



COUN5340 Lifestyle Development and Career Counseling

Division of Church and Community Ministries

Summer 2017 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 and its ministries.

Purpose of Course

The purpose of this course is to equip the student with a framework for lifestyle development and career counseling. It also serves to prepare counseling students for licensing exams.

Course Catalog Description

Students will examine the developmental theories, personality career theories, and decision-making theories to develop a framework for lifestyle development and career counseling. Lifestyle and vocational assessment, choice, search tactics, family influences, and God's will and spiritual direction are examined. Students will learn to administer and interpret career assessment inventories. Students will develop the professional knowledge and skills necessary to help people develop life-career plans, with a focus on the interaction of work and other life roles. At the discretion of the professor, a small additional fee may be assessed to cover testing materials.

Student Learning Outcomes

In order to perform counseling effectively with the knowledge and skills necessary, students, by the end of the course, should:

1. Understand and evaluate the Biblical foundation for work.
2. Understand and evaluate the assumptions and elements of major theories in career choice and development in light of Biblical principles.
3. Demonstrate the ability to administer and interpret selected vocational interest instruments.
4. Explain key issues in one's own call and affirmation of vocation.
5. Apply concepts of vocational guidance to ministry in a local church and/or other counseling interactions.
6. Demonstrate the skills needed to effectively conduct a job-search in their field of ministry.

Our Core Values

The seminary has five core values. This course supports the five core values of the seminary.

Doctrinal Integrity: Knowing that the Bible is the Word of God, we believe it, teach it, proclaim it, and submit to it. Our confessional commitments are outlined in the "Articles of Religious Belief" and the "Baptist Faith and Message 2000."

Spiritual Vitality: We are a worshiping community emphasizing both personal spirituality and gathering together as a Seminary family 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.

The Core Value Focus for this academic year is **Characteristic Excellence**.

Curriculum Competencies Addressed

NOBTS faculty members realize that all ministers need to develop specific competencies if they are going to have an effective ministry. To increase the likelihood of NOBTS graduates having an effective ministry, the faculty developed a competency-based curriculum after identifying seven essential competencies necessary for effective ministry. All graduates are expected to have at least a minimum level of competency in all of the following seven areas:

Biblical Exposition: To interpret and communicate the Bible accurately.

Christian Theological Heritage: To understand and interpret Christian theological heritage and Baptist polity for the church.

Disciple Making: To stimulate church health through mobilizing the church for missions, evangelism, discipleship, and church growth.

Interpersonal Skills: To perform pastoral care effectively, with skills in communication and conflict management.

Servant Leadership: To serve churches effectively through team ministry.

Spiritual and Character Formation: To provide moral leadership by modeling and mentoring Christian character and devotion.

Worship Leadership: To facilitate worship effectively.

The curriculum competencies addressed in this course are:

1. **Spiritual and Character Formation:** The course affords students structured opportunities to grow personally and to learn to facilitate spiritual and character formation in others.
2. **Biblical Exposition:** The course affords students opportunities to apply sound biblical exposition in the evaluation of theories of vocation, work, career counseling, and lifestyle development.
3. **Servant Leadership:** The course affords students opportunities to learn and apply skills of career counseling and vocational assessment that assist others in finding their best place of work and service, within and outside the church.
4. **Interpersonal Skills:** The course affords students the opportunity to develop their skills in counseling and assessing others in relation to their lifestyle and career issues.

Teaching Methods

Reading, reviewing lecture notes and PowerPoints, Blackboard discussion boards, book review, and practice with volunteers will be employed in this course of study. Students will interview and give assessment instruments to self and others. Students will do personal evaluations of their lifestyle issues and career paths, including research into resources in these areas. Students will be evaluated for knowledge of career development and counseling and related lifestyle issues through exams. Students should be prepared to thoroughly discuss the reading material and demonstrate the reading/class assignments in online discussions and assignments.

Textbooks

Required Textbooks

(ISBN provided for reference only. Any format is OK as long as the edition is the same.)

