



**COUN9390 Doctoral Internship 1**  
**COUN9391 Doctoral Internship 2**  
**New Orleans Baptist Theological Seminary**  
**Church and Community Ministries Division**  
**Fall 2018**

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### **Mission Statement**

The mission of New Orleans Baptist Theological Seminary is to equip leaders to fulfill the Great Commission and the Great Commandments through the local church and its ministries.

### **Mission Statement of the Counseling Program (CACREP I.N, II.A)**

The mission of the NOBTS Counseling Program is to provide training and supervised experience in evidence-based counseling methods to help people deal with life issues in a biblically sound way and prepare students for licensure in counseling and counseling-related professions. We seek to produce graduates who have the values, knowledge, skills, and personal disposition to promote the mental health and holistic wellness of clients across diverse populations.

### **Core Value Focus**

The seminary has five core values: Doctrinal Integrity, Spiritual Vitality, Mission Focus, Characteristic Excellence, and Servant Leadership. The core value focus for this academic year is Servant Leadership.

### **Curriculum Competencies**

All graduates of NOBTS are expected to have at least a minimum level of competency in each of the following areas: Biblical Exposition, Christian Theological Heritage, Disciple Making, Interpersonal Skills, Servant Leadership, Spiritual and Character Formation, and Worship Leadership. The curriculum competencies addressed in this course are: Disciple Making, Interpersonal Skills, and Servant Leadership.

### **Syllabus Distribution (CACREP II.D)**

This syllabus is distributed at the beginning of the semester for review and can be found electronically on blackboard.

### **Course Description (CACREP II.D.1)**

The Doctoral Internships provide supervised experiences in teaching, supervision, leadership and advocacy, counseling, and research and scholarship. Each student develops the internship program according to the areas identified by the student and advisor that are necessary for comprehensive preparation as a counselor educator and supervisor and that are relevant to the specific career goals of each student. Each Doctoral Internship requires a total of 300 hours of work experience in the professional areas selected by the student, and 120 hours of the 300 hours must constitute direct service to clients, students, supervisees, or professionals. Individual or triadic supervision meetings with a faculty supervisor or a qualified supervisor, as well as regular group supervision meetings with a faculty supervisor are required. The internship offers psychosocial support, role modeling, and professional development in counselor education and supervision

### **Student Learning Outcomes (CACREP II.D.2)**

Upon completion of this course, the student will

1. Apply supervision theory and skills to clinical supervision;
2. Demonstrate course design, delivery, and evaluation methods appropriate to counselor education learning outcomes;
3. Critically analyze and evaluate scholarly research, develop and implement research designs, and produce scholarly reports that disseminate findings to the profession of counseling;

4. Critically analyze, evaluate, and synthesize a broad range of counseling theories, with an advanced understanding of psychopathology, to inform case conceptualization and deliver and evaluate evidence-based interventions across diverse populations and settings;
5. Provide leadership and advocacy within the profession and on behalf of its clientele;
6. Integrate faith and spirituality into counselor education and supervision in an ethical manner.

These objectives will be completed through the five domains that make up the NOBTS doctoral counseling internship: (a) teaching, (b) supervision, (c) research, (d) advocacy, and (e) leadership. A plan to meet these goals will be developed jointly by the student and the faculty advisor. (See Appendix in NOBTS PhD Practicum and Internship Manual).

### Ph.D. Internship Tracks

Please see Tables below for detailed information about the different internship tracks:

