COUN5202-37, 65, 30 Counseling in Ministry
Division of Church and Community Ministries
Spring 2019, Term 193
CIV from to Tallahassee to Orlando & Miami
Monday 8x Hybrid, 1:00 – 2:50 pm

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Mission Statement
The mission of New Orleans Baptist Theological Seminary is to equip leaders to fulfill the Great Commission and the Great Commandments through the local church and its ministries.

Core Value Focus
The seminary has five core values. This course supports the five core values of the seminary.

• **Doctrinal Integrity**: Knowing that the Bible is the Word of God, we believe it, teach it, proclaim it, and submit to it. Our confessional commitments are outlined in the “Articles of Religious Belief” and the “Baptist Faith and Message 2000.”

• **Spiritual Vitality**: We are a worshiping community emphasizing both personal spirituality and gathering together as a Seminary family for the praise and adoration of God and instruction in His Word.

• **Mission Focus**: We are not here merely to get an education or to give one. We are here to change the world by fulfilling the Great Commission and the Great Commandments through the local church and its ministries.

• **Characteristic Excellence**: What we do, we do to the utmost of our abilities and resources as a testimony to the glory of our Lord and Savior Jesus Christ.

• **Servant Leadership**: We follow the model of Jesus and exert leadership and influence through the nurture and encouragement of those around us.

The Core Value Focus for this academic year is **Doctrinal Integrity**.

Curriculum Competencies
NOBTS faculty members realize that all ministers need to develop specific competencies if they are going to have an effective ministry. To increase the likelihood of NOBTS graduates having an effective ministry, the faculty developed a competency-based curriculum after identifying seven essential competencies necessary for effective ministry. All graduates are expected to have at least a minimum level of competency in all of the following seven areas:

• **Biblical Exposition**: To interpret and communicate the Bible accurately.
• **Christian Theological Heritage:** To understand and interpret Christian theological heritage and Baptist polity for the church.
• **Disciple Making:** To stimulate church health through mobilizing the church for missions, evangelism, discipleship, and church growth.
• **Interpersonal Skills:** To perform pastoral care effectively, with skills in communication and conflict management.
• **Servant Leadership:** To serve churches effectively through team ministry.
• **Spiritual and Character Formation:** To provide moral leadership by modeling and mentoring Christian character and devotion.
• **Worship Leadership:** To facilitate worship effectively.

The curriculum competencies addressed in this course are: *Biblical Exposition, Disciple Making, and Interpersonal Skills.*

**Course Description**
This course is designed to introduce students to the field of Christian counseling and basic counseling skills. Biblically-based foundations and approaches to counseling will be examined. In addition, the class will address skill development and application and will examine counseling issues such as marital and family relationship problems, depression, anxiety, anger, forgiveness and reconciliation, substance abuse problems, and spiritual direction.

**Student Learning Outcomes**
In order to perform counseling effectively with the knowledge and skills necessary, students, by the end of the course, should:

1. Be able to understand the basic foundations and dimensions of biblically-based Christian counseling, including theological, pastoral, historical, scientific, and psychological elements and counseling models.
2. Be able to apply a biblically-based knowledge of pastoral care and counseling to the difficulties commonly faced by church members and their families.
3. Be able to evaluate personal limits in counseling and to know how and when to make appropriate referrals.
4. Be able to communicate effectively using basic counseling skills.

**The Embedded Assignment**
This course will be assessed for quality and improvement through the use of an embedded assignment. The research paper, required to be completed by all students for all sections of this course, will serve as the basis for this assessment. The rubric for grading the paper is in the course requirements section below.

**Textbooks**
**Required Textbooks**
Bible—your preferred translation


**Recommended Reading**

(Although these books are not required, they provide helpful information for further study in areas covered by the course.)


**Course Teaching Methodology**

As this course is being taught as an 8-Meeting CIV Hybrid, most of the learning activities will be interactive, with required readings and material posted to the course’s Blackboard shell in combination with CIV-assisted classroom meetings. CIV meetings will be used for additional information, focused discussion and in-class activities that enhance the course learning objectives. Each week you will be asked to interact with different types of materials, including lecture notes, PowerPoint presentations, class texts, exercises or practical activities, and responses from other students. Students will participate in a weekly threaded discussion on Blackboard.

