book(2–4 pages: around 70% of your review)

- a. Do not discuss your agreement or disagreement with the author's perspective; instead, try to recognize what the author's points are and what theological issues are prevalent.
- b. Document your assessment of the author. If you make a judgment of Varner's opinion, give an example along with a footnote to designate where this can be observed.
- c. Where is the author coming from? Identify his theological and biblical perspectives on the subject.
- d. What is the author's goal?
- e. Does the author prove his point? Why or why not? How?
- f. What are the strengths and weaknesses of the author's arguments?
- g. What important works have been written on this same subject? How does Varner compare to others in terms of content, approach, style, etc.?
- h. How might any person such as a lay reader or pastor use the book's ideas in the real world of relationships and ministry? How can he use the book's information in his own Bible study/interpretation and ministry? This is where your own perspective is admissible.

### IV. Conclusion (half-page maximum)

- a. Bring together all your interactions with the book and wrap up your review by conveying how well you think Varner achieved his goals and to what degree his purpose was achieved.
- b. If you are of a different theological persuasion than the author, how does he conflict with your preconceptions?
- c. In what ways does the book make you think?
- d. With what questions does the author leave you?

**Formatting:** Make sure your review is formatted in the following manner:

- Type your review in a Word document.
- Follow Turabian style (as specified in the Turabian manual) for the review.
- Use 1" margins all around.
- 12 point font.
- Make text double-spaced.
- The book review should be a minimum of 6 pages in length, not including the bibliography or title page.

## Discussions

Discussion forums are an important part of online learning. Though you may feel apprehensive about participating (this is completely normal), you will soon find it to be an engaging and interesting part of the course! You'll find that not only does your knowledge and understanding of the course content deepen, but you will develop and grow in your faith at the same time.

Regular participation is required, and counts towards your participation points/grade. Please answer the question with a post over 250 words long by **Friday** of the given week. Respond with at least a 100 word long post to at least one other student by **Saturday** of the given week to receive full credit. The response should address the question with thought, clarity and analysis, showing depth of module content: i.e. from reading material and/or from Dr. Varner's lecture content.

### Guidelines for posting to Discussions

- *Use a subject line* that relates to your post; this will help create interest and focus for the discussion.
- *Write clearly and with expression.* Communicating online requires careful and concise writing, but also allows your personality to come through! Though humor is effective and at times relevant in discussion, be sure to avoid sarcasm, which does not translate well in the online environment. **REMEMBER:** other students cannot see your expression when you post, so they do not always have a context for it and may misunderstand your meaning.
- *Be supportive, considerate and constructive* when replying to your classmates. Do not use jargon, slang or inappropriate language. No "U" for you; keep your "LOL" to yourself!
- If you disagree with a classmate please respond in a respectful and tactful manner. Any posts deemed inappropriate by the professor will be removed from the discussion board.
- *Keep your post focused* on the topic, relating any class readings and materials from the current module in your post (as applicable).
- *Proofread and review* your response before hitting the submit button! You have one hour to edit your response before it is posted, then, it cannot be modified or removed except by the instructor.
- *Participate regularly.* Improve your learning by being an active and engaged student. Successful students follow and participate in the assigned discussion throughout the module, logging on consistently each week while reading and participating in forums as assigned in the module.

For more information, read this [article](#) on **Netiquette**.

## Exams

### Exam #1

- [Closed Note](#) (see this section of course home page for link to policy)
- 1 hour and 15 minute time limit
- 50 points
- 48 questions
- 1 attempt allowed
- Material from modules 1-4 (lectures 1-18)
- Due by the last day of module 5
- Required to watch minimum of 16 lectures ([Report here](#))
- [Study Guide](#) (see this section of course home page for link to document)

### Exam #2

- [Closed Note](#) (see this section of course home page for link to policy)
- 1 hour and 45 minute time limit
- 70 points
- 63 questions
- 1 attempt allowed
- Material from modules 5-8 (lectures 19-33)
- Due by the last day of module 8
- Required to watch minimum of 12 lectures ([Report here](#))
- [Study Guide](#) (see this section of course home page for link to document)

## Resources & Policies

### Research Resources

#### Turabian Formatting

Click on the following to see information on the subject:

- Formatting footnotes, endnotes, and bibliography: [Citation Guide](#)
- Inserting page numbers into your paper:
  - For Microsoft Word 1997-2003: [Turabian and Word 97-2003.pdf](#).
  - For Microsoft Word 2007-present: [Turabian and Word 2007.pdf](#).

