

Syllabus for
CCC 411 — Practical Application of Helping Skills
3.0 Credit
Hours
Spring 2015

I. COURSE DESCRIPTION

This course will assist students in the practical application of helping skills as a Christian caregiver and counselor. Students will develop some basic helping skills and approaches in varied ministry settings. Students will develop basic helping skills for listening and compassion and learn to identify and network with local and national humanitarian organizations. Students will identify personal and professional issues related to the field of helping skills.

II. COURSE GOALS

This course is designed to help students do the following:

- A. Develop some basic helping skills in ministry settings.
- B. Identify personal and professional issues related to Christian caregiving and counseling.
- C. Identify local and national humanitarian organizations.
- D. Network and be familiar with the vision and mission of various humanitarian organizations.
- E. Assists students in understanding the different roles and expectations in Christian caregiving and counseling.

III. STUDENT LEARNING OUTCOMES FOR THIS COURSE

As a result of successfully completing this course, the student will be able to do the following:

- A. Understand basic helping skills in ministry settings.
- B. Integrate the student's learning in the Christian Caregiving and Counseling Major.
- C. Identify local and national humanitarian organizations.
- D. Have a better understanding of the role of a Christian caregiver and counselor.
- E. Understand various personal and professional issues related to Christian caregiving and counseling.

IV. TEXTBOOKS AND OTHER LEARNING RESOURCES

- A. Required Materials - Textbooks
Corey, M. and Gerald Corey. *Becoming A Helper*. 6th Edition. Connecticut: Cengage Learning; 2010. ISBN: 978-0495812265
- B. Optional Materials

1. Textbooks
None
2. Other
None

V. POLICIES AND PROCEDURES

A. University Policies and Procedures

1. Attendance at each class or laboratory is mandatory at Oral Roberts University. Excessive absences can reduce a student's grade or deny credit for the course.
2. Students taking a late exam because of an unauthorized absence are charged a late exam fee.
3. Students and faculty at Oral Roberts University must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, electronic, video, multimedia, or computer software. Plagiarism and other forms of cheating involve both lying and stealing and are violations of ORU's Honor Code: "I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments." Plagiarism is usually defined as copying someone else's ideas, words, or sentence structure and submitting them as one's own. Other forms of academic dishonesty include (but are not limited to) the following:
 - a. Submitting another's work as one's own or colluding with someone else and submitting that work as though it were his or hers;
 - b. Failing to meet group assignment or project requirements while claiming to have done so;
 - c. Failing to cite sources used in a paper;
 - d. Creating results for experiments, observations, interviews, or projects that were not done;
 - e. Receiving or giving unauthorized help on assignments.

By submitting an assignment in any form, the student gives permission for the assignment to be checked for plagiarism, either by submitting the work for electronic verification or by other means. Penalties for any of the above infractions may result in disciplinary action including failing the assignment or failing the course or expulsion from the University, as determined by department and University guidelines.
4. Final Exams cannot be given before their scheduled times. Students need to check the final exam schedule before planning return flights or other events at the end of the semester.
5. Students are to be in compliance with University, school, and departmental policies regarding Whole Person requirements. Students should consult the Whole Person handbooks for requirements regarding general education and the students' majors.
 - a. The penalty for not submitting electronically or for incorrectly submitting a Whole Person artifact is a zero for that assignment.
 - b. By submitting an assignment, the student gives permission for the assignment to be assessed electronically.

B. Department Policies and Procedures

Note: Attendance policy is enforced. Excessive absences will affect your grade. See syllabus attendance policy.

1. Completion of a Course
 - a. Late work will not be accepted. Assignments are due on or before the deadline given.

- b. Under rare circumstances, exceptions may be made in consultation with the faculty member for the course. However, except in extreme emergencies, students must contact faculty members before the assigned due date and request and exception to the policy.
- 2. Incompletes
 - a. An incomplete is given only after the student establishes with the instructor and the department chair by written petition that his or her work is incomplete for good cause (i.e., lengthy illness, death in the family). **Incompletes are rarely granted.** Only those absences that are incurred within the time period of the extenuating circumstances prompting an incomplete will be excused. The student is still accountable for any other absences and will be penalized for them according to the attendance policy.
 - b. A Petition for Incomplete Grade with all supporting documentation must be submitted for approval at least one week prior to the end of normal classes. The submitting of a petition does not automatically ensure the granting of an incomplete. The petition must be approved by the appropriate academic committee of the Undergraduate Theology Department.
- 3. Examinations and Other Assignments
 - a. Early examinations **are not** allowed.
 - b. Late examinations are administered only when extenuating circumstances are present (such as a death in the family the week before exams, sudden and major illness the week of exams that is documented by a physician). In fairness to all students, some persons should not have more time to prepare for an examination than others. **The granting of a late examination request is rare.**
 - c. A Petition for Late Examination without penalty must be signed by the professor and the chair. Proper documentation must accompany the petition and must be submitted to the Undergraduate Theology Department. The student must schedule the makeup exam with the professor of the course. The exam must be taken no later than five (5) calendar days after the approval of the petition. **Grade penalties may be applied as indicated by the Academic Affairs Committee.**
 - d. **All** exams will be given as scheduled. It is the student's responsibility when purchasing airline tickets, for example, to take this schedule into consideration. **Not being present for the final examination automatically results in failure of the course.**
 - e. These requirements apply to all quizzes, tests, and examinations administered by the Undergraduate Theology Department.
- 4. Attendance Policy
 - a. The Official Attendance Policy for the Undergraduate Theology Department is as follows for the three-semester 3-hour class:
 - 1. If class meets three times a week, 3 unexcused absences will result in 1 grade letter reduction; 6 unexcused absences will automatically result in an "F" for the course.
 - 2. If class meets two times a week, 2 unexcused absences will result in 1 grade letter reduction; 4 unexcused absences will automatically result in an "F" for the course.
 - 3. If the class meets one time a week, 1 unexcused absence will result in 1 grade letter reduction; 2 unexcused absences will automatically result in an "F" for the course.
 - b. The absences allowed prior to grade reduction are designed to allow for emergencies and illnesses, only. (Faculty may require documentation.) Administrative excuses are granted only when a student is on official

