

**BIRMINGHAM THEOLOGICAL
SEMINARY**

FACULTY HANDBOOK

2016- CURRENT

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WELCOME FROM THE VICE PRESIDENT

Dear Faculty,

“And what you have heard from me in the presence of many witnesses, commit to faithful men who will be able to teach others also.” II Timothy 2:2

Thank each of you for your commitment to teaching others; Christian education is the ministry of bringing believers to maturity in Jesus Christ, a ministry of service to others.

One of our educational distinctives is that we have ministry practicing professors. The original intent of Dr. Frank Barker Jr. and Dr. Bill Hay was to provide theological education for people that were unable to study full-time or to uproot their lives and families or to leave their jobs to pursue a Seminary education. Ministry practicing professors means that our students receive training that is theologically reformed and that is in constant pursuit of academic excellence. This coupled with the everyday practical wisdom that comes from the years of pastoral experience that each of you have brings a special uniqueness to BTS.

Our educational distinctives also speak to our evangelistic focus, that BTS is thoroughly committed to Biblical inerrancy. As professors you use diverse educational delivery systems to meet the needs of our students as we continue in a global engagement of Gospel missions.

It is through your servant hearts that our vision statement becomes everyday reality:

“Producing leaders for Christ’s Church who are becoming spiritually mature as evidenced by effective ministry.”

The total impact of your teaching, mentoring and counseling of our students may not always be readily seen or measurable by you. But, just as on the Emmaus road, Christ opened the minds of the men to Scripture, you open the minds of our students to the truths of God’s Word. Our students are actively involved in various types of ministry; therefore, everything that they learn is immediately used.

Thank you for your service, thank you for the giving of your time and thank you for the love you have for Jesus Christ and the passion on your hearts to see and participate in fulfilling the Great Commission.

In His Service

*Dr. Thad James Jr.
Vice-President*

DIRECTORY

HOW TO FIND ANSWERS TO YOUR QUESTIONS

If you have any questions, please review the following:

- Faculty Handbook – Most questions can be answered by using this guide.
- BTS Catalog – Available online at www.birminghamseminary.org or www.btsweb.com
- BTS Website – www.birminghamseminary.org

The BTS Website

BTS's website provides information to students and faculty concerning proper writing and citation methods, information on how to use BTS's online library facilities, research links, seminar opportunities, and much more. Research help and information is right at one's fingertips through the BTS website. In addition, the website allows students to plan their seminary opportunities up to a year in advance through the online seminary schedule. Booklists and course rotations are also posted on the website. Faculty should go to the website and sign up on our e-mail distribution list.

HOW TO CONTACT BTS

Mailing Address

*Birmingham Theological Seminary
2200 Briarwood Way
Suite A-203
Birmingham, AL 35243
205-776-5650
205-776-5241 Fax*

E-mail Address

[*bts@birminghamseminary.org*](mailto:bts@birminghamseminary.org)
www.birminghamseminary.org or www.btsweb.com

Contact Telephone Numbers and Email Address

Mr. Glenn G. Waddell
President 205-776-5280
gwaddell@briarwood.org

Dr. Thad James, Jr.
Vice President 205-776-5386
tjames@briarwood.org

Dr. Howard Eyrich
Director, DMin of Biblical Counseling Program 205-776-5344
heyrich@briarwood.org

Dr. James Maples
Director, DMin of Pastoral Leadership Program 205-744-4077
jamesmaples48@att.net

Mrs. Jackie Hamamatsu
Registrar 205-776-5354
jhamamatsu@briarwood.org

Mrs. Irene Hayes
Administrative Assistant 205-776-5356
btsadmin@briarwood.org

Mr. Brandon Robbins
Director of Distance Education 205-776-5110
brobbins@briarwood.org

Rev. Larry Cockrell
Clinical Advisor, M.A. in Ministry Program 205-836-5758
ldcockrell@aol.com

DEGREE PROGRAM HEADS

Master of Divinity Dr. Dave Matthews	205-776-5211 dmatthews@briarwood.org
Master of Arts in Biblical Counseling Dr. Howard Eyrich	205-776-5344 heyrich@briarwood.org
Master of Arts in Ministry Dr. Thad James, Jr.	205-776-5386 tjames@briarwood.org
Master of Arts in Apologetics Dr. Vic Minish	256-454-5449 vicminish@bellsouth.net
Master of Arts in Biblical Studies Rev. Larry Cockrell	205-836-5758 ldcockrell@aol.com
DMin in Biblical Counseling Dr. Howard Eyrich	205-776-5344 heyrich@briarwood.org
DMin in Pastoral Leadership Dr. James Maples	205-744-4077 jimmaples@charter.net

If there is someone you are trying to contact not listed here, please contact the seminary office for more information (776-5650).

GENERAL

OFFICE HOURS

Monday – Thursday
8:30 AM – 4:30 PM

Closed on Friday

HOLIDAY SCHEDULE

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

**BIRMINGHAM THEOLOGICAL SEMINARY
SCHOOL CALENDAR, 2016 - 2018**

SPRING TERM 2016

Registration: January 2016
Classes Begin: January 18, 2016
Drop/Add: January 29, 2016
****SPRING BREAK March 7 – March 11, 2016 NO SEMINARY CLASSES**
++Board Meeting: Thursday, April 14, 2016
Classes End: April 22, 2016
Final Grades Due: May 6, 2016*for graduates, April 29th
Faculty/spouse Dinner Friday, May 13, 2016 - 5:30 PM
Graduation: Friday, May 13, 2016 - 7:00 PM
Incomplete Grades Due: June 3, 2016

SUMMER TERM 2016

Registration: May 2016
Classes Begin: May 30, 2016
Drop/Add: June 10, 2016
Classes End: August 26, 2016
Final Grades Due: September 9, 2016
Incomplete Grades Due: October 7, 2016

FALL TERM 2016

Registration: August 2016
Classes Begin: September 6, 2016 (Tuesday)
Drop/Add: September 16, 2016
++Faculty Meeting: Thursday, October 6, 2016 11:00 AM – 1:00 PM
****FALL BREAK October 10-14, 2016 NO SEMINARY CLASSES**
Classes End: December 9, 2016
Final Grades Due: December 23, 2016
Incomplete Grades Due: January 20, 2016

SPRING TERM 2017

Registration: January 2017
Classes Begin: January 23, 2017
Drop/Add: February 3, 2017
****SPRING BREAK February 27-March 3, 2017 NO SEMINARY CLASSES**
Classes End: May 5, 2017

Final Grades Due: May 19, 2017*for graduates, May5th
Faculty/spouse Dinner **Friday, May 19, 2017 - 5:30 PM**
Graduation: **Friday, May 19, 2017 - 7:00 PM**
Incomplete Grades Due: June 9, 2017

SUMMER TERM 2017

Registration: May 2017
Classes Begin: May 29, 2017
Drop/Add: June 9, 2017
Classes End: September 1, 2017
Final Grades Due: September 15, 2017
Incomplete Grades Due: October 13, 2017

FALL TERM 2017

Registration: August 2017
Classes Begin: September 5, 2017 (Tuesday)
Drop/Add: September 15, 2017
++**Faculty Meeting:** **Thursday, October 5, 2017 11:00 AM – 1:00 PM**
****FALL BREAK October 9-13, 2017 NO SEMINARY CLASSES**
Classes End: December 15, 2017
Final Grades Due: December 29, 2017
Incomplete Grades Due: January 26, 2018

SPRING TERM 2018

Registration: January 2018
Classes Begin: January 22, 2018
Drop/Add: February 9, 2018
****SPRING BREAK February 26-March 2, 2018 NO SEMINARY CLASSES**
Classes End: May 4, 2018
Final Grades Due: May 11, 2018*for graduates, May4th
Faculty/spouse Dinner **Friday, May 18, 2018 - 5:30 PM**
Graduation: **Friday, May 18, 2018 - 7:00 PM**
Incomplete Grades Due: June 8, 2018

SUMMER TERM 2018

Registration: May 2018
Classes Begin: May 28, 2018
Drop/Add: June 6, 2017
Classes End: August 31, 2018
Final Grades Due: September 14, 2018
Incomplete Grades Due: October 12, 2018

FALL TERM 2018

Registration: August 2018
Classes Begin: September 4, 2018 (Tuesday)
Drop/Add: September 14, 2018
++**Faculty Meeting:** **Thursday, October 4, 2018 11:00 AM – 1:00 PM**
****FALL BREAK October 8-12, 2018 NO SEMINARY CLASSES**
Classes End: December 14, 2018
Final Grades Due: December 28, 2018

Incomplete Grades Due: January 25, 2019

SPRING TERM 2019

Registration: January 2019
Classes Begin: January 21, 2019 (Tuesday)
Drop/Add: February 1, 2019
****SPRING BREAK February 25-March 1 NO SEMINARY CLASSES**
Classes End: May 3, 2019
Final Grades Due: May 10, 2019*for graduates, May 3
Faculty/spouse Dinner Friday, May 17, 2019 - 5:30 PM
Graduation: Friday, May 17, 2019 - 7:00 PM
Incomplete Grades Due: June 7, 2019

SUMMER TERM 2019

Registration: May 2019
Classes Begin: May 27, 2019
Drop/Add: June 7, 2019
Classes End: August 30, 2019
Final Grades Due: September 13, 2019
Incomplete Grades Due: October 11, 2019

FALL TERM 2019

Registration: August 2019
Classes Begin: September 3, 2019 (Tuesday)
Drop/Add: September 13, 2019
++Faculty Meeting: Thursday, October 3, 2019 11:00 AM – 1:00 PM
****FALL BREAK October 7-11, 2019 NO SEMINARY CLASSES**
Classes End: December 13, 2019
Final Grades Due: December 27, 2019
Incomplete Grades Due: January 24, 2020

STATEMENT OF FAITH

BTS adheres to the following Statement of Faith:

God is one Being existing in three Persons: the Father, the Son and the Holy Spirit. God is Sovereign; the Creator and the Sustainer of all things. God is the Source of and end of all truth.

