



McMaster Divinity College

MS3SP3a Supervised Pastoral Education (SPE): Pastoral Counselling Education (PCE) – Course Stream

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Wednesdays April 28 to August 11, 2021
Synchronous Sessions: Wednesdays
Placement Days: To be arranged with placement.

1. DESCRIPTION:

Basic Pastoral Counselling Education (PCE) Units: Course-Based

“Course-based SPE” combines two types of education: formal or classroom-based instruction and experiential or practice-based instruction. Successful completion of MDC’s course-based SPE unit involves the successful completion of two approved counselling courses (one per semester) and both portions of practice-based education in the same academic year. The educational components of practice-based educational experience include clinical practice experience in a setting approved by MDC, participation in scheduled supervision sessions (individual/dyadic supervision & group supervision), ethical/spiritual reflection, theory building, and reflecting on the “safe and effective use of self” (i.e., interpersonal relations). The student’s clinical work will be supervised by means of audio/video tapes and/or verbatims which will be shared within the supervision group. *Students enrolled in a Basic unit of course-based SPE are expected to complete and document a minimum of 125 hours of direct client contact by the end of the second semester.*

SPECIALIZATIONS: Counselling and Spiritual Care (CS).

Advanced Pastoral Counselling Education (PCE) Units: Unit-Based

“Unit-based PCE” is available to individuals who have graduated from MDC’s specialization in Counseling and Spiritual Care. Depending on enrollment, a graduate of MDC’s specialization in Counseling and Spiritual Care may be accepted as a “Unit-based PCE” student as long as they are not taking the place of a student who is currently registered in coursework at MDC. To receive credit for this integrative learning experience the student must educational components of the PCE. These educational components include attendance at scheduled supervision sessions at MDC (individual/dyadic supervision & group supervision), clinical practice experience, ethical/spiritual reflection, theory building, and reflecting on the “safe and effective use of self” (i.e., interpersonal relations), assigned readings, and written assignments. The student’s clinical work will be supervised by means of audio/video tapes and/or verbatims which will be shared within the supervision group. Individuals enrolled in an Advanced unit of unit based PCE are expected to complete and document a minimum of 150 hours of direct client contact (**Note: students whose goal is to be certified by CASC/ACSS are advised that they need to complete 500 hours of direct client contact at the Advanced level before they can proceed for certification**).

SPECIALIZATIONS: Counselling and Spiritual Care (CS).

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2. **COURSE FORMAT:**

The objectives of this portion of the SPE unit will be met through a combination of practical experience, supervision of practice by an on-site preceptor, weekly online supervision provided by Dr. Mutter, personal reflection on practice, and independent learning activities. The online supervision component of this course will be delivered using a PHIPA compliant platform.

3. **INSTRUCTOR:**

Biography: Dr. Kelvin Mutter is an Associate Professor (part-time) at McMaster Divinity College. Dr. Mutter is a Registered Psychotherapist (CRPO), an AAMFT Clinical Fellow & Approved Supervisor, a Certified Pastoral Counsellor & Associate Teaching Supervisor (CASC/ACSS); and a Registered Marriage and Family Therapist (CAMFT). Dr. Mutter's ministry and counselling experience includes both his current work as an individual, couple and family therapist as well as over twelve years in pastoral leadership. Dr. Mutter is married and has three adult children.

4. **GOALS:**

Students will develop an individual learning contract based on the CASC/ACSS competencies and the CASC/ACSS goals for Pastoral Counselling Education. At the end of this SPE Unit the student will demonstrate *beginner competency* in the following domains.

