



ERSKINE
THEOLOGICAL SEMINARY

For Christ and His Church

CO 607CO - Basic Counseling
Toney C. Parks, D. Min
Monday afternoons, 1-4 p.m.
Columbia Campus

Office Hours: Please call to schedule appointments 30 minutes prior to class meeting.
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Course Description

This course seeks to equip the pastor and teacher with basic skills needed for counseling parishioners in the local church. Attention is devoted to development of the spiritual life of the counselor, understanding the dynamics of the counseling process, adopting a Biblical view of human needs, and applying appropriate skills for helping those in need. *Required for M. Div. students. Three hours.*

Course Objectives

The mission of Erskine Theological Seminary (ETS) is to educate persons for service in the Christian Church in faithfulness to the Bible, the Reformed tradition, and the standards of the Associate Reformed Presbyterian Church while showing respect for denominational diversity. One of the Seminary's goals is that graduates will be prepared to understand and minister to people and communities through pastoral care and counseling. This course seeks to improve the counselor's understanding of personal development so that appropriate implications for counseling of persons might be developed and implemented. By the conclusion of this course, it is hoped that each student will have made progress in:

1. understanding the fundamental differences, and similarities, between secular and Biblical approaches to counseling;
2. being able to see, assess, and counsel people from a Biblical perspective in a manner that is respectful and helpful to the person, and that brings glory to God;
3. developing and improving one's use of the basic skills of personal counseling, and
4. growing in one's self-understanding as a person in need of God's grace and guidance.

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Required Texts (2):

Students are expected to secure their own copies of all required textbooks. As a convenience, the seminary has a bookstore portal of the website at <http://www.erskineseminary.org/bookstore.html>. There you will find links to familiar vendors (CBD, Amazon, B&N, and Books-A-Million) and can check availability of texts, compare prices, and place orders. The ETS SBA will receive a modest percentage of the profits from students' and professors' purchases through this portal. The Erskine Campus Bookstore will carry a limited number of copies of every required text and orders for books can be placed through the Campus Bookstore.

Capps, Donald. *Giving Counsel: A Minister's Guidebook*. St. Louis, MO: Chalice Press, 2001.

Powlison, David. *Seeing With New Eyes: Counseling and the Human Condition Through the Lens of Scripture*. Phillipsburg, NJ: P & R Publishing, 2003.

Guidelines/Requirements for Assignments:

As you read both Powlison's *Seeing with New Eyes* and Capp's *Giving Counsel*, you are to write a five page summary of the book by focusing on the theme and key concepts mentioned in each chapter. Use the key words in the chapter as you reflect on your summary to show that you have read the material. Failing to use key terms (with page numbers) will reflect on your grade. Paper is due at the beginning of class on March 7th. (Paper should be one page single spaced.)

1) Giving Counsel Report - Before beginning to read Capps' *Giving Counsel*, ask God to show you how you would go about developing a Biblical Counseling Ministry Manual for your local church. Use the different models, terms and techniques discussed in the text and class. This Counseling Ministry Manual is to be a descriptive example showing all the necessary guidelines to perform counseling in the local church. This Counseling Ministry Manual should consist of all the necessary components for an effective counseling ministry. Give your counseling ministry a name, e.g., HELPING HANDS MINISTRY. Describe each component used in the manual to show why, how and the importance of its function. The paper should be double spaced, no more than five pages using a font size and style similar to that found in this syllabus which is Times New Roman, 12-point.

2) Counseling Skills Demonstration - Working both in assigned small groups as well as the larger classroom setting, students will demonstrate their progress in acquiring and honing some of the basic counseling skills including listening skills, accurate empathy, appropriate responses, proper boundary setting, assessment, etc. (History Sheet).

3) Final Exam = Oral Presentation - Students will be required to prepare a power-point presentation outlining the Counseling Ministry Manual developed for their ministry. You are to:

- describe the mission statement,
- identify a theological foundation,
- identify the counseling model, and
- identify a step by step process you plan to use to effect change in the lives of those in your ministry.

This will be an oral presentation, which should be no more than 10 minutes in length. You may use reading material from Powlison and Capps to support your presentation. Be prepared to defend your counseling model on *May 2nd & 9th*.

