



CCSW8303 Interpersonal Relationship Skills
New Orleans Baptist Theological Seminary
Division of Church Ministry
Spring Trimester: May 19-21, 2021
New Orleans

Dr. Loretta G. Rivers
Associate Dean of Graduate Studies
Professor of Social Work
Office: Dodd 101
Phone: 504-282-4455, ext. 3211
Email: lrivers@nobts.edu

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

This seminar is designed to survey major interpersonal relationship skills needed by the minister in the following areas: intrapersonal, marriage and family, staff, church and community. Special attention is given to self-evaluation. Projects for improving intrapersonal relationship skills will be developed and evaluated. Topics include listening skills, assertion skills, conflict resolution skills, and collaborative problem-solving skills.

Student Learning Outcomes

At the conclusion of the course, the student should be able to:

1. Appreciate the value of developing healthy relationships.
2. Identify personal patterns of interaction and impact of those patterns on relationships.
3. Develop an appreciation for individual differences among people and how this relates to interpersonal relationships.
4. Grasp essential principles for developing healthy relationships.
5. Practice the basic skills required for healthy communications within relationships.
6. Attain greater understanding of the application of the basic skills in a variety of church contexts.
7. Commit themselves to being relationship builders.

Course Teaching Methodology

This course will utilize a lecture and interactive discovery-learning format.

Required Readings and Textbooks

The following texts and resources are required reading for class discussions and are to be read in their entirety unless otherwise specified. Assigned texts should be read prior to the first day of class.

Bolton, Robert. *People Skills: How to Assert Yourself, Listen to Others, and Resolve Conflicts*. New York: Simon and Schuster, 1979.

Bozeman, Jeanine C., Loretta Rivers, and Argile Smith, eds. *With a Heart for People: A Tribute to the Ministry of Jerry Barlow, ThD*. Unpublished manuscript, 2020. [A pdf copy will be posted on Blackboard. Students may also email the professor for a pdf copy.]

McKay, Matthew, Martha Davis, and Patrick Fanning. *Messages: The Communication Skills Book*. Oakland, CA: New Harbinger, 2018.

Townsend, John. *People Fuel: How Energy from Relationships Transforms Life, Love, and Leadership*. Grand Rapids, MI: Zondervan, 2019.

And one of the following texts of your choice:

Cloud, Henry, and John Townsend. *How to Have that Difficult Conversation: Gaining the Skills for Honest and Meaningful Communication*. Grand Rapids, MI: Zondervan, 2005.

Lutzer, Erwin W. *When You've Been Wronged: Moving From Bitterness to Forgiveness*. Chicago, IL: Moody Publishers, 2007.

Maxwell, John. *Everyone Communicates, Few Connect: What the Most Effective People Do Differently*. Nashville, TN: Thomas Nelson, 2010.

Scazzero, Peter. *Emotionally Healthy Spirituality: It's Impossible to be Spiritually Mature While Remaining Emotionally Immature*. Nashville, TN: Thomas Nelson, 2006.

Assignments and Evaluation Criteria

Assignment Formatting:

- **Unless otherwise noted, all assignments are to be in Turabian format.**
- **All papers must be in third person unless otherwise instructed.**
- **All assignments should be in 12 pt. Times New Roman font.**

Evaluation

The student's grade will be computed as follows:

Assignment	Percentage of Grade	Due Date
Major Presentation	30%	Topics due March 29; presentations as assigned
Annotated Bibliography	20%	May 17, 11:59 p.m.; post on Blackboard
Seminar Attendance & Participation (includes reading required textbooks)	5%	
Personal Assessment of Interpersonal Relationship Skills	10%	May 18, 11:59 p.m.; post on Blackboard
Textbook Presentation	10%	As assigned during the seminar
Integration Project	25%	June 11, 11:59 p.m.; post on Blackboard

Seminar Assignments

Pre-Seminar Assignments:

1. **Major Presentation:** Each student is to develop a significant presentation (50-60 minutes of interaction and class participation including discussion) on an interpersonal relationship issue agreed upon with the professor prior to the seminar. Each seminar participant should email Dr. Rivers, lrivers@nobts.edu, the presentation topic no later than **March 29, 2021**; presentation topics will be approved in the order of submission. Students choosing

topics previously assigned will be required to submit another topic. Students will receive a presentation schedule for the seminar by **May 7, 2021**. Please adhere to the 60 minute time limit for the presentation.