**Course Requirements**

**Examinations:** (Midterm—20%, Final—20%)

Exams will cover material from assigned readings and PowerPoint presentations. They will be posted on Blackboard, along with instructions.

**Verbatims:** (2) 20%

Two verbatims that deal with a problem or issue will be prepared from conversations with people that may be formal (planned) or informal. Care should be taken to protect the identity of the person(s) and informed consent should be given before the conversation is recorded or reported in writing. Verbatims should be submitted through Blackboard and include the following:

1. **Introduction**: Introductory paragraph identifying the counselee (fictitious name to insure confidentiality). Include a detailed description identifying: age, sex, marital status, significant family members and contacts, personal appearance (facial, physical, emotional demeanor), and other pertinent information.
2. **Verbatim:** Actual counseling dialogue using the following symbols:
   
   R = counselor; E = Counselee
   
   The verbatims should demonstrate use of the counseling skills covered in class.

3. **Evaluation:** A summary section with conclusions drawn from the session as well as any follow-up plans. The summary must include a personal evaluation of the session (skills demonstrated, your strengths, limitations, and areas of opportunities), along with a spiritual assessment identifying pertinent biblical principles and areas you believe that God is working in the situation.

   *NOTE:* To aid in the reporting of the session, the counselor may use a recording device with the permission of the counselee. Counselors should immediately erase the tape after transcribing the session—assuring the confidentiality (protection) of the counselee.

**Book Review:**

Students will write a book review of not less than five pages, excluding cover sheet, of the book *The Counsel of Heaven on Earth* by Ian F. Jones. The review will be double spaced, in accordance with current APA style for counseling majors or Turabian style for all other students. The book review should include (1) a brief summary of content, (2) an evaluation of the strengths and limitations of the work, and (3) its applicability to Christian ministry and counseling. Submit the review on Blackboard at the designated place under Assignments. Please refer to the Book Review Rubric posted in Blackboard for the specific grading criteria for this assignment.

**Research Paper:**

**Part One: Draft Research Paper**

Each student will write a first draft of the research paper. The draft must be a complete paper, conforming to all standards as detailed in the “Part Two: Final Research Paper” section (see below) and rubric in this syllabus. **This first draft will be submitted to the NOBTS Writing Center by the due date in the course schedule. Students must also upload a copy of the writing center receipt to Blackboard in the Assignments section.** Information about the Writing Center and the process for submitting papers can be found at [http://www.nobts.edu/writing](http://www.nobts.edu/writing). The writing center staff will review the paper and work with the student as necessary to improve it before the final paper is submitted. Working with the writing center should help you in all of your academic writing, as well as help you produce an excellent research paper for this course.

**Part Two: Final Research Paper**

Each student will write a paper on a counseling issue (see possible topics below), approximately 20 pages in length (not counting cover sheet, endnotes or bibliography).

The paper should consist of:

1. An introduction to the topic, including definitions, description and extent of the problem, and significant related issues.
2. How the Scripture speaks to the issue and information gathered from research in the field (particularly evidence-based research).
3. An awareness of biblical insights along with possible counseling interventions and resources.
4. Awareness and description of personal counseling skills strengths and limitations, particularly as they relate to the topic addressed.

Possible sources for information include Bible commentaries, books on the subject, counseling texts, journals, and organizations dedicated to addressing the problem—one place to start your search is the syllabus bibliography. Caution: although you may gather information from multiple sources, you need to be careful about the use of material found on the Internet, much of which is of dubious quality. Check your sources carefully. Submit the paper on Blackboard at the designated place under Assignments.

**Possible Research Topics:** The following topics are generally broad. You may need to narrow the topic in order to cover the material within the requirements of the paper. Students may also choose topics from the chapter headings in the Collins text. The professor must approve other topics.