<p><b>CATEGORY I:</b> If you are a licensed mental health professional you have the following option(s) to fulfill your internship requirements by completing 3 (200 clock hours each) of the 4 choices in the Internships (a total of 600 hours).</p>	<p><b>CATEGORY II:</b> If you are not a licensed mental health professional (this includes being in a residency or intern status of licensure), you have the following options to fulfill your internship requirement by completing 3 of the 5 choices in the Internships (a total of 600 hours). Ph.D. Counselor Education and Supervision students at NOBTS are required to meet licensure requirements for the state they are working in before graduation.</p>
<p><b>1. Teaching</b> (minimum 100 clock hours) teaching in a post-secondary counseling educational program.</p> <p><b>2. Supervision</b> (minimum 100 clock hours) providing supervision to counselors-in-training or a post-master's graduate seeking state licensure.</p> <p><b>3. Leadership &amp; Advocacy</b> (minimum 100 clock hours) participating in the leadership of a professional organization and in professional activities such as attendance of professional conferences and presenting at professional conferences. And/Or Providing leadership in organizing and facilitating new counseling student process groups at NOBTS And/Or Working in an agency for social justice, including completing a program evaluation for the agency.</p> <p><b>4. Research</b> (minimum 100 clock hours) Submission of a manuscript for publication as lead author in a professional journal and participating in at least 1 research project.</p>	<p><b>1. Counseling</b> Up to 50% (300 onsite hours including 120 direct client hours) providing counseling services to clients (a clinical internship) AND 2 of the following:</p> <p><b>2. Teaching</b> A minimum of 25% (150 clock hours) in a post-secondary counseling or related educational program.</p> <p><b>3. Supervision</b> A minimum of 25% (150 clock hours) providing supervision to counselors-in-training.</p> <p><b>4. Leadership &amp; Advocacy</b> A minimum of 25% (150 clock hours) participating in leadership in a professional organization and in professional activities such as attendance of professional conferences and presenting at professional conferences. And/Or Providing leadership in organizing and Facilitating new student process groups at NOBTS And/Or Working in an agency for social justice, including completing a program evaluation for the agency.</p> <p><b>5. Research</b> A minimum of 25% (150 clock hours) Submission of a manuscript for publication as lead author in a professional journal.</p>

**Student Learning Objectives by Area of Focus**

<b>Counseling (Category 2: 300 onsite hours, 120 direct client hours)</b>		
A. 120 direct client hours and 300 onsite hours.	A. Log of 120 direct hours and 300 indirect hours-- logged on Clinical Training Manager with approvals by Supervisor	6.C.7
B. Individual or triadic supervision 1 hour per week (10-15 weeks) Can be completed with Individual supervision with faculty or Board Approved supervisor. Faculty Supervisor may ask to see live sessions or video sessions.	B. Must have approvals on Clinical Training Manager for individual or triadic Supervision 1 hour per week.(15 weeks for Fall/Spring; 10 weeks for summer term)	6.C.8
C. Group supervision on a regular schedule with other students throughout the Internship, with a faculty member.	C. Approvals on Clinical Training Manager for Group Supervision according to the regular schedule set by Group Supervisor	6.C.9
D. Demonstrate development of counseling skills and interventions that are targeted to meet client needs.	D. According to the Doctoral Internship Agreement, the student will submit: a. One-two written case conceptualizations (redacted) highlighting new skills and/or interventions that meet the client’s needs, measured by Part 1 & 2: CCS-R; or b. the Integration & Spirituality Competency Rubric.  Date Due: Date Due:	6.B.1.c
E. Increase in ability to assess recorded counseling sessions and prepare a comprehensive case presentation including a written treatment plan. Students must demonstrate through Case conceptualization and Treatment plans: a. effective application of multiple counseling theories b. understanding of case conceptualization, treatment planning, and effective interventions across diverse populations and settings. c. accuracy in diagnosis	E. Growth in treatment planning and Case Conceptualization as measured by the Part 3: CCS-R.  #1: Date Due  #2: Date Due	6.C.1.b 6.B.1.c 6.B.1.e
F. Improvement from beginning to final evaluations of competencies (as measured by the CCS-R) with all scores at or above the “Demonstrates Competencies” level.	F. Demonstration of sustained improvement from midterm to final evaluations of competencies (CCS-R) with all scores at or above the “Demonstrates Competencies” level.  Beginning of Term--date due:  At End of Term--date due:	6.B.1.e

