

WESTERN SEMINARY

Coaching for Change
MCS 511M - Sacramento

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Syllabus (Credit) – Fall 2009

(Audit/enrichment students also use this syllabus. They are encouraged to do the reading, but are not required to do so. The homework assignments are not required for audit/enrichment students.)

COURSE SCHEDULE

Friday & Saturday, October 9th and 10th, 8:30 am – 4:30 pm

Once you are registered you may begin pre-reading the required textbooks before class begins.

COURSE DESCRIPTION

Focus will be given to coaching people through differing types of change including pro-active change, transitions, and transformations. The course will integrate biblical and theological rationale and reflection in understanding coaching in relationship to disciple making. Prerequisite is MCS 510

COURSE GOALS/OBJECTIVES

Cognitive

- Define and Identify proactive change points
- Discuss various stages and models of change
- Identify and discuss typical obstacles and barriers people encounter

Affective

- Integrate proactive change process into own life
- Learn to partner with God in coaching people through change / transition / transformation

Behavioral

- Demonstrate basic coaching skills
- Demonstrate basic coaching skills specifically in change process

TEXTBOOKS

Please support your seminary by using the following link for all your Amazon purchases – a minimum of 4% comes to Western Seminary. Click [here](#) to order texts and other products.

Required

Bridges, William. *Managing Transitions*, 2nd edition. (Da Capo Press, 1991, 2003).
ISBN: 978-0738208244

Umidi, Dr. Joseph. *Transformational Coaching*. (Xulon Press, 2005).
 ISBN: 978-1597811637

Supplemental

Nouwen, Henri. *The Only Necessary Thing*. (Crossroad Publishing, 1999).
 ISBN: 978-0824524937

COURSE REQUIREMENTS:

Send assignments to James Warrick: james@takeflightcoaching.org

READING	<p>According to Western Seminary standards there are two reading levels</p> <p>Familiarity level. This level assumes knowledge of the material assigned and leads to accountability in class. (45 pages per hour)</p> <p>Mastery level. Reading at this level will average about 20 pages per hour and assumes careful reflective interaction with the ideas, note taking, and will lead to accountability in class, and papers at a mastery level (1000 pages = 50 hours).</p> <p>These are intended to serve as flexible guidelines or rules of thumb; they are not thought to be rigid. It is certainly understood that books are printed with varying numbers of words per page and written to varying reading levels. Each assignment should be completed before the class session so that you will be able to participate in and benefit from the class discussions.</p>
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1. Read *Managing Transitions* at the familiarity level. **DUE: 10/9/09**
 Submit 1 page interaction paper (for each book) by email when complete.

2. Read *Transformational Coaching* at the familiarity level. **DUE: 10/9/09**
 Submit 1 page interaction paper by email when complete.

WRITTEN REQUIREMENTS	<p>Minimum format standards must be met, as defined below. English grammar, idiom and spelling must be up to graduate level. Always include a strong introduction paragraph-declare what you intend to show the reader- and conclusion paragraph. Qualities valued include clarity, succinctness, and precision.</p> <ul style="list-style-type: none"> • 1" margins top, bottom and sides • Double-space • 12-point standard. • Indent paragraphs .5 inch • No extra line-feed between paragraphs (Format-Paragraph-Space After) • Underline section headings • Staple; no paperclips, folders, or fanfold • Page numbers • Title page is preferred. Any paper sent by email must include a title page. <p>All work must reflect Master's Level use of the English Language. Plagiarism will result in failure of the first assignment so discovered. A second instance will result in failure in the course.</p>
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3. Integrative Paper **DUE: 12/11/09**

Write a 2-3 page paper establishing your view for integrating coaching into your ministry context. What unique contribution will coaching make? How will it function? Etc.

4. Coaching Sessions **DUE: 12/11/09**

A. Recruit two people outside of class to coach for at least three ½ hour sessions.

B. Write a 1-2 page critique of each session answering the following questions: 1) What did you learn about yourself as a coach from this session? 2) What area of coaching will you focus on developing in the next coaching session? 3) What was the greatest challenge in being a coach and the greatest point of encouragement as a coach?

5. Choose One of the Following Assignments

Personal Change Paper

DUE: 12/11/09

Write a 2-3 page paper discussing your personal reaction to change and ability to constructively handle change. What changes, transitions, and/or transformations do you see in your immediate future? What do you need to do about this?

or

Prayer Time

DUE: 12/11/09

A. Take part of a day (4 hours) and go away to a quiet space to pray. Take the first hour to worship God and then take some time for silence to listen for His voice. Seek God for His work of change / transition / transformation in your life. Where is He leading you to participate with Him in coaching for change and transformation?

B. Write a 1 page reflection paper on your time with God. What was significant to you about your conversation with God? What will you do from here?

GRADING

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-
99-100%	95-98%	93-94%	91-92%	88-90%	86-87%	84-85%	81-83%	79-80%	77-78%	74-76%	70-73%

Texts	25 points
Integrative Paper	20 points
Attendance	20 points
Coaching Sessions	10 points
Prayer and Reflection -or- Personal Change Paper	25 points
Total	100 points

Activity	Percent of Final Grade	Estimated Time to Complete
Reading Work	25%	
Written Work	40%	

Attendance	20%	
Coaching Sessions	10%	
Web	5%	
Total	100%	30 hours

CLASS POLICIES

Attendance and Late Assignments: Students are expected to attend all class meetings. Students who miss class are responsible for missed work. Unexcused absences and tardiness will impact a student's grade. Students who anticipate an absence should discuss it in advance with the instructor. Students who miss two or more classes will not pass the course. Assignments submitted after the due date and time constitutes a drop in the student's letter grade for that assignment.