CASC/ACSS Competency Domains
1. Professional Identity <i>Relevant CRPO Competency Domains</i> <ul style="list-style-type: none">1.4 Integrate awareness of self in relation to professional role.3.3 Maintain self-care and level of health necessary for responsible therapy.3.4 Obtain clinical supervision & consultation when necessary.4.3 Apply safe and effective use of self in the therapeutic relationship.
2. Knowledge
2.1. Spiritual / Religious / Cultural <i>Relevant CRPO Competency Domains</i> <ul style="list-style-type: none">1.5 Integrate knowledge of human and cultural diversity in relation to psychotherapy practice.
2.2. Psychological Theories <i>Relevant CRPO Competency Domains</i> <ul style="list-style-type: none">1.2 Work within a framework based upon an established psychotherapeutic theory.1.3 Integrate knowledge of comparative psychotherapy relevant to practice.
2.3. Research <i>Relevant CRPO Competency Domains</i> <ul style="list-style-type: none">5.1 Access and apply a range of relevant professional literature.5.2 Use research findings to inform clinical practice.
3. Professional Ethical Conduct <i>Relevant CRPO Competency Domains</i> <ul style="list-style-type: none">1.5 Integrate knowledge of human and cultural diversity in relation to psychotherapy practice.3.1 Comply with legal and professional obligations.3.2 Apply ethical decision making
4. Professional Skills
4.1. Therapeutic Relationship <i>Relevant CRPO Competency Domains</i> <ul style="list-style-type: none">2.2 Build and maintain effective relationships.4.1 Engage in psychotherapy with clients and maintain a professional frame for therapy.4.2 Establish and maintain an effective therapeutic relationship.

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CASC/ACSS Competency Domains
4.3 Apply safe and effective use of self in the therapeutic relationship. 4.5 Structure and facilitate the therapeutic process.
4.2. Assessment <i>Relevant CRPO Competency Domains</i> 4.4 Conduct an appropriate risk assessment. 4.6 Identify when and how to refer clients appropriately. 4.7 Conduct an effective closure process to end a course of therapy appropriately.
4.3. Intervention <i>Relevant CRPO Competency Domains</i> 1.2 Work within a framework based upon an established psychotherapeutic theory. 1.3 Integrate knowledge of comparative psychotherapy relevant to practice. 1.5 Integrate knowledge of human and cultural diversity in relation to psychotherapy practice.
4.4. Documentation <i>Relevant CRPO Competency Domains</i> 2.1 Use effective professional communication. 3.5 Provide reports to third parties.
4.5. Leadership

5. COURSE TEXTS AND READINGS:

5.1. Required Reading: Books

Bookstore: Texts may be purchased from the *Hurlburt Family Bookstore* located beside the Chapel entrance, opposite Cullen Hall. Due to Covid19 safety measures students are advised to phone or email the bookstore to order books.

Address: Read On Bookstore, 5 International Blvd., Etobicoke, Ontario. M9A 3C3.

Bookstore Phone: 416 620 2934

Cell to text orders: 416 668 3434

Email for orders books@readon.ca

Anderson, Ray S. (1990). <i>Christians Who Counsel: The Vocation of Wholistic Therapy</i> . Pasadena, CA: Fuller Seminary.	Advanced SPE
Mutter, Kelvin F. (Ed.) <i>Supervised Pastoral Education Placement Handbook</i> . (a pdf copy of the manual will be posted on A2L)	Basic & Advanced SPE
Taibbi, Robert. <i>The Art of the First Session: Making Psychotherapy Count from the Start</i> . New York: Norton, 2016	Basic & Advanced SPE
Zuckerman, Edward L. <i>Clinician's Thesaurus: The Guide to Conducting Interviews and Writing Psychological Reports</i> , 8th Edition. New York: Guilford, 2019.	Advanced SPE

5.2. Required Reading: Articles

All required articles for this course are available from the periodical databases provided by the McMaster University library.