**Supervision (Category 1: minimum 100 clock hours: Category 2: minimum 150 clock hours)**

Requirements:	Evaluations:	CACREP Standard
Supervise a master-level (or higher) student for one full term (January 3rd week-May Graduation; or May Graduation; or August Week classes start to end of 2nd week in January, in individual or triadic supervision for one hour a week	Log all hours related to this work. Before beginning, PhD Student completes an Evaluation of Supervisor's Skills & Techniques. At the end of the term, complete the Evaluation again. Submit these with your completed assignment packet .	6.B.2.d 6.B.2.e 6.B.2.f 6.B.2.i 6.B.2.j 6.B.2.k
Follow all the guidelines for individual supervision. At your site, maintain all required paperwork, policies, and procedures.	Supervisees must complete a Student Evaluation of Supervisor's Skills & Techniques (if at external site), or Student Evaluation of Site Supervisor (if at LMCCC) at end of the term.	6.B.2.g 6.B.2.h
Lead one group supervision group weekly for one of the three terms, for one and one half hours a week, following all procedures.	PhD student will bring at least one supervision case study to the PhD group supervision during the semester. Date Due:	6.B.2.g
Make available video recordings of at least two supervision sessions each term, and evaluate yourself. These can be videos of you working with the supervisee (even if you are working over live video).	The NOBTS PHD Individual Supervisor will observe at least two supervision sessions each term and evaluate. Dates: 1. 2. The Supervisor of the PhD student must complete an Evaluation of the PhD Supervisor	6.B.2.g
Attend 1 hour individual or triadic supervision a week and group supervision as scheduled.	Must have approvals on Clinical Training Manager for individual or triadic Supervision 1 hour per week.(15 weeks for Fall/Spring; 10 weeks for summer term) and for Group Supervision as scheduled.	6.C.8 6.C.9

**Teaching (Category 1: Minimum 100 clock hours/ Category 2: Minimum 150 clock hours)**

**Option A: Co-teach one master's level course with counseling program faculty. Complete the following while co-teaching:**

Plan to be prepared with Co-Teacher. Course being taught:

Assist in the development of lesson planning and classroom activities.	Co-teaching professor will evaluate the Ph.D. student's completion of development of lesson plan with Teaching Rubric. (Appendix ). Due Date:	6.B.3.a 6.B.3.b 6.B.3.c 6.B.3.d
Recognize how class objectives align with CACREP requirements.	PhD student will submit summary of strengths and weaknesses of meeting CACREP requirements. Due Date:	6.B.3.a

Plan and conduct at least one lecture in the classroom. The student may use the co-teaching professor's Powerpoints, but needs to review carefully and make the lecture their "own," consulting with co-teaching professor regarding any changes.	PhD student will consult with the co-teaching professor regarding changes to lecture material or exercises in the lecture. PhD students are encouraged to do more than one lecture during the term. Co-teaching professor will evaluate the Ph.D. student's presentations with the Evaluation of Class Lectures Rubric Due Date:.	6.B.3.b
Conduct an experiential activity, including facilitation of post-activity content and process questions. The Ph.D. student may want to create a method to measure participation, or evaluate the activity.	Co-teaching professor will evaluate the Ph.D. student's completion of experiential activity, and measured by Teaching Rubric. Due Date:	6.B.3.b 6.B.3.g
Demonstrate ability to effectively evaluate and provide feedback to students. The Ph.D. student will create a feedback rubric for students to evaluate the quality of the Ph.D. student's feedback.	Co-teaching professor will evaluate the PhD student's provision of feedback to students. Co-teaching professor and the Ph.D. student will discuss the Feedback evaluation together. Due Date:	6.B.3.b 6.B.3.d
Incorporate technology as a supportive instructional delivery system.	Co-teaching professor will evaluate Ph.D. student's use of technology in the Evaluation of Class Lectures Rubric. Due Date:	6.B.3.e
Average of 1 hour individual or triadic supervision a week and group supervision as scheduled.	Must have approvals on Clinical Training Manager for individual or triadic Supervision 1 hour per week.(15 weeks for Fall/Spring; 10 weeks for summer term) and for Group Supervision as scheduled.	6.C.8 6.C.9

**Teaching (Category 1: Minimum 100 clock hours/ Category 2: Minimum 150 clock hours)**

**Option B: Teach one undergraduate or master's level counseling course upon completion of the THM degree, if invited by faculty to teach a course. The Individual Supervisor will evaluate the student's teaching in vivo or via video observation at least 2 times during the term.**

Course Being Taught:

Assist in the development of lesson planning and classroom activities, as instructed by the department.	The Individual Supervisor will evaluate the Ph.D. student's completion of development of a selection of the lesson plans with Teaching Rubric. (Appendix ). Due Date:	6.B.3.a 6.B.3.b 6.B.3.c 6.B.3.d
Recognize how class objectives align with CACREP requirements.	PhD student will submit summary of strengths and weaknesses of meeting CACREP requirements. Due Date:	6.B.5.d 6.B.3.a
The student may use Powerpoint previously prepared by a previous, but the Ph.D. student will need to review carefully and make the	PhD student will consult with the department, or Individual Supervisor regarding changes to lecture material or exercises in the lecture. The Individual Supervisor will evaluate the Ph.D. student's presentations with the Evaluation of Class Lectures Rubric	6.B.3.b