The Scriptures are the written Word of God; inerrant in their original writings, and the infallible authority by which He directs and governs all our activities.

Jesus Christ is the eternal begotten Son of God, conceived by the Holy Spirit and born of the Virgin Mary - truly God - truly Man. Through Christ's life, death, resurrection and ascension, He accomplished a decisive victory over sin for His people and established His kingdom among men.

Man was created in the image of God as a rational, moral and spiritual being. Man sinned in Adam and fell with him in his first transgression. Man's fall affected him spiritually, intellectually and physically. He is restored only by the renewing grace of the Holy Spirit and the cleansing blood of the Lord Jesus Christ.

The Lord will return in glory and triumph for the final judgment and the consummation of His Kingdom.

All faculty members must also agree and adhere to one or more of the following historic creeds:

- Westminster Confession of Faith
- Philadelphia Confession
- London Confession of 1689
- Heidelberg Catechism

OUR MISSION

Providing sound Biblical and practical theological training to equip leaders for Christ's Church.

BTS is theologically Reformed, evangelistic in focus and committed to the inerrancy and sufficiency of Scripture. The seminary strives for academic excellence, through a program of instruction which is practical and useful for effective ministry. BTS maintains relationships with several seminaries overseas and is intentionally engaged in global missions.

The BTS faculty is composed of pastors and others in full-time ministry who serve the seminary on an adjunct basis. Classes are held in existing church facilities in the Birmingham area and at extensions around Alabama. These two unique features combine to produce practical theological training at a cost of less than 20% of the national average for seminary tuition. The faculty and student body represent a remarkable ethnic and denominational diversity.

The BTS student body is composed of lay leaders interested in learning more about theology and individuals called to full-time ministry. Classes are offered in the evenings, early mornings and by distance education. Most BTS students take classes on a part-time basis, and many students are already serving churches as full-time or bi-vocational pastoral staff members.

OUR VISION

Producing leaders for Christ's Church who are becoming spiritually mature as evidenced by effective ministry.

ACCREDITATION

BTS is a charter member of the Association of Reformed Theological Seminaries (ARTS). Although ARTS is an accrediting agency, it has not yet obtained recognition from the U.S. Department of Education or the Council for Higher Education Association (CHEA). The ARTS Board of Directors has directed the Executive Director of the ARTS Commission on Accreditation to apply for CHEA recognition. As a religious institution offering graduate degrees, BTS is exempt from Alabama licensure laws.

PRIVACY ISSUES

Students have the right to review educational records relating to them and the right to request, by informal amendment or by formal hearing, changes in those records if it is believed that the records are inaccurate, misleading or violate the students' rights.

Information about students' records will not be released to third parties without the express written consent of the student (including transcripts and financial records).

However, BTS reserves the right to release such records to its contractors and government agencies as necessary to conduct the ordinary operations of BTS, including tax reporting, compliance with federal and state law and court orders, and financial compilations or audits. BTS will request that such third parties maintain the confidentiality of student records

PUBLICATION NOTICE

Every effort is made to provide accurate and up to date information. Birmingham Theological Seminary reserves the right to change statements in the Faculty Handbook concerning, but not limited to, policies, academic offerings, tuition and fees. BTS will make a reasonable effort to alert current faculty of any changes. However, it is the professor's obligation to review this handbook periodically and be aware of its content. The information in this handbook supersedes and replaces the information in all previous publications. Where there is a conflict between the versions of the handbook, the most current version takes precedence.

FACULTY CONTACT INFORMATION

Current faculty contact information is necessary for the staff and students at BTS to communicate with the faculty. It is the responsibility of every faculty member to ensure that BTS has accurate postal address information as well as a telephone number, emergency contact information and a current e-mail address. Each time their contact information changes faculty should notify the Seminary Office via email at bts@birminghamseminary.org, or fax at 205-776-5241 or telephone at 205-776-5650.

FACULTY AND STUDENT ID BADGES

BTS requires identification badge and card for each student and faculty member. Badges must be worn to all classes, as they help identify students and faculty at the various seminary locations. The ID cards may also be used to secure students and faculty discounts as certain stores and may also allow entrance to certain libraries. All student badges and cards expire on August 31st each year.

Faculty members do not have to renew badges annually and are not required to pay a fee for their badges.

BTS POLICY ON RECORDING CLASSES

If a student has to miss a class, it is his/her responsibility to seek the permission of the professor to record the class and to arrange with another student to do the recording. No recording equipment may interfere with the professional recording of a class (e.g., no radio or wireless devices). If a student is going to miss a class that has already been produced on DVD, CD-ROM or Dropbox, the student may purchase the appropriate DVD, CD-ROM or Flash Drive, Dropbox. The Department of Distance Education is unable to provide DVDs, CDs or Dropbox for a class that is being taped for Distance Education. Only classes that have already been completed for Distance Education are available. At this time, no media are available on a checkout basis, but only for purchase. It is the *responsibility of the student* to make the above outlined arrangements in the case of a missed class.

TEXTBOOK SELECTION

Textbooks are generally selected by the professor to provide the maximum benefit to our students. While BTS holds that no Scripture is of “private interpretation,” it recognizes that academic scholarship demands that views contrary to our own need to be examined and discussed. Therefore, BTS recognizes that some supplemental texts may express views contrary to our doctrinal beliefs.

POSITION ON ORDINATION

BTS holds itself responsible for providing Christ-honoring studies in accordance with our mission purpose statement. BTS does not ordain clergy or attempt to evaluate an individual’s personal calling or position in the body of Christ.

CLAIMS AND DISPUTES

Any claim or dispute arising from or related to a faculty member’s relationship to BTS shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker® Ministries (complete text of the Rules is available at www.Peacemaker.net). Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

NON-DISCRIMINATION POLICY

Birmingham Theological Seminary admits students of any race, color, sex, handicap, national or ethnic origin to all the rights, privileges, and activities generally afforded or made available to all its students. Birmingham Theological Seminary does not discriminate on the basis of race, color, sex, handicap, or national or ethnic origin in the administration of its educational and admission policies. BTS does not discriminate on the basis of sex in the educational programs or activities including admission or employment except in the matter of ordination and certain courses restricted to men related to the question of ordination. While not being an official agency of the Presbyterian Church in America, BTS is associated with the PCA and adheres to the position of the denomination which biblically restricts the ordained office to men.

BTS will make every reasonable effort to accommodate disabilities, and disabled students are welcome.

ENROLLMENT POLICY

BTS does not utilize the Scholastic Aptitude Test, the Graduate Record Examination, or any other standardized test as a measure for admission. Any qualified applicant may enroll in courses and/or degree programs; however, the applicant must meet the academic, admissions and financial requirements to become and remain a student.

ORGANIZATION AND ADMINISTRATION

VICE PRESIDENT

The Vice President oversees the entire academic department. He and the seminary staff ensure that every aspect of the academic experience meets the needs of BTS's students, is in accordance with BTS's mission statement, and meets accreditation requirements. The Vice President chairs the Academic committee, and guides the process by which new courses are incorporated into BTS's curriculum.

ACADEMIC COMMITTEE

The Academic Committee is made up of board representatives, faculty representatives, and staff representatives, and may be called upon to make academic decisions that relate to enrollment, curriculum development and changes and to solve problems as they relate to individual students.

FACULTY

Faculty is the general term used to refer to the academic staff of Birmingham Theological Seminary. Faculty members are designated as Adjunct Faculty (part-time) and teach on a semester/course basis. The strengths of the BTS faculty are manifold with experience being a key element. Each faculty member has a strong commitment to God, to the teaching of God's people and are current ministry practitioners. Each is involved in curriculum oversight, syllabus design and revision, and evaluation of student course submissions.

FACULTY RECRUITMENT

The Vice President maintains active files of resumes of prospective faculty according to their area of expertise. These files are kept current through yearly review of dated materials.

When a faculty vacancy or additional need exists due to increased enrollment, the Vice President reviews files, contacts personal resources (e.g., seminaries, schools, professional acquaintances), and conducts preliminary investigation to create a pool of possible candidates.

As appropriate, the Vice President will establish a pool of candidates based upon education, experience, and doctrinal viability.

