MASTER'S International
UNIVERSITY of Divinity

Course Study Guide

Biblical Counseling Practicum BCP-1520

3 credits
"He will guide you into all truth" (John 16:13).
Welcome to this course! The completion of this course will prove to be a significant blessing to you both academically and spiritually. We recommend that you thoroughly read the entire study guide before you actually begin working on the Course Projects. If you are uncertain or unclear on any matter, contact the University for clarification (1-800-933-1445 ~ 1-812-471-0611 ~ lessons@mdivs.edu). Above all other things, we encourage you to pray for God’s guidance before you begin this course, and each time you work on it.

Become totally familiar with the Master’s Online Digital Library, and make ample use of its resources throughout this course. The address is: http://odl.mdivs.edu. You will need your student ID# and a password. This information was sent to you shortly after your initial enrollment. Contact Master’s if this has been misplaced or forgotten.

Follow the instructions given later in this study guide related to course formatting and submission. You may also refer to your original Student Orientation Page. IMPORTANT: The instructions on the study guide always supersede any other instructions. If there seems to be a conflict between this study guide and other instructions, always follow the instructions on the study guide.

Your Master’s Student Portal is also a convenient place to get information on most subjects related to your student status. Go to: http://ims.mdivs.edu/students-alumni/

We strongly recommend that you use reliable word processing software and make frequent use of the spell checker and grammar suggestion aspects. Be sure to save your work frequently, and back up your files! Master’s cannot be responsible for keeping backup copies of course work you have submitted.

If you need to contact the professor for this course (or the academic office), we recommend that you do so first by email. If the professor’s email address is not listed on this study guide you may request it by email: lessons@mdivs.edu.

The total length of time required to complete this course is different for each person. This is because already acquired knowledge of the subject, previous education, and personal situations all influence study habits and ability.
"He will guide you into all truth" (John 16:13).

However, on average, one course credit usually requires between 35-40 clock hours of study. For example, a three-credit course will require between 105-120 hours. Since you are not restricted by classroom hours, on average you might expect to complete a three credit course in about eight to nine weeks by devoting four study hours per day four days per week (i.e. two hours morning and evening). Obviously, these are only general estimates, bearing in mind personal study habits and differing course requirements.

The time between the submission of your coursework, until it is returned to you (graded) will vary, but generally courses sent by postal mail may require as much as two weeks in transit (to and from), and another two weeks to get through the recording and grading process. Email submissions (preferred) generally require about two weeks. These are only averages.

Some courses require a final proctored written final summative exam. If so instructions will be included, further down in this study guide. Be sure to follow very carefully these instructions, and contact the University if you have. If no final exam is required, there will be no instructions given.

Please keep the University informed if you change your email, postal mailing address or telephone numbers.

Students with Disabilities

Students with documented disabilities who may need special instructional accommodations should notify the University.

May God bless you in your studies, and as you follow the timeless encouragement given by the Apostle Paul as recorded in II Timothy 2:15, “Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.”

Also, his words in Galatians 6:9, “And let us not be weary in well doing: for in due season we shall reap, if we faint not.”
"He will guide you into all truth" (John 16:13).

GENERAL INFORMATION

Identifying Course Projects - This study guide contains assignments that are related to the required textbook(s), instructional materials, lectures (if any), online or off-line research, as well as optional books along with other course materials. The combination of these assignments is called a Project or an Assignment.

You will complete Projects and/or Assignments for this course then be instructed as to how to submit these for grading. About half way through most courses, you will be asked to complete a Self-guided Personal Assessment. This assessment is not to be submitted for grading, but is designed to assist you in recalling and reaffirming your learning experience up to that point.

After you have completed the requirements for this course (if so required), you will be ready to take your final proctored summative exam (not all courses require a final written exam). Follow the instructions. If there are no such instructions, then this course is not one that requires a final proctored exam.

Instructional Methods - All of the distance education courses at Master's are taught using a variety of instructional methods including reading (lectures in some cases), research (both online and off-line in some cases), self-directed study, demonstration of comprehension through project creation and assessment, a self-directed mid-course personal assessment, and in some cases, a final proctored summative examination.

