



NEW TESTAMENT SURVEY THE GOSPELS AND THE LIFE OF CHRIST

CSAP 522 (3 Units) • Course Outline • Fall 2013

Coordinating Professor: Kevin Lewis • ITS Lecturing Professor: Terry C. Hulbert¹

NOTE: THIS COURSE OUTLINE SUPERSEDES ANY INSTRUCTIONS YOU HAVE RECEIVED FROM THE INSTITUTE OF THEOLOGICAL STUDIES (ITS).

I. COURSE DESCRIPTION

A. CATALOG DESCRIPTION

A chronological, synthetic study of the four Gospel records, emphasizing the time, place, circumstances, and persons involved in the events of our Lord's ministry, with a view to a fuller understanding of the significance of His words and works.

II. LEARNING OUTCOMES

After satisfactorily completing the course requirements, students should be able to:

1. Trace the events and statements involved in Jesus' life in a logical and chronological sequence, demonstrating their development and purpose.
2. Discern the significance of the words and works of Jesus Christ to the extent considered in the course lectures.
3. Explain the present implications of selected basic truths taught and demonstrated by Jesus Christ during his ministry on earth.

III. TEXTBOOKS

A. REQUIRED TEXTS

1. Harrison, Everett. F. *A Short Life of Christ*. Grand Rapids: Eerdmans, 1968.
2. Thomas, Robert L. and Gundry, Stanley N. *A Harmony of the Gospels*. New American Standard Version. San Francisco: Harper & Row, 1978.
3. Carson, D. A.; Moo, Douglas, J.; Morris, Leon. *An Introduction to the New Testament*. Grand Rapids: Zondervan, revised edition, 2005.

B. RECOMMENDED TEXTS

1. Beitzel, Barry J. *The Moody Atlas of Bible Lands*. Chicago: Moody Press, 1985.
2. Hoehner, Harold W. *Chronological Aspects of the Life of Christ*. Grand Rapids: Zondervan Publishing House, 1977.

¹ The recorded lecture series entitled *New Testament Survey: Gospels/Life of Christ* by Terry C. Hulbert, Professor of Bible at Columbia Biblical Seminary & Graduate School of Missions, a division of Columbia International University, was produced for the Institute of Theological Studies, a division of Outreach, Inc., Grand Rapids, Michigan.

IV. COURSE REQUIREMENTS

A. COURSE OUTLINE

1. The student *must* carefully read the entire course outline prior to the commencement of the course.
2. **Potential Conflicts with the ITS COURSE OUTLINE² (Read Carefully Here!)**
 - a. If you discover any information in the ITS course instructions (e.g., information sent with your ITS CDs or Exams) that conflicts with the course instructions in this CSAP 522 Course Outline (i.e., the document you are currently reading), follow the instructions in *this* CSAP 522 Gospels Course Outline.
 - b. **ASSIGNMENTS:** Note that students are only required to complete the assignments for the ITS course that are listed in this (i.e. the one you are currently reading) course outline. Do *not* complete any of the extra assignments listed in the ITS course outline. The student is only required to submit two exams, two sets of written course notes, and a reading report for this course.

B. CONFIRMATION EMAIL

1. After reading the course outline, the student must send a confirmation email to the professor at kevin.lewis@biola.edu indicating the student has read the entire course outline.
2. SUBJECT LINE: The “Subject” line of this email *must* read (exactly) **“F13 Gospels Confirmation Email.”**
 - a. Please do not include the quotation marks in your subject line. The quotation marks are given in the example above to indicate the exact words the student must use for the Subject Line of the email.
 - b. Moreover, please use spaces between words, rather than hyphens, dashes, or underlining, when writing your Subject Lines and File Names.
 - c. Please follow the guidelines for emails and naming files (see below) as it helps me organize the large number of student emails and files I receive each semester.
3. If the student has a question about the requirements for this course, the student should ask for clarification of any part of the course outline in the confirmation email.
4. ***Email Etiquette***
 - a. Please treat your course emails as formal communications. Use complete sentences. Do not use a “texting” style for your messages.
 - b. Be certain to include your full name, course name, and the semester in which you are enrolled (e.g. Fall 2013) in each email you send.
5. **DUE DATE: The due date for the Confirmation Email is September 2, 2013.**

² Note that a Course Outline, which defines the content, criteria, and assignments for a course, is commonly designated as a “syllabus.” The ITS Course Outline included in your ITS materials you received is also designated as a “syllabus.”