Canadian Association for Spiritual Care (CASC). "Code of Ethics." <i>CASC/ACSS Policy and Procedure Manual</i> , Chapter 5. Canadian Association for Spiritual Care. (posted on A2L)	Basic & Advanced SPE
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Canadian Psychological Association (CPA), Task Force on Outcomes and Progress Monitoring in Psychotherapy. "Outcomes and Progress Monitoring in Psychotherapy." (posted on A2L)	Basic & Advanced SPE
College of Registered Psychotherapists of Ontario (CRPO). <i>Code of Ethics</i> . College of Registered Psychotherapists of Ontario. (posted on A2L)	Basic & Advanced SPE
Duggan, John. "COVID-19 and Telebehavioral Health: Ethical Considerations During a Public Health Emergency." (a pdf copy of this draft article will be posted on A2L)	Basic & Advanced SPE
Moran, Michael, et al. "A Study of Pastoral Care, Referral, and Consultation Practices Among Clergy in Four Settings in the New York City Area." <i>Pastoral Psychology</i> , 53(2005), 255–66.	Basic & Advanced SPE
Mutter, Kelvin F. "Case Notes in the Work of Spiritual Care and Counselling." <i>Counselling et Spiritualité / Counselling and Spirituality</i> , 33(2014), 71–92. (available via ATLASerials)	Basic & Advanced SPE
Mutter, Kelvin F. "The Theory and Practice of The Assessment Interview." (a pdf copy of this draft article will be posted on A2L)	Basic & Advanced SPE
Strong, Tom, and Helen F. Massfeller. "Negotiating Post-Consultation 'Homework' Tasks between Counselors and Clients." <i>International Journal for the Advancement of Counselling</i> 32(2010) 14–30.	Basic & Advanced SPE

6. **2021 SPRING-SUMMER SCHEDULE:**

This integrative group is designed to provide the student with a learning environment which runs parallel to their placement experience. It is expected that the student will attend the weekly class session at McMaster Divinity College as well as be present at their placement for two days each week.

Date	Time	Learning Activities, and Assignments
Pre-reading: (All) Taibbi, ch. 1, <i>MDC Placement Manual, Section II.F.</i> ; (Advanced SPE) Zuckerman, ch. 1.		
Apr 28, 2021	9:00 to noon	Group Synchronous Learning and Supervision: <ul style="list-style-type: none"> • <i>Introductory Matters and Course Administration</i> • <i>Beginning and Ending the Interview</i>
Pre-reading: CASC/ACSS <i>Code of Ethics</i> , CRPO <i>Code of Ethics</i> , & article by Duggan.		
May 5, 2021	9:00 to noon	Group Synchronous Learning and Supervision: <ul style="list-style-type: none"> • <i>Group Discussion based on readings: Professional Ethics in Clinical Practice, discussion will include e-Counselling and Telehealth</i>
	1:00-2:00 pm 2:00-3:00 pm	Individual/Dyadic Supervision: Supervision of casework (verbatim or recording) ¹
Pre-reading: (all) <i>MDC Placement Manual, Section V: Risk Assessments.</i> (Advanced SPE) Zuckerman, ch. 12 (<i>focus on discussions about of abuse, danger to others, domestic violence, eating disorders, self-harm and suicidality, sexual abuse, substance abuse, and trauma</i>).		
May 12, 2021	9:00 to noon	Group Synchronous Learning and Supervision: <ul style="list-style-type: none"> • <i>First sessions: Balancing Process with Content</i> • <i>Where to Start and What to Ask (part 1): Assessing Risk (includes practice exercises)</i> BASIC & ADVANCED SPE: Learning Contract (due May 12)
	1:00-2:00 pm	

¹ Individual or Dyadic supervision times will be determined on April 28, 2021.