The President confers with other faculty and board members as deemed appropriate and then recommends prospective faculty to the Board of Directors.

TERMINATION

BTS employs faculty on an adjunct basis each semester through the use of a contract. BTS's relationship with its Faculty, as reflected in the faculty contracts, is intended to give the faculty member the freedom to exercise their teaching gifts fully and to allow a cordial working relationship between all parties involved. Whenever either party in the contractual arrangement determines that a working relationship is not possible, or is no longer desired, the relationship can be terminated by either party with a simple written notice for any reason. However, the faculty member agrees not to terminate this relationship during a semester in which he or she is teaching a class, absent unusual circumstances which prevent the faculty member from fulfilling his or her obligations.

INSTITUTIONAL REQUIREMENTS AND FACULTY EXPECTATIONS

FACULTY LIFESTYLES

BTS is a religious, non-profit Seminary representing Jesus Christ to Birmingham and the world. The policies of BTS have been and continue to be in submission to the Word of God. BTS expects its faculty to conduct themselves in a manner that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the Biblical perspective of integrity and appropriate personal and family relationships, business conduct and moral behavior (1 Corinthians 10:31, Colossians 3:17). Faculty should be aware that this includes how they utilize such technology as the internet, texting, social networking and blogging. Birmingham Theological Seminary embraces, affirms and teaches the gift of sexuality, divinely designed as an act of intimacy to be embraced only within the bounds of a heterosexual, monogamous, covenantal, conjugal marital relationship. Sexual activity outside of those bounds or advocacy of same is not consistent with the Christian lifestyle BTS expects of faculty. BTS faculty is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority and a commitment to follow Matthew 18 principle when an issue arises with fellow faculty or students. The BTS Statement of Faith expects all faculty to maintain a lifestyle based on Biblical standards of moral conduct in which Christ has pre-eminence (Colossians 1:18)

BTS faculty members are not allowed to bring firearms, weapons, explosives, or other dangerous materials on campus unless certified by the State of Alabama as a Law Enforcement/Peace Officer.

EXPECTATIONS OF FACULTY

Preparation is essential to successful teaching. Professors are usually contacted approximately two months prior to start of the semester and thus have adequate time to prepare syllabi, bibliographies, class notes and study guides. The faculty should take advantage of this time by preparing these materials at least, one month in advance. Even courses the professor has taught should be updated and refreshed.

It is expected that professors will put forth every effort to be at class on time. Habitual tardiness may imply a carelessness and indifference, which the faculty member does not wish to convey. He/she must set a good example for students in this matter. It should be remembered that the students are the ones who are penalized by the instructor's tardiness.

In the conduct of classes, each session should be opened with prayer. Taking roll is essential, but the method is optional and the time devoted to it should be kept at a minimum.

Class conduct of students shall be in a manner befitting the standards and objectives of BTS. Class sessions must conform to the standards of respectable consideration for others and of the highest achieving of the courses' aims and objectives. Students who disturb class should be dealt with promptly and in accordance with biblical principles.

In the event circumstances make it impossible for a professor to be present in class or classes, appropriate arrangements must be made and the Vice President and Registrar apprised. If classes must be canceled by the faculty member, as much advance notice as possible is expected and notices sent to students immediately (**Please contact the Seminary immediately upon making the decision**). It should be remembered that some students drive long distances to attend classes and their inconvenience and expense should be kept to a minimum.

The BTS faculty is characterized by our educational distinctives:

- Our faculty is a ministry of practicing professionals who engage the students theologically and spiritually in the development of a Biblical worldview.
- The BTS faculty in its pursuit of academic excellence is encouraged and supported in the earning of terminal degrees.
- The BTS faculty fosters an academic climate that is theologically reformed and evangelical through a thorough commitment to Biblical inerrancy.
- The BTS faculty is committed to the global engagement in gospel missions through diverse educational delivery systems; such as, CD, DVD, Dropbox, Direct Studies, online and live class settings.

PERSONAL RECORD FILE

- Each Faculty member must have the following items on file at the Seminary Office:
- Faculty Data Sheet (please keep Seminary office informed of any contact changes)
- Curriculum vitae
- Official academic transcript (highest degree conferred)
- Account of personal Christian experience
- Signed BTS Faculty Affirmation and Agreement—required annually
- Photograph

LESSON RETURN TIME

Rapid lesson turn-around time is crucial to student motivation, morale, and course completion and is therefore crucial in determining BTS's success as a learning institution. Professors are encouraged to grade exams and papers promptly and provide those results to the students.

FACULTY GRIEVANCE

As with any other dispute the aggrieved party(s) should seek resolution privately with the offending party(s). However, if the parties are unable to resolve the matter, they should seek the assistance of the Vice President for assistance or a decision. The Vice President may choose to refer the matter to the Academic Committee for resolution. If this resolution is unsatisfactory, then the parties involved may appeal the decision to a Commission of three board members chosen by the Chairman. The decision of this Commission is final.

TEAM EFFORT AND A POSITIVE SPIRIT

Romans 12:3-21 gives the most salient advice to the faculty and all those associated with BTS that can be given. Remember that the Seminary exists for students. A negative spirit or demeaning statements from faculty can de-motivate students and thus thwart the mission and purpose of the institution.

OFFICIAL FUNCTIONS

Faculty members are expected to attend the annual faculty meeting (October) and graduation (May). Attendance at extension faculty meetings is also encouraged for extension professors.

ACADEMIC GARB

At the Commencement exercises, the faculty appears in full academic regalia. Those holding degrees wear the cap, gown and hood distinctive of their degree and administrative position. Male faculty members are asked to wear white dress shirts, dark suits, dark ties, and dark socks and shoe at all such academic convocations. BTS rents academic regalia (robe, cap and hood) for faculty members who do not own those. However, the faculty member must communicate with the Seminary's administrative staff regarding their need for academic regalia and provide sizes and other requested information.

FACULTY REMUNERATION

TAX FORMS

Faculty should expect to receive a 1099 form from our accounting firm in the month of January if they receive over \$600.00 in remuneration for the previous calendar year.

BTS has the following payment scale as approved by the BTS Board of Directors. Payment is based on size of class at the end of the drop/add period each semester (end of the second week of class), excluding audit students. Minimum class size is six students. When a class has enrollments of less than six students, the professor may choose to teach the students under the guidelines of the directed study program. It is the professor's decision.

<u>Class Size</u>	<u>Pay</u>
1-5	70% of class tuition
6- 12	\$750
13-18	\$800
19-24	\$850
25-30	\$900
31 and above	\$950
<u>Doctor of Ministry</u>	
1-3	50% of tuition
4+	\$975

REIMBURSEMENT FOR EXPENSES

Travel – Faculty members may be reimbursed for out of town travel at the standard IRS rate, but each trip must be approved by the BTS President or Vice President in advance in writing.

Books – the seminary will purchase faculty copies of class books pertaining to the course and required for the course being taught. Prior approval by Vice President is necessary. Be aware that many publishers will provide “professor copies” of textbooks free of charge.

Expense request forms may be obtained from the Registrar. These must be approved by the Vice President before submission for reimbursement.

ROYALTIES FOR DISTANCE EDUCATION

When taping a live course for distance education purposes, the professor will be compensated for the course based upon the number of students enrolled in the course. The professor will be paid at the end of the semester and upon the submission of the course syllabus, supplements, study guides and exams. A professor will not be paid any amount above their ordinary teaching pay when a course is recorded in the classroom. A professor will be paid an amount set by BTS when the course is recorded “in studio” for distance education purposes. Payment will be made upon the completion of the taping and receipt of the course syllabus, supplements, study guides and exams.

Professors will be paid royalties on distance education courses they have recorded for Birmingham Theological Seminary. Royalties are based on the number of students who have enrolled in the particular course during the relevant time period. Royalties for distance education courses are paid in June of each year, and are set by agreement with the professor.

Notwithstanding the above, BTS reserves the right to permit selected organizations (e.g., Campus Outreach) to utilize one copy of the Distance Education materials for more than one student on a case-by-case basis. In such circumstance, the professor would be paid the royalty amount attributable to the sale of one set of Distance Education materials for that course.

ACADEMIC POLICIES AND PROCEDURES

COURSE EVALUATIONS

Each semester, students are asked to complete an electronic course evaluation for each class. Students will receive an e-mail containing a link to the course evaluation for each course they register for. Participation is strongly encouraged.

Class evaluations are discussed as a whole at the annual faculty meeting. A professor may review class evaluations at any time by contacting the Registrar or Vice President.

GRADING SCALE AND QUALITY POINTS PER HOUR

The seminary has adopted a four point grading scale as follows:

A	96-100	=	4.0 Quality Points
A-	90-95	=	3.5 Quality Points
B	85-89	=	3.0 Quality Points
B-	80-84	=	2.5 Quality Points
C	75-79	=	2.0 Quality Points
C-	70-74	=	1.5 Quality Points
D	65-69	=	1.0 Quality Point
D-	60-64	=	0.5 Quality Point
F	Below 60	=	0.0 Quality Points

In addition to the students meeting due dates and using correct English, the following guide will serve as general criteria for grades. Final grades for each course are given at the discretion of the member of faculty responsible for that course.