Zunker, V. (2016). *Career counseling: A holistic approach* (9th Ed.). Boston, MA: Cengage. ISBN: 9781305087286

Miller, D. (2010). *48 days to the work you love: Preparing for the new normal* (Rev. ed.). Nashville, TN: B&H Publishing Group. ISBN: 978-1-4336-6933-0

Larimore, W. (2009). *10 essentials of happy healthy people: Becoming and staying highly healthy*. Grand Rapids, MI: Zondervan. ISBN: 978-1-448-62514-7

Required: Choose one of the following for the book review (student's choice):

Hamilton, J. (2017). *Work and our labor in the Lord*. Wheaton, IL: Crossway.
ISBN: 9781433549953

Witherington, III, Ben. (2011). *Work: A kingdom perspective on labor*. Grand Rapids, MI:
Eerdmans. ISBN: 978-0802865410

Recommended Reading

(Although these books are not required, they provide helpful information for further study in areas covered by the course.)

Figler, H., & Bolles, R. N. (2007). *The career counselor's handbook* (2nd ed.). New York: Ten Speed Press. ISBN: 978-1-58008-870-1

National Career Development Association. (2015). *Ethical standards*. Tulsa, OK: author.
https://www.ncda.org/aws/NCDA/asset_manager/get_file/3395

Rosenthal, H. (2017). *Encyclopedia of counseling* (4th ed.).

Wood, C. & Hayes, D. (2013). *A counselor's guide to career assessment instruments* (6th edition). Broken Arrow, OK: NCDA.

Course Requirements

Examinations:

Exams will cover material from assigned readings and PowerPoint presentations. They will be posted on Blackboard along with instructions.

Discussion Board:

Students will be required to participate in weekly discussion on Blackboard. Questions and activities will be posted throughout the semester. Each student will be responsible for one primary post in response to each of the instructor questions and a minimum of two secondary post responses per unit, commenting on primary posts from other students.

As an example – in Week 1, you will make a primary post addressing the instructor question for Unit 1. Then, you will be responsible for commenting on two posts during the week from your fellow students – these are your secondary posts for Unit 1. So, your total minimum posting for the week is 1 primary post and 2 secondary posts. Feel free to make more secondary posts and to keep the discussion going. You will repeat this process in subsequent weeks. See the Reading and Assignments Schedule below for specific dates.

A new discussion board will be posted at the beginning of each week (on Sunday of each week at 12:00 AM). *In order to facilitate better discussion, students must post their primary responses as early as possible in the week, no later than Wednesday, end of day.* Discussion boards will be closed on Saturday at 11:59 PM (CST) each week. Discussion boards will not be reopened once they are closed.

Posts will be graded for content quality and synthesis of course reading materials. Primary posts must demonstrate an understanding of the reading, presentation, or assigned activity, with a normal expectation of approximately 1-2 paragraphs in length. Secondary posts may be shorter (a few sentences to a paragraph), but must demonstrate evidence of quality and informed reflection on the subject.

Interview / Career Assessment Report / Treatment Plan:

Each student will conduct a multi-meeting career assessment interview with an individual, including administration of selected assessment instruments. Students will write an 8-10 page formal report and treatment plan based on these interactions. A detailed assignment description will be available in class and on Blackboard.

Personal Evaluation / Resume / Cover Letter:

Each student will conduct a personal evaluation, including the results of various vocational and other instruments assigned in class, and will produce a formal report of the evaluation. The evaluation and report will include analysis of personal strengths and weaknesses, the student's understanding of the Biblical foundation for work and vocation, potential work settings, a personal development plan, resume and job search website reviews, and the production of a personal resume and cover letter. The report will be approximately 8-12 pages in length, plus the resume and cover letter. A detailed assignment description will be available on Blackboard.

Review of the Witherington or Hamilton Text

Students will write a book review of not less than five pages, excluding cover sheet, of the book *Work: A Kingdom Perspective on Labor* by Ben Witherington **OR** *Work and Our Labor in the Lord* by James Hamilton. The review will be double spaced and written in current APA style. The book review should include a brief summary of content, an evaluation of the strengths and limitations of the work, and its applicability to Christian ministry and counseling. Attach and post the review on Blackboard at the designated place under Assignments.

Midterm and Final Exams:

The two examinations are designed to assess students' knowledge of career development and counseling theory. Questions are derived from class lectures, discussions, and textbook material, with special emphasis on the Capuzzi & Stauffer text. Examinations will be objective, short answer, and discussion. Studying for these exams will be helpful in preparing for the lifestyle and career counseling questions on the NCE exam.