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Date	Time	Learning Activities, and Assignments
	2:00-3:00 pm	Individual/Dyadic Supervision: Supervision of casework (verbatim or recording)
Pre-reading: (All) Taibbi, ch 2; Mutter, “The Theory and Practice of The Assessment Interview.”		
May 19, 2021	9:00 to noon	Group Synchronous Learning and Supervision: <ul style="list-style-type: none"> • <i>Where to Start and What to Ask (part 2): Obtaining Background Information</i> • <i>Case-based Learning–case conceptualization</i>
	1:00-2:00 pm	Individual/Dyadic Supervision: Supervision of casework (verbatim or recording)
	2:00-3:00 pm	
Pre-reading: (All) Taibbi, ch 3; (Advanced SPE) Zuckerman, chs. 6, 9 & 10.		
May 26, 2021	9:00 to noon	Group Synchronous Learning and Supervision: <ul style="list-style-type: none"> • <i>Where to Start and What to Ask (part 3): Person in the Environment</i> • <i>Case-based Learning–case conceptualization</i>
	1:00-2:00 pm	Individual/Dyadic Supervision: Supervision of casework (verbatim or recording)
	2:00-3:00 pm	
Pre-reading: (All) Taibbi, ch 3; (Advanced SPE) Zuckerman, chs. 14–18.		
June 2, 2021	9:00 to noon	Group Synchronous Learning and Supervision: <ul style="list-style-type: none"> • <i>Setting Attainable Clinical Goals</i> • <i>Case-based Learning–case conceptualization</i> BASIC & ADVANCED SPE: Student mid-placement self-assessment (due June 2).
	1:00-2:00 pm	Individual/Dyadic Supervision: Supervision of casework (verbatim or recording)
	2:00-3:00 pm	
June 9, 2021	As scheduled	Mid-placement Evaluations: Individual sessions with the course instructor.
Pre-reading: (All) Taibbi, ch 4; (Advanced SPE) Zuckerman, chs 25–26.		
June 16, 2021	9:00 to noon	Group Synchronous Learning and Supervision: <ul style="list-style-type: none"> • <i>Treatment Planning</i> • <i>Case-based Learning–case conceptualization</i>
	1:00-2:00 pm	Individual/Dyadic Supervision: Supervision of casework (verbatim or recording)
	2:00-3:00 pm	
Pre-reading: (All) Taibbi, ch. 7; (Advanced SPE) Zuckerman, chs. 28 & 29.		
June 23, 2021	9:00 to noon	Group Synchronous Learning and Supervision: <ul style="list-style-type: none"> • <i>Role of Medication</i> • <i>Case-based Learning–case conceptualization</i> BASIC SPE: Practice Assessment based on Case Study (due June 23) ADVANCED SPE: Book Review (due June 23)
	1:00-2:00 pm	Individual/Dyadic Supervision: Supervision of casework (verbatim or recording)
	2:00-3:00 pm	
Pre-reading: (All) Strong & Massfeller article. “Negotiating Post-Consultation ‘Homework’ Tasks...”		
June 30, 2021	9:00 to noon	Group Synchronous Learning and Supervision: <ul style="list-style-type: none"> • <i>Case-based Learning–case conceptualization</i>
	1:00-2:00 pm	Individual/Dyadic Supervision: Supervision of casework (verbatim or recording)
	2:00-3:00 pm	
Pre-reading: (all) Mutter, “Case Notes in the Work of Spiritual Care and Counselling.”		

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Date	Time	Learning Activities, and Assignments
July 7, 2021	9:00 to noon	Group Synchronous Learning and Supervision: <ul style="list-style-type: none"> • <i>Role of Case Notes in Treatment</i> • <i>Case-based Learning–case conceptualization</i>
	1:00-2:00 pm	Individual/Dyadic Supervision: Supervision of casework (verbatim or recording) ADVANCED SPE: Practice Assessment based on Case Study (due July 7)
	2:00-3:00 pm	
Pre-reading: (All) CPA, “Outcomes and Progress Monitoring in Psychotherapy.”		
July 14, 2021	9:00 to noon	Group Synchronous Learning and Supervision: <ul style="list-style-type: none"> • <i>Outcome Monitoring (includes practice exercises)</i> • <i>Case-based Learning–case conceptualization</i> BASIC & ADVANCED SPE: Written Case Note based on Case Study (due July 14)
	1:00-2:00 pm	Individual/Dyadic Supervision: Supervision of casework (verbatim or recording)
	2:00-3:00 pm	
Pre-reading: (All) Moran, et al. “A Study of Pastoral Care, Referral, and Consultation Practices...”		
July 21, 2021	9:00 to noon	Group Synchronous Learning and Supervision: <ul style="list-style-type: none"> • <i>Making Referrals (includes practice exercises)</i> • <i>Case-based Learning–case conceptualization</i>
	1:00-2:00 pm	Individual/Dyadic Supervision: Supervision of casework (verbatim or recording)
	2:00-3:00 pm	
July 28, 2021	9:00 to noon	Group Synchronous Learning and Supervision: <ul style="list-style-type: none"> • <i>Case-based Learning–case conceptualization</i>
	1:00-2:00 pm	Individual/Dyadic Supervision: Supervision of casework (verbatim or recording)
	2:00-3:00 pm	
Aug 4, 2021	9:00 to noon	Group Synchronous Learning and Supervision: <ul style="list-style-type: none"> • <i>Case-based Learning–case conceptualization</i> BASIC & ADVANCED SPE: Student self-assessment (due August 4).
	1:00-2:00 pm	Individual/Dyadic Supervision: Supervision of casework (verbatim or recording)
	2:00-3:00 pm	
Aug 11, 2021	As scheduled	Final Evaluations: Individual sessions with the course instructor.