lectures their “own,” consulting with the appropriate instructor regarding any changes.	Due Date:.	
Conduct an experiential activity, including facilitation of post-activity content and process questions. The Ph.D. student may want to create a method to measure participation, or evaluate the activity.	The Individual Supervisor will evaluate the Ph.D. student’s completion of experiential activity, and measured by Teaching Rubric. If online, use effective online methodologies. Due Date:	6.B.3.b 6.B.3.g 6.B.3.e
Demonstrate ability to effectively evaluate and provide feedback to students. The Ph.D. student will create a feedback rubric for students to evaluate the quality of the Ph.D. student’s feedback.	The Individual Supervisor will evaluate the PhD student’s provision of feedback to students. The Individual Supervisor and the Ph.D. student will discuss the Feedback evaluation together. Due Date:	6.B.3.b 6.B.3.d
Incorporate technology as a supportive instructional delivery system.	The Individual Supervisor will evaluate the Ph.D. student’s use of technology in the Evaluation of Class Lectures Rubric. Due Date:	6.B.3.e
Attend 1 hour individual or triadic supervision a week, and group supervision according as scheduled.	Must have approvals on Clinical Training Manager for individual or triadic Supervision 1 hour per week.(15 weeks for Fall/Spring; 10 weeks for summer term) and for Group Supervision as scheduled.	6.C.8 6.C.9
	The Teaching Supervisor will compile the Teaching Rubric and the Evaluation of Class Lecture Rubric in the Teaching Internship Evaluation summary and review with the Ph.D. Student before submitting the final grade.	

<p><b>Leadership and Advocacy</b>  <b>Category 1: Minimum of 100 clock hours/ Category 2: Minimum of 150 clock hours)</b></p>
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<b>Option 1: Leadership in Professional Organization</b>	A. Volunteer for a position on a professional organization board, or submit name for election, and serve in a position (serve on a task force, a counseling-related committee, or lead as a officer)	A. Submit plan of Activities, (Plan for Leadership & Advocacy) and report activities regularly in Group Supervision, and submit a written report at the end of the semester of activities and personal experience of service. Date Due:  B. Submit a Plan for Leadership & Advocacy, and a written report of professional conferences attended, with an	6.B.5.b 6.B.5.e 6.B.5.g 6.B.5.i 6.B.4.i
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	<p>B. Attend a minimum of 2 professional conferences (Example: NOBTS Christian Counseling Conference (fall) or Ouachita Christian Counseling Conference (spring), plus one state or national professional conference.</p> <p>C. Present or co-present at a professional conference (see examples in B).</p>	<p>evaluation of the program and conference in general along with recommendations of how to improve the conference. Conferences Student will attend:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> </ol> <p>Due Date for Report:</p> <p>C. Submit a Plan for Leadership &amp; Advocacy, and a written report of the experience of presenting at the conference.</p> <ol style="list-style-type: none"> <li>1. Conference where student will present or co-present:</li> <li>2. Written report due:</li> </ol>	
<p><b>Option 2: Leadership Facilitating Groups</b></p>	<p>A. Facilitate two new counseling student process groups for 8 weeks (at NOBTS), maintaining group process notes and providing recommendations to new students and the Clinical Director (at the end of the 8 weeks) concerning the need for personal counseling work to enhance counselor personal development.</p> <p>B. Maintain a here-and-now focus in the group and utilize immediacy.</p> <p>C. Monitor and modify leadership style in response to stages of group development and interpersonal dynamics.</p>	<p>A. Lead counseling students to complete an evaluation of the process groups and the organization of the groups, using the electronic Process Groups evaluation.</p> <p><a href="https://goo.gl/forms/R43H4AUrm6kI0Bjn2">https://goo.gl/forms/R43H4AUrm6kI0Bjn2</a></p> <p>B. Submit a Plan of Leadership &amp; Advocacy, Option 2 section, and a self-evaluation of personal leadership of the groups at the end of the 8 week group experience.</p> <p>C. Submit a Plan of Leadership &amp; Advocacy, Option 2.</p>	<p>6.B.5.a 6.B.5.c 6.B.5.e</p>
<p><b>Option 3: Advocacy for Social Justice Issue</b></p>	<p>A. Provide leadership in a program such as the Families of Hope (LMCCC) or in an agency such as the Baptist Friendship House, or other non-profit agency.</p>	<p>A. Submit a Plan of Leadership &amp; Advocacy, Option 3, before beginning the Internship.</p> <p>Log activities and responsibilities related to volunteer or leadership work in the agency.</p>	<p>6.B.5a 6.B.5.b 6.B.5.e 6.B.5.f 6.B.5.h 6.B.5.j</p>