6. Blackboard Email

- a. As I may send notifications to the entire class via the Blackboard email system during the semester, the student must check his or her Blackboard settings to ensure Blackboard has the correct — and best — email address for you for this course.
- b. If you do not know how to check your Blackboard settings, please contact the department secretary for assistance.

C. BLACKBOARD

1. I will enable the Discussion Board on Blackboard for this course to facilitate student contact, discussion, and interaction.
2. However, note that Blackboard participation is *optional* and will not count towards your final grade. Note also that I will not regularly monitor the Blackboard discussions for this course. If you need to contact me about an issue, use my Biola faculty email at kevin.lewis@biola.edu.
3. You may log in to Blackboard at <http://biola.blackboard.com/>

D. READING

1. **Scripture:** The student must read the *Harmony of the Gospels* sections listed in the ITS Course Outline for each lecture prior to listening to the lecture CDs. The student may skim-read sections that repeat the biblical content covered in another Gospel record. However, when doing so the student must search for differences in the accounts.
2. **Harrison:** The student must read the pages listed for each lecture prior to listening to the lecture CDs. Although only 100 pages are required from the Harrison text, you will benefit from reading the entire book.
3. **Carson, Moo, & Morris:** The student must read the materials on the Gospels and the life of Christ.
4. **Study Guide:** The student must read and study the information in Sections A through F of the Study Guide as required.
5. **READING REPORT**
 - a. After completing the assigned textbook readings, the student must send an email to the professor at kevin.lewis@biola.edu reporting the total percentage of reading completed for all the assigned textbook readings.
 - b. The “Subject” line of this email *must* read (exactly) “**F13 Gospels Reading Report.**”
 - (1) Please do not include the quotation marks in your subject line. The quotation marks are given in the example to indicate the exact words the student must use for the Subject Line of the email.
 - (2) Moreover, please use spaces between words, rather than hyphens, dashes, or underlining, when writing your Subject Lines and File Names.
 - (3) Please follow the guidelines for emails and naming files (see below) as it helps me organize the large number of student emails and files I receive each semester.
 - c. **DUE DATE:** The due date for the Reading Report email is December 10, 2013.

E. LECTURE CDs & STUDY GUIDE QUESTIONS

1. Basic Procedure

- a. The student should begin each lesson with prayer, committing yourself to being open to the work of the Holy Spirit in your life during the course. Remember that all your Bible study is meant to change your life! Ask the Lord for insight into how the message of the Gospels should impact your life, your relationships, and your ministry.
- b. Follow the instructions for completing each lesson, which are located in the introductory section of the ITS Study Guide.
- c. Complete all **Pre-CD Preparation** activities prior to beginning a recorded lecture. These activities provide an excellent context for your listening, allowing you to integrate the information provided through the lectures and reading assignments.
- d. Listen to each recorded lecture carefully. You may need to listen to a lecture more than once to master the content. Have your *Harmony of the Gospels* and any pertinent parts of the Study Guide easily accessible throughout the lecture. Take notes in a separate notebook.
- e. Answer the **Post-CD Questions** immediately after completing the recorded lecture. The questions will serve as a review of the major points in each lecture and will direct you toward personal application of these points.

2. Written Assignments for Audio CDs & Post-CD Study Guide Questions

- a. **Post-CD Study Guide Questions:** Located the ITS COURSE OUTLINE is the Introduction to the Study Guide (pages Intro-1 to Intro-24). These questions cover highlights of the information presented in the lecture, Study Guide sections, and in Harrison. Use them as an opportunity to review the notes you took for a particular lecture and the accompanying Study Guide sections. This procedure will increase your retention of course content and help you on the exams.
- b. **General Written Guidelines for Post CD Questions [READ CAREFULLY HERE]**
 - (1) The student must submit papers in the format specified in *this* course outline.
 - (2) *Word Count:* The word count for each set of questions is 500 words (+ or – 50) for each lecture. For example, for Lecture Number One, you should answer all of the questions in 500 words.
 - (3) Note that the student may elect to include or exclude the headers, footnotes, and student information in the reported word count.
 - (4) The written responses must be typed, double-spaced with one-inch margins, using a 12 point font. No hand-written summaries will be accepted.
 - (5) At the top of the page, type the title of the assignment, your name, student number, and course information (e.g., CSAP 522-Gospels, *et al.*). See the example outline, *infra*, for further clarification on formatting.