GRADE POINT AVERAGES (GPA)

Quality points will be computed for each course by multiplying the number of quality points designated for a grade, by the number of course hours. For example, the student takes a two-hour course and receives a “B,” which equals 3 quality points for each hour. Since it was a 2 hour course, this equals 6 quality points.

In a given semester, if the student takes 4 two-hour courses and receives an “A” grade on one, a “B” on the next, a “C” on the third, and a “D” on the fourth, this would equate to 8 quality points on the first, 6 quality points on the second, 4 quality points on the third and 2 quality points on the fourth. The hours taken total 8, the quality points total 20. Dividing the 20 quality points by the 8 hours, the average quality points for the semester is 2.5.

All Seminary students are required to maintain an overall cumulative grade point of 2.0. At the end of any semester, a student whose overall average is below “C” will be placed on academic probation. If, after the next semester, the student has not raised the average to at least “C,” the student will be dismissed for academic reasons.

SCHOLASTIC PROBATION

The Vice President has the discretion to place a student on probation based upon poor academic performance and/or academic violation of BTS policies, and/or relevant student improprieties. The terms and conditions of the probation will be documented in writing to the student. The Vice President may place an incoming student on academic probation for an initial period (usually three courses) during which the student will be monitored for satisfactory progress.

GRADING

The following descriptions are designed to assist the faculty in distinguishing and evaluating student recitation, written work, quizzes, examinations and overall grades at the end of a grading period.

The difference between an A and a B paper should be distinguished. An A paper is not only correct, but should show evidence of some originality in handling the material, and demonstrate superior research and expression. Every examination should include one or two questions that would give particular opportunity to distinguish between an A and a B. A grade of B is considered as “better than average.” A grade of C reflects meeting all requirements of a course, doing acceptable work and is thus considered “average” and is not the expected grade for the majority of students in graduate school.

A Represents a superior understanding of the subject matter, prompt and complete preparation of assignments, outstanding ability as manifested by such things as original thinking, extra reading or projects, and an interested attitude in and contribution to class discussions (4 grade points per semester hour).

B Represents a good understanding of the subject matter, prompt and complete preparation of assignments, above average ability as manifested by reading comprehension, and an interested attitude in and contribution to class discussion (3 grade points per semester hour).

C Represents meeting all requirements, a satisfactory understanding of the subject matter and promptness in preparation of assignments, is considered below “average” for graduate school (2 grade points per semester hour).

D Represents a poor understanding of the subject matter and/or inadequate work in outside assignments. This is the lowest grade given credit in a course (1 grade point per semester hour).

F Failure. As a semester final grade, this indicates examinations or class work or both are below par and the course must be repeated if credit is to be obtained (0 grade point per semester hour).

Minus appendages to letter grades indicate a finer distinction between the quality of work.

WF - Withdrew while failing

WP - Withdrew while passing

INC - Incomplete. An incomplete grade indicates either: (a) a temporarily excusable absence from final examination, or (b) one or more important items have not yet been completed because of extenuating, excusable absences such as an extended illness, and the professor has set a deadline, not to exceed six weeks, for completion of the work. Such “six weeks” begins with the last day of the semester. Incompletes are at the discretion of the Vice President and are not considered a student right.

Incomplete assignments and grades should always be the exception and not the rule. Should a student find it impossible to complete work on time, the professor should be the first to know. The professor is required to report a grade of an “I” (Incomplete) to the seminary office within two weeks of the end of the semester. The student has six weeks from the semester’s end to have the professor change the incomplete grade to a final grade. If no final grade is received in the seminary office by the six-week deadline, a failing grade will be posted to the official transcript. It is the student’s responsibility to ensure course work is to the professor in time to submit a grade within the six week period.

All course materials must be submitted to the respective professors at the end of the semester (last day of classes). Thereafter, course materials may be submitted for up to six (6) weeks after the end of the semester directly to the offices of the Registrar with the permission of the Vice President. If a student submits course materials after the end of the semester but within the six (6) weeks grace period, the student’s final course grade will be lowered by one letter grade. The course materials will not be accepted after the six (6) week grace period and a failing grade will be posted to the student’s transcript.

OFFICIAL ROLL

Official class roster will be sent to the faculty when the drop/add period has ended. Faculty should verify that it matches their actual class attendance. If there is a student in class that is not on the roster, the student is not registered. The student should be informed of the situation and advised that he cannot continue in the class unless properly registered. However, the student should not be forced to leave the classroom and may sit through the first class. The student should contact the Registrar to enroll in the class. If there is a name on the roster and the student is not present, faculty members should alert the Registrar to the situation. If the roster changes, faculty will receive a revised roster. The final roster/grade sheet will be mailed prior to the end of the semester, along with class evaluations for each student to complete.

GRADES, SYLLABI, EXAMS

GRADES

Computer grade sheets with final grades and notations are to be returned to the Registrar’s Office two weeks of semester end. Failure of faculty to meet deadlines will result in faculty pay being withheld.

Each professor is to keep grade books or computer files containing the regular grade of the record of each student each semester. The seminary office has forms from GradPro designed to use in maintaining course grades and attendance for each class and student each semester. To obtain these forms, please contact the Registrar or the Administrative Assistant.

SYLLABI

Objectives, course outline, grading scales and requirements for each course are to be submitted in a class syllabus by each professor for examination by the Vice President. Syllabi are due in the Vice President's Office one month in advance of the beginning of the semester so students can obtain books and the respective syllabi may be posted to the BTS website. The model syllabus is provided for reference at Appendix A. The model syllabus for designated research courses is provided at Appendix B. Specific assignments are up to the professor in designing the course.

EXAMS

Upon request copies of mid-terms and final examinations may be sought after for review. Any papers a professor desires to return to students may be left at the seminary office for student pickup at the end of the semester.

DIRECTED STUDIES

Course Description

Directed studies are course credits obtained by working directly with a professor in a group of 2-4 students or on an individual basis. These arrangements are generally permitted only for students who cannot schedule a necessary course prior to their planned graduation. Otherwise students are expected to enroll and attend class as scheduled. The course must be completed within a four month time frame.

It is the responsibility of the student to obtain the professor's and the seminary's approval for the directed study.

Guidelines

- 1) Minimum of two book critiques – the combined readings should be 600-1000 pages; each report is to be a minimum of three (3) to five (5) typed pages per instructions given in number three below.
- 2) The book critique must reflect that the student has read and comprehended the materials. (See model syllabus for specifics)
- 3) The report should demonstrate critical thinking and analysis of thoughts, interaction of student and author, and show application/affect to his/her personal life and or ministry.
- 4) Minimum of two exams is recommended based on course directions of the respective professor. (Type of exams at professor's discretion)
- 5) The course project based on the nature of the course which is to be twelve (12) to fifteen (15) pages in length. (Guidelines to be set by the professor.) The course project is to have an average of two (2) footnotes per page, demonstrating acceptable

academic standards. In addition, a bibliography of five to seven (7) books. Journals or periodicals are also to be consulted. (The professor may seek alternative methods of course outcome measurement/assessment, it does not necessarily have to be a research paper)

- 6) If the professor requires a research paper it must be formatted in accordance with Turabian Chicago standards including the title page. Papers are to include #12 Times New Roman Script font and be double spaced.
- 7) Students will have four months to complete the course. The student is expected to spend the same amount of time that he/she would if taking a scheduled class. If students exceed the four month allotted time frame a request for a one-month extension must be applied for with a fee of \$50.00. Incomplete work at the end of the extension period will result in a failing grade and the course must be retaken to receive credit.
- 8) The professor will set scheduled meeting times with student for guidance, verification, counseling and mentoring.

WITHDRAWAL POLICY

A course may be dropped without penalty through the first two weeks of any regular semester. Unauthorized withdrawal will cause the student to receive a failing grade in the course. Authorized withdrawal later than two weeks after the start of the semester will be listed on the student transcript as W (withdrawn).

A course may be changed from Credit to Audit at any time through the end of the second week of the semester. No credit of tuition or refund will be made in the event of such a change. An audit student may change from audit to credit by submitting an approving statement signed by the professor of the course and paying the increased tuition.

DROPPING/ADDING A COURSE

Students may drop and/or add courses until the end of the second week of the semester for a fee of \$15 per course.

WRITING POLICY

BTS has made the decision to adopt the Turabian style of writing format for all research papers, clinicals, and dissertations (DMin) and. All papers are to be doubled-spaced, 12 point, Times New Roman font. This will bring consistency and less confusion for both students and professors. In this technological age, information is readily available; make sure that you understand how to give reference sources the proper recognition.

Please refer to *A Manual for Writer's of Research Papers, Theses and Dissertations 8th Edition* by Kate Turabian and *Quality Research Papers for Students of Religion and Theology 3rd Edition* by Nancy Vyhmeister.

