CCSW 6214/CEAL 6214 Interpersonal Relationship Skills
Church and Community Ministries Division
Fall 2015 Internet

Dr. Jerry N. Barlow
Professor of Preaching and Pastoral Work
jbarlow@nobts.edu
Office: (504) 282-4455, ext. 3234

Dr. Loretta G. Rivers
Professor of Social Work
lrivers@nobts.edu
(504) 282-4455, ext. 3211

Grader: Elizabeth Terrill dr.riversgrader@gmail.com

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.

Purpose of the Course
The purpose of this course is to study the nature of interpersonal relationships with particular reference to personal, family, church, and community relationships.

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 worshipping 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. *Effective servant leadership:* This course assists students in learning how to serve effectively with others in ministry in churches and communities.

2. *Interpersonal relationships:* This course will provide opportunities for students to enhance their relationship skills both personally and professionally.

Course Description
The purpose of the course will be to study the nature of interpersonal relationships with particular reference to personal, family, church, and community relationships. Goals will be to learn to establish positive relationships, to improve weak relationships, and to develop skills in resolving problematic relationships.

Student Learning Outcomes
1. Increase knowledge of concepts related to self, family, church, and community relationships.
2. Value self-evaluation and self-care in building and maintaining healthy relationships.
3. Practice listening skills, assertion skills, conflict-resolution skills, collaborative problem solving skills, and skill selection.

Required Readings
The following texts are required reading for class discussions and are to be read in their entirety unless otherwise specified.

Required Textbooks


Recommended Textbook

Course Teaching Methodology
Units of Study
Unit 1: Introduction
Unit 2: The Self Concept
Unit 3: Communication
Unit 4: Communication: Culture/Language/Gender
Teaching Method. Threaded discussions, case studies, PowerPoint presentations, and personal journals will be utilized in this internet course.

Assignments and Evaluation Criteria

I. Unit Assignments
Students should complete all unit assignments as instructed on Blackboard by the posted due dates on the syllabus. Unit assignments will be available on Monday at 1 p.m. (CST) of each week. Unit assignments are due on Monday of the following week, 11:59 p.m. (CST) [unless otherwise noted on the course schedule]. It is the student’s responsibility to be aware of due dates.

II. Reading Assignments/Quizzes
Students should complete all reading assignments and quizzes by the assigned dates. Each quiz must be taken by the due date given for each unit assignment; no late quizzes will be allowed. Quizzes will not be accessible after the due date. Students will receive a final quiz grade which will be the total points earned on all quizzes divided by the total points possible on all quizzes.

III. Journals
Students will keep a journal throughout the course. The journals will be assessed by the following criteria:

To what degree did the student engage in self-exploration
To what degree did the student interact with reading assignments
To what degree did the student make application to his/her area of ministry

Journal entries should be at least two to three full paragraphs. The title of each journal entry should be the unit number and the student’s last name (e.g. Unit 1 Journal Rivers). Journal entries are due when the unit for which they are assigned closes. No late journal entries are allowed in this course. (See grading rubric attached to the syllabus for more information.)

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.

IV. Discussion Boards
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. Response posts are due when the unit for which they are assigned closes. Threaded discussions should be timely and thought provoking, referencing reading content and making real-life application. Points will be deducted for late initial posts. No late response posts are allowed in this course. (See grading rubric attached to the syllabus.)

V. Personal Evaluation of Interpersonal Relationship Skills
In order to successfully complete the assignment, the following steps are necessary:
1. Assess your interpersonal relationship skills using the evaluation form attached to the syllabus. [3 typed pages]
2. Complete 8 interviews: two family members, two friends, two church members, and two community members. Utilize the forms attached to the syllabus. As an appendix to the paper, submit the name of each person interviewed, relationship category, and contact information (email or phone number is sufficient). Do not include the name of any person in your narrative report. [3-4 typed pages]
3. Develop a detailed plan for strengthening your interpersonal relationship skills. Reference relevant course materials in your plan; be specific and include internal notation (e.g. Bozeman & Smith, p. 101). [3 typed pages]
4. The report should be written in integrated narrative form, typed double-spaced, and submitted in one document with a cover page. You may use first person pronouns in your report. Question-and-answer format is not acceptable for this assignment.

The report is due on 11/16/15, 11:59 p.m. (CST). The grade for late submissions will be reduced by 10 points. No reports will be accepted after 11/20/15. This assignment is an embedded assignment that will be completed by all students for all sections of this course. The rubric for grading this assignment is attached to the syllabus. Please complete the assignment according to this rubric.