	B. Complete a program evaluation to enhance the program of the agency.	Commitment of _____ hours per week.  Attend any necessary training for working with this social justice issue. Report training attended.  B. Submit to your NOBTS Supervisor the Program Evaluation to be graded with the Program Evaluation Rubric.	6.B.5.k 6.B.5.l
<b>All options must attend individual and group supervision according to Internship rules.</b>		Must have approvals on Clinical Training Manager for individual or triadic Supervision 1 hour per week.(15 weeks for Fall/Spring; 10 weeks for summer term) and for Group Supervision as scheduled.	

**Research and Scholarship--(Category 1: Minimum 100 clock hours; Category 2: Minimum 150 clock hours)**

Submission of a manuscript for publication as the lead author in a professional journal	Evaluation of the manuscript, and submission process, using the Research Article Rubric	6.B.4.g 6.B.4.g 6.B.4.h
Participate in at least one research project affiliated with the counseling program (i.e. Collaborating with faculty or peers in consultation with Faculty Advisor/Chairperson) Examples include: Action-based Research Program Evaluation Grant Development Needs Assessment Accreditation Evaluation and Coordination	Evaluation of the Research Project, using the appropriate evaluation rubric.  Action-based Research Rubric Program Evaluation Rubric Grant Development Rubric Accreditation Evaluation and Coordination Rubric	6.B.4.a 6.B.4.b 6.B.4.c 6.B.4.d 6.B.4.e 6.B.4.f 6.B.4.h 6.B.4.j 6.B.4.k 6.B.4.h 6.B.4.l

**Textbooks (CACREP II.D.4)**

As assigned in each PhD Student's Individual Plan for the Internship

**Course Teaching Methodology (CACREP II.D.3)**

The course will involve the following methods of instruction: clinical practice skills training, as well as readings, research and supervision.

**Additional Course Requirements (CACREP II.D.3)**

1. Read completely the NOBTS Ph.D. Practicum/Internship Manual.

2. **Maintaining current liability insurance throughout the internship.** A copy of current insurance verification must be on file in the Counseling Office. CACREP 6.C.6
3. **Session Observation:** Make necessary arrangements so your required sessions/classes can be observed by your individual supervisor or chair.
4. **Case Presentation in group supervision.** Every student is required to present at least one case during the semester in group supervision. Every student is required to present at least one case during the semester in group supervision.
5. **Attendance of Group Supervision at regularly scheduled sessions.** Students are expected to pursue group supervision and to adjust their schedules accordingly. CACREP 6.C.5
6. **Individual Supervision attendance once a week:** Individual Supervisors will be assigned to the student, or the study may meet with their Board Approved Supervisor. Individual supervision with faculty will be triadic (two students, 1 supervisor). CACREP 6.C.4
7. CTM Verification Reports must be submitted weekly by each student.
8. **Evaluations at end of each Internship.** All assignments and evaluations must be completed at the end of the Internship.

### **Evaluation of Grade (CACREP II.D.5)**

The student's grade will be computed as follows: Pass or Fail

### **Course Policies, Academic Conduct, and Professional Conduct (CACREP I.J, G, O; II.D.6)**

#### **Academic Honesty Policy**

All graduate and undergraduate NOBTS students, whether on-campus, internet, or extension center students, are expected to adhere to the highest Christian standard of honesty and integrity when completing academic assignments for all courses in every delivery system format. The Bible provides our standard for academic integrity and honesty. This standard applies whether a student is taking tests, quizzes, exams, writing papers, completing Discussion Boards, or any other course requirement.

#### **Academic Policies**

Academic policies relating to absences, grading scale, final examination schedules, and other topics can be found in the current online catalog: [New Orleans Baptist Theological Seminary Academic Catalog](#).

#### **Classroom Parameters**

Please arrive on time.  
 Turn off cell phones. Utilize laptops and other technology for class purposes only.  
 Respect the professor and other members of the class.  
 Maintain confidentiality when someone shares personal information.  
 Participate in class and group discussions.