Please reference and use the grading criteria below as well as the grading sheet for all research papers. Contact the Vice President for additional copies. You may, but are not required to, submit the grading criteria or the grading sheet to the student or the Seminary. This is provided merely for your use. This is covered in more detail as follows:

GRADING CRITERIA AND ASSESSMENT FOR RESEARCH PAPERS

A A-

Thesis sentence/statement is clear/comprehensive. Punctuation, spelling, and grammar are accurate and correct. Writing is even, creative and guides the reader effectively through the paper. Paragraphs are well organized and coherent; paper flows smoothly. Person and format are appropriate for the assignment. Quotes, Scriptures, paraphrases and summaries are used & cited appropriately and with excellence. Research reveals sources (primary and secondary) which clearly support main arguments (Scholarly, Academic and Theological). Turabian's *Manual for Writers* is understood and adhered to.

B B-

Thesis sentence/statement lacks specificity and clarity. Opportunity for significant improvement exists. Minor misspellings and grammar/punctuation mistakes exist that disrupt flow but do not hinder understanding. Paragraph structure is acceptable but not as organized and coherent. Person and format do not work in this particular assignment. Sources adequately support main points, but using greater variety and depth of primary and secondary sources and more critical thinking would have made a more compelling argument. Some minor errors occur but paper generally conforms to Turabian's *Manual for Writers*.

C C-

Thesis sentence/statement is unclear and vague. Numerous misspellings, punctuation and grammar mistakes, difficult to follow reasoning, and flow of reading is disrupted. Paragraph structure is often confusing and inconsistent. Person and format are inappropriate for this assignment. Sources are inadequate and shallow; do not reflect an understanding of the project. Serious research, study and preparation are not evidenced. Ideas presented do not reflect mastery or insight but more manipulation of terms and concepts. Paper does not reflect an adequate understanding or usage of Turabian's *Manual for Writers*.

D D-

Thesis sentence/statement is non-existent. Spelling, punctuation and grammar make it nearly impossible to follow the line of reasoning from sentence to sentence. Paragraphs lack focus, clarity, and are incoherent and without structure or form. Person and format are confusing and totally inappropriate for this assignment. Insufficient numbers of quotes or quotes are overly used; paraphrases, quotes, summaries, Scripture and sources are improperly used and cited in error. Paper does not conform to Turabian's *Manual for Writers*.

Birmingham Theological Seminary Grading Sheet

Student Name: _____
 Professors Name: _____

Course Number: _____
 Course Name: _____

Points	Grade	BTS Course Points Grade Value			
		A 96-100 (4.0)	B 85-89 (3.0)	C 75-79 (2.0)	D 65-69 (1.0)
		A- 90-95 (3.5)	B- 80-84 (2.5)	C- 70-74 (1.5)	D- 60-64 (.5)
		F Below 60 (0)			

Grading Evaluation Criteria: Please incorporate comments throughout the assignment that will enhance, correct, and/or guide the student's current and continued knowledge and understanding of the subject matter. Then summarize those comments under each section below and assign point value. Add the points in each section and record in the points section above.

Content - Selection and Utilization of Resources Sources: Academic, Theological, Primary, Secondary – Understanding and Application	Earned	Possible 40

Critical Thinking – Analysis and Development of Resources and Concepts Analyzing, Creativity, Thought Process, Organization, Conceptual Development, Critiquing	Earned	Possible 40

Writing – Document Format and Language Structure Spelling, Grammar, Punctuation, Syntax, Adherence to Turabian Style and Format	Earned	Possible 20

 Faculty Signature

CODE OF ETHICS

***Academic Integrity**

BTS assumes that all of its students desire to pursue all academic work with honesty and scholarly integrity. Breaches of academic honesty and integrity are infringements of the mutual faith and trust essential to the academic enterprise.

Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance are prohibited. Examples of activities include, but are not limited to, the following definitions:

- **Cheating** - Using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work, or preventing or attempting to prevent another from using authorized assistance, material, or study aids. *Examples: using a cheat sheet in an exam; altering a graded exam and resubmitting it for a better grade, and so on.*
- **Plagiarism** – Using the ideas, data, or language of another without specific and proper acknowledgement. *Examples: misrepresenting another's work (paper, report, article, or computer work) as one's own original creation and submitting it for an assignment; using someone else's ideas without attribution; failing to cite a reference or to use quotation marks where appropriate, and so on.*
- **Fabrication** – Submitting contrived or altered information in any academic exercise. *Examples: making up data, misrepresenting data; citing nonexistent or irrelevant articles, and so on.*
- **Multiple Submissions** – Submitting, without prior permission, any work submitted to fulfill another academic requirement. *Example: submitting the same paper for two different classes without the instructors' express prior approval.*
- **Misrepresentation of Academic Records** – Misrepresenting or tampering with or attempting to tamper with any portion of a student's transcripts or academic record, either before or after coming to BTS. *Examples: forging a Registration Form or a grade report; tampering with computer records, and so on.*
- **Facilitating Academic Dishonesty** – Knowingly helping or attempting to help another violate any provision of this code. *Example: working together on an exam or others' assignments intended to be an individual project without the instructor's express or prior approval.*
- **Unfair Advantage** - Attempting to gain unauthorized advantage over fellow students in an academic exercise. *Examples: gaining or providing unauthorized access to examination materials (either past or present); obstructing or interfering with another student's efforts in an academic exercise; lying about a need for an extension for an exam or paper; continuing to write even when time is up during an exam etc.*
- **Computer Crimes** - Damaging or modifying computer programs without permission. *Examples: piracy of copyright protected software; hacking; constructing viruses; knowingly introducing viruses into a system; copying programs and data belonging to others, and so on.*

Those students whose work definitively can be shown to breach academic honesty or scholarly integrity will face academic investigation. Sanctions will be imposed, ranging from grade reduction to, course failure to dismissal from the school.

RESOURCES

STANDARDS FOR RESEARCH PAPERS

BTS generally uses the Turabian style of formatting as a standard for all papers, for all classes. However, students should regard individual professor preferences if they communicate any variance in outlining their requirements for papers. Professors retain discretion in determining how “formal” a paper must be, excluding papers (research papers, clinicals and dissertations) which must be prepared in Turabian format. Beyond those variances, students should follow the Turabian style, as outlined in *A Manual for Writers of Term Papers, Theses, and Dissertations 8th Edition*, by Kate Turabian. Students may also find it helpful to use the [StyleEase formatting software](#) for developing proper citations. An additional book that BTS students will find helpful is *Quality Research Papers for Students of Religion and Theology 3rd Edition* by Nancy Vyhmeister.

LOGOS BIBLE STUDY SOFTWARE

All masters and doctoral degree-seeking students are required to purchase any one of the Logos Bible Study libraries and are entitled to the substantial discount Logos affords BTS students. Students must purchase during regularly scheduled semester enrollment periods. Also, Logos will divide payments into 6 equal installments if requested.

Students in the online Certificate in Christian Ministry program are not eligible for this discount.

Please see the Logos Bible Software link at www.birminghamseminary.org

Students in the Master of Arts Program and Doctoral program in Biblical Counseling are required to purchase the Journal of Biblical Counseling collection.

LIBRARY

The BTS Library is located in the Briarwood Presbyterian Church facility. Students are welcome to check out books as long as they adhere to the rules of the Library. BTS also has library privileges at Southeastern Bible College located on Valleydale Road and Samford University on Lakeshore Drive. Student ID badges must be presented. Any fees incurred are the responsibility of the student.

BTS FORMS

All required forms are available in the Seminary office or online at www.birminghamseminary.org.

APPENDIX A

EXAMPLE—MODEL SYLLABUS NON-RESEARCH

Birmingham Theological Seminary
2200 Briarwood Way
Birmingham, Alabama 35243
205-776-5650

Fall 2015
OT1526 Old Testament History and Theology
Professor: Dr. Thad James Jr. Ph.D
Class Hours: 2

Work Phone: 205-776-5386
Cell Phone: 205-746-7356
Fax: 205-824-8407
E-mail address tjames@briarwood.org

COURSE PURPOSE

(From BTS Catalog)

The purpose of this course is to introduce the student to a study of the canon, of textual criticism, of Israelite history and an evaluation of critical scholarship. The Christ-centered interpretation of the Old Testament will take into consideration the organic and progressive structure of biblical theology.

COURSE OBJECTIVES

(The Course Objectives are Developmental with Measurable Outcomes)

1. The student **will be able** to describe the formation of the Old Testament canon.
2. The student **will be able** to discuss issues of criticism in Old Testament scholarship.
3. The student **will be able** to define the concept and nature of biblical theology.
4. The student **will be able** to articulate an overview of Israelite history.
5. The student **will be able** to describe the covenantal approach to understanding the Old Testament.

COURSE TEXTS

(Texts should total roughly 800 pages)

Certificate student should be assigned approximately half the required number of pgs.

Required Texts:

Vos, Geerhardus *Biblical Theology*. Banner of Truth. ISBN: 0-85151-458-8

Wright, Christopher J.H. *Knowing Jesus Through the Old Testament* InterVarsity Press
ISBN 0830816933

Kaiser, Walter C. Jr. *Toward an Old Testament Theology* Zondervan Publishing ISBN 0310371015
Holy Bible

Collateral Texts:

It is always good to recommend an additional text or two for reference and information purposes.

