THIRD YEAR

PRE-CLASS ASSIGNMENT

PERKINS COURSE OF STUDY SCHOOL – 2014

(314) PASTORAL CARE AND COUNSELING

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Texts:

Clinebell, Howard - *Basic types of Pastoral Care and Counseling: Resources for the Ministry of Healing & Growth* (Abingdon Press, ISBN 0687024927)

Parsons, Terry - *The Intimacy Jungle: How You Can Survive and Thrive in a Lasting Marriage* (Brown Books, ISBN 0-9702643-0-6)May be obtained directly from Dr. Parsons at ttparsons@aol.com or by calling 972 437 3370 ext. 1

Switzer, David – *Pastoral Care Emergencies : Ministering to People in Crisis* (Paulist Press, ISBN 0-8091-3035-1)

Assignments:

1. Write a **5-7 page reflection** on your family (your present family and the family you grew up in, which may include your parents, grandparents and other significant persons). Include as much of the following information as possible: names, ages, birth dates, death dates, marriages, divorces, children, miscarriages, medical conditions, occupations, education level, and religious affiliations and involvement. Address any life experiences that have significantly affected you. Who had the greatest influence on you? How has that influence affected your call and/or who else has affected your call to ministry? What role did you play in the family (e.g. caretaker, peacemaker, overachiever, clown, troublemaker, etc.)? How has that role impacted the choices you have made in your life? How has it influenced the role as a minister? How has it impacted your style of caring?
2. Construct a **3-5 page paper** describing an example of your providing pastoral care or counseling. Include a section of the dialogue you had with the care receiver in verbatim style. (Chapter four in Clinebell's book offers examples.) Conclude the paper with your reflections about the strengths and weakness of your pastoral care/counsel demonstrated in the situation and where you saw God in the experience.
3. Write a **2 page paper** identifying the most important issues to take into account when deciding whether or not to refer a parishioner to someone else for further care and counseling.
4. Identify and become familiar with at least five "Referral Resources" in your geographic area that you may need to refer a parishioner to at some point in the future. **For each, prepare a Resource Sheet including**: Name of the Agency or person; Address and Phone #; Contact Person; Range of Services Offered; Referral Requirements; Fees; Comments.
5. Write a **2 page paper** about a Jesus story that exemplifies to you what we refer to as pastoral care and counseling.

IMPORTANT INFORMATION

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The completed pre-class work for courses 211-514 must be sent to the Course of Study School office **postmarked on or before May 15, 2013** OR submitted electronically through the Locker system (see information below) **no later than May 15, 2013 at 11:59.59 p.m**. Pre-class work submitted after May 15 will have grading penalties assessed as follows: (grades are expressed alphabetically from A to F, with F being the lowest grade)

- Submissions dated May 16 - May 31 will receive a one letter grade reduction
- Submissions dated June 1 - June 15 will receive a two letter grade reduction.

- Submissions dated June 16 or later, the student will be dropped from that course registration with no refund (of registration, fees or housing)

A request for an extension requires the following:

- It must be submitted in writing to the director of the Course of Study School. Via e-mail, send to Jeannie Trevino-Teddlie at COSSExt@smu.edu. Via regular mail, send to COSS Extension, P.O. Box 750133, Dallas, TX 75275-0133. By fax, send to 214-768-1042). **Make sure that you notify the COSS office of any transmission.**
- It must be received by May 1
- It must state valid reason(s) for needing an extension
- It must state the course name(s) and number(s) for which the extension(s) is/are requested
- It must state the amount of time being requested (not beyond June 15)

In order for an extension request to be considered, the student must be fully registered (i.e., fees paid, signatures acquired, Release of Liability and Course Registration and Housing forms filled out and submitted). Before a decision can be made regarding an extension, the Director will consult with the student's district superintendent, local pastor registrar and instructor.

Optional Electronic Submission for Pre Class Assignments

Course of Study School Lockers

We are offering an alternate method for the submission of pre-class assignments. The Course of Study School is using a "Locker System", Locker.SMU. This system allows COSS students to submit their pre-class assignments electronically. Please remember that we will continue to accept mailed in paper pre-class assignments. Electronic submissions and the use of Locker.SMU is optional.

A Locker will be assigned to each student for each class they are taking. For example, if you are taking Hebrew Bible I (211) and Formation Discipleship (213) you will be assigned two different Lockers. The instructor for each course will then be able to log in to the Locker System and retrieve your submitted assignments for each particular class.

When your registration is received, the Course of Study School staff will be creating your private Locker(s) and informing you via e-mail when your Locker(s) has been successfully created. In this email, you will receive specific instructions on how to access your Locker(s) and how to upload your assignments.

If you have not registered by May 15th, you will not be guaranteed a locker and you will need to submit your pre-class assignments via postal service.

The Locker System will automatically date and time stamp your submitted assignments to inform the instructor and the Course of Study School staff when the assignment was submitted.

The pre-class assignments should be submitted to the Locker System **ONLY in .doc format.**

When you are ready to submit your pre-class assignments online, but have not received an e-mail with information on how to access your private Locker(s), please contact the Course of Study School staff at COSS@smu.edu with the subject line: Locker Access. The Course of Study School staff will then reply with specific instructions on how to access your Locker(s) and how to upload your assignments.

The completed pre-class work for courses 211-514 must be submitted to the Locker System **no later than May 15th at 11:59:59 p.m.** Pre-class work submitted to the Locker System after May 15 will incur grading penalties as mentioned above on the grading guidelines. The same deadline restrictions apply whether you are submitting pre-class assignments electronically or via postal service.

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Students should keep a printed copy of each assignment and bring a copy of each assignment to class regardless of how the assignment was submitted.

In addition, students should include a one-page autobiography for each instructor.

Each assignment should be typed, double-spaced, or legibly handwritten, with pagination numbers, and be accompanied by a completed cover sheet. A copy of the cover sheet can be found in the Course of Study School Catalogue and can be photocopied, it will also appear as a preloaded file when you access your locker.

Guidelines for writing pre-class assignments and information on academic dishonesty are provided in the Course of Study School catalog, available on the website. Students are expected to understand what constitutes plagiarism. Students who are found to plagiarize are subject to grading penalties, which may include dismissal from the school.

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