



Essentials of Helping

CCSW 6370

New Orleans Baptist Theological Seminary

Church Community Ministries Division

Summer 2016 Online

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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.

Purpose of the Course

The purpose of this course is to equip students in their ministries to assist persons to address problems encountered in living.

Core Value Focus

The course will emphasize the seminary's current core value focus assigned annually by the Administrative Council. For the 2015-2016 academic year, the core value is mission focus.

The core values of New Orleans Baptist Theological Seminary are:

Doctrinal Integrity – Knowing that the Bible is the Word of God, we believe it, teach it, proclaim it, and submit to it. The doctrinal statements used in our evaluations are our Articles of Religious Belief and the Baptist Faith and Message Statement.

Spiritual Vitality – We are a worshiping community, with both personal spirituality and gathering together as a Seminary for the praise and adoration of God and instruction in His Word.

Mission Focus – We are not here merely to get an education or to give one. We are here to change the world by fulfilling the Great Commission and the Great Commandments through the local church and its ministries.

Characteristic Excellence – What we do, we do to the utmost of our abilities and resources as a testimony to the glory of our Lord and Savior Jesus Christ.

Servant Leadership – We follow the model of Jesus and exert leadership and influence through the nurture and encouragement of those around us.

Curriculum Competencies Addressed

This course will address the following curriculum competencies:

1. *Biblical exposition*: Students will formulate a biblical foundation for helping.
2. *Interpersonal relationships*: Course will address this competency by providing opportunities for the student to practice listening skills, assertion skills, conflict resolution skills, collaborative problem solving skills and skill selection.
3. *Disciple making*: The course will provide opportunities for students to demonstrate that they value the practice of ministry skills.
4. *Spiritual and character formation*: Students will evaluate their readiness to help persons effectively.

Course Description

This course provides an overview of the helping process including a biblical and a historical foundation for helping and essential skills for helping. In addition, philosophy and values and ethics related to helping are explored. Personal issues, including time management, stress, accountability, and healthy relationships will be examined to determine readiness to help.

Student Learning Outcomes

The student involved in this course should be able to accomplish the following:

1. Formulate a biblical foundation for helping
2. Explore attitude and beliefs about helping
3. Practice particular skills in the helping process

Required Readings

The following texts are required reading and are to be read in their entirety.

Required Texts

Joanne Levine. *Working with People: The Helping Process*, 9th ed. Boston: Pearson, 2005.

Keith-Lucas, Alan. *Giving and Taking Help*, rev. ed. St. Davids, PA: The North American Association of Christians in Social Work, 1994.

Course Teaching Methodology

Units of Study

- Unit 1: Introduction
- Unit 2: Foundations for Helping
- Unit 3: Jesus: Our Model for Helping
- Unit 4: Understanding Ourselves as Helpers
- Unit 5: Diversity and Values
- Unit 6: Skills of Helping- Communication
- Unit 7: Skills of Helping- The Helping Relationship
- Unit 8: Skills of Helping- Problem Solving
- Unit 9: Techniques for Helping
- Unit 10: Techniques for Helping
- Unit 11: Working with Groups
- Unit 12: Helping in Different Context
- Unit 13: Helping in Ministry
- Unit 14: Conclusion

Teaching Method. This course will utilize PowerPoint presentations, discussion boards, and journaling.

Assignments and Evaluation Criteria

I. Unit Assignments

Students should complete all unit assignments as instructed on Blackboard by the posted due dates. Unit assignments will be due by 11:59 p.m. on the assigned dates; no late entries on

discussion boards or in personal journals will be graded unless permission has been granted by the professor for late entries due to emergency circumstances.

Online participation is determined by completion of threaded discussions, personal journal entries, and other unit assignments. Threaded discussions and journal entries should be timely and thought provoking, referencing reading content and making real-life application. Please see the grading criteria for unit assignments attached to the syllabus.

Threaded discussion is intended to foster dialogue concerning the subject matter. Timely answers are critical for participating in threaded discussions. Initial posts to threaded discussions should be submitted by 11:59 p.m. on **Thursday** of each week to allow time for further dialogue. All students are expected to respond to at least **2** initial posts per week.

