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Class Protocol

(version September 1, 2010)

Prof. L. G. Bloomquist

ATTENDANCE:

Any student absent for more than 20% of class time is ineligible to take the Final Exam. Authorized absences are not included in the 20%. These must be granted by the Academic Assistant, Mme. Francine Quesnel (fquesnel@ustpaul.ca ; Tel.: 613-236-1393, extension: 2247), in discussion with the course professor.

ACADEMIC INTEGRITY:

Violations of academic integrity (e.g., cheating, plagiarism) will not be permitted in any form. In particular, please consult the Faculty pamphlet (*Plagiarism*) concerning plagiarism. Please note that it is important that you know how to cite and refer properly to sources used in your papers and that you do so to avoid plagiarism. In case of questions for clarification, please consult with me.

COURSE TEXTS:

Course texts listed as REQUIRED must either be purchased or borrowed for use (e.g., from the Reserve Section of the Library). Photocopying of any of the REQUIRED texts, all of which are still in print, is not permitted by Canadian law. (*Links for purchasing course texts have been placed on the course WWW site for your convenience. You may, however, purchase the texts from any source giving you the best deal. NB: Before purchasing any text, please ensure that you have the most recent edition of the text in question.*) All course readings must be completed BEFORE the class session.

SPECIAL NEEDS:

Students with known, perceived, or suspected special needs, especially those requiring any change in the normal course requirements (including, but not limited to length of time needed for any of the assignments, special provisions for final exams, etc.) are asked to contact the Academic Assistant, Mme. Francine Quesnel (fquesnel@ustpaul.ca ; Tel.: 613-236-1393, extension: 2247) *at the beginning of the trimester.*

SUBMISSION OF PAPERS:

All papers must follow standard methodological guidelines for academic papers. (*The Faculty's preferred handbook for format is The SBL Handbook of Style for Ancient Near Eastern, Biblical, and Early Christian Studies (eds. P. H. Alexander and et al.; Peabody, MA: Hendrickson, 1999), which is a specific handbook for Biblical studies based on the The Chicago Manual of Style (Chicago: University of Chicago Press, 1993).*) All papers must be electronically produced and either printed or attached to an email in one of the following formats: .DOC, .NB, .PDF, .RTF, or .TXT. All other formats will be returned.

Papers must be submitted before or by the due date and due time. Any student requesting an extension must contact Mme. Francine Quesnel (fquesnel@ustpaul.ca ; Tel.: 613-236-1393, extension: 2247) *before the due dates identified* for the assignments or the final exam. Papers not submitted on time lose 10 points (out of 100) for every hour or part of an hour that the paper is late. Time of receipt of a paper will be determined by professor-to-student delivery, time-stamp from the SPU mailroom, and time of receipt (NB: **not of mailing**) of an email-with-attachment.

USE OF COURSE WWW SITE AND E-MAIL:

The course overview, schedule and materials found on the course WWW site at <http://www.bloomquist.ca> remain the normative documents for the course. It is up to all students to consult the course WWW site regularly for assignments, readings, and any announcements. I will post notes from the class session within 24 hours after the class session.

I also encourage the use of email for staying in touch, both as students with each other and as students – professor with each other. I will communicate all important course updates and last-minute changes via email no later than 24 hours before each class meeting. Again, it is the students' responsibility to check email for messages.

USE OF ELECTRONIC DEVICES:

Student use of cell phones, messaging devices, and other electronic devices, including recording devices, is prohibited in class, unless authorized as a disability accommodation. An exceptions to this rule is the use of a laptop computer for taking notes.