Harrison, R.K. *Introduction to the Old Testament* Wm. B. Eerdmans Publishing ISBN 0802531079

COURSE REQUIREMENTS (Possible Examples)

1. Class attendance and participation: in the absence of professor permission, more than two unexcused absences drops final grade one letter grade.
2. Completion of reading assignments on time.
3. Two to three page papers. These papers are short. There is no room for “smoke blowing.” Be concise and precise. This assign is about content, but also about written communication (necessary skill for ministry today). **(These may be book critiques, or other assignments based on course direction)** Certificate students should be assigned a lesser number of this type of assignment than the Masters students.

Paper 1: Summarize your understanding of the formation of the Old Testament canon.

[fulfills objective 1]

Paper 2: Explain to a high school student why you do not believe in two books of Isaiah.

[fulfills objective 2]

Paper 3: Outline for a ladies Bible study the concept of biblical theology and its importance.

[fulfills objective 4]

Paper 4: Set forth an overview of the history of Israel in language that a group of sixth grade boys would understand. *[fulfills objective 3]*

Paper 5: Contrast the covenantal approach to the Old Testament to the dispensational concept.

[fulfills objective 5]

4. Mid-Term and/or Final exam (the Three papers you write for number three will help you prepare for the final (note, help, not completely prepare you). **(Final exam should give student opportunity to demonstrate that course objectives have been accomplished)**
5. Seek alternative modes of student assessment (measurable learning outcomes) could be oral presentations, in-class group assignments, etc. **(This is very important in lieu of research papers)**
6. Book Critique is to be a **critique** of the book. Do not merely summarize the contents; rather evaluate the book’s strengths and weaknesses. Choose **one book** from the list on page one. As you read, ask yourself and answer these questions, read **critically: (If the course requires)**
 - ☞ Begin your critique with **the bibliographic information** (Title, author, publisher, place and date of publication) of the book you have chosen to critique.
 - ☞ Write a **brief summary** of the **main** theme and any **major secondary themes** of the author. I do not want a book review. I already know the content. Just give me enough to show you have read and digested the material.
 - ☞ Include your **analysis** of the arguments the author sets forth. Your analysis should

be focused primarily upon **how faithfully you think the author has interpreted and applied the Scripture.**

- ☞ Evaluate how they have either **succeeded or failed** in taking into account **all** of Scripture (in other words, is it a systematic argument or simply a use of some isolated proof texts?) **citing instances** from the book to support your evaluation.
- ☞ Tell me **why you agree or disagree** with their conclusion(s), using the Scriptures to support any differing views you may hold.
- ☞ Conclude with a paragraph that states **what you have gained personally AND professionally** from reading this book.

GRADING

(The assigned/weighted percentages for each assignment to total 100% - Professors discretion)

1. Completion of reading and ability to participate in class discussion 10%
2. Three short papers are worth 10% each for a total of 30% of grade
3. Book critique 10% (based on number of critiques)
4. Other assignments based on course direction 30%
5. Final exam 20%

BTS FORMAT AND STYLE STANDARDS

Note:

BTS uses the Turabian style of formatting as a standard for papers. However, students should regard individual professor preferences if they communicate any variance in outlining their requirements for papers. Professors retain discretion in determining how “formal” a paper must be. In this technological age, information is readily available; make sure that you understand about giving reference sources the proper recognition. Please refer to the BTS Student Handbook section on plagiarism for guidance.

Proper planning and timely completion of assignments is crucial.

COURSE OUTLINE

Here the particular professor has the liberty to determine that which he will focus upon. For example:

Week One: How we arrived at the canonical books
Why reject the apocrypha?
Read: Vos chapters 1-2

Week Two: God the preserver of His word

Jewish scribes instruments in the hands of the preserver
Read: Vos chapters 3-4

Week Three: The beginnings of higher criticism
The turning point—J. Wellhausen
Read: Vos chapters 7, 11

Continue through Week Thirteen

NOTE: Your syllabus should contain a bibliography of 10 to 20 books. Here is an example this gives you an idea of how a bibliography can be set up. The value of doing this is that you begin to familiarize your students with the available resources.

Old Testament Bibliography

Introductions

- Bill T. Arnold and Bryan E. Beyer, *Encountering the Old Testament: A Christian Survey*. Grand Rapids: Baker Book House, 1999. 512 pages. A survey designed for use in undergraduate Bible courses in conservative schools. Written on a popular level. Includes many color graphics, side bars, charts, and also discusses modern applications. Interacts irenic ally with liberal views.
- Gleason L. Archer, *A Survey of Old Testament Introduction*. Chicago: Moody Press, 1964. 2nd ed. 1974. 3rd ed. 1994. 608 pages. ISBN: 0802482007. A standard conservative survey, often polemical.
- Raymond B. Dillard and Tremper Longman III, *An Introduction to the Old Testament*. Grand Rapids: Zondervan, 1994. Scholarly, but only moderately conservative.
- Otto Eissfeldt, *The Old Testament, An Introduction*. New York: Harper and Row, 1965. Translated from the third German edition by Peter R. Ackroyd. The standard scholarly introduction from a secular/liberal perspective. Largely ignores conservative views.
- Roland K. Harrison, *Introduction to the Old Testament*. Grand Rapids: Eerdmans, 1969. 1,325 pages. The most satisfactory scholarly introduction written from a conservative perspective in recent years. Includes extensive, technical critique of liberal views.
- Karl Friedrich Keil, *Manual of Historico-Critical Introduction to the Canonical Scriptures of the Old Testament*. 2 vols. Translated from the second German edition by George C. M. Douglas. Edinburgh: T. & T. Clark, 1870. Reprinted ca. 1990. Out-of-date in several ways, but still valuable. Much more technical than introductions published in the 20th century.
- Edward J. Young, *An Introduction to the Old Testament*. Grand Rapids: Eerdmans, 1949. 2nd edition 1964. A brief conservative survey.
- William R. Scott, *A Simplified Guide to BHS: Critical Apparatus, Masora, Accents, Unusual Letters and Other Markings*. Berkeley, California: Bibal Press, 1987. ISBN: 0941037045. 2nd ed., 1990. ISBN: 0941037142. A handy guide to using the apparatus of BHS. Includes H. P. Rüger's An

English Key to the Latin Words and Symbols of BHS (American Bible Society, 1990).

Hebrew-English Interlinear editions

Jay P. Green, ed., *The Interlinear Hebrew-Greek-English Bible*. 4 volumes. Wilmington, Delaware: Associated Publishers and Authors, 1976. Reprinted in one volume, 1979.

Textual Criticism

Ellis R. Brotzman, *Old Testament Textual Criticism: A Practical Introduction*. Grand Rapids: Baker, 1994. 208 pages. ISBN: 0801010659. Brief and conservative.

Peter Kyle McCarter, *Textual Criticism: Recovering the Text of the Hebrew Bible*. Guides to Biblical Scholarship. Old Testament Guides. Philadelphia: Fortress, 1986. 94 pages. ISBN: 0800604717. Brief. Includes helpful glossary. Tends to emphasize the importance of the LXX.

Concordances

George V. Wigram, ed., *The Englishman's Hebrew and Chaldee Concordance of the Old Testament: Being an Attempt at a Verbal Connection between the Original and the English Translation; with Indexes, a List of the Proper Names, and their Occurrences, etc.* London: Samuel Bagster and Sons, 1843. With many subsequent editions and reprints.

Lexicons

Francis Brown, Samuel R. Driver, and Charles A. Briggs, eds., *A Hebrew and English Lexicon of the Old Testament*. Known by the abbreviation BDB, it is still the standard lexicon in English. (ISBN: 1565632060).

Theological Dictionaries

G. Johannes Botterweck, Helmer Ringgren, and Heinz-Josef Fabry, eds., *Theological Dictionary of the Old Testament*. Grand Rapids: Eerdmans, 1974-2001. This is an English translation of the *Theologisches Wörterbuch zum alten Testament*. To date 11 volumes (up to *panim*) have appeared in English.

R. Laird Harris, Gleason L. Archer, and Bruce K. Waltke, *Theological Wordbook of the Old Testament*. 2 vols. Chicago: Moody Press, 1980. Similar in format to Botterweck, but much shorter, simpler, and more conservative.

Ernst Jenni and Claus Westermann, *Theological Lexicon of the Old Testament*. Translated by Mark E. Biddle. Peabody, Mass: Hendrickson, 1997. 3 vols. 1638 pages. ISBN: 1565631331. Includes a handy index to additional forms used within individual entries.

Willem A. VanGemeren, ed., *New International Dictionary of Old Testament Theology and Exegesis*. 5 vols. Grand Rapids: Zondervan, 1997. Volumes 1-3 contain lexical articles, volume 4 has topical articles, and volume 5 provides indexes.

Lexical Aids, Reading Helps, etc.

Terry A. Armstrong, Douglas L. Busby, and Cyril F. Carr, *A Reader's Hebrew-*

English Lexicon of the Old Testament. 4 vols. Grand Rapids: Zondervan, 1980. Reprinted in a single volume by Regency Reference Library in 1989 (ISBN: 0310369800) All Hebrew words used 50 times or less arranged by chapter and verse.