c. Submitting One File for Each Set of Midterm & Final Lecture Responses

- (1) When submitting your post CD study questions, do not submit each set of lecture responses as individual files. For example, do not send 10 separate files for lectures 1-10.
- (2) *Midterm & Final Questions:* Submit all lecture responses assigned for the Midterm, that is, Lectures 1-10, in a single Microsoft Word document. As well, submit all lecture responses assigned for the Final, that is, Lectures 11-24, in a single Microsoft Word document.
- (3) *Top of Page:* Note that while you will have a single document with multiple lecture responses included, be certain to begin each new Lecture Response at the top of a new page and include all of the required information for that lecture (e.g., Word Count).

3. DUE DATES FOR POST CD LECTURES

- a. **Midterm Lectures (1-10):**
DUE DATE – October 15, 2013

- b. **Final Lectures (11-24):**
DUE DATE – December 3, 2013

F. EXAMINATIONS

The midterm and final examinations will be emailed to you during the semester.

1. Midterm Examination: DUE DATE – October 15, 2013

- a. The exam includes the materials from Lectures 1-10.
- b. The exam covers Sections 1-103 of the *Harmony of the Gospels*.

2. Final Examination: DUE DATE – December 3, 2013

- a. The exam includes the materials from Lectures 11-24.
- b. The exam covers Sections 104-259 of the *Harmony of the Gospels*.

3. Guidelines for Exams

a. Study Guides

Detailed study guidelines for the exams are located in the introductory section of the ITS Study Guides.

b. Typed Responses for Exams

- (1) All short answers and essays *must* be typed.
- (2) No handwritten essays will be accepted.

c. Open Book & Note Exams [READ CAREFULLY HERE]

- (1) Contrary to the ITS guidelines, both exams are open book, open note, and there is no time limit for the exam.
- (2) **Note, however, that as an open book, open note, and unlimited time exam, students must be thorough and detailed in their answers for all written portions of the exam. Your work should be excellent given the nature of the exam.**
- (3) Students may *not* consult with anyone regarding the test answers. The student must take the test without discussing the test questions with anyone.
- (4) The student may use any books, notes or Bibles for the exam.

4. Types of Exam Issues & Items

Both exams have two types of items:

- a. *Integrative Questions*: In precise, concise responses, demonstrate your understanding of key themes in the Life of Christ by summarizing and synthesizing the information and issues presented in the course materials.
- b. *Map Identification*: On maps of Palestine, Galilee, and Jerusalem, identify key locations in the life of Christ.

5. Completion Time for Exams

- a. **You may take as much time as you desire to complete each exam. There is no time limit.**
- b. However, your exam must be emailed by the due date.

6. Receiving Exams & Submitting Exams

- a. The Department Secretary will email the exams to the student during the course of the semester.
- b. Students must delete the original copy of the exam (i.e., the one sent by the department secretary) after the test answers have been graded and returned to the student.
- c. The student must not make a copy of the original exam.

G. SUBMITTING ASSIGNMENTS

1. *Required Information*

Students must have their student name, student number, course name, semester, title of the assignment, and any other required information on each submitted assignment.

2. *Email Etiquette*

- a. Please treat your emails as formal communications. Use complete sentences. Do not use a “texting” style for your messages.
- b. Be certain to include your full name, course name, and the semester in which you are enrolled (e.g. Fall 2013) in each email you send.

3. *Emailing Assignments*

- a. For all assignments, please email them as attachments—on or before the due date—to my Biola faculty email address at kevin.lewis@biola.edu.