Home Page http://www.ims.mdivs.edu/
General Student Portal http://ims.mdivs.edu/students-alumni/
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Practicum Course Study Guide

Counseling Practicum

Instructor: David M. Tyler, Ph.D.
Three (3) Credits

Course Rationale

The practicum is the capstone of the academic training. Under the mentorship of a certified biblical counselor, the student will begin counseling. This course will facilitate the student who has completed all other academic requirements to hone counseling skills and to seek, if desired, certification as a Certified Biblical Counselor with the International Association of Biblical Counselors (IABC) www.iabc.net, or the Association of Certified Biblical Counselors (ACBC) (formerly the National Association of Nouthetic Counselors) www.biblicalcounseling.com. Through a series of tasks and projects, the student can prepare for the certification process. Students must complete core classes prior to starting the practicum class and supervised counseling.

REQUIRED MATERIALS & PROJECTS

Reading Materials (to be purchased by the student – recommended source: http://mdivs.christianbook.com/)


Audio Lecture by Dr. David Tyler (Provided online by Master's)
http://www.mdivs.edu/m3/audio/General Counseling Practicum.mp3
"He will guide you into all truth" (John 16:13).

Textbook Project:

Read Curing the Heart: A Model for Biblical Counseling, by Dr. Howard Eyrich and Dr. William Hines. Read and write summaries for each chapter 1-9 and 11-12 of not less than 400 words and not more than 500 words. For Chapter 10, summarize each lettered section in 100 words.

Lecture Project:

Listen to the lecture by Dr Tyler. Write a sentence outline of the lecture. http://www.mdivs.edu/m3/audio/General Counseling Practicum.mp3

Concerning the Supervised Counseling Project: The student must complete the assignments for Curing the Heart and the lecture before starting supervised counseling.

INTRODUCTION TO SUPERVISED COUNSELING

A. Request a practicum mentor by sending a request to Dr. Diana Zengler at MIUD. Your mentor will contact you by email.
B. Complete 20 hours of supervised counseling under the supervision of an MIUD faculty member, AABC, and/or ACBC certified counselor.
C. Submit a letter of recommendation from a church or Christian organization verifying your involvement in a ministry in which counseling skills are utilized.
D. Pay the $200.00 Mentoring Service fee to MIUD to cover the Mentor’s supervision. You may pay this fee online at: http://ims.mdivs.edu/students-alumni/payment-support-options/. Select “MIUD Counseling Mentoring Fee” as the purpose of the payment. If you have questions about this fee, please submit your questions to Dr. Diana Zengler at drzengler@mdivs.edu or call Dr. Zengler at 1-812-471-0611.
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**Getting Started With Your Counselee**

You are responsible for finding counselees to consent to the counseling process with you. In many cases your Church Leadership will provide help in finding counselees. Please be certain to give full consideration to the legal aspects of the counseling process by consulting a knowledgeable Attorney or the leadership of the counseling center or ministry with whom you are working. Counseling insurance is very inexpensive. Insurance can be obtained through Healthcare Providers Service Organization at [www.hpso.com](http://www.hpso.com) or 1-800-982-9491.

1. Set up an appointment with the client.
2. Have them fill out the PDI and the Student Counselor/Counselee Agreement (below) to be brought to the first session. (The Personal Data Inventory/ PDI is an indispensable tool for getting to know the counselee. We suggest you copy and use the PDI that is in the appendix in your text, *Curing the Heart*, pages 181-190.
3. Meet with the client at the agreed upon time. Assign Homework and make a Plan of Action with the counselee for that week.
4. Fill out the MIUD Case Report Form and email it to your mentor. Set up your telephone meeting in advance. Call your mentor at the appropriate day and time.
5. **Homework Recommendations and Resources:** Assigning homework to counselees is a proven and honored counseling tool. Not all counselors are sufficiently supplied with counseling homework resources. At the very end of this study guide, you will find a Homework Recommended Resource. You may use your own counseling homework forms/method/routine, but the provided downloadable forms are made available to aid you in your counseling practicum. You may make use of them without attribution, and may change the forms as may be helpful.
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Student Counselor and Counselee Agreement

I (Counselee) ___________________________ have entered into a counseling relationship with (Counselor) __________________________. I understand that I should consider this Counselor to be a student and not a professional Counselor in the eyes of the state, or any other institution or person.

