All precourse assignments should be emailed to the Course of Study Office by June 20, 2014

Required Textbooks

- A Bible. I plan to use the New Revised Standard Version, but you may feel free to use any version you wish. It might be interesting to compare a variety of translations.
  or

Required Reading

- From the Bible: each of the Festal Scrolls (Ruth, Esther, Ecclesiastes, Song of Songs [or, Song of Solomon], and Lamentations)
- From both the One-Volume Commentary and the Bible Dictionary listed above: the articles on each of five Festal Scrolls.

Precourse Assignment

You are asked to write two papers, giving full and complete discussions of two of the Festal Scrolls. Each paper should be 6-10 pages. You will be asked to read each of the papers in class. One of the papers will be assigned to you (to make sure all five books are covered); you will be free to select the second. The books are assigned according to the letter with which your last name begins.

- A–E: the book of Ruth
- F–J: the book of Esther
- K–O: the book of Ecclesiastes
- P–T: the book of The Song of Songs
- U–Z: the book of Lamentations

Please note that you may use other reference books if you wish, but you must use the two listed
as required reading. Those of you writing on the book of Esther may find my little book helpful. It probably is out of print by now, since it was written so long ago, but may be available from Amazon. The name of it is *Ezra, Nehemiah, and Esther*, in the Basic Bible Commentary series, published by Abingdon Press in 1988.

*Your paper should be thoroughly footnoted (read again the statement on plagiarism included in the email directions). Please make sure (1) that your paper is written in complete sentences containing correct grammar, punctuation, and spelling and (2) that it is turned in on time. No late papers will be accepted according to Emory’s standards and COS policy.*

**Class Procedure**
We shall look at each of the five Festal Scrolls in the order in which they appear in our Bible. Those reporting on each book will read their papers aloud. (I am hoping we can get everyone’s papers copied so we may have a copy in front of us as they are being read.) After each paper is read (or, after each of the papers on that Festal Scroll is read, if you prefer), we shall discuss the book. Somewhere along the line, I would like to comment on each of the books also. (I am hoping that when we leave Emory this year, we shall have a thousand ideas for Bible studies we can lead and sermons we can preach on these books!)

**Grading Procedure**
Papers and Class Presentation 60%
Sharing of Insights on Papers Others Presented 40%

**Guidelines for Written Assignments**
- All papers should be typed, double-spaced, on 8 ½” by 11” paper, unless the instructor has asked for a different format specifically within the precourse work. Font should be Times New Roman or something similar and no larger than size 12. Margins are to be 1” on all four sides of each page.
- All papers must include a page number and the last name of the student in either the header or footer of every page.
- You should note the question you are answering at the beginning of each new section of materials.
- All papers should provide citations for all quoted material. You may use MLA, Turabain, APA or Chicago Style.
- Punctuation should be consistent; clarity of meaning is the primary purpose of punctuation. Edit and retype material as needed and check spelling in a standard dictionary.
- All papers should attempt to eliminate discriminatory language—for example: racism, ageism, sexism, classism, and prejudicial usage concerning handicapping conditions.

**Inclusive Language Covenant**
The faculty of Emory Course of Study School has adopted a covenant statement encouraging inclusiveness in the use of language, as follows:

The Inclusive Language Covenant is designed to create a linguistic environment in which all students, staff, and faculty can grow in understanding and appreciating the rich diversity of God’s people. The COS faculty commits itself—through continued discussion, reflection, and exploration—to using language in such a way that we respond to the fullness of God’s presence among us as much by our choice of words as by our care for one another. Recognizing that our experience with inclusive language is an integral part of
theological formation, we invite students and others to share as partners with us in this learning process.

We understand “covenant” more in terms of its biblical and theological meaning than in a legal or contractual context. Covenant signifies the common commitment of a community of faith in response to God’s revelation and in partnership with one another. The values implied in the covenant have morally persuaded us to try to generate patterns of speech and behavior that bond the members of the community in mutual respect. We expect all members of the community to address issues of diversity constructively. The entire Inclusive Language Covenant can be found on the COS website, and you are encouraged to read the whole covenant.

**Directions to Email Precourse Assignments**

Please read all the directions below before emailing your assignments to the COS Office, any emails received that do not follow the directions below will not be accepted. You will receive an email confirmation of receipt and if your email is not submitted correctly an email indicating you will need to resend your assignments.

1. Email only michelle.levan@emory.edu, do not email instructors precourse assignments.
2. Email must be received no later than 11:59pm on the deadline of June 20th.
   1. Please note that the cut off time is EASTERN STANDARD TIME zone, so email your assignments accordingly.
   2. You will be drop from any course for which precourse work has not been received after June 20th deadline. No precourse work will be accepted at check-in.
3. The course number and the phrase “precourse work” should be the subject of your email: Example - Precourse Work 113
   1. You will need to send a separate email for each course you are registered to attend.
4. Precourse work must be sent as an attached document and not in the body of the email.
   1. Any version of Microsoft Word will be accepted; PDF and Mac-Pages documents will not be accepted.
   2. All assignments for each course must be in one document, multiple documents are not acceptable. You should send only one attachment with all course assignments.
5. Your FULL name, phone number and email, should all be clearly included at the beginning of your email. See Example
6. Plagiarism Policy and Plagiarism Defined
   The plagiarism Policy and Defined paragraphs below must be included in the body of your email (both are below), not within your precourse work. The inclusion of the policy and definition in the body of the email, verifies that you agree to it and your email will represent your signature (which is a requirement). If the email does not include the plagiarism policy and definition it will not be accepted. Your email, with the plagiarism policy and definition will be printed and used as the cover sheet for your precourse assignments, because it has the verification of date and time received, and your agreement to the plagiarism policy and definition.
   **Plagiarism Policy** - I have read the plagiarism definition below and verify that this assignment represents my own work, except where credit is given.
   **Plagiarism Defined**: “You plagiarize when, intentionally or not, you use someone else’s words or ideas but fail to credit that person, leading your readers to think that those words are yours. In all fields, you plagiarize when you use a source’s words or ideas without citing that source. In most fields, you plagiarize even when you do credit the source but use its exact words without using quotation marks or block indentation” (201-202). Booth, Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams. *The Craft of Research, Second Edition*. Chicago, IL: University of Chicago Press, 2003.

7. If you do not follow the procedure your precourse work WILL NOT BE ACCEPTED!