Incompletes: Faculty members determine their own procedures and due dates for the completion of course assignments. The final deadline for submitting all course work is the last day of the semester as noted in the Academic Calendar and in the Sacramento class schedule. In the case of serious illness, family emergency, or similar extenuating circumstances, the instructor may, **if it is initiated by the student**, grant an extension. A 1-3 week extension is typical in all except the most extreme cases, and in all cases the standard decrease of a full letter grade for late work applies. Extensions desired by the student beyond 3 weeks, with prof support, must be approved by the Sacramento Academic Coordinator, with 5 weeks after the end of the course being the longest possible extension for work being due to the prof; for this semester that date is **Saturday, 1/23/10**. (This allows a 6th week for the grading of work and a grade change request to be filed.) A temporary notation of "I" (incomplete) is assigned until a final grade can be determined. Under no circumstances may the six-week period (allots 1 week to the prof for grading and grade change petition) be extended except by petition and approval of the Administrative Committee in Portland.

The Availability of Disability Services at Western Seminary: Western Seminary is committed to responding to the needs of students with disabilities as outlined in both the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Western students are assisted individually as their needs dictate. It is the responsibility of students with disabilities to identify themselves and the nature of the disability. Any student who has a disability should contact the seminary's Disability (Section 504) Coordinator, Ken Epp, at 503-517-1815/1-877-517-1800, ext. 1815. His office is at the Portland campus. Students at the northern California campuses may contact Carrie Priest (Student Services Coordinator – San José) or PJ Oswald (Director of Student Development – Sacramento), or they may contact Dr. Epp directly. Appropriate forms will be provided and must be submitted to the Disability Coordinator's office.

COURSE OUTLINE AND SCHEDULE

October 9	Class Orientation	8:30 – 9:30 AM
	Change	9:30 – 12:00 PM

	Models	1:00 – 4:00 PM
	Debrief/Assignments	4:00 – 4:30 PM
October 10	Review	8:30 – 9:00 AM
	Transitions	9:00 – 9:30 AM
	Models	9:30 – 12:00 PM
	Transformation	1:00 – 1:30 PM
	Models	1:30 – 3:30 PM
	Debrief and Action Plan	3:30 – 4:30 PM

STANDARDS FOR WRITTEN WORK (MLA)

Papers must be written to a near-thesis standard. That is, minimum format standards must be met, as defined below. English grammar, idiom, and spelling must be up to graduate level. Always include a strong introduction paragraph (declare what you intend to show the reader) and conclusion paragraph. Qualities valued include clarity, succinctness, and precision.

This course employs the MLA (Modern Language Association) style guide. The basic elements are:

- Double-spacing, except for block quotes
- Single space block quotes
- Page numbers appear at the upper right on every text page
- Use footnotes or parenthetical citations.
- Footnotes and parenthetical references follow standard format.

Helpful web sites on MLA style include:

<http://owl.english.purdue.edu/owl/>

<http://www.cws.illinois.edu/workshop/writers/citation/>

[These websites are expanded and pasted into Western Seminary’s “How to Write a Research Paper” located at <http://www.westernseminary.edu/papers/Faculty/WGuideNu.doc>]

A good website with footnote/bibliography entries is:

<http://writing.wisc.edu/Handbook/Documentation.html>

For assignments that require the use of non-course texts and include a bibliography, of the resources mentioned in the bibliography for your project/paper, two must be from a physical library. Note the physical location of each book as an addendum to each bibliographical entry.

All work must reflect master's level use of the English language. Plagiarism will result in failure of assignment.

LIBRARY AND INTERNET RESEARCH – SACRAMENTO

All class assignments with a research element require library research annotated as such in the bibliography. A minimum of two resources must be from a physical library. Note the physical location of each resource as an addendum to each bibliographical entry.

For complete library information including: hours of operation, interlibrary loan, local library resources, etc., please:

- Visit www.westernseminary.edu/sacramento
- Click the link “Library Services” in the right navigation pane.

Reserve Collection

The library carries all required readings for this course.

Print Resources

Use the Western-Arcade Library catalog to find books and other materials. To search the library collection:

- Visit <http://www.westernseminary.edu/Library/SAC> .
- Click the link “Search the Library Collection Online”.

Periodical & Research Databases

As you complete your assignments for this course, don’t forget about the resources in the Western research databases. Remember to evaluate and cite your information too. To access the Western research databases:

- Visit <http://www.westernseminary.edu/Library/SAC> .
- Click the link “Research Databases” from the bottom menu.
- Click the link “Ebsco Host Research Databases”.
- Log in. [User ID: westsem / Password: seminary]
- Click the link “EBSCOhost Web”.
- Click the database(s) you wish to use. Start with *ATLA Religion Database with ATLASerials*.

To cite your information, consider the following MLA composers:

<http://www.noodletools.com> and <http://www.citationmachine.net>

Western-Arcade Library offers a variety of ministry related software for student use including BibleWorks, Logos Bible Software, and SeminaryLibrary.

Course Packs (if applicable)

To access the course pack(s) for this course:

1. Go to the library homepage: <http://www.westernseminary.edu/Library/SAC>
2. Click the link ‘Course Packs’.

Reference and Research Contact Information: David Holifield, M.A., M.L.S. / (916) 488-3720, ext. 7 / dholifield@westernseminary.edu