I release the church, its agents, counselors and employees, from any liability or claim arising from the undersigned's participation in the above-mentioned Biblical counseling program. I agree to release this counselor, Master's International University of Divinity and (Student Counselor)___________________________ from liability.

Signature of Counselee: ______________________________________________

Printed Name of Counselee: _________________________________________

Date: ______________________________

Signature of Student Counselor: ______________________________________

Date: ______________________________
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Case Report Form

Counselor’s Name ____________________________________________

Date:_____________ Counselors case #_______ Session #_______

1. Case background information:

2. Reason given for coming:

3. Evaluation of homework (changes which took place since last session):
"He will guide you into all truth" (John 16:13).

4. Main problems discussed in this session:

5. List of unbiblical, thoughts, words and actions you see in the counselee:

6. What heart issues are emerging?

7. What biblical solutions were given in this session (see question #4)
“He will guide you into all truth” (John 16:13).

8. Describe homework given and why:

9. How was hope or encouragement given this session?

10. Evaluate the progress made and state specific changes the counselee has made:
"He will guide you into all truth" (John 16:13).

11. Agenda for your next session:

**Important Note:** You should consult a knowledgeable Attorney or the Leadership in your Church or counseling center as to the best approach in your state and Church. If you ever think you are “over your head” with a counselee’s problems do not hesitate to make a proper referral. This is best for the counselee and shows that you are more concerned with the counselee being truly helped than in “solving the case”. All such referrals should be made in writing and given to the counselee and a copy kept for your files. The following forms are suggested for your use.

**COUNSELING INFORMATION AND CONTRACT**

1. **Diagnostic Tools:** We use helpful counseling forms such as this Personal Data Information, General Log, Data Gathering, Health Questionnaire and other aids to gain an understanding of the central problems a person is experiencing.

2. **Intent Listening:** We encourage the counselee to speak his mind in an appropriate fashion and to discuss his thoughts, anxieties, resentments, and fears so that the counselor will have a clear understanding of the central problems.

3. **Team Counseling:** There are times when a counseling situation may call, for a team approach. In this event, we may have more than one counselor involved in a session. The counselors share insights and opinions with one another which pertain to the case. Team Counseling can be especially helpful. In marital counseling; a husband and wife team can help put both counselees at ease.

4. **Assignments:** Counselees make more rapid progress when they are required to study or to perform specific informational or behavioral assignments which
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pertain to the problem. We tailor these assignments to the individual counselee and the circumstances.

5. Accountability: We are not interested in wasting the time of the counselors or the counselees. We are interested in believers learning how to experience the peace and joy that result from a walk of obedience to God's Word, and we hold the counselees accountable for doing the assignments on schedule.

HOW LONG DOES BIBLICAL COUNSELING TAKE?

Counseling will vary in the amount of time required according to the individual, his motivation, and the particular problem. On the average, however, Biblical counseling requires far less time than conventional secular counseling. One reason is that Biblical counselors are not interested in prolonging the number of sessions in order to increase their income. Simple problems are often solved in one session. Severe problems may require a longer period. Marital counseling may require as many as 12 to 18 sessions. Substance abuse problems may require many more sessions, with intensive accountability and follow-up.

ABOUT CONFIDENTIALITY

We are careful to protect each counselee’s confidentiality. There are times, however, when a counselor must consult with other counselors for advice. If information is revealed in counseling which indicates a genuine potential for harm to a counselee or others, the counselor may be legally accountable for sharing that information with the appropriate authorities or family members (be
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sure to know the requirements of your state or national law).