University business and has received approval in advance from the University administration.

c. The penalty for tardies is at the discretion of the instructor.

5. **Class participation.** Class discussion and participation are designed to facilitate reflection and learning in the classroom. Students will be evaluated on their participation and preparation for class.
6. **Classroom presentation.** Each student is required to present on a ministry or humanitarian organization. Student will share about the mission and vision of the ministry/ organization and the scope of work they do to help people. Use your creativity in designing these presentations (power point demonstration, movie, audio, etc.). A rubric will be handed out at the beginning of the semester that explains the grading criteria for the class presentation.
7. **Interactive Papers.** Student will write 3 (three) interactive papers for this course on local and national ministries and humanitarian organizations. Student will select three ministries and/or humanitarian organizations whose mission is to help people. Student will write about the mission and vision of the organization/ ministry, the scope of work they do to help people, and the contributions of volunteers in the organization. Student will interview (phone or live) a staff member to learn more about the organization/ ministry. Each paper needs to be 3-4 pages in length, 12 sized Times New Roman font, 1-inch margins, and double space.

C. Course Policies and Procedures

1. Evaluation Procedure:

Mid-term Exam	100 points
3 Interactive Papers	150 points
Presentation	100 points
Final Exam	50 points
Class Participation	100 points
2. Course grade will be determined as follows:

A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%
F = 59% or below
3. Whole Person Requirements: None

VI. COURSE CALENDAR (Subject to Adjustment as Needed)

Week 1 Are the Helping Professions for You?

Week 2 Helping Professions

Week 3 Knowing Your Values

Week 4 Helper, Know Thyself

Week 5 The Helping Process

Week 6 Theory as a Roadmap

Week 7 Local Humanitarian Organizations

First Interactive Paper Due 2/20

Week 8 Read--The Social Justice Tradition: Discovering the Compassionate Life

Week 9 National Humanitarian Organizations

Second Interactive Paper Due 3/6

Week 10 Personal and Professional Issues as a Helper

Week 11 Spring Break

Week 12 Stress, Burnout, and Self-Care

Week 13 Working in the Community

Third Interactive Paper Due 4/3

Week 14 Career Paths in the Helping Professions

Week 15 Power Point Presentations & Research Paper Due

Week 16 Power Point Presentations & Research Paper Due

**Course Inventory for ORU's Student Learning
Outcomes CCC 411- Practical Application of
Helping Skills Spring 2014**

This course contributes to the ORU student learning outcomes as indicated below:

Significant Contribution – Addresses the outcome directly and includes targeted assessment.

Moderate Contribution – Addresses the outcome directly or indirectly and includes some assessment. **Minimal Contribution** – Addresses the outcome indirectly and includes little or no assessment.

No Contribution – Does not address the outcome.

The Student Learning Glossary at <http://ir.oru.edu/doc/glossary.pdf> defines each outcome and each of the proficiencies/capacities.

OUTCOMES & Proficiencies/Capacities		Significant Contribution	Moderate Contribution	Minimal Contribution	No Contribution
1	Outcome #1 – Spiritually Alive Proficiencies/Capacities				
1A	Biblical knowledge		x		
1B	Sensitivity to the Holy Spirit		x		
1C	Evangelistic capability		x		
1D	Ethical behavior		x		
2	Outcome #2 – Intellectually Alert Proficiencies/Capacities				
2A	Critical thinking	x			
2B	Informational literacy	x			
2C	Global & historical perspectives	x			
2D	Aesthetic appreciation	x			
2E	Intellectual creativity	x			
3	Outcome #3 – Physically Disciplined Proficiencies/Capacities				
3A	Healthy lifestyle			x	
3B	Physically disciplined lifestyle			x	
4	Outcome #4 – Socially Adept Proficiencies/Capacities				
4A	Communication skills	x			
4B	Interpersonal skills	x			
4C	Appreciation of cultural & linguistic differences	x			
4D	Responsible citizenship		x		
4E	Leadership capacity	x			