Course Grading

Regular attendance and appropriate, active participation in class are assumed for a passing grade. The absence of regular attendance and active participation will affect one's final grade. Otherwise, the final grade will be calculated on the standard seminary scale as follows:

Master's-level and Th.M. Grading System:

The Seminary employs a grading scale using the following letters and quality points in the master's-level programs:

LetterGrade	Numerical Grade	GPA
A	95-100	4.0
A-	93-94	3.7
B+	91-92	3.3
B	88-90	3.0
B-	86-87	2.7
C+	84-85	2.3
C	80-83	2.0
C-	78-79	1.7
D+	76-77	1.3
D	72-75	1.0
D-	70-71	0.7
F	0-69	0.0

Reports and Reflections papers are due at the beginning of each class. Late papers will not be taken. Late papers will reflect one letter grade.

- Jay Adams Position Paper 25% (Position paper: Secular vs. Biblical Counseling)
- Seeing with New Eyes (Five page reflection paper) 15%
- Giving Counsel Assignment (Five page reflection paper) 25%
- Ministry Manual 10%
- Final Exam Oral Presentation 25%

Chapter Class Schedule

February 7 th	Introduction to Class Participants / Course, Jay Adams Film & Lectures (<i>Students are to write a three page response paper to the Jay Adams Lecture Film. Paper due on March 14th</i>)
February 14 th	Part I Lecture (Powlison) Jay Adams Paper Due
February 21 st	Part II Lecture (Powlison)
February 28 th	Part III Lecture (Powlison)
March 7 th	Chapter 1 Lecture (Capps) Powlison Paper Due
March 14 th	Chapter 2 Lecture (Capps)
March 21 st	Chapter 3 Lecture (Capps)
March 26 th	Chapter 4 Lecture (Capps)
April 4 th	Chapter 5 Lecture (Capps)
April 11 th	Journal Articles Discussion
April 18 th	Professional Issues/Ethics (Capps Man/Outline Due)
April 25 th	Oral Presentation
May 2 nd	Oral Presentations
May 9 th	Final Exam, (Case Study)

COURSE REQUIREMENTS AND EXPECTATIONS ERSKINE SEMINARY POLICIES

Drop/Add/ and Course Withdrawal Once a student has completed, signed, and submitted his/her registration to the Registrar for this class, it is a binding contract, and billing will be based on this registration. If the student decides not to take this class, he/she must complete a “drop/add” form and secure the appropriate signatures prior to the drop/add deadline during the second week of the semester or term. If one wishes to withdraw from the course after the drop/add deadline, one must complete a withdrawal form, and tuition will be refunded on a pro rated basis. Failure to withdraw from the class properly will result in the student’s receiving a grade of “F” for the course, and full tuition charges will apply. No exceptions will be made to this policy.

Office Hours

My normal office hours are printed in this syllabus. However, due to meetings and unforeseen circumstances that may arise, my schedule may change. If you need to see me, I strongly recommend that you call or e-mail to schedule an appointment.

Language about God and Humanity

Although God transcends the distinction between male and female, the Bible and the Church's historic creeds and confessions use masculine language in reference to God. Thus, the Seminary encourages all students to retain this masculine usage when speaking and writing about God. Furthermore, the Seminary recognizes that all human beings, male and female, are created equally in the image of God (Gen. 1:26-27), and believers of both sexes are fellow heirs of the grace of life (1 Pet. 3:7). Accordingly, whenever students are speaking and writing about males and females, they should use language that clearly includes both men and women (for example, by saying/writing "humanity" rather than "man" or "people" rather than "men").

Conduct in Theological Discussions

Erskine Seminary is committed to the one, holy, catholic, and apostolic Church, and it expects its students to show respect for all who identify with that one Church. In all written work, oral presentations, and discussions both inside and outside the classroom, the Seminary expects students to conduct discussions of controversial issues in a context of respect for those with whom one disagrees. Please see the Community Life Statement in the Catalog for more information.

Incompletes

The grade of "I" or incomplete is given at the discretion of the professor. A grade of "I" is normally given when a student has substantially completed the requirements for a course but has been prevented by extraordinary circumstances from completing the remainder of the course requirements. A student who wishes to request an incomplete should normally complete an incomplete form prior to the end of the semester and ask the professor to grant the request. (Under unusual circumstances, the student may communicate with the professor by phone or email rather than in person, and the professor may then agree to fill out the form at the student's request. Under exceptional circumstances, the professor may initiate the process by filling out the form on the student's behalf.) If the professor grants the request, he/she will sign the incomplete form and turn it in with his/her final grade report. An "I" in any course must be removed by March 1 for the Fall Term, April 1 for the January Term, August 1 for the Spring Term, and November 1 for the Summer Term. Only the Dean may grant extensions of incompletes beyond the established completion date. Otherwise, these grades automatically become "F."