Note about Journal: The topics students are asked to write about in their journals often require them to share information about themselves. For this reason, journal entries will be read by the professors and teaching assistants and treated confidentially. However, Information and Technology Center personnel at NOBTS will have access to the Blackboard course and will, in times of need, login to the course to address any problems that might occur that hinder the professors and the students from effectively engaging in online learning.

II. Ethnic Group Presentation

Students will select an ethnic group for the focus of the presentation. Students will study the history and culture of the group with particular emphasis on group preferences for giving and receiving help. Students should include in their presentations how they can prepare to work with and minister to the chosen groups. The presentation should be 15-20 minutes long. A bibliography of at least 12 sources should be posted on the designated Discussion Board. The “Criteria for Evaluating Presentations” form is attached to the syllabus.

The presentation will be recorded as a YouTube video and the link posted on Blackboard on or before July 9 at 11:59 PM.

III. “My Attitudes and Beliefs about Helping” Paper

The paper should be 6-8 pages, typed, double-spaced. In this paper, the student should:

- a) explore his/her views about helping, attitudes toward helping, and Biblical/theological basis for helping;
- b) assess personal and professional experiences of helping, including mentors for helping, education, and resources for helping; and
- c) make recommendations for strengthening future helping relationships.

The paper is due on 7/16/2016, 11:59 p.m. (CST). The grade for late submissions will be reduced by 10 points. No papers will be accepted after 7/22/2016, 11:59 p.m. (CST) unless late submission is approved by the professor for emergency circumstances.

IV. Exams – Students will complete midterm and final exams. The midterm exam is due on 6/25/2016, 11:59 p.m. (CST). The final exam will be available at midnight on 7/17/2016 and will be due on 7/22/2016 at 11:59 p.m. (CST).

Course Evaluation

Assignment	Percentage of Grade	Due Date
Unit Assignments	25%	As assigned
Ethnic Group Presentation	25%	7/9/2016, 11:59 p.m. (CST)
Helping Paper	20%	7/16/2016, 11:59 p.m. (CST)
Midterm Exam	15%	6/25/2016, 11:59 p.m. (CST)
Final Exam	15%	7/22/2016, 11:59 p.m. (CST)

Course Policies

Academic Policies

Academic policies related to absences, examinations, and other topics can be found in the *New Orleans Baptist Theological Seminary Academic Catalog 2015-2016*.

Policy Regarding Assignments

All assignments should be submitted through Blackboard unless otherwise instructed.

Academic Honesty Policy

All NOBTS students are expected to adhere to the highest Christian standards of honesty and integrity in completing all assignments and exams for online courses. The Scriptures provide this standard where the Apostles states “Whatever you do, work heartily, as for the Lord and not for men, know that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ. For the wrongdoer will be paid back for the wrong he has done, and there is no partiality.” (Colossians 3:23-25) This standard applies whether a student is taking tests or quizzes, writing papers, completing Discussion Boards, or any other course requirement.

Seminary Policy on Plagiarism

Plagiarism (papers, projects, or any other assignment prepared outside of class) shall include the following:

- Omitting quotation marks or other conventional markings around material quoted from any printed electronic source.
- Paraphrasing a specific passage from a specific source without properly referencing the source.
- Replicating another student’s work or parts thereof and submitting it as an original.
- Plagiarism includes the taking ideas as well as direct quotes from any source other than the student himself. ALL such material must be documented with footnotes and a bibliography entry. Failure to do so is copyright infringement and a punishable offense according to the Student Handbook and Catalog policies.

The “Guidelines for Writing and Formatting Research Papers” and a “Turabian Style Guide” are designed to aid the student in making proper footnotes and composing a bibliography for written projects.

Instructor Response Time

The instructor will endeavor to answer email in a timely manner and will also return graded assignments in a timely manner. If the student fails to receive an answer to email or have assignments returned in a timely manner, the student should attempt to discuss the matter with the instructor first. However, if the student fails to receive a satisfactory response from the instructor, then the student should contact the office of the Associate Dean of Online Learning (cprice@nobts.edu; 1-800-662-8701, ext. 8064) for further assistance.

Grading Policies

The grading scale will follow that of the seminary catalog.