7. EXPECTATIONS AND ASSIGNMENTS (Winter 2021)

Assignments	Assignment Due Date	
	Basic SPE Unit (Course-based)	Advanced SPE Unit (Unit-based)
Required Reading	weekly	weekly
“Use of Self” Reflection Journals	weekly	weekly
Verbatim or Recording	Weekly	Weekly
Learning Contract	May 12, 2021	May 12, 2021
Mid-Placement Evaluation	June 9, 2021	June 9, 2021
Book Review: Anderson text	---	June 23, 2021
Practice Assessment based on Case Study	June 23, 2021	July 7, 2021
Written Case Note based on Case Study	July 14, 2021	July 14, 2021
Final Evaluation	Aug 4, 2021	Aug 4, 2021

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Attendance & Participation

Except for illness or extenuating circumstances students are expected to be at their placement site each week of the SPE Unit. In the event of an absence, it is the student's responsibility to directly inform both their on-site as well as the SPE instructor.

Except for illness or extenuating circumstances students are expected to attend all scheduled supervision sessions at MDC and participate in the learning activities. Participation in this supervision includes preparing a written verbatim of a counselling encounter using the assigned format which will be presented as a case study and engaging with the supervisory conversation.

7.1. "Reflecting On" practice

Learning Objectives

- To demonstrate awareness of the impact of the client's context on the therapeutic process.
- To employ effective skills in observation of self, the client, and the therapeutic process.
- To demonstrate awareness and maintenance of appropriate therapeutic boundaries.
- To demonstrate awareness of the impact of the therapist's subjective context on the therapeutic process.
- To recognize the impact of power dynamics within the therapeutic relationship.
- To protect client from imposition of the therapist's personal issues.
- To employ effective and congruent verbal and non-verbal communication.

7.1.1. "Use of Self" Reflection Journals (Knowing, Being, Doing)

The best counsellors and clinicians reflect on and learn from both their failures as well as their successes. The student will keep a weekly journal (approx. 1 hour per week) in which they identify and briefly reflect on important situations and/or concerns that arise during their placement. It is permissible for a student to reflect on the same situation/question over the course of multiple weeks. This journal is intended to promote self-awareness as well as awareness of others. This journal is for personal use only and will not be graded.

Writing the Journal

Step 1: Select and describe an experience or situation in your placement that was significant.

Step 2: Identify the issues that are of concern to the client, including the feelings evoked within the client, as well as the client's world of meaning as it applies to the issue/situation.

Step 3: Identify your awareness of your responses to the client's story: e.g., emotions that were evoked, personal issues (past or present) that may have been evoked, personal beliefs or biases that have been evoked, etc.

Step 4: Reflect on this experience in light of the CASC/ACSS and CRPO codes of ethical practice. Are any issues raised with respect to your response to this situation?

Step 5: Reflect on this experience in light of the themes and skills identified in Sbanotto et al.

Step 6: Reflect on this experience in light of Scripture; allow the words, scenes, passages of Scripture to surface and shape your thinking.

Step 7: Identify what you have learned from this experience and how it has shaped your view of yourself as both a counsellor and a ministering person.

7.1.2. Verbatims and Audio/Video Recordings of Counselling Sessions

Weekly

7.1.2.1. Audio/Video Recordings of Counselling Sessions

The best student learning results from observing one's own work and reflecting on it. Each week students are required to provide evidence of their growing edges as a counsellor and their counselling skills by presenting a portion of an audio recording of a session with a client. Students whose placements do not permit them to record counselling sessions will need to speak with the course professor about a suitable alternative learning experience: e.g., record a session with a fellow student who has consented to be part of a mock interview scenario, or a write a verbatim of a session.