Dead Sea Scrolls

James C. VanderKam, *The Dead Sea Scrolls Today*. Grand Rapids: Eerdmans, 1994. 210 pages. VanderKam, professor of Hebrew Scriptures at Notre Dame University, reviews the history of the Scrolls and their use in scholarship of both the Old Testament and the New Testament. The treatment takes for granted an acceptance of the historical-critical method.

APPENDIX B

EXAMPLE—MODEL SYLLABUS – RESEARCH COURSES

**Birmingham Theological Seminary
2200 Briarwood Way
Birmingham, Alabama 35243
205-776-5650**

**Fall 2015
ST3527 Systematic Theology II
Professor: Dr. Thad James Jr. Ph.D
Class Hours: 2
tjames@briarwood.org**

**Work Phone: 205-776-5386
Cell Phone: 205-746-7356
Fax: 205-824-8407
E-mail address**

COURSE PURPOSE

(From BTS Catalog)

The Doctrine of Man in relation to God. A study of man in his original state, the state of sin, and man in the Covenant of Grace. Topics include the origin and nature of man, the Covenant of Works, the doctrine of sin, and man in the Covenant of Grace.

COURSE OBJECTIVES

(The Course Objectives are Developmental with Measurable Outcomes)

1. The student **will be able** to recognize and affirm a biblical understanding of the nature of humanity and its contemporary relevance in light of Postmodernism, liberalism, feminism and current ministry issues in the evangelical church.
2. The student **will be able** to delineate the historical formulations of the theologies of man, sin and the results of man's human depravity.
3. The student **will be able** to articulate the covenantal framework of Scripture and compare and contrast the Covenant of Works and the Covenant of Grace.
4. The student **will be able** to explain an accurate historical understanding of their own theological position.
5. The student **will be able** to articulate verbally and in writing the Biblical basis for these doctrines.

COURSE TEXTS

(Appropriate Quantity for Graduate Level Work – Roughly 800 pgs.)
Certificate Students Should be Assigned Approximately Half as Many Pgs.

Required Texts:

Louis Berkhof, *Systematic Theology*. Eerdmans, one volume ed., 1996. (pgs. 181- 301)

Hoekema, Anthony. *Created in God's Image*. Eerdmans. (275 pgs.)

Piper, John & Grudem, Wayne. *Recovering Biblical Manhood and Womanhood*. (this is available for free at www.desiringgod.org) (Chapters 3, 8, 12)

Horton, Michael Scott. *God of Promise: Introducing Covenant Theology*. Grand Rapids: Baker Books, 2006 (204pgs.)

Logos Bible Software **(Required for Masters Students)**

Collateral Texts:

It is always good to recommend an additional text or two for reference and information purposes.

Turabian, Kate L. *A Manual for Term Papers, Theses, and Dissertations* University of Chicago Press

Vyhmeister, Nancy J. *Quality Research Papers* Zondervan Publishing

Joel Beeke and Sinclair Ferguson, *Reformed Confessions Harmonized*. (this helps to have all the major Confessions from the Reformed period in one resource).

House, Wayne H. *Charts of Christian Theology & Doctrine*, Zondervan Books

Calvin, John. *Institutes of Christian Religion* (on the web)

O. Palmer Robertson, *The Christ of the Covenants* Phillipsburg: Presbyterian and Reformed Publishing, 1980.

COURSE REQUIREMENTS

(Examples – Each Course May Differ Based on Objectives and Outcomes)

1. Class attendance and participation: in the absence of professor permission, more than two unexcused absences drops final grade one letter grade.
2. Completion of reading assignments on time and ability to participate in class discussions.

3. Two to three page papers. (These papers are short. There is no room for “smoke blowing.” Be concise and precise. This assign is about content, but also about written communication (necessary skill for ministry today). **(These may be book critiques, or other assignments based on course direction)**

Paper 1: Summarize your understanding of man being made in the image of God.

Paper 2: Explain to a high school student what sin did to the image of God in man.

Paper 3: Create an outline for a Bible study on Adam and the Covenant of Works.

Paper 4: Describe what is required of man in having dominion over creation.

Paper 5: What happen in Genesis 3:16 to the two becoming one relationship of man and woman?

All students may be given this assignment based on Course direction. This would be the preferred assignment for Certificate students in lieu of the Research paper.

4. Book Critique is to be a **critique** of the book. Do not merely summarize the contents; rather evaluate the book’s strengths and weaknesses. Choose **one book** from the list on page one. As you read, ask yourself and answer these questions, read **critically: (If the course requires)**

☞ Begin your critique with **the bibliographic information** (Title, author, publisher, place and date of publication) of the book you have chosen to critique.

☞ Write a **brief summary** of the **main** theme and any **major secondary themes** of the author. I do not want a book review. I already know the content. Just give me enough to show you have read and digested the material.

☞ Include your **analysis** of the arguments the author sets forth. Your analysis should be focused primarily upon **how faithfully you think the author has interpreted and applied the Scripture.**

☞ **Evaluate** how they have either **succeeded or failed** in taking into account **all** of Scripture (in other words, is it a systematic argument or simply a use of some isolated proof texts?) **citing instances** from the book to support your evaluation.

☞ Tell me **why you agree or disagree** with their conclusion(s), using the Scriptures to support any differing views you may hold.

- ☞ Conclude with a paragraph that states **what you have gained personally and professionally** from reading this book.
5. Mid-Term and/or Final exam (Based on reading assignments and lectures). **(Exams should give students an opportunity to demonstrate that course objectives have been accomplished)**
 6. Write a 10-12 page research paper based on course and professor instructions for content. You should average two citations per page and a minimum of five reference works other than your textbooks. Paper should contain the following constituent parts: title page, table of contents, introduction, thesis sentence and/or statement and research question (what are you investigating?), discussion and conclusion, bibliography. (The 10-12 pages begin with introduction and ends with conclusion). **(Introduction and bibliography do not count in page count. Research is an important component - Logos Bible Software is the required source) (BTS has designated ST3550 Bible Interpretation and the Systematic Theology courses as “Research” courses). Other classes do not have to assign Research Papers.**
- Please Review the BTS Grading Criteria Rubric and Grading Sheet for Consistency**
7. Seek alternative modes of student assessment to increase knowledge retention (measurable learning outcomes) could be oral presentations, in-class group assignments, etc. (Feel free to be creative and to share ideas)

GRADING

(The assigned/weighted percentages for each assignment to total 100% - Professors discretion)

1. Class attendance: more than two unexcused absences may affect final grade.
2. Completion of reading and ability to participate in class discussion 10%
3. Three short papers are worth 10% each for a total of 30% of grade
4. Book critique 10%
5. Research paper 30%
6. Mid-term and/or Final exam 20%

BTS FORMAT AND STYLE STANDARDS

Note:

BTS uses the Turabian style of formatting as a standard for papers. However, students should regard individual professor preferences if they communicate any variance in outlining their requirements for papers. Professors retain discretion in determining how “formal” a paper must be. In this technological age, information is readily available; make sure that you understand about giving reference sources the proper recognition.

Please refer to the BTS Student Handbook section on plagiarism for guidance.

Proper planning and timely completion of assignments is crucial.

COURSE OUTLINE

(Here the particular professor has the liberty to determine that which he will focus upon.) For example:

Week One: Created in the Image of God: Doctrine of Man

- Read Hoekema chs. 1-2 ; Berkhof pg. 191-210 (on the nature of man, origin, etc.)

Week Two: In the Garden: The Covenant of Works

- Read Hoekema chs 3-5; Berkhof, pgs. 211-18 (Covenant of Works)

Week Three: The Fall: Original Sin and the Effect of Sin

- Read Hoekema chs. 6-7; Berkhof, pgs. 219-243)

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Week Four: Harmartiology: The Doctrine of Sin

- Read Hoekema chs. 8-9; Berkhof, pgs. 244-264.

Week Five: What is Sin? Theories of Sin.

- Read Hoekema ch. 10

NOTE: Your syllabus should contain a bibliography. The value of doing this is that you begin to familiarize your students with the available resources. This is an example does not have to be this extensive.

Systematic Theologies

Berkhof, Louis. *Systematic Theology*. Grand Rapids: Wm. B. Eerdmans Publishing Co.1941. ISBN: 080283020X. (784 pp.).

Berkhof, Louis. *Summary of Christian Doctrine*. Edinburgh: The Banner of Truth Trust, 1997. ISBN: 0851510558. (184 pp).

Boice, James Montgomery. *Foundations of the Christian Faith*. Downers Grove: InterVarsity Press, 1986. ISBN: 0877849919. (740 pp).

Boston, Thomas. *Commentary on the Shorter Catechism*. Edmonton: Still Waters Revival Books, 1993 reprint. ISBN: 0921148248. (2 vols.: 1335 pp.).

Calvin, John. *Institutes of the Christian Religion*. John T. McNeill, editor; Ford Lewis Battles, Translator. Philadelphia: The Westminster Press, 1960. ISBN 0664220207 (vol. 1) ISBN: 0664220215 (vol. 2). (1734 pp).

