READ FIRST

Course Submission & Contact Information

- **Submitting Course Component Assignments** - you are provided with a convenient online coursework upload form. This will reduce the number of steps required for coursework submission. The online address is: https://ims.mdivs.edu/students-alumni/course-submission-form/
  Please use this form for all your assignments unless for some reason your computer, smart pad, or other device is incompatible.

  In the information give later in this study guide, you may note that coursework can also be sent as an email attachment to: lessons@mdivs.edu. This is NOT the preferred method, but as noted above, because some computing devices may have difficulty processing the upload form, you are provided with an alternative coursework submission method. Please use the email attachment method only as an alternative. It is more difficult, but it works with all email clients.

- **Contacting the University or the Course Professor** - the same is true for contacting the University or your course professor. You use email, but you are provided with a convenient online contact form that makes the process easier, and actually speeds up the reply process. The form address is: https://ims.mdivs.edu/students-alumni/contact-us/

Now, may God encourage your spirit as you begin this course.
"He will guide you into all truth" (John 16:13).

MASTER'S International UNIVERSITY of Divinity
Course Study Guide

Biblical Counseling Practicum BCP-1520

3 credits

Home Page https://www.the.mdivs.edu/
General Student Portal https://ims.mdivs.edu/
"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 Practicum Projects. If you are uncertain or unclear on any matter, contact the University for clarification (1-800-933-1445 ~ 1-812-471-0611 ~ https://ims.mdivs.edu/students-alumni/contact-us/). 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.

Your Master’s Student Portal is also a convenient place to get information on most subjects related to your student status. Go to: https://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 using the easy contact form: https://ims.mdivs.edu/students-alumni/contact-us/.

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.

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. Form loaded (preferred) and email submissions generally require about two weeks. These are only averages.

Please keep the University informed if you change your email, postal mailing address or telephone numbers.
"He will guide you into all truth" (John 16:13).

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).

IMPORTANT INFORMATION

REQUIRED: For your own protection, the protection of your mentor, and also MIUD, you will be required to show proof of insurance BEFORE you begin your first supervised counseling session. Counseling liability insurance is very inexpensive. For example: individual counselor insurance can be obtained through Healthcare Providers Service Organization at https://www.hpso.com/ (check under “Individuals” and then "Counselors."

SPECIAL NOTE: If you are a pastor, church staff member or member of a Biblical Counseling ministry, you may already be covered by a policy. SEND PROOF OF INSURANCE to Dr. Tyler at mailto:drtyler@mdivs.edu, or you may mail to: Master's, PO BOC 5009, Evansville, IN, 47716-5009.

POSSIBLE EXEMPTION: If you live outside the U.S.A. we require that you check your local or national laws, and be in compliance with existing regulations, and be insured if required. If you are required to have insurance, remit proof as noted in the paragraph above.
"He will guide you into all truth" (John 16:13).

Practicum Course Study Guide

Counseling Practicum

Instructor: David M. Tyler, Ph.D.

Three (3) Credits

Course Rationale

The practicum is the capstone of your academic training in Biblical Counseling. 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) https://www.iabc.net/.

Through a series of tasks and projects, the student can prepare for the certification process. Students must complete at least the core classes prior to starting the practicum class and supervised counseling. Unless all courses have been completed prior to beginning this Practicum, students must check with the Biblical Counseling Dean, Dr. Tyler to confirm which core courses will be required. Use the student contact form: https://ims.mdivs.edu/students-alumni/contact-us/

REQUIRED MATERIALS & PROJECTS

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


Audio Lecture by Dr. David Tyler (Provided online by Master's)
https://www.mdivs.edu/m3/audio/General Counseling Practicum.mp3
Begin by Completing the 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. This must be completed in either .doc, .or docx (preferred) format.

Next, Complete the Lecture Project:

Listen to the lecture by Dr Tyler. Write a sentence outline of the lecture. [https://www.mdivs.edu/m3/audio/General Counseling Practicum.mp3](https://www.mdivs.edu/m3/audio/General Counseling Practicum.mp3)
This must be completed in either .doc, .or docx (preferred) format.

Submit your Textbook and Lecture Project using the handy Course Submission Form: [https://ims.mdivs.edu/students-alumni/course-submission-form/](https://ims.mdivs.edu/students-alumni/course-submission-form/)

Concerning the Supervised Counseling Project: You must complete both the assignments above for *Curing the Heart* and the Lecture *before* starting supervised counseling.