Instructions:

- Record a counselling session.
- Follow the instructions in the *Practicum Manual* titled: "Use of Audio and Video Recordings for Supervision Purposes."
- Select a brief portion of the session for which you desire feedback. Audio selections may be chosen because i) a student wishes to demonstrate a successful use of a counselling skill, ii) a student wants feedback on their use of a particular skill or use of skills, iii) a student is feeling 'lost' and is seeking guidance as to how to respond to what has been said, or iv) for other reasons.
- Ask yourself the following questions as you prepare to present this recording.
 - What do you believe you did well in this session / segment?
 - What do you want the instructor/group to focus on as they listen to the recording? Is there a specific question you wish to have answered?

7.1.2.2. Verbatim Assignments

Students will reflect on, and write a verbatim report derived from, a single counselling session. These verbatim reports will be 8 pages, single-spaced, adhere to the verbatim format provided to the class.

Instructions:

- Listen to a recording of a counselling session with client and transcribe a five-minute segment that you wish to reflect on.

NOTE 1: In the absence of a recording, the student will, immediately after the session, write a transcript of a segment of the counselling session based on their memory.

NOTE 2: To obscure the client's identity and protect their confidentiality students are required to omit and/or change any information that may identify the person (e.g., name, names and ages of family members, number of children, employment data, affiliations, etc.).

- Use the transcription to write a verbatim account (cf. *Practicum Manual*) of the counselling session that includes the following elements.
 - Known Facts, Pre-constructions, and Initial Observations.
 - Verbatim of the conversation.
 - Reflection on the conversation.

7.1.3. Mid- and Final Placement Evaluations (Knowing, Being, Doing)

June 2 & Aug 4, 2021

The purpose of these evaluations is to identify and reinforce what the student has learned in the SPE Unit.

- The student will meet with their on-site supervisor to complete and review the counselling skills rating sheet that will be provided.
- The student and the SPE course instructor will each complete the CASC/ACSS evaluation form and meet to discuss these evaluations during the week of April 5–9, 2021.

7.2. “Reflecting For” practice

7.2.1. Learning Contact (Knowing, Being, Doing)

May 12, 2021

The student will collaborate with their Field Instructor to develop a set of learning goals which will form the basis of their learning contract and subsequent evaluation.

7.2.2. Assessment (Knowing, Doing)

7.2.2.1. BASIC SPE

June 23, 2021

Draw on in-class discussion and the Practicum Handbook to write an assessment for the case study. Assignment should not exceed two pages (single spaced).

Questions to consider.

- What does the client perceive to be the core problem?
- Identify relevant historical data present in the case study? What potentially relevant historical data (perhaps not mentioned) would you ask about? Provide a brief statement of the purpose of this/these question(s).
- Has the client tried anything to cope with his situation? If so, how? Outcome?
- What skills, insights, competencies, etc. do you discern in the client’s story (e.g., evidences of or potential for change)? You are free to imagine or add data as long as it is consistent with the initial case data.
- How do you think the client would answer the question “How do you think that counselling will help you?” (i.e., counselling goal)
- What factors might help support the change process?
- What do you perceive to be the core problem?
- What do you see to be the “next step” in counselling this individual?

7.2.2.2. ADVANCED SPE

July 7, 2021

Draw on class discussions, the Practicum Handbook, course readings, and the Zuckerman text to write an assessment for the case study. Assignment should not be between four and eight pages in length.

Questions to consider.

- What does the client perceive to be the core problem?
- Identify relevant historical data present in the case study.
- What potentially relevant historical data (perhaps not mentioned) would you ask about? Provide a brief statement of the purpose of this/these question(s).
- Identify any assessment measures or ‘tests’ you would employ as part of your assessment. Provide a brief statement of the purpose of these assessment measures or tests.
- Has the client tried anything to cope with his situation? If so, how? Outcome?
- What skills, insights, competencies, etc. do you discern in the client’s story (e.g., evidence of or potential for change)? You are free to imagine or add data as long as it is consistent with the initial case data.
- How do you think the client would answer the question “How do you think that counselling will help you?” (i.e., counselling goal)
- What factors might help support the change process?
- What do you perceive to be the core problem?
- What is the proposed treatment plan?