#### **Disabilities and Accommodations (CACREP II.D.6)**

New Orleans Baptist Theological Seminary does not discriminate against applicants/ students on the basis of personal disabilities. The Seminary, in voluntary compliance with the American Disabilities Act, will provide reasonable institutional accommodations, modifications, and adjustments to enable and empower students with disabilities to participate in Seminary programs and activities to the fullest extent possible. However, NOBTS cannot support accommodations that place undue hardship on the Seminary or its resources or which alter the essential requirements of curriculum and academic progress. While the seminary does not provide direct assistance to students in the form of equipment or personnel, accommodations may be made by individual professors at their discretion. These accommodations usually take the form of early access to lecture materials in electronic format and additional time to complete tests and assignments. The most efficient way to pursue such accommodations is to provide the Director of Testing and Counseling (Dr. Jeff Nave, [jnave@nobts.edu](mailto:jnave@nobts.edu), 504-282-4455 ext. 8004) with documentation of

the condition for which you seek accommodation, an explanation of helpful accommodations received in the past, and a description of the specific accommodations you desire. The Director of Testing and Counseling will document your request and communicate on your behalf with the professors who teach the course(s) for which you are registered. The seminary reserves the right to consider each request for “special” accommodations on a case by case basis pursuant to the criteria enumerated above.

### **Diversity (CACREP I.J)**

The Counseling Program at NOBTS affirms the Christian doctrinal position that God created man in His own image, and that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love. We believe the counseling profession affords our students and graduates the opportunity to be “salt and light” (Matthew 5:13-16) whatever their places of service, and that a robust appreciation for and sensitivity to human diversity is key to that end. Further, a learning environment diverse in its people, curricula, scholarship, research, and creative activities expands opportunities for intellectual inquiry and engagement, helps students develop critical thinking skills, and prepares students for social and civic responsibilities. Students and faculty benefit from diversity. The quality of learning, research, scholarship, and creative activities are enhanced by a climate of inclusion, understanding, and appreciation of the full range of human experience. We are committed to nurturing and training a diverse student body in an atmosphere of mutual respect and appreciation of differences. As a result, the counseling program is committed to diversity and equal opportunity and recognizes that it must represent the diversity inherent in American society, reflected in our local community, and aligned with the core values of the NOBTS community.

### **Netiquette**

Netiquette refers to appropriate online behavior in Blackboard or other online discussions. Each student is expected to demonstrate appropriate Christian behavior when working online on Discussion Boards or whenever interaction occurs through web, digital, or other electronic medium. The student is expected to interact with other students in a fashion that will promote learning and respect for the opinions of others in the course. A spirit of Christian charity is expected at all times in the online environment.

### **Plagiarism on Written Assignments**

NOBTS has a no tolerance policy for plagiarism. Plagiarism in certain cases may result in expulsion from the seminary. See the NOBTS Student Handbook for definition, penalties, and policies associated with plagiarism.

### **Policy for Graduating Seniors**

Graduating Seniors are responsible for alerting the professor of your intention to graduate. All of your assignments must be completed by noon (12:00 PM) on the Wednesday prior to commencement exercises.

### **Professional Conduct (CACREP I.O)**

Students are expected to adhere to the appropriate code of ethic for their particular program. Any behavior deemed unethical will be grounds for dismissal from the program.

### **Professor’s Policy on Late Assignments**

All work is due on the assigned date in the syllabus. The grade for late assignments will automatically be reduced by four points for each week day an assignment is late. Assignments will NOT be accepted after they are one week overdue.

### **Technical Assistance (CACREP I.G)**

For assistance regarding technology, consult ITC (504-816-8180) or the following websites:

1. [Selfserve@nobts.edu](mailto:Selfserve@nobts.edu) - Email for technical questions/support requests with the [Selfserve.nobts.edu](http://Selfserve.nobts.edu) site (Access to online registration, financial account, online transcript, etc.)
2. [BlackboardHelpDesk@nobts.edu](mailto:BlackboardHelpDesk@nobts.edu) - Email for technical questions/support requests with the NOBTS Blackboard Learning Management System [NOBTS.Blackboard.com](http://NOBTS.Blackboard.com).
3. [ITCSupport@nobts.edu](mailto:ITCSupport@nobts.edu) - Email for general technical questions/support requests.
4. [www.NOBTS.edu/itc/](http://www.NOBTS.edu/itc/) - General NOBTS technical help information is provided on this website.