The major presentation should be accompanied by an annotated bibliography (requirements listed in Assignment #2), a summary of the major points of the presentation, and a PowerPoint presentation (post PowerPoint presentation on Blackboard as pdf). The bibliography, outline, and the PowerPoint presentation should be **posted on Blackboard by 11:59 p.m. on May 17, 2021**. Each student should be prepared to respond to questions by seminar participants.

Suggested topics for the presentation include: listening, emotional intelligence, relating to difficult people, barriers to communication, problem solving, generational communication, culture and communication, etiquette, social media, building relationships in the community, building healthy church staff relationships, handling anger and hostility, forgiveness and reconciliation, empathy, assertiveness, encouraging others, and managing conflict.

2. Annotated Bibliography: Each student will prepare an annotated bibliography of 5 books (excluding textbooks) related to the major presentation topic. The annotated bibliography should include one-typed page (single-spaced) per book. The annotated analysis of each resource should include the following: a) a bibliographical entry of the book; b) a summary of the book (2 paragraphs); c) information about the author(s) or editor(s) (1 paragraph); d) summary of helpful features of the book for ministers (2 or 3 features/1-2 paragraphs total); e) summary of deficiencies or limitations of the book for ministers (2 or 3 deficiencies/limitations/1-2 paragraphs total). **Post on Blackboard by 11:59 p.m., May 17, 2021.**

3. Required Reading: Each student should read the 4 required textbooks and one additional textbook from the list of books on page 2 of the syllabus.

4. Personal Assessment of Interpersonal Relationship Skills: Utilizing the assigned readings for the class, students should write a reflective paper evaluating their interpersonal relationship skills. Questions for consideration in your discussion are listed below:

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

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

What strengths and weaknesses do you bring to your family in developing good interpersonal relationships?

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

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

How do you contribute to strengthening your friendships?

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

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

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

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

The paper should be 5-6 pages in length, double-spaced. Since this is a personal assessment, the use of first person is permitted for this assignment.

Assignments During the Seminar:

5. Seminar Attendance and Participation: Each student is expected to attend all seminar sessions and participate fully in the seminar.

6. Major Presentation: Each student will present on the chosen topic in Assignment #1 and guide the seminar discussion associated with it.

7. Textbook Presentation: Students will lead in a 30 minute presentation of the assigned textbook. The presentation should include the following: a) a brief summary of the content if the textbook is required reading for all seminar participants and a detailed summary if the textbook is not assigned reading for all seminar

participants; b) a discussion of potential application to ministry situations; and c) recommendations to the author for a revision of the book. Please adhere to the 30 minute time limit for the presentation.

Students who desire a specific textbook assignment should email Dr. Rivers by **March 29, 2021**. While these requests will be honored if possible, they cannot be guaranteed. Book presentation assignments will be emailed to students by **March 31, 2021**. Depending on the number of participants in the class, students may be working with others on the presentation.

Post Seminar Assignment: Due: June 11, 2021 (submit on Blackboard and email to pgarrett@nobts.edu)

8. Integration Project: Each student will develop a plan for strengthening interpersonal relationships in his/her church or ministry context. The content of the seminar, the presentations, and the discussions during the seminar should be reflected in the post-seminar integration project. The plan should include the following: a) background information about the church or ministry context; b) a biblical basis for the plan; c) goals and objectives; d) methodology; e) detailed plans; and f) a series of evaluation procedures.

The plan should be 12 typed pages (double-spaced). Resources necessary to inform and complete the project should be included in the bibliography. Students will not be required to apply the final project as part of the assignment.

The Integration Project will be evaluated by the Writing Assessment Coordinator for re: grammar, writing style, and Turabian formatting. Please email the assignment in a Word document to pgarrett@nobts.edu. The Coordinator will evaluate the document by inserting comments and email the edited document back to the student. After revising and correcting the assignment, upload the assignment into Blackboard.

Directed Study Requirements:

Students will complete all Pre Seminar Assignments (Assignments #1, 2, 3, and 4) and the Post Seminar Assignment (Assignment #8) in addition to the following assignments:

9. Book Critiques: Each student will read the required 4 textbooks and 1 additional book from the list under Required Readings and Textbooks on the syllabus. Each student should prepare a 4-page critique of each book including a) the book's strengths and weaknesses, noting areas of personal agreement or disagreement; and b) application of the ideas presented to his/her church or ministry context. Book critiques are due May 17, 11:59 p.m. (CST)

10. Video Presentation: Prior to the seminar, each student should submit a video-taped presentation following the guidelines under Assignment #1. The video should be posted on YouTube and the link to the video should be emailed to the professor no later than May 17, 11:59 p.m.