4. **Required Labeling of Student Assignments [READ CAREFULLY HERE]**

- a. Each assignment you send as a MS Word document must be properly labeled.
- b. The file name shall contain the following information:

- (1) Semester
- (2) Course Name
- (3) Assignment Name
- (4) Full Student Name (last name first)

c. *Midterm Assignments File Names*

- (1) Study Questions: “F13 Gospels Study Questions 1 Last Name First Name”
- (2) Midterm Exam: “F13 Gospels Exam 1 Last Name First Name”
- (3) Example: F13 Gospels Exam 1 Lewis Kevin

d. *Final Assignments File Names*

- (1) Study Questions: “F13 Gospels Study Questions 2 Last Name First Name”
- (2) Final Exam: “F13 Gospels Exam 2 Last Name First Name”
- (3) Example: F13 Gospels Exam 2 Lewis Kevin

e. ***Email Subject Line for Emailing Assignments***

(1) ***Midterm Assignments Subject Line***

- (a) *NOTE: Send all assignments (i.e., Study Questions & Exam) attached in one email.*
- (b) The “Subject” line of this email *must* read (exactly):
- i. Subject: “F13 Gospels Midterm Assignments Last Name First Name”
 - ii. Example: F13 Gospels Midterm Assignments Lewis Kevin

(2) ***Final Assignments Subject Line***

- (a) *NOTE: Send all assignments (i.e., Study Questions & Exam) attached in one email.*
- (b) The “Subject” line of this email *must* read (exactly):
- i. Subject: “F13 Gospels Final Assignments Last Name First Name”
 - ii. Example: F13 Gospels Final Assignments Lewis Kevin

f. ***Naming Clarification***

- (1) Please do not include the quotation marks in your subject line or file names. The quotation marks are given in the example to indicate the exact words the student must use for the Subject Line of the email and the File Names.
- (2) Moreover, please use spaces between words, rather than hyphens, dashes, or underlining, when writing your Subject Lines and File Names.
- (3) Please follow the guidelines for emails and naming files as it helps me organize the large number of student emails and files I receive each semester.

V. IMPORTANT DUE DATES

Date	Events & Assignments Due
9/2	Confirmation Email Due
10/15	Study Guide Questions for Midterm Due
10/15	Midterm Exam Due
12/3	Study Guide Questions for Final Due
12/3	Final Exam Due
12/10	Reading % Due for all textbooks

VI. GRADING

A. GRADING CHART

The value of each assignment as it relates to your final grade can be seen in the following scale:

Assignment	% of Final Grade
Study Guide Questions-Midterm	20%
Study Guide Questions-Final	20%
Midterm Exam	20%
Final Exam	20%
Reading (all texts)	20%

B. GRADING CRITERIA

1. Quality of Student Work [Read Carefully Here]

- a. In order for a student to receive an “A” grade on any assignment, the student must do *outstanding*, graduate level work.
- b. If the student submits *failing*, *below average*, *average*, or *above average* graduate level work, the assigned letter grade will reflect the quality of the work submitted.

2. Grading Standards for All Written Work

Whereas Biola University desires to maintain the highest standards with respect to the composition of all written work, any student paper exhibiting poor grammar, spelling errors, typographical errors, or other substandard academic expression shall have the overall grade for that paper reduced accordingly. Generally, a paper will be deemed substandard and ineligible to receive an “A” grade when it averages three or more compositional errors per page. Moreover, at the discretion of the professor, the substandard paper may be returned to the student for correction and resubmission with appropriate grade penalties. Graduate papers are expected to demonstrate a higher level of academic expression than undergraduate papers. Students deficient in writing skills may seek assistance at the Biola Writing Center.

3. Formalities & Mechanics of Assignments

- a. **Format & Required Information:** At the top of the first page of all written assignments the student *must* have the:

- (1) Title of the assignment,
- (2) Student’s name,
- (3) Student’s identification number,
- (4) Title of the course,
- (5) Date of the course (e.g., Fall 2013),
- (6) Name of the professor, and
- (7) SEE EXAMPLES:

For any additional information requested for a specific assignment (e.g., word count), the student may examine the specific assignment criteria and the sample outline of the assignment given at the end of this Course Outline.

b. Following Instructions & Grade Penalties

- (1) The grade for all student assignments will be reduced if the student fails to follow the directions listed in this course outline. Please consult the course outline when completing your assignments.
- (2) Note that the grade for all assignments will be *reduced one point* for each instance of a failure to conform to the guidelines.
- (3) Note that all of the requirements listed in the course outline are *mandatory*, not *discretionary*, for students. All assignments will be graded according to the criteria listed in this course outline.
- (4) Please check your work carefully before you submit it for grading.