**This completes the Projects for this Practicum.**

**Homework Recommendations and Resources:** Assigning homework to counselees is a proven and honored counseling tool. Not all counselors are sufficiently supplied with counseling homework resources. You may use your own counseling homework forms/method/routine, but the provided downloadable forms are made available to aid you in your counseling practicum. You may make use of them without attribution, and may change the forms as may be helpful. Click the links or copy them into your Internet browser to download the forms (the form can be identified by the name of the form given at the end of the link.

**Important Information on the Links Below:** If you simply click on the links below, they may not actually work on your computer. **However, if you bock and copy the link into your Internet web browser, they will work every time.**

____________________

**Data Gathering Homework**

- http://www.mdivs.edu/bcpforms/General Log Diary.doc
- http://www.mdivs.edu/bcpforms/Health History Questionnaire.doc
- http://www.mdivs.edu/bcpforms/PERSONAL DATA INVENTORY.doc
- http://www.mdivs.edu/bcpforms/Weekly Counseling Record.doc

**General Homework**

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Home Page http://www.ims.mdivs.edu/
General Student Portal http://ims.mdivs.edu/students-alumni/
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http://www.mdivs.edu/bcpforms/Consent to Counseling Revised.doc

Communication Homework

http://www.mdivs.edu/bcpforms/COMM WORKSHEET 01.doc
http://www.mdivs.edu/bcpforms/Communications Guidelines.doc
http://www.mdivs.edu/bcpforms/Conference Table.doc
http://www.mdivs.edu/bcpforms/IMPROVING YOUR SPEECH.doc
http://www.mdivs.edu/bcpforms/Speculation Useless Thought and Talk.doc

Emotions Homework

http://www.mdivs.edu/bcpforms/An Angry Man.doc
http://www.mdivs.edu/bcpforms/Anger Bitterness and Resentment.doc
http://www.mdivs.edu/bcpforms/APPRECIATION AND ANNOYANCE LIST.doc
http://www.mdivs.edu/bcpforms/Bitterness.doc
http://www.mdivs.edu/bcpforms/DEALING WITH ANXIETY.doc
http://www.mdivs.edu/bcpforms/Discerning Sinful and Righteous Anger.doc
http://www.mdivs.edu/bcpforms/Fear.doc
http://www.mdivs.edu/bcpforms/Fear 2.doc
http://www.mdivs.edu/bcpforms/Overcoming Depression.doc
http://www.mdivs.edu/bcpforms/Overcoming Depression True Happiness.doc

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**Habit Change Homework**

http://www.mdivs.edu/bcpforms/A Life Dominating Sin.doc
http://www.mdivs.edu/bcpforms/Breaking Links in the Chain of Sin.doc
http://www.mdivs.edu/bcpforms/Changing Sinful Thought Patterns.doc
http://www.mdivs.edu/bcpforms/Forgiveness.doc
http://www.mdivs.edu/bcpforms/Habituation.doc
http://www.mdivs.edu/bcpforms/Repentance.doc
http://www.mdivs.edu/bcpforms/Resolving Sexual Difficulties.doc
http://www.mdivs.edu/bcpforms/Structuring Your Life For Biblical Change.doc
http://www.mdivs.edu/bcpforms/The Put Off Put On Dynamic.doc

**Marriage Homework**

http://www.mdivs.edu/bcpforms/APPRECIATION AND ANNOYANCE LIST.doc
http://www.mdivs.edu/bcpforms/GODS BLUEPRINT FOR MARRIAGE.doc
http://www.mdivs.edu/bcpforms/House Cleaning.doc
http://www.mdivs.edu/bcpforms/HUSBAND SAMPLE LOG LIST.doc
http://www.mdivs.edu/bcpforms/I Will Do for Has Done for Me.doc
http://www.mdivs.edu/bcpforms/Marriage Failure Lists Husband Wife.doc
"He will guide you into all truth" (John 16:13).