Official Seminary Class Attendance Policy

Class participation is considered an important part of the total educational experience at Erskine Seminary. Students are expected to attend classes on a regular basis and are responsible for the mastery of all materials required in the course. Each professor will indicate in writing the specific class attendance policy at the beginning of each course. In general, students are allowed up to three hours of unexcused absence without penalty.

Students wishing to take a course which meets four times over the semester **must** attend the first meeting of the course.

Policy Regarding Absences

Students are required to attend all class sessions. If students have to be absent for any reason, they are still responsible for all work missed and all work due. A student who misses more than three class sessions for any reason will automatically fail the course.

Style and Bibliographical Formatting Requirements

All papers must be typed/processed (12-point type, double-spaced, one-inch margins) and fully documented, following the standards in the “Style and Form Standards” (Erskine Seminary). In this course, footnotes and a bibliography are required in each paper. The paper’s cover page and bibliography are not counted towards page requirements.

Chapel Attendance Policy

All morning and afternoon on-campus classes (except for Friday and Saturday courses) carry a chapel attendance requirement. Consult the catalog for the specifics of the chapel attendance policy. There is a per chapel fee if you attend fewer chapels than required.

Plagiarism

Plagiarism is the use in writing of wording or ideas produced by others without crediting the author and/or source from which the material was taken. As the following statement indicates, plagiarism is a serious offense that undermines both the witness and the integrity of the Christian community:

Plagiarism injures the community by inhibiting the recognition and cultivation of gifts imparted by the Spirit. Clearly unattributed use of the words and/or ideas of others fails to give appreciative recognition of their gifts. But this illegitimate appropriation of the gifts of others also blocks the recognition and cultivation of the actual gifts of the person engaged in plagiarism.

Plagiarism creates an atmosphere of falsehood in the community’s discernment and cultivation of gifts, both within the Christian community and in God’s larger creation. Since freedom comes only by way of truth (Jn. 8:32), such falsehood can only result in captivity, and therefore has no place in the Christian community.

On this basis, the Seminary adheres to the following general requirements for the acknowledgement of sources of academic work. These requirements apply to both print and electronic media.

1. Quotations. Any sentence or phrase that a student uses from another source must be placed in quotation marks or, in the case of longer quotations, clearly indented beyond the regular margin. Any quotation must be accompanied (either within the text or in a note) by a precise indication of the source.

2. Paraphrasing. Any material that is paraphrased or summarized must also be specifically acknowledged in a note or in the text.

3. Ideas. Specific ideas that are borrowed should be acknowledged in a note or in the text, even if the idea has been further elaborated by the student.

4. Bibliography. All the sources consulted in the preparation of an essay or report should be listed in a bibliography. In addition to plagiarism, the following

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related practices are also unacceptable compromises of the truth requisite to a free community:

- 1. Multiple submission. Failure to obtain prior written permission of the relevant instructors to submit work which has been submitted in identical or similar form in fulfillment of any other academic requirement at any institution.*
- 2. False citation. The deliberate attribution to, or citation of, a source from which the material in question was not, in fact, obtained.*
- 3. Submission of work done by someone else, either with or without that person's knowledge. Neither ignorance of the regulations concerning academic violations nor personal extenuating circumstances are an adequate defense against charges of plagiarism. The Seminary's provisions for "due process" apply in cases of alleged plagiarism.*

[The italicized statement above is used by permission of The Lutheran Theological Seminary at Philadelphia and Princeton University, Princeton, New Jersey, based upon a document adapted by LTSP, with permission, from "Princeton University Rights, Rules and Responsibilities," 1990 Edition. Princeton University, Princeton, New Jersey.]

For details refer to the Erskine Seminary Handbook under the Honor Code.

NOTE: Under no circumstances will the professor accept a paper containing others' work, either downloaded from Internet sites or used from other students' papers. (In other words, the purpose of the assignment is for the student to reflect critically on the topic at hand and to articulate those reflections in writing.) If the student turns in such a paper to the professor, the grade is an automatic "F" or "0". As in scholarly writing, the student may quote from a reference work using proper citations. The student may also reference others' work in the student's own wording but must give proper credit by citing the original source. (See Turabian for instructions on footnotes, parenthetical references, citations, reference lists, and bibliographies.)

If the student is a published author and chooses to cite from his/her copyrighted material, proper citations must be made as well. Not to do so is considered plagiarism.