



**03CO5920 Practicum II**  
**03CO5930 Practicum III**

Spring 2021  
Reformed Theological Seminary: Charlotte

**Professor Information**

Dr. Jim Newheiser  
Associate Professor of Christian Counseling

Professor: Jim Newheiser      jnewheiser@rts.edu  
TA: Taylor Wright              thwright91@gmail.com

**Grader**

As a lab course, the instructor serves as the course grader.

**COURSE DESCRIPTION**

This course serves to provide students the opportunity for independent counseling with overall professor supervision. The student should complete 25 hours (i.e. 25 sessions of at least 1 hour each). Students will complete case reports for each session and interact with the instructor for feedback and evaluation.

**COURSE OBJECTIVES**

By completing the assigned course requirements, the student will increase in their ability to skillfully counsel from the Scriptures. Particular attention will be given to data gathering, managing counseling time well, building passport, identifying key issues needing to be addressed, skillful use of the Scriptures, and overall vision for the counseling case.

## **COURSE MATERIALS**

RTS Counseling Case Report Form  
Counselee Evaluation of Counselor form

## **ASSIGNMENTS AND ASSESSMENTS**

This course is entirely electronic in its submitting of assignments. Each assignment will be sent by email to the professor/supervisor AND uploaded to Canvas in the appropriate portal. If you are unfamiliar with this process, make sure you schedule a time in advance with the TA to learn how to utilize Canvas.

1. Students are expected to conduct 25 counseling sessions of at least 1 hour in length over the course of the semester. Students who have not completed the 25 hours in the allotted time may, with the permission of the professor, have an extension to complete their 25 counseling sessions. The length of extension will not ordinarily exceed 8 weeks. Students who complete fewer than 25 sessions will receive a reduced course grade in accordance with the below grading grid.
2. Students are asked to include the session number with the current counselee and the overall session number (out of 25) in the file names of their reports (i.e. "Kristen J. session 3 number 15 of 25").
3. Students are to email to the professor AND upload to Canvas the signed Personal Data Inventory form and the signed confidentiality policy for each counselee with whom they meet. The PDI and all associated permission sheets must be completed by the counselee before counseling begins. *This is very critical, as you must obtain permission from the counselee to review cases with the professor (and his assistants) as well as make recordings.*
4. An RTS Counseling Case Report Form (available on Canvas) is to be filled out for each counseling session. The Case Form should be emailed to the professor or uploaded to Canvas in the appropriate portal within 48 hours of the counseling session. Students must obtain permission from the counselee through the signed confidentiality policy to release these reports. Two reports per week should be submitted.

5. Students are to record (with written permission of the counselee using the audio consent form available on Canvas) 3 sessions of audio, to be sent to the professor. **Make sure that the microphone is close enough that it clearly records both you and your counselee.** All audio files must be submitted in mp3 format. Audio recorded files are to be emailed to the professor or submitted via a shared DropBox folder. Schedule permitting, students may have the professor sit in on their counseling in lieu of recording a session. Audios exceeding one hour in length should either be edited down to one hour or include instructions as to which hour the professor should listen.
6. Each student is to meet with the professor 5 times during the semester in order to review the counseling cases. Each student is to take the initiative to schedule these meetings with the professor and should be held approximately every 2 weeks throughout the term. These meetings can be in person or by phone and will last approximately 30 minutes each. The student should make a record of each on Canvas.
7. Each student will ask a minimum of two counsees (ideally those who have been in several sessions) to fill out the counselor evaluation form and to turn it in directly to the professor.
8. Students should not procrastinate during the semester. The professor may not be able to grade more than two reports, and/or listen to more than one audio, and/or conduct more than one meeting per week, especially late in the semester. An avalanche of reports and audios late in the semester may result in an academic penalty.
9. Students are to write a 4–5 page double-spaced paper, indicating what you have learned about yourself and about your ability to counsel. Note your strengths and your weaknesses and how you have been challenged to grow as a counselor. Include specific homework assignments that you will apply to yourself to sharpen your skills in counseling. Conclude your paper by noting what has been most helpful in the supervision process and make any suggestions for improving the process of supervision. **Please follow the paper formatting requirements posted on Canvas.**

## COURSE GRADING

As a lab, course grades are ultimately discretionary. The following rubric will be used for determining student grades:

Number of Sessions Completed	Student demonstrates readiness for independent counseling	Student does not demonstrate readiness for independent counseling
25+	A	B
20-24	B	C
15-19	C	D

## NUTS AND BOLTS

### Special Needs

Any student with a disabling condition requiring special accommodations is strongly encouraged to contact the professor at the beginning of the course.

### Disclaimer

During the course of the semester the professor reserves the right to modify any portion of this syllabus as may appear necessary to the professor because of events and circumstances that occur during the term.

### Late Work

An avalanche of reports and audios late in the semester may result in an academic penalty.

### Insurance

While biblical counselors are rarely taken to court, we recommend that you purchase liability insurance for your counseling. The cost should be \$40 per year. Insurance can be purchased on <http://www.hpsso.com/selection>.

