

WESTERN SEMINARY—Sacramento

Syllabus - Life and Personal Coaching

MCS 512M: 1 credit hour

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Summer 2010

(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

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

June 11th and 12th (Friday & Saturday, 8:30 am – 4:30 pm)

COURSE DESCRIPTION

This course will focus on understanding the key elements of personal coaching. This course addresses the presence of a coach and the logistics of getting clients. Focus will be given to five critical areas that personal coaching often addresses: goals, tolerations, needs, values, and standards and boundaries. Focus will be given to applying these personally as well as to using them when coaching others. In addition, participants will begin to think in terms of a “future story” for themselves and for persons being coached. Prerequisites: MCS 510

COURSE GOALS/OBJECTIVES

Cognitive

- Define and discuss a “coaching presence”
- Discuss how to get coaching clients
- State and explain the basic components that will move people forward in their personal lives.
- Explain the value of eliminating tolerations.
- Discuss how to encourage people to identify and live from their values.

Affective

- Develop and own a “future story.”
- Identify effective personal systems.
- Gain greater identity as a coach

Behavioral

- Assist people in identifying the needs that drive them in negative ways.
- Help people develop personal goals.
- Help people identify and live from their values.
- Ability to contract and begin a coaching relationship

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

1. Blanchard & Homan. *Leverage Your Best, Ditch the Rest.* (William Morrow: 2004)

Supplemental

2. Henri Nouwen. *Here and Now.* (Crossroad Publishing: 1994)

COURSE REQUIREMENTS: email all assignments to james@takeflightcoaching.org
Please send all of your work in one email with attachments. Thank you!

Assignments

READING REQUIREMENTS	<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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Reading

1. Read *Here and Now* at the familiarity level. **DUE: 8/7/10**
Write a 2 page reaction-interaction paper to the book. What is God saying to you as you read this book? How does your relationship with God intersect your coaching?
2. Read *Leverage Your Best* at the familiarity level. **DUE: 8/7/10**
Write a 2 page reaction-interaction paper to the book.

WRITTEN REQUIREMENTS

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.

- 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.

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.

Written Work (7 hours)

1. Write a Frequently Asked Question page for coaching.
Needs to have at least 8 Questions that you answer. Each answer needs to be concise, at the most 2 paragraphs. Sample see: www.takeflightcoaching.org/whatis.htm **DUE: 8/7/10**
2. Class Reaction Paper **DUE: 8/7/10**
Write a 2 page paper summarizing your reaction to the class. What did you learn? How did it affect you? What are you going to do about it?
3. Write a 2 page paper on your “future story.” **DUE: 8/7/10**

Web Work (5 hours)

4. Find 10 websites that could be helpful in personal coaching. Write a paragraph explanation of why this website is on your list and what you learned about personal coaching form it. Rather the top 5 in order of usefulness, helpfulness, etc. **DUE: 8/7/10**

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%

Activity	Percent of Final Grade	Estimated Time to Complete
Reading Work	50%	20 hours
Written Work	25%	5 hours
Web Work	10%	5 hours
Attendance	15%	
Total	100%	30 hrs.

COURSE OUTLINE AND SCHEDULE

Date	Topic	Time
June 11	Class Orientation	8:30- 9:00 AM
	Welcome & Introductions	9:00- 9:30 AM
	Coaching Presence / Business Development	9:30-10:30 AM
	Personal Coaching Tips, Assessment	10:30-12:00 AM
	10 Daily Habits, Personal Systems, Tolerances	1:00- 4:00 PM
	Boundaries & Standards	4:00- 4:30 PM
June 12	Assignment Review	8:30- 9:00 AM
	Needs & Values	9:00- 9:30 AM
	Goals	9:30-12:00 AM
	Getting Clients	Working Lunch
	Personal Mission Statement	1:00- 2:00 PM
	Future Story	2:00- 3:00 PM
	Debrief and action plan	3:00- 3:30 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 the ministry related software *BibleWorks* for student use.

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

CLASS POLICIES

Cover page: To safeguard confidentiality, provide a title page as a cover for all assignments. Include your student mailbox number in the upper right corner of the cover page.

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, without a request for and the completion of additional assignments. Assignments submitted after the due date and time constitutes a drop in the student's letter grade for that assignment.

Enrichment Students: Enrichment students are encouraged, but not obligated, to participate in assignments and class discussions. Professors are not obligated to grade participation for these students, but may opt to do so depending on class size.

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, 9/18/10**. (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.