**STEPS TO BE TAKEN TO PREPARE FOR THE SUPERVISED COUNSELING PRACTICUM**

1. Submit a letter of recommendation from a church or Christian organization verifying your involvement in a ministry in which counseling skills are utilized. Send this letter using the Official Course Submission form: [https://ims.mdivs.edu/students-alumni/course-submission-form/](https://ims.mdivs.edu/students-alumni/course-submission-form/)
2. Request a practicum mentor by sending a request to Dr. David Tyler [mailto:drtyler@mdivs.edu](mailto:drtyler@mdivs.edu).
3. Dr. Tyler will first determine who will be assigned as your practicum mentor. He will then reply to you with the name of the mentor, and the mentor's email address and phone number.
4. You will then contact your mentor first by email, introducing yourself, and providing basic information about your degree program, and counseling ministry practice or aspirations. Be sure your email includes your MIUD student ID#, home address, and best phone number.
5. IMPORTANT: It is now time to pay the $200 Mentoring Fee (U.S. funds only). This fee is NOT PAID to the University, but is paid directly to your mentor, and must be paid BEFORE mentoring begins. In most cases, a
money order or certified bank draft mailed directly to your mentor is preferred. However, in some cases your mentor may agree to accept a personal check. Please confer with your mentor on this matter.

6. If you have any questions at this point use the easy student contact form: [https://ims.mdivs.edu/students-alumni/contact-us/](https://ims.mdivs.edu/students-alumni/contact-us/)

**Getting Started With Your Required Twenty-Hours of Supervised Counseling**

NOTE: Do not begin here until you have completed the Textbook and Lecture projects, and have complied with the Steps to be Taken to Prepare for the Supervised Counseling Practicum above.

You are responsible for finding a counselee(s) to consent to the counseling process. In many cases your church leadership will provide help with this aspect, (of course, you may actually be the leadership). Be careful to give full consideration to the legal aspects of the counseling process as may be required by your state or country.

IMPORTANT: You may elect to complete the entire twenty hours of counseling with just one individual. On the other hand, it may not be necessary to have all twenty hours with one person. Therefore, you may elect to counsel with one or more individuals as long as the total time is twenty hours.

WHAT IS AN HOUR in terms of counseling time? Academically, one hour is actually fifty (50) minutes. You may choose the sixty-minute clock hour rule or the fifty minute academic rule.

**REQUIRED:** For your own protection, the protection of your mentor, and also MIUD, you will be required to show proof of insurance BEFORE you begin your first supervised counseling session. Counseling liability insurance is very inexpensive. For example: individual counselor insurance can be obtained through Healthcare Providers Service Organization at [https://www.hpso.com/](https://www.hpso.com/) (check under "Individuals" and then "Counselors."

**SPECIAL NOTE:** If you are a pastor, church staff member or member of a Biblical Counseling ministry, you may already be covered by a policy. SEND PROOF OF INSURANCE to Dr. Tyler at [mailto:drtyler@mdivs.edu](mailto:drtyler@mdivs.edu), or you may mail to: Master’s, PO BOC 5009, Evansville, IN, 47716-5009.
"He will guide you into all truth" (John 16:13).

POSSIBLE EXEMPTION: If you live outside the U.S.A. we require that you check your local or national laws, and be in compliance with existing regulations, and be insured if required. If you are required to have insurance, remit proof as noted in the paragraph above.

The Step-by-Step Counseling Process
(Refer also to the helpful information and links below)

1. Read this study guide in its entirety before you begin the counseling process!
2. Set up an appointment with the counselee.
3. Have them fill out the PDI:
   https://www.mdivs.edu/bcpforms/PERSONAL_DATA_INVENTORY.doc
4. Print out, and have the counselee compete the Student Counselor/Counselee Agreement (below) to be brought to the first session, as well as the PDI. The Personal Data Inventory/ PDI is an indispensable tool for getting to know the counselee.
5. Meet with the counselee at the agreed upon time. Assign Homework and make a Plan of Action with the counselee for that week.
6. Fill out the MIUD Case Report Form and email it to your mentor. Set up your mentor telephone meeting in advance. Call your mentor at the appropriate day and time.
7. Your mentor will discuss your progress, and make any helpful recommendations as you move forward.
8. When you have completed the twenty hours of supervised practicum, and your mentor has given you the authorization, send a one to two-page summation of your Counseling Practicum experience.
9. Add one more page which will be a note from your Practicum Mentor affirming that your twenty-hours have been approved.
10. Send both documents in .doc or .docx (preferred) format using the Official Submission form:
   https://ims.mdivs.edu/students-alumni/course-submission-form/
11. This will complete the course requirements.
"He will guide you into all truth" (John 16:13).