7.2.3. Advanced SPE: Book Review (Knowing, Doing)

June 23, 2021

Students who have been approved by CASC for “Advanced training” are expected to read the Anderson text and to prepare a critical review article of the text. The student is to conclude their paper by highlighting if or how the text may be useful for them in their work. Expected length is 2500 words (10 pp).

8. **COURSE ADMINISTRATION:**

Instructor Availability:

Throughout the course, Dr. Mutter will be available via email (mutterk@mcmaster.ca), WebEx and the discussion forum on Avenue to Learn. During the hybrid week, Dr. Mutter will be available for one-on-one consultation after class and during breaks on the days class is scheduled.

Interpersonal Interactions:

General: Please respect the opinions of others, even if you do not agree with them. Feel free to respond logically and in an orderly manner.

Students are encouraged to...

- Arrive on time.
- Stay for the entire SPE session.
- Not engage in anything during the SPE session that prevents them or others from focusing and participating in the discussions.
- Not to carry on private conversations. This applies to spoken and electronic communication. If something is unclear, the whole group will benefit by a question being asked out loud.
- Silence cell phones and related devices during class. If a student must for some reason accept a phone call, he or she ought to discretely leave the SPE session to do so.

Written Work:

Gender Inclusive Language:

McMaster Divinity College uses inclusive language for human beings in worship services, student written materials, and all its publications. It is expected that inclusive language will be used in chapel services and all MDC assignments. In reference to biblical texts, the integrity of the original expressions and the names of God should be respected, but you will need to use gender inclusive language for humans, and you will need to quote from a gender-inclusive version such as the following: NRSV (1989), NCV (1991), TEV/GNB/GNT (1992), CEV (1995), NLT (1996), TNIV (2005), and the Common English Bible (CEB 2011).

College Style for Written Work:

All written work—unless informed otherwise by the professor—is to be submitted in accordance with the *McMaster Divinity College Style Guide for Essays and Theses*, available on the McMaster Divinity College website (<https://mcmasterdivinity.ca/resources-forms/mdc-style-guide/>).

Length:

Students are expected to adhere to the assignment page / word count. If a paper exceeds the word count, grace will be accorded for the first 10%. However, the grade will be reduced by 1/3 of a letter grade for each additional 10% a paper exceeds the stipulated word count.

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Submission of Written Work:

All written work is to be submitted by email in either MSWord format, “Rich Text Format” (i.e., *.rtf), or as an Open Office document. PDF files are not acceptable as it can be more difficult to provide comments and feedback on the assignment.

Deadlines:

All assignments are due on the day indicated (by email before 5 p.m. of the day due). A late penalty of 2% per day will be applied to all assignments submitted after the deadline unless an extension has been obtained from the instructor prior to the deadline. Assignments cannot be submitted after December 10, 2020 without written permission from the Office of the Registrar.

Statement on Academic Honesty:

Academic dishonesty is a serious offence that may take any number of forms, including plagiarism, the submission of work that is not one’s own or for which previous credit has been obtained, and/or unauthorized collaboration with other students. Academic dishonesty can result in severe consequences, e.g., failure of the assignment, failure of the course, a notation on one’s academic transcript, and/or suspension, or expulsion from the College. Students are responsible for understanding what constitutes academic dishonesty. Please refer to the McMaster University Academic Integrity Policy - <http://www.mcmasterdivinity.ca/programs/rules-regulations>.

9. Recommended Reading:

Bannink, Fredrike. *1001 Solution-Focused Questions: Handbook for Solution-Focused Interviewing*. New York: W. W. Norton, 2010.

Bannink, Fredrike. *101 Solution-Focused Questions for Help with Anxiety*. New York: W. W. Norton, 2015.

Bannink, Fredrike. *101 Solution-Focused Questions for Help with Depression*. New York: W. W. Norton, 2015.

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