#### Writing Resources

- *University of Purdue's Writing Lab*, [OWL](#): For help with writing of papers, assignments and academic papers please visit this comprehensive site.
- *Book Review Explanation*: For further information about writing a book review from [OWL](#), Purdue's Online Writing Lab.

#### Powell Library at The Master's College

- Search the library's [Online Catalog](#) to find materials supporting all areas of study offered at The Master's College.
- More information about Powell Library's **hours and** online learning services can be found at [the TMC Library page](#).
- The library provides many tools for locating resources and information you may need for your course work. Here is a listing of our [LibGuides](#).
- We have found two tutorials to be particularly helpful:
  - Boolean Logic Applied to Online Searching: [Boolean.ppt](#).
  - Citation Searching: [Citation Searching.ppt](#).
- If you want to check out a book through TMC Powell Library that is not currently available in the system, please see the [Interlibrary Loan](#) page for more information.
- Library to Student Lending Service (L2S): Online Program Students who need books or articles but cannot get them through a local library may request the item through the Robert L. Powell Library under the following conditions:
  - The student resides within the contiguous United States. All others please contact Janet Tillman (Miss T.) directly, [jtillman@masters.edu](mailto:jtillman@masters.edu).
  - If and only if, the needed book(s) or article(s) cannot be obtained through the student's own local library.
  - If and only if, the Powell Library has the book(s) or article(s) within its own collection.
  - The Powell Library will pay to send L2S books to the student (delivery address only; no PO Boxes)
  - The student will pay to send the L2S books back to the Powell Library (use USPS Media Mail)
  - Loan period is six weeks. This includes estimated time for delivery there and back again.
  - Articles will be emailed and may be kept by the student.

- You may also contact our research librarian, **Janet Tillman**, if you have any questions about research and/or resources for coursework and assignments at [jtillman@masters.edu](mailto:jtillman@masters.edu).

For more information, see [Student Handbook § 6.02](#)

## TMC Online Policies

### Closed Note Academic Dishonesty Policy

- Closed note means you may not access any outside materials, websites, books, or other outside resources, (including using electronic devices such as cell phones, e-tablets, etc.) while taking an exam.
- The following rule applies to **both open and closed book/note exams**: *Upon completion, you are not permitted to discuss or record the exam questions or exam content with any individual(s).* If these guidelines are not followed, you will be in violation of Masters College 'Academic Dishonesty Policy' which will result in the exam graded as a 0%. Any subsequent documented offense of academic dishonesty (regardless of whether it occurs in the same or any other course taken by the student at the College) will result in automatic failure of the course and expulsion from the College for a minimum of one academic year.

For more information, see [Student Handbook § 4.02](#)

### Grade Policy

- Professors keep record of all student grades for course assignments, participation, quizzes, exams and extra credit as assigned. Check the Gradebook in Canvas for your grades. Note the following:
  - Quiz and exam grades scored by Canvas in some instances need to be adjusted by the professor to account for essay and/or short answer responses or in some rare instances discrepancies within the test itself.
  - This also applies to Extra credit or additional assignments [as assigned].
  - The instructor might also adjust grades within the Canvas grade book calculated inaccurately.
- The official grade is recorded with the course instructor throughout the course. As a result, students will find their final and official grade for the course in [Self-Service](#) which is the same grade students will see on their transcript at course completion. This grade may be different from the grade which appears in Canvas for the reasons outlined above. If you have any questions, please do not hesitate to contact your professor.