Requirements and Grading:

Blackboard Discussions	20%
Interview/Career Assessment Report & Treatment Plan	20%
Personal Evaluation, Resume, & Cover Letter	20%
Review of Witherington text	10%
Midterm Exam	15%
Final Exam	15%

Grading Scale

The following grading scale is used at NOBTS (see the Graduate Catalog, available online at <http://www.nobts.edu/resources/pdf/GraduateCatalog.pdf>):

- A: 93-100
- B: 85-92
- C: 77-84
- D: 70-76
- F: Below 70

Due Dates and Times

All assignments are due on Saturday of their assigned weeks as detailed in the Course Schedule. Assignments are to be submitted on Blackboard by “end of day” (11:59 PM Central Standard Time) on the Saturdays they are due. **Late assignments will be assessed a 4-point per day penalty.** If technical difficulty precludes your submitting an assignment through Blackboard, you may email it as an attachment to the instructor and it will be graded according to the date & time stamp on your email. Please use the email option only as a last resort.

Course Schedule

Z = Zunker, *Career Counseling*

MIL = Miller, *48 days to the work you love*

LAR = Larimore, *10 essentials of happy, healthy people*

Unit	Date	Topic	Reading Schedule & Assignments Due
1	5/29 – 6/3	Career & Work Definitions, History of Career Counseling, Assessing Your Total Health	Z: 1 MIL: 1 LAR: 1, 2
2	6/4 – 6/10	Theories of Career Counseling Career Counseling Models Change, Creating a Life Plan, Biblical View of Work, Self-Care, Physical Well-Being	Z: 2, 3 MIL: Ch. 2, 3 LAR: Ch. 3, 4 Book Review Due

3	<i>6/11 – 6/17</i>	Integrating Career and Personal Counseling Career Counseling Intake Interview Skills, Personality, Forgiveness, Emotional Health	Z: 4, 5 LAR: 5, 6 MIL: 4, 5
4	<i>6/18 – 6/24</i>	Standardized Test and Self- Assessment Procedures Technology in Career Counseling Relational Health	Z: 6, 7 LAR: 7 MIL: 7
5	<i>6/25 – 7/1</i>	Ethics in Career Counseling Midterm open on Blackboard all week	Z: 8 Midterm Exam
6	<i>7/2 – 7/8</i>	Multi-cultural Issues in Career Counseling, Gender Issues and Dual Careers, LGBT Issues, Career Counseling for Individuals with Disabilities, Compensation & Salary, Spiritual Health	Z: 9, 10, 11, 12 MIL: 8, 9 LAR: 8 Personal Evaluation, Resume, & Cover Letter
7	<i>7/9 – 7/15</i>	Job Loss and Transitions, Career Development and Transitions of Working Adults Entrepreneurship, Future Trends, Self-image, Life Purpose/Destiny	Z: 13, 14 MIL: 10, 11 LAR: 9, 10 Interview/Career Assessment/Treatment Plan
8	<i>7/16 – 7/21</i> SHORT WEEK ALERT!	Career Counseling in School Settings Don't Go It Alone: Personal Responsibility, Empowerment, and Teamwork The final exam will be open from 7/16 at 12:00 AM until Friday , 7/21 at 11:59 PM. <i>The Blackboard shell closes Friday night at 11:59PM.</i>	Z: 15, 16, 17 LAR: Ch. 11, 12 MIL: 12 Final Exam SHORT WEEK ALERT!

Helpful Resources

National Career Development Association website
Resources, Ethics, Standards, Advocacy information, etc.

https://www.ncda.org/aws/NCDA/pt/sp/home_page

O*NET Online

<https://www.onetonline.org/>

Self-Directed Search online

Online low cost inventory based on Holland's types.

<http://www.self-directed-search.com/>

Course Policies

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](#).

Blackboard and ITC Technical Support

Blackboard is the instructional platform used in this class. Please make sure that your contact information is accurate and up-to-date. If you need assistance accessing Blackboard, SelfServe, or other technical support, please contact the Information Technology Center (Hardin Student Center 290 or call 504.816.8180). Here are other helpful links to ITC assistance.