- Click the orange "Get a Professional Liability Insurance Quote" box.
- Select Individual.
- Select Student.
- Select State of Residence.
- Enter "Pastoral Counselor" for Profession/Area of Study.
- Enter anticipated graduation date.

## **Classroom Policies**

1. All classroom policies at RTS Charlotte are expected to be followed.
2. Guidelines for papers submitted in this course can be found as a separate document on Canvas. **Reading this document and following its instructions is essential for you to pass this course.**
3. Students are required to cite all sources consulted for a written assignment. Students who plagiarize or cheat in any other manner are guilty of academic misconduct and will be reported to the Dean of Students. This will result in disciplinary action up to and including failure of the course and academic dismissal.
4. Laptops are welcome in class for note taking only. Only word processing programs may be open during class; no browsers, email programs, social media feeds, or any other program is to be used. Please silence cell phones and do not text, Facebook, Snapchat, Instagram, or whatever else desperately beckons for your attention during class.
5. I am committed to giving proper care and oversight to all students regardless of gender. In addition, I want to be careful to maintain propriety in my interactions with women. I am happy to speak briefly with a female student about academic matters in the classroom or in my office with the door open. If a more extended conversation is necessary, counsel is being sought, or the door must be closed for privacy, another mutually agreed upon person will be in the room with us. I have established this policy for the sake of protecting myself and those with whom I meet. I realize that where to draw the line in such situations is a matter of conscience (Romans 14:23) and I do not mean to be critical of those who might draw the line in a different place. For further explanation please see my article, "The Tenderness Trap" published in the Journal of Biblical Counseling

### **Please also adhere to the following RTS internet usage protocol:**

#### RTS Charlotte Classroom Technology Usage

RTS Charlotte recognizes how essential it is for students to have reliable, campus-wide access to the internet. For that reason, we have made Wi-Fi available for our student body, not only in the library and student lounges, but also in the classrooms. We know that students need to use the internet to download class materials, access files on the Cloud, and locate other important information. However, we also recognize that internet access in the classroom provides opportunity for abuse and misuse. Some

students have unfortunately used their internet access to engage in many activities that distract them from the classroom lectures (e.g., surfing the web, checking sports scores, playing games). Not only does such activity hamper a student's own seminary education, but it distracts other students who can easily view the screens of nearby students. In addition, donors and classroom guests (who often sit in the back) can see this inappropriate internet usage, which reflects poorly on RTS. Classroom etiquette includes leaving cell phones turned off, refraining from surfing the Internet or playing computer games or other distracting activities. In addition, students must respect standards set by individual professors regarding the use of technology during their class.

In order to address this issue, we must appeal to the integrity of the students as ones who are preparing for a lifetime of ministry to Christ and his church. We expect each student to take personal responsibility for proper classroom technology usage and to encourage others around them to do the same. All RTS-Charlotte students are accountable to the policies stated in the Student Handbook and Academic Catalog and are therefore expected to use technology in the classroom only for appropriate class-related activities. Student conduct is under the supervision of the Dean of Students.

**Course Objectives Related to MACC Student Learning Outcomes**

Course: Practicum II and III (CO5920/5930)  
 Professor: Jim Newheiser  
 Campus: Charlotte  
 Date: Spring 2021

<p><b><u>MACC Student Learning Outcomes</u></b>  <i>In order to measure the success of the MACC curriculum, RTS has defined the following as the intended outcomes of the student learning process. Each course contributes to these overall outcomes. This rubric shows the contribution of this course to the MACC outcomes.</i></p>	<p><b><u>Rubric</u></b></p> <ul style="list-style-type: none"> <li>➤ Strong</li> <li>➤ Moderate</li> <li>➤ Minimal</li> <li>➤ None</li> </ul>	<p><b><u>Mini-Justification</u></b></p>
<p><b><u>COUNSELING KNOWLEDGE</u></b>            Demonstrate knowledge of counseling theories and modern anthropology.</p>	<p>Strong</p>	<p>Counseling theories and modern anthropology find their expression in the application of independent counseling.</p>
<p><b><u>COUNSELING SKILL</u></b>            Ability to apply biblical truths and common-grace insights in church-based counseling settings.</p>	<p>Strong</p>	<p>Course focuses on practical application of counseling skill.</p>
<p><b><u>SCRIPTURE</u></b>            Significant knowledge of the original meaning of Scripture and ability to apply to modern counseling circumstances.</p>	<p>Strong</p>	<p>Student counseling will be evaluated on successful and erudite use of Scripture in counseling sessions.</p>
<p><b><u>REFORMED THEOLOGY</u></b>            Significant knowledge of Reformed theology and practice and ability to apply to modern counseling circumstances.</p>	<p>Strong</p>	<p>Counseling sessions may include any life situation imaginable. All life situations will involve the application of Reformed theological distinctives.</p>
<p><b><u>SANCTIFICATION</u></b>            Demonstrates a love for the Triune God that aids the student's sanctification.</p>	<p>Moderate</p>	<p>Course will exercise existing sanctification and encourage growth through personal development.</p>
<p><b><u>WINSOMELY REFORMED</u></b>            Embraces a winsomely Reformed ethos.</p>	<p>Strong</p>	<p>Counseling naturally involves good will towards the counselee.</p>