4. Late Work

- a. All assignments, including Confirmation Emails and Reading Reports, must be submitted on time. All late assignments will be *reduced one percentage point* for each calendar day they are tardy.
- b. Written assignments must be emailed on or before the due date.
- c. Only in the case of *unanticipated* emergencies will an exception to this policy be granted. If you believe you meet the requirement for an exception, submit a detailed explanation to the professor via email.

5. Academic Dishonesty

- a. *University Policy:* Biola University is committed to ethical practice in teaching, scholarship, and service. As such, plagiarism and other forms of academic dishonesty will not be tolerated. Please see the graduate student handbook and/or the departmental/program/school policy on academic honesty. It is imperative that you present all written, oral, and/or performed work with a clear indication of the source of that work. If it is completely your own, you are encouraged to present it as such, taking pleasure in ownership of your own created work. However, it is also imperative that you give full credit to any and all others whose work you have included in your presentation via paraphrase, direct quotation, and/or performance, citing the name(s) or the author(s)/creator(s) and the source of the work with appropriate bibliographic information. To do otherwise is to put oneself in jeopardy of being sanctioned for an act or acts of plagiarism that can carry serious consequences up to and including expulsion from the university.
- b. Biola University regards all forms of plagiarism and cheating on exams as serious problems with serious consequences.
- c. *Professor's Policy:* Any student who represents the words or ideas of another as his or her own without giving credit for the source (i.e. plagiarism) or who cheats on an exam will not receive credit for the course and will be referred for additional disciplinary action.

6. Guidelines for Citations in Written Assignments

- a. The student must cite the source (e.g., have a footnote) for any idea found in the student's paper that is not the student's original idea or a matter of common knowledge.
- b. Secondary source citations must be properly cited with reference to the primary text. Thus, if an author cites another author, the footnote must reflect this citation-in-a-citation relationship. See the footnote below for an example.³

7. Additional Grading Criteria for Written Work

The student must examine and employ the criteria listed in the Written Assignment Code Key when preparing written assignments. See the Code Key at the end of this course outline, *infra*. The quality of the written assignments will be measured by the applicable criteria in the Code Key.

8. Disabled Students & Disability Services

Students desiring accommodations for this class on the basis of physical, learning, psychological, or emotional disability are to contact The Learning Center, which houses both learning assistance and disability services. The Learning Center is located in the Biola Library, upper level, Room U-137, and the office can be reached by calling 562.906.4542 or x4542 when on campus.

C. GRADING SCALE

Final grades will be awarded according to the following scale:

Graduate	Scale
A = 96-100 points (Excellent)	C = 78-80 points (Average)
A- = 93-95 points	C- = 75-77 points
B+ = 90-92 points	D+ = 73-74 points
B = 87-89 points (Above Average)	D = 71-72 points (Below Average)
B- = 84-86 points	D- = 69-70 points
C+ = 81-83 points	F = 0-68 points (Fail)

D. THE PRIVACY ACT

In order to comply with the Privacy Act, professors are not able to leave graded papers and exams in offices or designated areas for the purpose of returning those items to students.

³ Bruce R. McConkie, *Mormon Doctrine*, first ed. (Salt Lake City: Bookcraft, 1966), 109, cited in Walter Martin, *The Maze of Mormonism*, revised and enlarged edition (Ventura: Regal Books, 1978), 178-179. [Example of a secondary source citation]