VI. Skill Building Exercises
Students will complete all of the following exercises:
1. Log your communication (face-to-face and technologically-mediated) for a 6-hour period of time. Record the sender, receiver [use category, such as family member, friend, rather than actual name of person], context, channel of communication, purpose of communication, and time spent in communication. In a 2-page report (typed, double-spaced), discuss the similarities and differences between face-to-face communication and technologically-mediated communication. Include your communication log with your report.
2. Create an identity collage using PowerPoint. In 6-8 slides, depict your self-concept. Represent your personality, experiences, interests, relationships, talents, strengths and
weaknesses, ambitions, and ministry. In a 2-page report (typed, double-spaced), summarize your depiction of your self-concept and offer suggestions (at least 3) for strengthening your self-concept.

3. The impact of family experiences on our present and future is discussed in chapters 6-9 in Bozeman and Smith. Discuss the family of origin experiences that have shaped you. Assess your attention to family relationships and family matters in your family of procreation. Discuss similarities and differences in your family of origin and family of procreation. Your report should be 4 pages (typed, double-spaced).

4. A. Interview 2 persons (other than seminary students) that have been in ministry 5 or more years. Ask interviewees about the following: 1) their view of the importance of interpersonal relationship skills in ministry; 2) the challenges they have faced in ministry as a result of interpersonal relationship issues; and 3) their opinion of what seminary students need to know about interpersonal relationships skills. Submit a typed summary of each interview. [1 page, typed, double-spaced per interview]
   B. Based on your interviews and the topics discussed in the Interpersonal Relationship Skills class, what interpersonal relationship issues do you anticipate being most difficult for you in ministry? How can you prepare now to address the issues that you anticipate in the future? [1 page, typed, double-spaced]

The skill building exercises are due on 10/26/15, 11:59 p.m. (CST). The grade for late submissions will be reduced by 10 points. No reports will be accepted after 11/02/15.

VII. Final Exam
Students will complete an open-book final exam. The exam will be due no later than 1 p.m. (CST) on December 14, 2015. Email final exams to barlowsec@nobts.edu.

Course Evaluation

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage of Grade</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Assignments/Quizzes</td>
<td>10%</td>
<td>As assigned for each unit</td>
</tr>
<tr>
<td>Journals</td>
<td>10%</td>
<td>End of each Unit</td>
</tr>
<tr>
<td>Discussion Boards</td>
<td>10%</td>
<td>Initial Post, Thursday (during the week the unit is opened) at 11:59 p.m. (CST)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Response Posts, Close of each Unit on Mondays, 11:59 p.m. (CST)</td>
</tr>
<tr>
<td>Personal Evaluation of Interpersonal Relationship Skills</td>
<td>25%</td>
<td>11/16/15, 11:59 p.m. (CST)</td>
</tr>
<tr>
<td>Skill Building Exercises</td>
<td>25%</td>
<td>10/26/15, 11:59 p.m. (CST)</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
<td>12/14/15, 1 p.m. (CST)</td>
</tr>
</tbody>
</table>
Course Policies

Policy Regarding All Assignments
All assignments should be submitted in either .doc (Microsoft Word) or .wpd (WordPerfect) on Blackboard unless otherwise stated.

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.

Netiquette
Appropriate Online Behavior. 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 others 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
Students are reminded to demonstrate high standards of conduct in writing assignments and to not violate the Seminary’s policy on plagiarism in the current Graduate Catalog and the Student Handbook.

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.

Emergency Plan
In the event of a hurricane or other emergency, go to the seminary web site for information: www.nobts.edu. Also, students should use Blackboard to follow any announcements that may be posted. Students should ensure their current email address is updated on Blackboard.

Technical Assistance
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 - Call for any technical questions/support requests.
*www.NOBTS.edu/itc/ - General NOBTS technical help information is provided on this website.
Extra Credit
Students can receive up to 3 points which will be added to their final average by completing the following assignment:


Complete 10 essay questions related to the reading. The extra credit assignment will be posted on Blackboard and must be completed by November 30, 2015.