Course Policies

Netiquette and Appropriate Online Behavior:

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.

Grading Scale

Your final grade will be based on your total accumulation of points as indicated under the Evaluation section of this syllabus according to the grading scale in the NOBTS catalog.

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

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. All work is due on the assigned day and at the assigned time. The grade for late assignments will automatically be reduced by 10 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.

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.

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.

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.

Class Schedule:

The seminar is scheduled to meet from 1:00 p.m. – 7:00 p.m. (Central Daylight Savings Time) on Wednesday, May 19, 2021, with no meal break. Thursday and Friday, May 20 and May 21, the seminar will meet 8:00 a.m. – 4:00 p.m. (Central Daylight Savings Time), with an appropriate Lunch Break.

Tentative Schedule (Subject to Change)

Wednesday	1:00 p.m. – 1:30 p.m.	Introductions, Devotion, and Seminar Overview
	1:30 p.m. – 7:00 p.m.	Textbook Presentations/Personal Assessment
Thursday	8:00 a.m. – 8:30 a.m.	Devotion & Review
	8:30 a.m. – 11:45 a.m.	Textbook Presentations/Major Presentations
	11:45 a.m. – 1:00 p.m.	Lunch Break
	1:00 p.m. – 4:00 p.m.	Major Presentations
Friday	8:00 a.m. – 8:30 a.m.	Devotion & Review
	8:30 a.m. – 11:45 a.m.	Major Presentations
	11:45 a.m. – 1:00 p.m.	Lunch
	1:00 p.m. – 4:00 p.m.	Major Presentations/Review of Post-Seminar Assignment/Conclusion

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.
- Baker, Lisa-Jo. *Never Unfriended: The Secret to Finding and Keeping Lasting Friendships*. Nashville, TN: B&H, 2017.
- Bird, Michael, and Brian Rosner, eds. *Mending a Fractured Church: How to Seek Unity with Integrity*. Bellingham, WA: Lexham Press, 2015.
- Bolton, Robert. *People Skills: How to Assert Yourself, Listen to Others, and Resolve Conflicts*. New York: Simon and Schuster, Inc., 1979.
- Bradford, David, and Carole Robin. *Connect: Building Exceptional Relationships with Family, Friends, and Colleagues*. New York: Currency, 2021.
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- Branden, Nathaniel. *The Six Pillars of Self Esteem*. New York: Bantam Books, 1994.
- Brill, Naomi. *Working with People*. New York: Longman Publishers, 1995.
- Brinkman, Rick, and Rick Kirschner. *Dealing With People You Can't Stand*. New York: McGraw-Hill, Inc., 1994.
- Chen, Ling, ed. *Intercultural Communication*. Handbooks of Communication Science Series, 9. Boston: DeGruyter, 2017.
- Christensen, Andrew, Brian D. Doss, and Neil S. Jacobson. *Reconcilable Differences*. 2d. ed. New York: Guilford Press, 2014.
- Corey, Marianne Schneider, and Gerald Corey. *Becoming a Helper*. 5th ed. Belmont, CA: Thomson, 2007.
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- Gangel, Kenneth O., and Samuel L. Canine. *Communication and Conflict Management: In Churches and Christian Organizations*. Eugene, OR: Wipf & Stock Publishers, 2002.

- Glass, Lillian. *Toxic People: 10 Ways of Dealing with People Who Make Your Life Miserable*. New York: St. Martin's Press, 1997.
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- Hawkins, David. *When Pleasing Others Is Hurting You*. Eugene, OR: Harvest House Publishers, 2004.
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- Holladay, Tom. *The Relationship Principles of Jesus*. Grand Rapids, MI: Zondervan, 2008.
- Hunsinger, Deborah van Deusen, and Theresa F. Latini. *Transforming Church Conflict: Compassionate Leadership in Action*. Louisville, KY: Westminster, 2013.
- Hutchins, David E., and Claire G. Cole. *Helping Relationships and Strategies*. Pacific Grove, CA: Brooks/Cole Publishing Company, 1992.
- Hybels, Bill. *Who You Are When No One's Looking*. Downers Grove, IL: InterVarsity, 1987.
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- Kappas, Arvid, and Nicole C. Krämer. *Face-to-Face Communication Over the Internet: Emotions in a Web of Culture, Language, and Technology*. New York: Cambridge University Press, 2011.
- Keller, Timothy. *Loving the City: Doing Balanced, Gospel-Centered Ministry in Your City*. Grand Rapids: Zondervan, 2016.
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