VII. GENERAL COURSE RULES & PROFESSOR POLICIES

A. DOCTRINAL EXPECTATIONS FOR STUDENTS: BIOLA'S DOCTRINAL STATEMENT & EXPLANATORY NOTES

1. Since its inception, Biola has been a conservative evangelical protestant institution. Biola's theological distinctives are affirmed in its Doctrinal Statement and Explanatory Notes (DSEN), which function as the doctrinal standard for the university. Both Talbot School of Theology and the M.A. Christian Apologetics Program expect all graduate students to affirm all of the precepts in the DSEN. The only exception to this policy is for those students who have requested and received an exception on the DSEN's Eschatology and Spiritual Gifts statements. This decision for an exception is made at the time of admission. And if an exception is granted in the aforementioned areas, the student may not actively argue against Biola's teaching position while they are students. Biola's DSEN can be viewed at <http://www.biola.edu/about/doctrinal-statement/>.
2. Since Biola's DSEN does not address every possible theological issue, the university permits a diversity of opinion on issues not covered by the DSEN, such as the doctrines involved in the Calvinism-Arminianism debate. However, apart from the exceptions listed above, Talbot School of Theology and the M.A. Christian Apologetics Program do not permit students to hold views contrary to the DSEN, such as Theistic Evolution, Open Theism, any view that rejects the full inspiration and inerrancy of Scripture, any view that rejects the full deity or full humanity of Jesus Christ, or any view that rejects eternal conscious punishment for the unsaved.
3. Given the school's policies on these matters, it is an expectation for this course that enrolled students affirm the required views of the DSEN. The purpose for this requirement is to establish true unity and avoid unnecessary dissention on these important theological issues in our university community. As well, this policy helps to foster the best possible discipleship experience for all students in Biola's diverse conservative evangelical protestant learning environment.

B. LECTURES, SYLLABUS & COPYRIGHT

1. The course syllabus, handouts, Power Point presentations, and class lectures are the intellectual property of the professor. As such they are subject to the protections of Federal Copyright Law (Title 17 of the United States Code).
2. Students desiring to copy course materials, printed or electronic, or record lectures must first obtain permission from the professor. The professor reserves all rights unless explicitly waived.

C. MISCELLANEOUS POLICIES

1. *Fairness to All Students*

- a. Please do not request an exemption from the rules or to have a deadline extended unless there is an unanticipated emergency. It is presumed that all students and faculty are busy with jobs, church, family and other issues. Students must adjust their schedules to meet the deadlines. If not, they will receive the appropriate grade penalty.
- b. Please do not ask me to change your grade unless I have made an error in calculating the grade. There is a single grading standard for all students. I will not create a different grading standard for any individual student.

2. *Email Etiquette*

- a. Please treat your emails as formal communications. Use complete sentences. Do not use a “texting” style for your messages.
- b. Be certain to include your full name and the course name in each email until I direct you to do otherwise.
- c. Be certain to include the program in which you are enrolled such as Talbot, or the M.A. Apologetics Program.

VIII. PROFESSOR CONTACT INFORMATION

1. *Office Location:* My faculty office is located in the Biola Professional Building.
2. *Office Mailing Address:* Biola University, Christian Apologetics Program, 13800 Biola Avenue, La Mirada, CA 90639
3. *Office Phone:* I may be reached at extension 5506 on campus. The Biola Campus telephone number is 562-903-6000.
4. *Office Hours:* Students may meet with me at breaks, after class, and by appointment.
5. *Biola E-mail:* kevin.lewis@biola.edu
6. *Biola Faculty Home Page:* www.theolaw.org or www.kevinlewis.info .
7. *ITL Home Page:* www.itlnet.org Note: I will have many study materials linked on this website (The site is currently in development).
8. *Department Secretary:* The Christian Apologetics Department Secretary is Christy Brown. She may be reached at 562-906-4570 or at christy.brown@biola.edu.

IX. EXAMPLE OUTLINES

A. EXAMPLE: POST CD STUDY GUIDE QUESTIONS

MIDTERM POST CD STUDY GUIDE QUESTIONS

Lecture 1

Student Name: Student Name
Student Number: Student ID #
CSAP 522-Gospels
Fall 2013 –Lewis
Word Count: e.g., 499

A. Heading

B. Heading

Be certain to list any other headings or subheadings you believe are necessary to a clear and precise presentation of the topic.

X. GRADING CODE KEY FOR WRITTEN WORK

WRITTEN ASSIGNMENT CODE KEY

Note: If one instance of a certain kind of problem is noted in your paper, you should look for other instances of the same problem.