Master’s International University of Divinity
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: ______________________________
"He will guide you into all truth" (John 16:13).

Master's International University of Divinity
Mentor 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:

11. Agenda for your next session:
"He will guide you into all truth" (John 16:13).

**OTHER COUNSELING INFORMATION**

**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.

**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.

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
"He will guide you into all truth" (John 16:13).

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 sure to know the requirements of your state or national law).

**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.)
"He will guide you into all truth" (John 16:13).

**Important Information on the Links Below:** If you click on the links below, they may or may not work on your computer. However, if you block and copy the link into your Internet web browser, they will work every time. Depending on how your computer is set up, you will probably find that the documents have downloaded to your default download directory.

____________________

**Data Gathering Homework**

https://www.mdivs.edu/bcpforms/General Log Diary.doc  
https://www.mdivs.edu/bcpforms/Health History Questionnaire.doc  
https://www.mdivs.edu/bcpforms/Keeping A Journal.doc  
https://www.mdivs.edu/bcpforms/PERSONAL DATA INVENTORY.doc  
https://www.mdivs.edu/bcpforms/Weekly Counseling Record.doc  

**General Homework**

https://www.mdivs.edu/bcpforms/Christian Decision Making.doc  
https://www.mdivs.edu/bcpforms/Consent to Counseling Revised.doc  

**Communication Homework**

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

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General Student Portal https://ims.mdivs.edu/students-alumni/
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**Emotions Homework**

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

**Habit Change Homework**

- [https://www.mdivs.edu/bcpforms/A Life Dominating Sin.doc](https://www.mdivs.edu/bcpforms/A Life Dominating Sin.doc)
- [https://www.mdivs.edu/bcpforms/Breaking Links in the Chain of Sin.doc](https://www.mdivs.edu/bcpforms/Breaking Links in the Chain of Sin.doc)
- [https://www.mdivs.edu/bcpforms/Changing Sinful Thought Patterns.doc](https://www.mdivs.edu/bcpforms/Changing Sinful Thought Patterns.doc)
- [https://www.mdivs.edu/bcpforms/Forgiveness.doc](https://www.mdivs.edu/bcpforms/Forgiveness.doc)
- [https://www.mdivs.edu/bcpforms/Habituation.doc](https://www.mdivs.edu/bcpforms/Habituation.doc)
- [https://www.mdivs.edu/bcpforms/Repentance.doc](https://www.mdivs.edu/bcpforms/Repentance.doc)
- [https://www.mdivs.edu/bcpforms/Resolving Sexual Difficulties.doc](https://www.mdivs.edu/bcpforms/Resolving Sexual Difficulties.doc)
- [https://www.mdivs.edu/bcpforms/Structuring Your Life For Biblical Change.doc](https://www.mdivs.edu/bcpforms/Structuring Your Life For Biblical Change.doc)
"He will guide you into all truth" (John 16:13).

**Marriage Homework**

https://www.mdivs.edu/bcpforms/APPRECIATION AND ANNOYANCE LIST.doc
https://www.mdivs.edu/bcpforms/GODS BLUEPRINT FOR MARRIAGE.doc
https://www.mdivs.edu/bcpforms/House Cleaning.doc
https://www.mdivs.edu/bcpforms/HUSBAND SAMPLE LOG LIST.doc
https://www.mdivs.edu/bcpforms/I Will Do for Has Done for Me.doc
https://www.mdivs.edu/bcpforms/Marriage Failure Lists Husband Wife.doc
https://www.mdivs.edu/bcpforms/Marriage Failures.doc
https://www.mdivs.edu/bcpforms/Promoting and Maintaining Unity in Marriage.doc
https://www.mdivs.edu/bcpforms/RATE YOUR MARRIAGE.doc
https://www.mdivs.edu/bcpforms/Role of the Husband.doc
https://www.mdivs.edu/bcpforms/Role of the Wife.doc
https://www.mdivs.edu/bcpforms/SAMPLE LOG LIST WIFE AND MOTHER.doc

**Thoughts Homework**

https://www.mdivs.edu/bcpforms/Dealing With Envy Brooding and Self Pity.doc
https://www.mdivs.edu/bcpforms/Envy Brooding and Self Pity.doc

**The Two Most Important Rules:**
1. Make backup copies of everything.
2. Make backup copies of everything!
"He will guide you into all truth" (John 16:13).

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.

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
"He will guide you into all truth" (John 16:13).

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. **