



CCSW6214 Interpersonal Relationship Skills
HYBRID: CIV from NO to NGA
New Orleans Baptist Theological Seminary
Division of Church Ministry
Spring 2022,
(Course Dates 1/24, 2/7, 2/21, 3/7, 3/21, 4/4, 4/18, 5/2)
(Course Times CST: 8:30-10:20am EST: 9:30-11:20am)

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Mission Statement

New Orleans Baptist Theological Seminary and Leavell College prepare servants to walk with Christ, proclaim His truth, and fulfill His mission.

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

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

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.

Textbooks

Required Textbooks:

Bozeman, Jeanine C., and Argile Smith, eds. *Interpersonal Relationship Skills for Ministers*. Gretna, LA: Pelican, 2004.

Floyd, Kory. *Interpersonal Communication*, 2nd ed. Boston: McGraw-Hill, 2011.

Recommended Textbook:

Bozeman, Jeanine C., and Argile Smith, eds. *Interpersonal Skill Set for Ministers*. Gretna, LA: Pelican, 2014. E-book. (Available at www.pelicanpub.com and amazon.com).

Course Teaching Methodology

The course will involve the following methodologies: lectures, student engagement, PowerPoint presentations, and personal reflections.

Course Requirements:

Students should complete all unit assignments as instructed on the course syllabus and Blackboard by the posted due dates on the course schedule.

All units include reading assignments w/open book quizzes (7), unit reflections reports (4), internal assessment report (1), external assessment report (1), Ministry Interview report (1), final exam (1)

I. Reading Assignments/Open Book 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 may use their textbooks for the quizzes.

II. Unit Reflection Reports (1-2 page report typed, double-spaced),

Students will submit four (4) reflection reports throughout the course. The reports 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 an application to his/her area of ministry?

No late reports entries are allowed in this course. *Note about the reports:* The topics students are asked to write about often require sharing information about themselves. For this reason, journal entries will be read by the professors 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.

III. Internal Assessment Report (3-5 page report typed, double-spaced),

Students will complete all of the following:

- Discuss your family of origin experiences that have shaped you (good or bad). Assess your attention to family relationships and family matters in the life you have created as an adult. Discuss similarities and differences in your family of origin and the life you have chosen as an adult.
- Summarize your self-concept. (personality, gifts, strengths and weaknesses, ministry ambitions).

IV. External Assessment Report (3-5 page report typed, double-spaced),

In order to successfully complete the assignment, the following steps are necessary:

- Ask others to assess your interpersonal relationship skills.
- Complete 4 interviews: one family member, one friend, one church member, and one community member.
- Utilize the forms attached to the syllabus. Do not include the names of any persons in your report; use descriptors to refer to persons (e.g., neighbor, friend,

deacon).

- Develop a detailed plan for strengthening your interpersonal relationship skills.

V. Ministry Interview Report (1-2 page report, typed, double-spaced),

- 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;
 3. their opinion of what seminary students need to know about interpersonal relationships skills.
- B. Based on your interviews, 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?

QUESTIONS FOR EXTERNAL ASSESSMENT REPORT

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 A Family Member:

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 A Friend:

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 A Member 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 A Community Person:

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?

VI. Final Exam

Students will complete the Final Exam on Blackboard. The exam will be available at 8:00 a.m., CST on **Thursday, May 5, 2022**. The exam is due at 1:00 p.m., CST on **Tuesday, May 10, 2022**.

The student's grade will be computed as follows:

Reading Quizzes	10%
Unit Reflection Reports	10%
Internal Assessment Report	15%
External Assessment Report	15%
Ministry Interview Report	20%
Final Exam	30%

Technical Assistance

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

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

Policy Regarding All Assignments

All assignments should be submitted in .doc (Microsoft Word) on Blackboard unless otherwise stated. **Please do not submit assignments in pdf.**

Policy on Late Assignments

All work is due on the assigned day and at the assigned time. The grade for late assignments will automatically be reduced by 5 points. **Assignments that are over one week late will not be accepted.**

Academic Policies

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

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.

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.

Help for Writing Papers at “The Write Stuff”

NOBTS maintains a Writing Center designed to improve English writing at the graduate level. Students can receive writing guides, tips, and valuable information to help in becoming a better writer.

Writing Style Guide

Writing assignments should follow the **NOBTS/Leavell College Manual of Form and Style** (*revised August 2019*). To access this manual on the seminary website, please use the following link: https://www.nobts.edu/_resources/pdf/writing/StyleGuide.pdf.

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.