Blackboard

Blackboard will be used extensively in this class. Please make sure that your contact information on Blackboard is accurate. If you need assistance accessing Blackboard, please contact the Information Technology Center.

Netiquette Statement of Appropriate Online Behavior

Each student is expected to demonstrate appropriate Christian behavior when working online on the Discussion Board or other group interaction projects. 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.

Course Schedule

Unit	Dates	Reading
Unit 1: Introduction Objectives -Introductions -Review Syllabus -Assess current understanding of “helping”	Open 5/30/16 Due 6/4/16	No reading
Unit 2: Foundations for Helping Objectives -Define Helping -Review the history of helping professions	Open 5/30/16 Due 6/4/16	Working with People – Ch. 1 Giving and Taking Help – Ch. 1
Unit 3: Jesus: Our Model for Helping Objectives -Develop an understanding of oneself as a helper -Establish the importance of self-awareness and self-care.	Open 6/5/16 Due 6/11/16	Working with People – Ch. 2, 12 Giving and Taking Help – Ch. 6
Unit 4: Understanding Ourselves as Helpers -Understand how the human mind develops and functions -Examine different therapies and the theories behind them -Explore spiritual beliefs and how they influence your philosophy of helping	Open 6/5/16 Due 6/11/16	Working with People – Ch. 3
Unit 5: Diversity and Values -Define Systems Theory and apply it to the local church -Understand the value systems that influence helping professionals	Open 6/12/16 Due 6/18/16	Working with People – Ch. 4 Giving and Taking Help – Ch. 9
Unit 6: Skills of Helping -Identify methods of communication -Examine communication problems and probable solutions	Open 6/12/16 Due 6/18/16	Working with People – Ch. 5
Unit 7: Skills of Helping -Define a helping relationship -Examine oneself as a helper	Open 6/19/16 Due 6/25/16 MIDTERM	Working with People – Ch. 6 Giving and Taking Help – Ch. 4
Unit 8: Skills of Helping Objectives -Identify the problem solving process -Explain how to use that process in the helping relationship MIDTERM EXAM	Open 6/26/16 Due 7/2/16	Working with People – Ch. 7

Unit	Dates	Reading
Unit 9: Techniques for Helping -Develop an eclectic approach appropriate for ministry in the local church. -Identify the factors of helping.	Open 6/26/16 Due 7/2/16	Working with People – Ch. 8 Giving and Taking Help – Ch. 5
Unit 10: Techniques for Helping -Examine the various skills and techniques of helping. -Apply these skills to relationships in your ministry context	Open 7/3/16 Due 7/9/16	Working with People – Ch. 9 Giving and Taking Help – Ch. 7
Unit 11: Working with Groups -Apply the helping process and methods discussed to group work -Examine group work in the context of the work place	Open 7/3/16 Due 7/9/16 Presentation Due	Working with People – Ch. 10 Giving and Taking Help – pg. 152-157
Unit 12: Helping in Different Context -Identify the different populations encountered in different ministry contexts -Apply the helping process and methods discussed to working with different populations	Open 7/10/16 Due 7/16/16	Working with People – Ch. 11 Giving and Taking Help – Ch. 2
Unit 13: Helping in Ministry -Apply the helping process and methods discussed to working in Christian settings.	Open 7/10/16 Due 7/16/16 Paper Due	Giving and Taking Help – Ch. 8, 10
Unit 14: Conclusion/Review	Open 7/17/16 Due 7/22/16	
Final Exam	Open 7/17/16, 12:00 a.m. (CST) Due 7/22/16 11:59 p.m. (CST)	

Need technical assistance? Contact the ITC today!

Selfserve@nobts.edu - Email for technical questions/support requests with the Selfserve.nobts.edu site (Access to online registration, financial account, online transcript, etc.)

BlackboardHelpDesk@nobts.edu - Email for technical questions/support requests with the NOBTS Blackboard Learning Management System NOBTS.Blackboard.com.

ITCSupport@nobts.edu - Email for general technical questions/support requests.

[504.816.8180](tel:504.816.8180) - Call for any technical questions/support requests.

www.NOBTS.edu/itc/ - General NOBTS technical help information is provided on this website.