SelfServe:

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

Blackboard:

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

General Technology Requests or Questions:

- Email ITCSupport@nobts.edu for general technical questions/support requests.
- Call 504.816.8180 for any technical questions/support requests.
- Email www.NOBTS.edu/itc/ for general NOBTS technical help
- For Student Assistance in using Blackboard, visit: [Student Bb Help](#)

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

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, 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.

Extra Credit

Extra credit is not offered in this course. Students with hardships, emergencies, or other situations impacting academic performance are encouraged to contact the professor as soon as possible to explore options appropriate to their specific situations.

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. Please be aware that plagiarism in certain cases may result in expulsion from the seminary. Refer to the NOBTS Student Handbook <http://www.nobts.edu/resources/pdf/studentervices/NOBTSHandbook.pdf> where the definition, penalties and policies associated with plagiarism are clearly defined.

Policy for Graduating Students

Graduating students 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.

Professor's Availability and Assignment Feedback

The student may contact the professor at any time using the email address provided in the course syllabus. The professor will make every effort to return answers to emailed questions within a 24-hour period of time. Assignments requiring grading will be returned to the student within a reasonable period of time. Student feedback on graded assignments will be provided through the grading rubric located in the student's Blackboard Grade Book. The student will find comments in the grading rubric, as well as on graded paper assignments. The student may also email the course grader with questions regarding grading.

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 (4) points per day.

Reading Assignments

Students are responsible for completing all reading assignments.

Writing Center

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

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!

Need	Email	Phone	Web Page
Advising – Graduate Program	studentservices@nobts.edu	504.282.4455 x3312	www.nobts.edu/registrar/default.html#advising
Advising – Undergraduate Program	lcadminasst@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	itsupport@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 for FL students

Selected Bibliography

The following texts represent some of the resources in the field. The list should be consulted as a departure point for gathering references for use in the research paper.

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Christian Association for Psychological Studies: <http://www.caps.net/>

American Association of Christian Counselors: <http://www.aacc.net/>

Christian Counseling & Educational Foundation (CCEF) (<http://www.ccef.org/>)

Hope for the Heart: <http://www.hopefortheheart.org>

Association of Certified Biblical Counselors (ACBC) (www.biblicalcounseling.com/) (formerly known as the National Association of Nouthetic Counselors [NANC])

Association of Biblical Counselors (<http://christiancounseling.com/>)

RPM Ministries (<http://www.rpmministries.org/writing/equipping-counselors-for-your-church/>)

Resource Networking and Clearinghouses

Chosen Families (<http://chosenfamilies.org/>)

A non-profit, charitable organization, providing information to parents, family members, religious leaders and the general public on effective solutions to living in families with hidden disabilities, such as Anxiety, Asperger, ADHD, Autism, Bipolar disorder, Depression, Epilepsy, Learning disabilities, Obsessive Compulsive Disorder, Schizophrenia, Sensory Processing Disorders, and Tourette syndrome.

Purpose & Mission: The purpose of *ChosenFamilies.org* is to help families living with hidden disabilities become fully included in the body of Christ. Our mission is to provide resources, connections and encouragement to families with hidden disabilities and to educate and provide resources to religious leaders as they minister to families with these needs.

The Biblical Counseling Coalition (<http://biblicalcounselingcoalition.org/>)

Mission: The BCC exists to multiply the ministry of the biblical counseling movement by strengthening churches, para-church organizations, and educational institutions through promoting unity and excellence in biblical counseling.

The Coalition seeks to foster collaborative relationships and to provide robust, relevant biblical resources that equip the Body of Christ to change lives with Christ's changeless truth through the personal ministry of the Word.

New Life Christian Counseling Network (<http://newlife.com/counselors>) (Part of New Life Ministries)

A large network of professional, Christian counselors located throughout the country. The network counselors have gone through an extensive application and credentials verification process. They agree with the New Life Statement of Faith and meet specific professional standards set for members in the counseling network.

Minds Renewed (formerly Transformed Minds): The Consortium for a Christlike Response to Mental Health (transformedmindsinfo.wordpress.com)

Formed in 2013, the consortium works primarily through the internet to “inspire those needing help; inform them of resources available; and provide the connections needed to reach those resources.”