Code	Short Description	Detailed Description
¶	New Paragraph	Your paragraph is too long. Divide this paragraph into two or more paragraphs.
AAN	Additional Argumentation Needed	Expand your analysis to include additional arguments needed to deal fully with the issue.
ACA	Anticipate Counter Argument	Here, you should anticipate what your opponent will argue against you and refute it in advance.
AE	Article Error	The word requires a definite article "the" or an indefinite article "a" or "an" before it.
AGB	A Good Beginning	Your paper is a good start for research in this area. However, it requires additional research to adequately cover the topic.
AI	Argument Inadequate	The argument provided is inadequate. Either the material cited is irrelevant to the point in question or you have failed to show how it is.
AM	Argument Missing	You have failed to present an argument for your position. Do not merely assert your ideas.
AQ	Abridge Quote	The quote given is too long. Cite only the relevant and necessary portions it.
AR	Argument	Argue your point. Do not merely narrate.
AWK	Awkward	This sentence is awkward. Reword it for clarity.
BB	Blah, Blah, . . .	This section of the paper is not relevant to the topic. Eliminate blah-blah from your work.
BI	Bibliography Inadequate	The quantity or quality of sources, or both, is inadequate.
BM	Bibliography Missing	Where is the bibliography?
BP	Bibliography Padded	The bibliography contains a title or titles that are not cited in the body of your paper.
CAP	Capitalization Error	The word is either capitalized or not capitalized appropriately.
CF	Citation Form	The citation in your bibliography or footnote does not conform to standard citation form.
CNCL	Conclusory	You have stated a conclusion without sufficient supporting argumentation.
COL	Colloquialism	The word or phrase you employed is too informal or conversational.
CONT	Contraction	Do not (don't) use contractions in formal writing.
CPS	Cite Primary Source	You need to cite this material directly from a primary source. Either (1) you did not cite a primary source at all, or (2) you cited a primary source indirectly, i.e., by way of a secondary source.
DQN	Direct Quotation Needed	You need to provide a direct quotation to establish your point.
DS	Double Space	Double space this portion of the paper or the entire paper as required.
DT	Define Term(s)	You used a term that requires definition. Explain the significance and meaning of this word or phrase.
EA	Endnote Abomination	Endnotes are abominations! Use either footnotes (Turabian) or in-text citations (MLA or APA) as required for this class.
ED	Em Dash	Use an em dash "—" rather than parentheses "(") to distinguish parenthetical remarks from the rest of the sentence.
EF	Ellipsis Form	This ellipsis does not follow the proper form. For example, it may not contain the proper number of periods, or the spacing between periods is incorrect. See Turabian for the proper way to set up ellipses.
EV	Exegete Verse	You need to give details regarding why the passage means what you say it means.
FE	Factual Error	The statement is factually incorrect.
GA	Good Argument	You made your point well.