http://www.mdivs.edu/bcpforms/Marriage Failures.doc
http://www.mdivs.edu/bcpforms/Promoting and Maintaining Unity in Marriage.doc
http://www.mdivs.edu/bcpforms/RATE YOUR MARRIAGE.doc
http://www.mdivs.edu/bcpforms/Role of the Husband.doc
http://www.mdivs.edu/bcpforms/Role of the Wife.doc
http://www.mdivs.edu/bcpforms/SAMPLE LOG LIST WIFE AND MOTHER.doc

Thoughts Homework

http://www.mdivs.edu/bcpforms/Dealing With Envy Brooding and Self Pity.doc
http://www.mdivs.edu/bcpforms/Envy Brooding and Self Pity.doc
GENERAL INFORMATION ON HOW TO SUBMIT YOUR COURSEWORK

Read Me 1 of 6

ALL COURSES SENT ONLINE MUST BE IN THE FOLLOWING FORMAT:

ALL course assignments MUST be completed in the form of a single document file transfer attached to an email message. DO NOT paste your assignments into the body of the email message. Be sure the assignment is attached as a single file transfer. ALL assignment files must be sent in either one of two forms: 1. Microsoft Word® - or - 2. Any form of text (such as ASCII, Text Only, RTF, Text, etc.). Assignments submitted in unreadable formats will be returned for resubmission in the proper format. Send your assignments to lessons@mdivs.edu.

MAKE BACK UP COPIES OF EVERY COURSE!

TIP: You may create your lesson in your favorite word processor, and when you save it, select "Save As," and then select: .doc, .docx, .rtf, .txt. Remember, all the text types are simple, clean and easy way of submitting your courses.

HOWEVER, only the .rtf format is likely to retain all or most of the text formatting that you may have worked so hard to produce. THEREFORE, if you are not submitting your coursework in Microsoft Word (recommended), we strongly suggest that you save to .rtf formatting.

DO NOT SEND COURSES IN ANY OTHER FILE FORMAT. DO NOT SEND COURSES AS A ZIP FILE. In only rare cases will you be instructed to sent course components in multiple files. Unless instructed to do so, always send a completed course component as a single file with all of the projects and assignments for that component saved within a single file. Courses not sent according to these instructions may be refused and a request will be made for resubmission.

Read Me 2 of 6

THIS INFORMATION IS ONLY FOR STUDENTS WHO MUST PRINT THEIR COURSE SUBMISSIONS AND SEND THEM BY POSTAL MAIL, AND FOR THOSE FEW COURSES THAT REQUIRE THAT THE COURSE BE SENT BY POSTAL MAIL.

Most of the instructions for sending courses apply whether you print and mail your courses or elect to send them online.
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When printing be sure to print on only one side of the page, but be sure that your name, student number and the name plus number of the course is printed on each page (header or footer is acceptable).

If you wish to have us return your graded course, you must include with your submission a return envelop of sufficient size and affixed with sufficient postage to allow us to return your graded course. If you forget to do this, your student account will be charged for the cost of shipping and handling. Send your course submissions to: Master’s International University of Divinity, PO Box 5009, Evansville, IN 47716-5009.

Read Me 3 of 6

BEFORE SENDING YOUR FIRST COURSE, PLEASE BE SURE TO READ VERY CAREFULLY THE INSTRUCTIONS THAT ARE A PART OF THIS PARTICULAR COURSE. IN MOST CASES (THERE ARE SOME EXCEPTIONS) YOU WILL BE REQUIRED TO SEND THE FIRST PART OF THE COURSE, COMPLETE A SELF-ASSESSMENT, THEN BEGIN THE FINAL PART OF THE COURSE, AFTER WHICH YOU MAY BE REQUIRED TO COMPLETE A PROCTORED FINAL WRITTEN SUMMATIVE ESSAY EXAM. INSTRUCTIONS ON THE CURRENT STUDY GUIDE ALWAYS SUPERSEDE ANY OTHER INSTRUCTIONS.

NOW, LET US LOOK AT THE GENERAL PAGE FORMATTING & WRITING STYLE GUIDELINES THAT YOU SHOULD FOLLOW AS YOU COMPLETE YOUR COURSE.