COURSE SCHEDULE

Sessions/Dates	Topics/Reading Assignments
Session 1 / January 24th Dr. Johnson Reading Quiz #1 Due 1/28 12pm Reflection Report #1 Due 2/4 12pm	Introduction Bozeman & Smith, Introduction Floyd, Chapter 1 The Self Concept Bozeman & Smith, Chapter 1 Floyd, Chapter 3
Session 2/February 7th Dr. Judd Reading Quiz #2 Due 2/11 12pm Reflection Report #2 Due 2/18 12pm	Communication Bozeman & Smith, Chapter 2 Floyd, Chapters 4, 6 Communication: Culture/Language/Gender Floyd, Chapters 2, 5

<p>Session 3/February 21st Dr. Johnson Reading Quiz #3 Due 2/25 12pm Reflection Report #3 Due 3/4 12pm</p>	<p>Family of Origin Bozeman & Smith, Chapters 5-9</p> <p>Family of Creation Bozeman & Smith, Chapters 10, 12, 13 Floyd, Chapter 10</p>
<p>Session 4/March 7th Dr. Judd Reading Quiz #4 Due 3/11 12pm Reflection Report #4 Due 3/11 12pm</p>	<p>Decision Making Bozeman & Smith, Chapter 21</p> <p>Listening Skills Bozeman & Smith, Chapter 3 Floyd, Chapter 7</p> <p>March 14th-18 Spring Break</p>
<p>Session 5/March 21st Dr. Johnson Reading Quiz #5 Due 3/25 12pm Internal Assessment Report Due 4/1 12pm</p>	<p>Relationships in the Church Bozeman & Smith, Chapters 17-18 Floyd, Chapter 9</p> <p>Relationships in the Community Bozeman & Smith, Chapters 19-20, 22</p>
<p>Session 6/April 4th Dr. Judd Reading Quiz #6 Due 4/8 12pm External Assessment Report Due 4/15 12pm</p>	<p>Assertiveness/Difficult People Bozeman & Smith, Chapters 4, 15 Floyd, Chapter 12</p> <p>Conflict Resolution/Collaborative Problem Solving Bozeman & Smith, Chapter 16 Floyd, Chapter 11</p>
<p>Session 7/April 18 Dr. Johnson Final Reading Quiz #7 Due 4/22 12pm Ministry Interview Report Due 4/29 12pm</p>	<p>Etiquette/ Emotional Intelligence Bozeman & Smith, Chapters 11, 14 Floyd, Chapter 8</p>
<p>Session 8/May 8 Dr. Judd</p>	<p>Social Media/Conclusion</p>

The Final Exam will be available on Thursday, May 5, 2020 @ 8:00 a.m., CST and will close on Tuesday, May 10, 2022 @. 1:00 p.m., CST.

Selected Bibliography

- Augsburger, David. *Caring Enough to Confront: How to Understand and Express Your Deepest Feelings Toward Others*, updated ed. Ventura, CA: Regal Books, 2009.
- Bolton, Robert. *People Skills: How to Assert Yourself, Listen to Others, and Resolve Conflicts*. New York: Simon and Schuster, Inc., 1979.
- Branson, Mark Lau, and Juan F. Martinez. *Churches, Cultures, and Leadership*. Downers Grove, IL: InterVarsity Press, 2011.
- Gamble, Teri Kwal, and Michael W. Gamble. *Interpersonal Communication: Building Connections Together*, 2014.
- Gangel, Kenneth O., and Samuel L. Canine. *Communication and Conflict Management: In Churches and Christian Organizations*. Eugene, OR: Wipf & Stock Publishers, 2002.
- Goleman, Daniel. *Emotional Intelligence: Why It Can Matter More than IQ*, 10th anniversary ed. New York: Bantam, 2006.
- Gray, John. *Mars and Venus Together Forever: Relationship Skills for Lasting Love*, Rev. ed. New York: Harper, 2005.
- Hester, Dennis J. *Pastor, We Need to Talk! How Congregations and Pastors Can Solve Their Problems Before It's Too Late*. Shelby, NC: His Way Publishing, 2001.
- Holladay, Tom. *The Relationship Principles of Jesus*. Grand Rapids, MI: Zondervan, 2008.
- Keller, Timothy. *Loving the City: Doing Balanced, Gospel-Centered Ministry in Your City*. Grand Rapids: Zondervan, 2016.
- Lane, Timothy S., and Paul David Tripp. *Relationships: A Mess Worth Making*. Greensboro: New Growth Press, 2008.