Selected Bibliography

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Unit Assignments

Each unit is worth 10 points and is graded according to the following rubric:

Content

5 points	Original thoughts presented in discussion forums and writing assignments. Clear, succinct, and complete presentation of ideas. Two to three full paragraphs on discussion boards and in journal entries. All entries relatively free of grammatical and spelling errors. Reference to reading assignments.
4 points	Original thoughts presented in discussion forums and writing assignments. Mostly clear, succinct, and complete presentation of ideas. Reference to reading assignments, when appropriate.
3 points	Some original thoughts, some repeated ideas from others in discussion forums and writing assignments. Information presented not always clear or succinct. Concepts not always described fully or communicated effectively.
2 points	Weak presentation of ideas as evidenced by poor organization, lack of clarity, and ineffective communication of concepts.
1 point	Minimal effort on weekly unit assignments completed.
0 points	No assignments completed.

Timeliness/Completion

5 points	Completed all weekly unit assignments by the due date.
4 points	Completed all weekly unit assignments except initial discussion board posts on time.
3 points	Completed more than half of weekly unit assignments by the due date.
2 points	Completed half of weekly unit assignments by the due date.
1 point	Completed less than half of weekly unit assignments by the due date.
0 points	Completed no weekly assignments by the due date.

Content: _____

Timeliness/Completion _____

Total: _____ (Unit Grade)

CRITERIA FOR EVALUATION OF PRESENTATIONS

I. Organization

- a. Introduction – helps listener know focus of presentation
- b. Main points are clear
- c. Presentation logically structured
- d. Transitions between sections smooth

II. Content

- a. Mastery of the material
- b. Well researched
- c. Clear explanation of concepts and terms
- d. Illustrations/Examples helpful

III. Communication Skills

- a. Confident, at ease, professional
- b. Interesting and engaging manner
- c. Appropriate reliance on notes
- d. Gestures/Expressions (e.g. “um” or “ah”) not distracting

IV. Visual Aids

- a. Easy to understand
- b. Appropriate for presentation
- c. Original/creative
- d. Effective use of visual aids

V. Conclusion

- a. Summary of key points
- b. Clear and concise
- c. Recommendations/suggestions
- d. Strong conclusion

Student Services

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, email us at studentservices@nobts.edu, or call the Dean of Students office at 800-662-8701, ext. 3283. We are glad to assist you!

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Advising – Graduate Program	studentservices@nobts.edu	504.282.4455 x3312	www.nobts.edu/registrar/default.html#advising
Advising – Undergraduate Program	leadminasst@nobts.edu	504.816.8590	www.nobts.edu/LeavellCollege
Church Minister Relations (for ministry jobs)	cmr@nobts.edu	504.282.4455 x3291	www.nobts.edu/CMR
Financial Aid	financialaid@nobts.edu	504.282.4455 x3348	www.nobts.edu/financialaid
PREP (help to avoid student debt)	Prepassistant1@nobts.edu	504.816.8091	www.nobts.edu/prep
Gatekeeper NOBTS news	pr@nobts.edu	504.816.8003	nobtsgatekeeper.wordpress.com
Information Technology Center	itcsupport@nobts.edu	504.816.8180	selfserve.nobts.edu
Help with Blackboard	blackboardhelpdesk@nobts.edu	504.816.8180	nobts.blackboard.com
Library	library@nobts.edu	504.816.8018	www.nobts.edu/Library
Online library resources	library@nobts.edu	504.816.8018	http://www.nobts.edu/research-links/default.html
Writing and Turabian style help	library@nobts.edu	504.816.8018	http://www.nobts.edu/writing/default.html
Guest Housing (Providence Guest House)	ph@nobts.edu	504.282.4455 x4455	www.provhouse.com
Student Counseling	lmccc@nobts.edu	504.816.8004	www.nobts.edu/student-services/counseling-services.html
Women's Programs	womensacademic@nobts.edu	504.282.4455 x3334	www.nobts.edu/women

For additional library resources in your state, check <http://www.nobts.edu/library/interlibrary-loan.html>

- GALILEO for Georgia students
- LALINC for Louisiana students
- Florida Virtual Library (<http://www.flelibrary.org/>) for Florida students
- Interact with us online at –



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