### Course Schedule

<table>
<thead>
<tr>
<th>Unit/Dates</th>
<th>Topics/Reading Assignments</th>
<th>Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit 1</strong></td>
<td>Introduction&lt;br&gt;Bozeman &amp; Smith, Introduction&lt;br&gt;Floyd, Chapter 1</td>
<td>Barlow (Unit Content)</td>
</tr>
<tr>
<td>Open 8/24/15</td>
<td></td>
<td>Rivers (Syllabus)</td>
</tr>
<tr>
<td><strong>Due 8/31/15</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Unit 2</strong></td>
<td>The Self Concept&lt;br&gt;Bozeman &amp; Smith, Chapter 1&lt;br&gt;Floyd, Chapter 3</td>
<td>Rivers</td>
</tr>
<tr>
<td>Open 8/31/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Due 9/07/15</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Unit 3</strong></td>
<td>Communication&lt;br&gt;Bozeman &amp; Smith, Chapter 2&lt;br&gt;Floyd, Chapters 4, 6</td>
<td>Barlow</td>
</tr>
<tr>
<td>Open 9/07/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Due 9/14/15</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Unit 4</strong></td>
<td>Communication: Culture/Language/Gender&lt;br&gt;Floyd, Chapters 2, 5</td>
<td>Rivers</td>
</tr>
<tr>
<td>Open 9/14/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Due 9/21/15</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Unit 5</strong></td>
<td>Listening Skills&lt;br&gt;Bozeman &amp; Smith, Chapter 3&lt;br&gt;Floyd, Chapter 7</td>
<td>Barlow</td>
</tr>
<tr>
<td>Open 9/21/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Due 9/28/15</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Unit 6</strong></td>
<td>Assertiveness/Difficult People&lt;br&gt;Bozeman &amp; Smith, Chapters 4, 15&lt;br&gt;Floyd, Chapter 12</td>
<td>Rivers</td>
</tr>
<tr>
<td>Open 9/28/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Due 10/05/15</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Unit 7</strong></td>
<td>Decision Making&lt;br&gt;Bozeman &amp; Smith, Chapter 21</td>
<td>Barlow</td>
</tr>
<tr>
<td>Open 10/05/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Due 10/12/15</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Unit 8</strong></td>
<td>Family of Origin&lt;br&gt;Bozeman &amp; Smith, Chapters 5-9</td>
<td>Rivers</td>
</tr>
<tr>
<td>Open 10/12/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Due 10/26/15</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fall Break</strong></td>
<td>{October 19-23 No Assignments Due}</td>
<td></td>
</tr>
<tr>
<td><strong>Unit 9</strong></td>
<td>Family of Creation&lt;br&gt;Bozeman &amp; Smith, Chapters 10, 12, 13&lt;br&gt;Floyd, Chapter 10</td>
<td>Rivers</td>
</tr>
<tr>
<td>Open 10/26/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Due 11/02/15</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Unit 10</strong></td>
<td>Relationships in the Church&lt;br&gt;Bozeman &amp; Smith, Chapters 17-18;&lt;br&gt;Floyd, Chapter 9</td>
<td>Barlow</td>
</tr>
<tr>
<td>Open 11/02/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Due 11/09/15</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Unit 11
Open 11/09/15
Due 11/16/15
Conflict Resolution/Collaborative Problem Solving
Bozeman & Smith, Chapter 16; Floyd, Chapter 11
Barlow

Unit 12
Open 11/16/15
Due 11/30/15
Relationships in the Community
Bozeman & Smith, Chapters 19-20, 22
Rivers

Thanksgiving Break 11/23-11/27/15

Unit 13
Open 11/30/15
Due 12/07/15
Etiquette/Emotional Intelligence
Bozeman & Smith, Chapter 11, 14;
Floyd, Chapter 8
Rivers

Unit 14
Open 12/07/15
Due 12/14/15
Social Media/Conclusion
Bozeman & Smith, Conclusion
Barlow

Due 12/14/15
1 p.m. (CST)
Final Exam
Barlow

Selected Bibliography


QUESTIONS TO ASSESS YOUR INTERPERSONAL RELATIONSHIP SKILLS

1. What would you consider to be your greatest strengths in relating to people?

2. What do you see as your weaknesses in relating to people?

3. What strengths and weaknesses do you bring to our family in developing good interpersonal relationships?

4. How have you changed during the past few years with regard to your family relationships?

5. What actions do you take or attitudes do you have that hinder your relationships with others in your family?

6. How do you contribute to strengthening your friendships?

7. With regard to interpersonal relationship skills, what actions do you take or attitudes do you have that hinder further development of your friendships?

