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## INSTRUCTOR PROFILE

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**Merlin D. Burt** is director of the integrated Center for Adventist Research at Andrews University. He is also director of the White Estate Branch Office and professor of Church History at the Seventh-day Adventist Theological Seminary. He has been with the Ellen G. White Estate since 1993.

Previous to his present position he served for ten years as director of the Loma Linda University White Estate Branch Office, as chair of Archives and Special Collections, and with the Faculty of Religion at Loma Linda University.

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Ordinarily, an I shall be removed during the following semester. However, an I contracted in the spring semester may be extended to the autumn semester. Any request for an extension of time beyond the contracted time shall be made in writing before the end of the contracted date and approved by the dean of the college/school in which the course is offered. The number of I's on a student's record affects the student's class and workload.

### **Language and Grammar**

There is an expectation that a student enrolled in a graduate program possesses advanced written language skills, particularly in the language in which the degree is acquired. Thus, no special consideration will be given to English as a second language learners or native-English speakers who have yet to obtain mastery in written English. Such students are advised to seek the assistance of the campus writing lab or procure the services of an editor prior to the submission of their assignments. Tips for success include reading your assignments aloud and having someone else







**GUIDELINES FOR SPECIFIC ASSIGNMENTS:**

<b>GUIDELINES FOR SPECIFIC ASSIGNMENTS</b>	
	15-20 pages/hour for light reading not to be tested on
	10-15 pages/hour for heavy reading for exams or Bible Commentaries
Writing time:	2.5 – 3 hours/double spaced page, from start to finished product
Reflective Writing Assignment:	0.5 hour per page

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# APPENDIX 1

## CRITERIA FOR ASSESSMENT GUIDELINES

### **THE B GRADE**

We start with the B grade for a very specific reason. It is because a B grade is a sign that you have competently fulfilled all of the requirements stipulated for an assessment or competency evaluation. It is an excellent grade and demonstrates a high level of knowledge, insight, critique competence and professional written presentation standards essential for an individual wishing to pursue a career as a professional pastor.

### **THE A GRADE**

An A grade is only given when a student not only fulfils the criteria stipulated above for a B grade, but in doing so demonstrates an advanced academic aptitude for content knowledge, critique f5.9 Ssydnd 9 ( f)4.8 sps 2.2 (e)-3.2 (d)2.1 (a)

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