GI	Grammatically Incorrect	The sentence is grammatically incorrect. Follow the proper rules for grammar and syntax.
HE	Heading Error	Your headings are not correctly formatted or they are located at the bottom of the page. See the appropriate style guide for instruction.
HM	Headings Missing	Your paper is either missing the appropriate headings to divide the sections according to the guidelines or the headings are formatted incorrectly.
IA	Integrate Analytically	Integrate this block quote analytically into your own sentence. You may wish to summarize the quotation's content or use portions of the quotation with your own wording.
IDU	I Do Not Understand	Your sentence or argument does not make sense to me.
IM	Information Missing	You have omitted important information from your paper or exam.
INP	Indent New Paragraph	<i>Res Ipsa Loquitur</i> (The thing speaks for itself.)
IS	Issue Spotting	You either failed to spot an issue or misidentified an issue.
IV/IP	Interact with Verse or Passage	You have cited a passage as a proof text, but failed to demonstrate how the verse supports your argument or point. Explain how the verse or passage supports your argument.
LF	Logical Flow	The logical flow of the idea is unclear or erroneous. See also "IDU" and "PR."
MXC	Mixed Citation	Use either footnotes or an in-text citation method, but do not use both.
MI	Missing Information	You have omitted important information from your paper or exam.
NAN	No Annunciation Necessary	Do not announce what you will do in the paper. It is not necessary. Simply proceed with your paper.
OAO	One Argument Only	This assignment requires the student to select the single strongest and weakest argument. You have analyzed more than one argument in the section. See course outline.
OGP	Overall, A Good Paper	<i>Res Ipsa Loquitur</i>
OUM	Oversized or Undersized Margin	The margin or margins for this paper do not conform to the paper guidelines. Use proper margin settings (cf. Paper Guidelines).
OST	Overstated	You have overstated your case.
OUF	Over-Undersized Font	The font size for this paper is too large or small. Use an appropriately sized font (12 point).
PE	Punctuation Error	There is a punctuation error.
PIQ	Punctuation Inside Quotation Mark	The punctuation mark should be placed inside the quotation mark (e.g., "He is a beast.")
PNM	Page Numbers Missing	Page numbers do not appear on all of the pages. Number all of the pages of your paper.
PR	Proof Required	You need to give supporting evidence for this assertion
PRM	% Read Missing	You failed to state the percentage of the text you actually read. See the Course Outline.
PTS	Paper Too Short	The paper is too short. It either (1) contains less than the required number of pages or words, or (2) has margins, a font size, or line spacing that is too large. (cf. paper guidelines outline).
PV	Passive Voice	The passive voice was unnecessarily being used by you. Use the active voice whenever possible.
QME	Quotation Mark Error	You have either used a " for a ' or a ' for a ".
QMM	Quotation Mark Missing	Either the opening or closing quotation mark is missing.
QRE	Quotation Requires Explanation	The material you cited is not self-explanatory. Explain the relevance of the quote.
QRP	Quote Relevant Portion	The quotation given contains information that is not relevant to your point. Use only the portion of the quote that supports or explains your point.
RBTR	Rebuttal Required	You failed to rebut an argument or point raised against your view. That is, you need to demonstrate that the arguments raised are insufficient.
REL	Relevance	This does not appear to be relevant to your argument. Relevance is the tendency for the information to prove or disprove the matter in issue.
REP	Repeated Material	You already stated this point. Move on.
RI	Reference Incomplete	The reference lacks key information, such as the author, page, title, <i>et cetera</i> .
RM	Reference Missing	This quotation or idea needs support by a footnote reference.
RN	Refutation Needed	You raised a view that needs to be <i>proven</i> false.

RO	Renumber Outline	The outline needs to be numbered appropriately.
SCN	See Course Notes	Consult the course syllabus, notes, handouts, or powerpoint slides for additional details on this topic.
SCO	See Course Outline	You need to make your paper conform to the guidelines given in the course outline.
SF	Sentence Fragment	This is not a complete, grammatically correct sentence.
SGR	See Grading Rubric	Consult the grading rubric for this exam.
SHM	Sub-Headings Missing	You have failed to subdivide your paper and place the appropriate headings on the subsections.
SP	Spelling Error	<i>Res ipsa loquitur</i>
SS	Single Space	This section needs to be single-spaced. (E.g., it is a block quote, or a footnote, <i>et cetera</i> .)
SSN	Summary Statement Needed	You should provide a summary statement of the position from an authoritative source.
STL	Sentence Too Long	The sentence is too long. Break this up into two or more shorter sentences.
SVA	Subject Verb Agreement	The "number" of the subject does not agree with the number of the verb. (E.g., you have a plural subject with a singular verb or <i>vice versa</i> .)
UFW	Underline Foreign Words	Underline or italicize foreign language words.
UT	Underline Title	Underline or italicize book titles.
VA	Vague	Your argument or citation is not clear in its meaning or application.
VRE	Verse Reference Error	You have quoted a verse without giving a reference or have given a reference without citing the appropriate portion of the verse.
VT	Verb Tense	Change the verb tense as appropriate.
WBH	Why Believe Her?	You have cited the conclusions of an "expert witness." Why should I believe the truth claim solely on his or her authority? Establish why the expert's cited conclusions should be believed.
WC	Word Choice	The meaning of this word or expression does not fit here.
WCM	Word Count Missing	You failed to declare the total number of words used in paper.
WM	Word Missing	You have omitted a word from the sentence.
WS	Write Succinctly	You have employed far too many words to express your thought. Express the same thought using fewer words.
WSN	Word Study Needed	Show how this word is used in various contexts and why it has the meaning you say it has in this instance.
WST	Where Saith That?	This is a statement requiring a reference. See also RM.