8. What interpersonal relationship skills do you utilize to strengthen the fellowship of your church?

9. What relationship skills do you utilize that help you to be a valuable member of your community?

10. What changes can you make to help strengthen your relationships in the community?

QUESTIONS FOR PERSONAL EVALUATION OF INTERPERSONAL RELATIONSHIP SKILLS INTERVIEWS

Questions to Use in All Interviews:
1. What would you consider to be my greatest strengths in relating to people?
2. What do you see as my weaknesses in relating to people?

Questions to Use with Family Members:
1. What strengths and weaknesses do I bring to our family in developing good interpersonal relationships?
2. How do you see me as changing during the past few years with regard to our family relationships?
3. What actions do I take or attitudes do I have that hinder my relationships with others in our family?
Questions to Use with Friends:
1. How do I contribute to strengthening our friendship?
2. With regard to interpersonal relationship skills, what actions do I take or attitudes do I have that hinder further development of our friendship?

Questions to Ask Members of Your Church:
1. What interpersonal relationship skills do I utilize that strengthen the fellowship of our church?
2. If you could suggest one change to me in how I relate to people, what would that change be?

Questions to Ask Community Persons:
1. What relationship skills do I utilize that help me to be a valuable member of our community?
2. What changes can you suggest to help me strengthen my relationships in our community?

**Grading Rubric for Personal Evaluation of Interpersonal Relationship Skills**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points Possible</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessed interpersonal relationship skills, including strengths and weaknesses, utilizing the evaluation form provided.</td>
<td>30 points</td>
<td></td>
</tr>
<tr>
<td>Completed 8 interviews. Assessed interpersonal relationship skills utilizing the questions provided. Included contact information for interviewees.</td>
<td>30 points</td>
<td></td>
</tr>
<tr>
<td>Developed a specific plan for strengthening interpersonal relationship skills. Referenced relevant course material.</td>
<td>30 points</td>
<td></td>
</tr>
<tr>
<td>Report is virtually free of errors in grammar, punctuation, word choice, spelling, format, and Turabian style issues. Report is well-organized, paragraphs are well-structured, and headings are used appropriately.</td>
<td>10 points</td>
<td></td>
</tr>
</tbody>
</table>
### Grading Rubric for Journals

Journal entries are worth 10 points per unit and are graded based on the following criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points Possible</th>
<th>Points Earned</th>
</tr>
</thead>
</table>
| To what extent did the student engage in self-exploration | 0 (no self-exploration)  
1 (minimal)  
2 (moderate)  
3 (maximum) |               |
| To what degree did the student interact with the reading assignments | 0 (no reference to reading)  
1 (minimal)  
2 (moderate)  
3 (maximum) |               |
| To what degree did the student make application to his/her area of ministry | 0 (no application)  
1 (minimal)  
2 (moderate)  
3 (maximum) |               |
| Entries relatively free of grammatical, punctuation, and spelling errors | 0 (several errors)  
1 (relatively free of errors) |               |

### Grading Rubric for Discussion Boards

Discussion boards are worth 10 points per unit and are graded based on the following criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points Possible</th>
<th>Points Earned</th>
</tr>
</thead>
</table>
| Timeliness of Initial Post                           | 0 (late)  
1 (on time) |               |
| Original Thought                                     | 0 (no original thoughts)  
1 (minimal)  
2 (adequate) |               |
| Reference to Reading Materials                       | 0 (none)  
1 (minimal)  
2 (adequate) |               |
| Thoroughness of Posts                                | 0 (superficial post)  
1 (minimal)  
2 (moderate)  
3 (maximum) |               |
| Number of Posts [(initial + response posts) (3 required)] | 0 (only 1 post)  
1 (2 posts)  
2 (3 posts) |               |
### Embedded Learning Assignment Assessment Rubric

<table>
<thead>
<tr>
<th>Domain</th>
<th>Level</th>
<th>Failure (0 points)</th>
<th>Basic (1 point)</th>
<th>Competent (2 points)</th>
<th>Good (3 points)</th>
<th>Excellent (4 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding</td>
<td>Student will demonstrate knowledge of concepts related to self, family, church, and community relationships.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application</td>
<td>Student will value self-understanding as evidenced by development of a plan for strengthening interpersonal relationship skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication</td>
<td>Student will communicate effective listening skills by incorporating interviewees’ responses in their evaluation of interpersonal relationship skills.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>