**Writing Center (CACREP I.G)**

NOBTS has adopted a Quality Enhancement Plan to improve English writing at the graduate level. As part of this effort, NOBTS has established a writing center located in the Hardin Student Center (290B). Visit the official [NOBTS Writing Center](#) online help site for writing academic papers and essays. You will discover writing guides, tips, and valuable information to help you become a better writer. Go here for Turabian and APA style helps and guidelines. You will also find language fonts for Greek and Hebrew. More information about how to set up an appointment for writing assistance is available on the writing center page.

**Writing Style**

All papers are to be written in American Psychological Association (APA) style. Please see the APA Manual 6th edition. Be thorough, and answer completely all the questions in the assignments.

**Student Services**  
(CACREP I,F, H)

*This is a partial list of NOBTS student services available to all students, no matter your delivery system or location. If you have questions or do not see what you need here, please refer to [www.nobts.edu/student-services](http://www.nobts.edu/student-services), email us at [studentservices@nobts.edu](mailto:studentservices@nobts.edu), or call the Dean of Students office at 800-662-8701, ext. 3283. We are glad to assist you!*

Need	Email	Phone	Web Page
Advising – Graduate Program	<a href="mailto:studentservices@nobts.edu">studentservices@nobts.edu</a>	504.282.4455 x3312	<a href="http://www.nobts.edu/registrar/default.html#advising">www.nobts.edu/registrar/default.html#advising</a>
Advising – Undergraduate Program	<a href="mailto:lcadminasst@nobts.edu">lcadminasst@nobts.edu</a>	504.816.8590	<a href="http://www.nobts.edu/LeavellCollege">www.nobts.edu/LeavellCollege</a>
Church Minister Relations (for ministry jobs)	<a href="mailto:cmr@nobts.edu">cmr@nobts.edu</a>	504.282.4455 x3291	<a href="http://www.nobts.edu/CMR">www.nobts.edu/CMR</a>
Financial Aid	<a href="mailto:financialaid@nobts.edu">financialaid@nobts.edu</a>	504.282.4455 x3348	<a href="http://www.nobts.edu/financialaid">www.nobts.edu/financialaid</a>
PREP (help to avoid student debt)	<a href="mailto:Prepassistant1@nobts.edu">Prepassistant1@nobts.edu</a>	504.816.8091	<a href="http://www.nobts.edu/prep">www.nobts.edu/prep</a>
Gatekeeper NOBTS news	<a href="mailto:pr@nobts.edu">pr@nobts.edu</a>	504.816.8003	<a href="http://nobtsgatekeeper.wordpress.com">nobtsgatekeeper.wordpress.com</a>
Information Technology Center	<a href="mailto:itcsupport@nobts.edu">itcsupport@nobts.edu</a>	504.816.8180	<a href="http://selfserve.nobts.edu">selfserve.nobts.edu</a>
Help with Blackboard	<a href="mailto:blackboardhelpdesk@nobts.edu">blackboardhelpdesk@nobts.edu</a>	504.816.8180	<a href="http://nobts.blackboard.com">nobts.blackboard.com</a>
Library	<a href="mailto:library@nobts.edu">library@nobts.edu</a>	504.816.8018	<a href="http://www.nobts.edu/Library">www.nobts.edu/Library</a>
Online library resources	<a href="mailto:library@nobts.edu">library@nobts.edu</a>	504.816.8018	<a href="http://www.nobts.edu/research-links/default.html">http://www.nobts.edu/research-links/default.html</a>
Writing and Turabian style help	<a href="mailto:library@nobts.edu">library@nobts.edu</a>	504.816.8018	<a href="http://www.nobts.edu/writing/default.html">http://www.nobts.edu/writing/default.html</a>
Guest Housing (Providence Guest House)	<a href="mailto:ph@nobts.edu">ph@nobts.edu</a>	504.282.4455 x4455	<a href="http://www.provhouse.com">www.provhouse.com</a>
Student Counseling	<a href="mailto:lmccc@nobts.edu">lmccc@nobts.edu</a>	504.816.8004	<a href="http://www.nobts.edu/student-services/counseling-services.html">www.nobts.edu/student-services/counseling-services.html</a>
Women's	<a href="mailto:womensacademic@nobts.edu">womensacademic@nobts.edu</a>	504.282.4455	<a href="http://www.nobts.edu/women">www.nobts.edu/women</a>

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