[Student Handbook § 3.06](#)

### Late Policy

- Late assignments (essays, papers, power point assignments etc.) will be subject to a 20% deduction on the first day an assignment is late and 10% each day thereafter unless prior arrangements are made with the instructor. If you know you will be offline the day an assignment is due, please make sure to post it early. Anytime you feel that you might be falling behind in the course, it is best to contact the instructor *before* you fall behind to discuss your situation. If you have an assignment completed by the deadline but are unable upload it through Canvas for

technical reasons, send the assignment file to the instructor as an attachment via email to demonstrate that it was completed on time.

- **Exams** (both proctored and non-proctored) that are not completed by the due date are closed and not available for students to complete. Students will thus receive a '0' on the exam. If you are unable to take the exam by the due date, please contact the instructor **prior** to the close date to discuss options.
- **Assignments, exam, quiz and test due dates** are outlined in the *Course Schedule* section of the syllabus. Due dates are usually Sunday evenings at 11:59 PM Pacific Standard Time (PST).
- **Discussion due dates** for postings vary; the specific days are outlined in the *Discussion Grading Rubric* located within the syllabus section of the course. There are no extensions granted for late discussion postings regardless of circumstances.  
In some instances there may be extensions granted for late recording of completed reading required for a given week, but this does not apply to the discussion/reflection aspect of the posting.

#### Student Handbook § 3.04.c

### Course Add/Drop Policy

- Credit Enrollments: Online Courses dropped before the first week of the class has ended (before the second Monday) will receive a 100% refund. Courses dropped during the second week (before the third Monday) will receive a 75% refund. Courses dropped during the third week (before the fourth Monday) will receive a 50% refund. Courses dropped after the third week are not eligible to receive a refund. Students can withdraw from a course without a grade being recorded until the end of the sixth week, after which a grade will be awarded based on work submitted up to that point.
- Students can add and drop courses within the open Registration Period before courses begin. After the first day of class, students must submit a *Petition to Add or Drop a Class* form. If you are considering adjusting your schedule by adding or dropping, you must contact your Academic Counselor. For a list of academic counselors, see [Student Handbook § 2.02c](#).
- Audit Enrollments: Audit students who withdraw from classes before course materials have been received are eligible for a full tuition refund. There are no tuition refunds for Audit Enrollments after they have received either access to their course home page or a DVD lecture set. You will need to contact your academic counselor to enroll you in the course at a later date. You will be charged full tuition to retake the GES/DS course(s).

#### Student Handbook § 2.02.c

### End of Term: Course Availability & Late Assignment Submissions

- This course will be continuously available for your reference so that you can return to download any course documents, assignments or lectures that you were unable to save during the duration of the term in which the course was live. However, with the exception of students in an ongoing cohort, please note that any assignments submitted after the term concludes will not be accepted unless preapproved by the course facilitator (i.e. professor).

#### Student Handbook § 3.05



## Student Audit Policy

- The Master's College Online department extends enrollment of online courses to students not wishing to pursue course credit, but rather are interested in personal enrichment. Such applicants are classified as 'audit' students.
- Audit students enrolled in a course are able to access the course home page through the Learning Management platform, Canvas, for the duration of the course session. The course home page provides access to all course learning materials including video lectures, lecture notes, related handouts, the course syllabus and other course resources.
- Participation and Grading: Audit students can, and are encouraged to, participate in discussion forums, but are under no obligation to do so. Given that audit students do not receive grades, students are **not** required nor permitted to submit assignments or course work to the instructor for review or grading.
- Copyright policy as it applies to Audit Students: Audit students are also required to adhere to **The Master's College Copyright policy** which states that course materials and resources are for personal educational use only. Reproduction and/or distribution of course materials are restricted. Please refer to the copyright information section of the course e-book for further details.

### Student Handbook § 3.08

## Copyright Policy

- Please note that the copyrights for the course materials provided in this course, including the course videos, are owned by their creators. You are licensed to use these materials for your education, and for taking this course. All other rights are restricted—if you wish to reproduce any of these materials, please contact us.