Page margins are one inch (top, bottom, left and right). Use page numbering, and place the page numbers at the bottom right of each page. Page number one (1) will be the very first page of your first course project and so-forth. Always double-space.

Use a font that is easy to read (Ariel, Century Gothic (preferred), Verdana, etc.) as well as a font size that is appropriate (usually 12 point so that it is not too small or too large).

Put your name, student number, degree level, and course name in the "Properties" section of your course file. To find the "Properties" box for your file (this may be different for your word processing program), click on "File" at the top left of your word processor. Next, select "Properties" and key in the required information. This will permanently identify your document. You may select any recognized writing style you prefer (A.P.A., M.L.A., Chicago/Turabian), but be consistent in your style selection.
Courses not sent according to the proper submission steps may be returned for proper compliance. PLEASE understand that with thousands of lessons sent each year, this requirement is a matter of high importance and self preservation for both you and our staff. Thank you for your understanding.

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When you send your lesson as a file transfer, use the course number followed by your first, middle (if you have a middle name), and last initials as the name for the file. For example: Let us say you are completing the course "Advanced New Testament I ANT-701." In this example, a course from, let us say, student Steve L. Pack, might have a file name of ANT-701slp.rtf (if it were saved as an RTF file), or ANT-701slp.doc if it is a Word document. The point being that the course number is followed by the initials of your name.

In order to be sure that your faculty member knows that the work on your lesson has actually ended, you "must" place the following statement on the last line of the last page of your component submission: **Last page of this lesson**.

Of course, you are ultimately responsible for creating and maintaining a secure backup file of all courses sent to Master's (online as well as offline). While the occurrence of a course being lost is rare, it does happen.

In some cases, it may be necessary for new students to take a computer/word-processing course from a vendor in his or her own community, or to secure the help of a friend who has mastered the basics.

Of course, as online skills relate specifically to the use of any of Master's Internet based resource, we certainly are prepared to assist you in any way possible.

If ever you are just "plain old stuck", send a message to: lessons@mdivs.edu explaining your situation in detail. There is a solution to every problem, and together we will find it.

Each course must be completed with a passing grade of not less than a "C" (75%) for undergraduate programs, and a "B" (85%) for graduate level programs. If a grade falls below the required minimum, you will not be automatically failed, but will be assisted in knowing exactly what is required for a successful re-submission. The goal is always to assure that you will receive the highest quality education possible, and you may be confident that we will actively work with you toward this goal. Please refer to the Course Evaluation Criteria located a couple of pages below.
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Be sure that the following information is always included at the very top of the first page of each and every Course Component.

Name:
Student I.D. Number:
E-Mail Address:
Date:
Course Name:
Level of Study and Program Area (Example, Bachelor of Ministry in Biblical Counseling):
Postal Address:
City: State:
Postal Zip or country code:
Country:
Office Telephone & Home Telephone:

You MUST add the above information at the very beginning of your work. COURSES NOT SENT ACCORDING TO THE ABOVE, MAY HAVE TO BE REFUSED, AND A REQUEST WILL BE MADE FOR RE-SUBMISSION.

Read Me 6 of 6

HOW TO REQUEST YOUR NEXT COURSE IF THE ONE YOU ARE SUBMITTING IS NOT THE FINAL COURSE.

Except when you are submitting your final course for the program, it will be necessary for you to request your next course (it will not be sent to you automatically). BEFORE you do so, please read the following:

If you do not already have the study guide for your next course, you will need to request that it be sent to you. Except in very rare circumstances, we do not recommend that students request future study guides far in advance. Courses are constantly being up-dated, and study guides that were current many months ago, may have undergone revisions.

To order your next course, use the Study Guide Request Form on your Program Access Page or the Student Portal. You may also go to: http://ims.mdivs.edu/students-alumni/request-a-study-guide/
"He will guide you into all truth" (John 16:13).

Your study guides will come to you in one of three formats:

1. Adobe .pdf format. This is the standard file format in higher education, and is increasingly the standard in general. It is most likely that you already have an Adobe .pdf reader installed on your computer. If you do not already have the Adobe Reader, you may download it Free online at: https://get.adobe.com/reader/.