Dabney, Robert L. *Systematic Theology*. Edinburgh: The Banner of Truth Trust, 1985 reprint. ISBN: 0851514537. (903 pp.).

Grudem, Wayne A. *Systematic Theology: An Introduction to Biblical Doctrine*. Grand Rapids: Zondervan Publishing Co., 1995. ISBN 0310286700. (1296 pp.).

Hodge, Charles. *Systematic Theology*. Grand Rapids: Wm. B. Eerdmans, 1982 reprint. ISBN: 0802881351. (3 vols.: 2260 pp.).

Reymond, Robert L. *A New Systematic Theology of the Christian Faith, 2nd Edition*. Nashville: Nelson Reference and Electronic Publishing, 1998. ISBN: 0849913179. (1252pp)

Ridgeley, Thomas. *Commentary on the Larger Catechism*. Edmonton: Still Waters Revival Books, 1993 reprint. ISBN: 0921148305. (2 vols.: 1313 pp.)

Vincent, Thomas. *The Shorter Catechism Explained from Scripture*. Edinburgh: The Banner of Truth Trust, 1980 rep. ISBN: 085151314X . (282 pp.).

The Creation of Man

Berkouwer, G. C. *Man: The Image of God*. Grand Rapids: Wm. B. Eerdmans Publishing Co., 1962. ISBN: 0-8028-3035-8. (363 pp.).

Boston, Thomas. *Human Nature in its Fourfold State*. Edinburgh: The Banner of Truth Trust, 1964 reprint. (506 pp.).

Hoekema, Anthony A. *Created in God's Image*. Grand Rapids: Wm. B. Eerdmans Publishing Co., 1986. ISBN:0802808506. (275 pp.).

Mahen, J. Gresham. *The Christian View of Man*. London: The Banner of Truth Trust, 1984 reprint. ISBN: 0851511120. (245 pp.).

Piper, John and Wayne Grudem, ed. *Recovering Biblical Manhood and Womanhood*. Wheaton: Crossway Books, 2006. ISBN: 1581348061. (575 pp.).

Piper, John. *God's Passion for His Glory*. Wheaton: Crossway Books, 1998. ISBN: 1581340079. (266 pp.).

Covenant Theology

Cummings, Calvin Knox. *The Covenant of Grace*. Suwanee: Great Commission Publications, 1989. ISBN: 0-934688-51-6. (27 pp.).

Girardeau, John L. *The Federal Theology: Its Import and Its Regulative Influence*, ed. By J. Ligon Duncan III. Greenville: Reformed Academic Press, 1994. ISBN: 1-884416-05-5. (54pp).

Hodge, A. A. *The Confession of Faith*. Edinburgh: The Banner of Truth Trust, 1978 reprint. ISBN: 0-85151-275-5. (Chapters 4, 6, 7, 9).

Horton, Michael Scott. *God of Promise: Introducing Covenant Theology*. Grand Rapids: Baker Books, 2006. ISBN: 0801012899. (204pp.).

Kuyvenhoven, Andrew. *Partnership* Grand Rapids: CRC Publications, 1974. ISBN: 0-933140-89-4. (58 pp).

Moore, T. M. *I Will Be Your God: How God's Covenant Enriches Our Lives*. Phillipsburg: Presbyterian and Reformed Publishing, 2002. ISBN: 0-87552-558-X. (216 pp.).

Murray, John. *The Covenant of Grace* Phillipsburg: Presbyterian and Reformed Publishing, 1988 reprint. ISBN: 0-87552-363-3. (32 pp.)

— “Covenant Theology.” *Collected Writings of John Murray*, IV:216-240. Edinburgh: The Banner of Truth Trust, 1982. (24 pp.)

Packer, J. I. “Introduction: On Covenant Theology.” Witsius’ *The Economy of the Covenants*, Phillipsburg: Presbyterian and Reformed Publishing, 1990 reprint. (18 pp.).

Robertson, O. Palmer. *Covenants: God's Way With his People*. Suwannee: Great Commission Publications, 1999.

—*The Christ of the Covenants*. Phillipsburg: Presbyterian and Reformed Publishing, 1980. ISBN: 0-87552-418-4. (300 pp.).

Waters, Guy Prentiss. *The Federal Vision and Covenant Theology: A Comparative Assessment*. Phillipsburg: Presbyterian and Reformed Publishing, 2006. ISBN: 1596380330. (397 pp.).

Williams, Michael D. *Far as the Curse is Found: The Covenant Story of Redemption*. Phillipsburg, Presbyterian and Reformed Publishing, 2005. ISBN: 978-0-87552-510-5 (320 pp.).

Witsius, Herman. *The Economy of the Covenants*. Phillipsburg: Presbyterian and Reformed Publishing, reprint. ISBN: 0-87552-870-8. (2 vols.: 932 pp.).

Man in the State of Sin

Berkouwer, G. C. *Sin*. Grand Rapids: Wm. B. Eerdmans Publishing Co., 1971. ISBN: 08082848230. (600 pp.)

Bly, Stephen A. *God's Angry Side*. Chicago: Moody Press, 1982. ISBN: 0802449182. (168 pp.).

Edwards, Jonathan. “The Freedom of the Will.” *Works*, Vol. 1: 3-93. Edinburgh: The Banner of Truth Trust, 1987 reprint. ISBN: 0-85151-216-X. (90 pp).

— “The Justice of God in the Damnation of Sinners.” *Works*, Vol. 1: 668-679. Edinburgh: The Banner of Truth Trust, 1987 reprint. ISBN: 0-85151-216-X. (11 pp.).

— “Original Sin.” *Works*, Vol. 1:143-233. Edinburgh: The Banner of Truth Trust, 1987 reprint. ISBN: 0-85151-216-X. (90 pp).

- Luther, Martin. *The Bondage of the Will*. Packer, J.I. and O.R. Johnston, trans. Grand Rapids: Revell, 1990 reprint. ISBN:0800753429. (328 pp.).
- MacArthur, John. *The Battle for the Beginning: The Bible on Creation and the Fall of Adam*. Nashville: W Publishing Group, 2001. ISBN: 0849916259. (237 pp).
- Murray, John. *The Imputation of Adam's Sin*. Phillipsburg: Presbyterian and Reformed Publishing, 1992 reprint. ISBN: 0875523412.
- McGuiggan, *Celebrating the Wrath of God*. Colorado Springs: WaterBrook Press, 2001. ISBN 1578564085. (232 pp.).
- Pink, Arthur W. *Gleanings From the Scriptures: Man's Total Depravity*. Chicago: Moody Press, 1969. ISBN: 0-8024-2966-1. (347 pp.).
- Plantinga, Cornelius. *Not the Way It's Supposed to Be: A Breviary on Sin*. Grand Rapids: Wm. B. Eerdmans Publishing Co., 1995. ISBN: 0802842186. (215 pp.).
- Sproul, R. C. *Willing to Believe*. Grand Rapids: Baker Books, 1997. ISBN: 0801011523. (223 pp.).
- Venning, Ralph. *The Sinfulness of Sin*. Carlisle: The Banner of Truth Trust, 2001 reprint. ISBN: 0851516675. (284 pp.)
- Wenham, John W. *The Goodness of God*. Downers Grove: InterVarsity Press, 1974. ISBN: 0877847649. (223 pp.).
- Wright. R. K. McGregor. *No Place for Sovereignty: What's Wrong with Freewill Theism*. Downers Grove: InterVarsity Press, 1996. ISBN: 0830818812. (249 pp.).
- Man in the State of Grace***
- Boettner, Lorraine. *The Reformed Doctrine of Predestination*. Phillipsburg: Presbyterian and Reformed Publishing Co., 1932. ISBN: 08875521290. (440 pp.).
- Bunyan, John. *Come and Welcome to Jesus Christ*. Edinburgh: The Banner of Truth Trust, 2004 reprint. ISBN: 0851518532. (230 pp.).
- MacArthur, John. *The Love of God*. Dallas: Word Publishing, 1996. ISBN: 0849910811. (251 pp.).
- Murray, John. *Redemption Accomplished and Applied*. Grand Rapids: Wm. B. Eerdmans Publishing Co., 1973. ISBN: 0-8028-1143-4. (181 pp.).
- Packer, J.I. *Evangelism and the Sovereignty of God*. Downers Grove: InterVarsity Press, 1961. ISBN: 0877846804. (126 pp).
- Pink, Arthur W. *Spiritual Union and Communion*, Grand Rapids: Sovereign Grace Publishers, 2002. ISBN: 1589603192. (164 pp.). —*The Sovereignty of God*, Grand Rapids: Baker Books, 1984. ISBN: 0801070880. (261 pp.).

Sproul, R. C. *Chosen By God*. Wheaton: Tyndale House Publishers, 1994. ISBN: 0842313354. (213 pp.). — *Grace Unknown*. Grand Rapids: Baker Books, 1997. ISBN: 0-8010-1121-3. (217 pp.).

Storms, Sam. *Pleasures Evermore: The Life-Changing Power of Enjoying God*. Colorado Springs: NavPress, 2000. ISBN: 1576831884. (317 pp.).