### Student Handbook § 4.07

## TMC Policies

### Academic Dishonesty Policy

It is the responsibility of the faculty member to pursue suspected incidents of academic dishonesty occurring within his/her courses. If a student is found to be guilty of cheating, plagiarism or another form of academic dishonesty, the faculty member is required to document the incident in writing and submit the report to the Vice President for Academic Affairs.

The first documented incident of academic dishonesty will result in the student failing the assignment or the course at the instructor's discretion depending on the severity of the incident. Any subsequent documented offense of academic dishonesty by that student (regardless of whether it occurs in the same or any other course taken by the student at the College) will result in automatic failure of the course and expulsion of the student from the College for a minimum of one academic year.

Academic honor and Christian virtue in your studies is the result of placing your vocational and academic pursuits under the Lordship of Christ (2 Cor 10.5). It is the result of respecting and honoring the faculty

and the institution as “one with authority” (1 Pet 2.13). It is the result of modeling academic excellence in one’s academic pursuits before a watching world (Matt 5.16).

**For more information, see Student Handbook § 4.02.a**

## Disability Policy

The Master’s College is committed to practicing principles of equal opportunity and to provide educational programs and/or activities for all students based upon sovereign biblical principles. We are also committed to comply with provisions of various state and federal regulations, among them the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, regarding discrimination against individuals with disabilities.

To comply with these regulations we provide a variety of services to individuals with disabilities through the Office of Disability Services. Persons having questions about obtaining available services at TMC should contact Diana Castanzo at (661) 362-2269, or email her at [dcastanzo@masters.edu](mailto:dcastanzo@masters.edu).

Because regulations do not permit the College to inquire about existing or perceived disabilities, we invite individuals to identify a qualified disability and specifically request reasonable accommodations to assist them in meeting the requirements and expectations of one or more of their courses.

**Student Handbook § 6.03**

## Help & Support

Should you have any course content related questions, please communicate directly with your professors via Canvas, TMC email, and phone. General information concerning OLP (Online Learning Program) matters not related to enrollment or academic counseling should be directed to the Administrative Assistant, Lindsay Mullin, at [lmullin@masters.edu](mailto:lmullin@masters.edu) or 661-362-2671.

Should you need to get a hold of our offices on campus, office hours at the OLP office are Monday through Friday from 8:00 a.m. to 6:00 p.m. (PST).

**For more information, see Student Handbook § 1.02**

## Academic Help

- For questions about the course content, assignments, or grades please contact the course professor, Dr. Grisanti, at [mgrisanti@tms.edu](mailto:mgrisanti@tms.edu).

## Course Home Page Help

- For questions or help about the technical aspects of the course home page (e.g., the video lessons aren't working, links are missing or not working, etc.), please email [onlinecoursehelp@masters.edu](mailto:onlinecoursehelp@masters.edu). You should receive a response within 24 hours.
- If you require immediate assistance, please contact one of the following TMC Online department team members:
  - Jay Street, TMC Online Course Technician: [jdstreet@masters.edu](mailto:jdstreet@masters.edu) (661-362-2683)
  - James McLaughlin, TMC Online Director: [jmclaughlin@masters.edu](mailto:jmclaughlin@masters.edu) (661-362-2672)

## Technical Support

- For technical support regarding your computer or access to your account on Self-Service, please contact The Master's College IT department:

IT Service Desk

Monday through Friday 8:00 am – 5:00 pm – 661.362.2876 – [servicesdesk@masters.com](mailto:servicesdesk@masters.com) or [helpdesk@masters.edu](mailto:helpdesk@masters.edu)

**For more information, see Student Handbook § 6.03**

## Canvas Help/Tutorials

- If you are new to Canvas, view the [Canvas Student Quickstart Guide](#):
- You can get help with Canvas by clicking "Help" in the upper-right corner and "Search the Canvas Guides."

## Canvas Log-in Help

- If you are unable to log onto Canvas, please contact [onlinecoursehelp@masters.edu](mailto:onlinecoursehelp@masters.edu).

## Administrative Questions

- For any administrative questions related to the course, such as adding or dropping online courses, proctoring administration, etc., please contact your Academic Counselor.

**For more information, see Student Handbook § 2.02.c**