2. Rich Text .rtf format. Most summative final exams are sent as an .rtf file. Your computer should have no difficulty reading this type of file.

3. A Web page (.htm or .html) format. Your study guide will open in your preferred Internet browser.
"He will guide you into all truth" (John 16:13).

GENERAL COURSE EVALUATION CRITERIA USED BY MASTER’S

IMPORTANT: Undergraduate students must achieve not less than 75/C grade level, and graduate/doctoral students not less than 85/B. Student’s failing to attain the minimum passing grade, will be asked to resubmit either the entire course, or the portion of the course needing remedy.

| KNOWLEDGE: recalls details of learned material, including relevant facts and theories. | 20 PTS. MAX |

| COMPREHENSION: Answers are relevant to questions and projects. Student grasps the meaning of the learned material. Correctly explains, interprets, and summarizes as appropriate. | 20 PTS. MAX |

| APPLICATION: Applies rules, methods, concepts, and principles as required by questions and projects. | 20 PTS. MAX |

| ACADEMIC LEVEL: Answers are insightful, original and developed with adequate detail and depth. | 10 PTS. MAX |

| ACADEMIC LEVEL: Student follows accepted norms of written submission including spelling, grammar and syntax. | 10 PTS. MAX |

| PROPER CITATION OF REFERENCES: References are appropriate. | 10 PTS. MAX |

| SUBMISSION REQUIREMENTS: The course has been submitted neatly and in accordance with course submission guidelines. | 10 PTS. MAX |

100-96 = A  95-90 = A-  89-85 = B  84-80 = B-  79-75 = C  74-70 = C-  69-65 = D  64-60 = D-
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ADDITIONAL GRADE CRITERIA

- Exemplary development of ideas.
- Excellent recall of material.
- Submission requirements not fulfilled.
- Strong in the area of application.
- References very strong and relevant.
- Grammatical errors excessive.
- Unique and helpful expressions employed.
- Aware of important intricacies of the issues involved.
- Lack of flow in communication.
- Nice mix of theological and/or pastoral ideas.
- Overall work at the peak of or above grade level.
- Overall work somewhat below grade level.

MASTER’S ACADEMIC INTEGRITY POLICY

The following statements express the policy of Master’s International University of Divinity pertaining to academic dishonesty:

Cheating/Plagiarism

A student who submits written material as his/her own work which has been copied in whole or in part from another person’s writing without proper acknowledgment is guilty of plagiarism.

Material (whether published or unpublished), copied from another writer must be identified by the use of quotation marks and documentation with specific citation of the source. Paraphrased material must likewise be attributed to the original author. Copying another student’s paper, with or without his/her permission, or using his/her ideas with only minimal reworking is plagiarism just as is copying material from printed books and magazines without giving credit to the original source. Having another person do his/her work and submitting it as his/her own is considered cheating.
"He will guide you into all truth" (John 16:13).

Reporting Procedures

First Offense

The grading faculty member will confront the student and the student will be given an opportunity to respond. Taking the student’s response into account, the professor will indicate to the student what action will be taken according to the University policy and what procedures will be carried out for reporting the matter to the Dean of Academic Affairs.

The professor may require that the student sign an academic misconduct incident report and give the student a copy of the report. If this is a first incident of plagiarism, the student will receive an “incomplete” for the assignment and the instructor will require the paper to be rewritten in correct form.

Second Offense

The student will receive a “0” for that assignment and will need to re-submit the assignment with a full letter grade reduction as penalty. A notice of the academic offence will be submitted to the Dean of Academic Affairs with a copy of the incident report form and the plagiarized paper or relevant material put in the student’s file.

Third Offense

The Professor will send a copy of the incident report to the Dean of Academic Affairs. The student will meet by telephone conference or in person with the Dean of Academic Affairs for consultation regarding academic integrity. The student will fail the course. The student is placed on disciplinary probation. The offending course must be completely repeated if the student is to remain in the program.

**This is the end of this study guide. **