1. The Use of Scripture in Counseling
2. Marriage Counseling for ______ (You select the issue) ______.
3. Bereavement, Grief and Loss Counseling
4. Problem-Solving and Resolving Conflict in Relationships
5. Ethical Issues for Christian Counselors
6. The Essentials of Pre-Marital Counseling
7. Counseling Parents of Troubled Teens
8. Counseling Parents of Troubled Children
9. Counseling with Single Parents
10. Counseling with Singles
11. Counseling People with Terminal Illnesses
12. Counseling Divorced Church Members
13. Counseling Substance Abusers
14. Counseling Children of Alcoholic Parents
15. Counseling Skills for a Successful Pastoral Counselor
16. Empathy Fatigue in Ministers and Pastoral Counselors
17. Group Counseling in a Church Setting
18. Counseling People in Financial Crisis
19. Communication Skills in Relationships and Counseling
20. Anxiety & Depression Counseling
21. Trauma and Stress Counseling
22. Self-Harm and Suicide Counseling
23. Counseling and Spiritual Crises
24. Counseling and Spiritual Warfare
25. Counseling Victims of Incest/Rape or other Sexual Abuse
26. Counseling: Brief vs. Long-Term Therapy
27. Competency: Limitations and Referrals
28. Other topics as approved by the professor.

The paper will be in the APA format for counseling majors and Turabian for all other majors. The paper will include a bibliography with a minimum of ten references other than the texts for this course. Papers will be scanned for plagiarism. (See the seminary statement in the Student
Embedded Assignment
This paper is an embedded assignment that will be completed by all students for all sections of this course. The rubric for grading this assignment is attached to this syllabus. Please complete the assignment in accordance with the syllabus and this rubric. (See below. Assessment of the Student Learning Objectives will be drawn, in particular, from Sections 2-4 in the rubric.)

<table>
<thead>
<tr>
<th>Research Paper</th>
<th>Unacceptable (0)</th>
<th>Basic/Poor (70)</th>
<th>Competent/Fair (80)</th>
<th>Good (90)</th>
<th>Excellent (100)</th>
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</thead>
<tbody>
<tr>
<td>Abstract/Introduction Weight: 5%</td>
<td>0%</td>
<td>70% (3.5 pts.) Abstract/summary is missing or fails to address the structure and nature of the paper</td>
<td>80% (4 pts.) A summary or introduction is present, but incomplete.</td>
<td>90% (4.5 pts.) The summary or introduction covers the content, but it is not clearly articulated</td>
<td>100% (5 pts.) Well-written abstract/summary of paper or introduction of the paper</td>
</tr>
<tr>
<td>Sec. 2 UNDERSTANDING Description of Biblically-based Counseling Model or Approach Weight: 15%</td>
<td>0%</td>
<td>70% (10.5 pts.) Subject matter is missing.</td>
<td>80% (12 pts.) Inadequate discussion of subject matter.</td>
<td>90% (13.5 pts.) Adequate discussion of the subject matter</td>
<td>100% (15 pts.) Excellent discussion of the subject matter</td>
</tr>
<tr>
<td>Sec. 3 COMMUNICATION Evaluation of Personal Counseling Skills Weight: 15%</td>
<td>0%</td>
<td>70% (10.5 pts.) Discussion of basic counseling skills and assessment is missing or not adequately addressed</td>
<td>80% (12 pts.) Incomplete discussion of basic counseling skills and assessment.</td>
<td>90% (13.5 pts.) Some basic counseling skills are identified with limited assessment.</td>
<td>100% (15 pts.) Basic counseling skills are identified and comprehensively assessed.</td>
</tr>
<tr>
<td>Sec. 4 APPLICATION Counseling Issue Description &amp; Analysis Weight: 30%</td>
<td>0%</td>
<td>70% (21 pts.) Discussion on a counseling issue is missing or fails to adequately address the issue</td>
<td>80% (24 pts.) Incomplete discussion of a counseling issue, lacking biblical insights, interventions, evaluation, and use of research</td>
<td>90% (27 pts.) Counseling issue is discussed along with some biblical insights, interventions, critical evaluation, and use of evidenced-based research</td>
<td>100% (30 pts.) Excellent examination of a counseling issue, including biblical insights, appropriate interventions, critical evaluation, and use of evidenced-based research</td>
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<tr>
<td>Conclusion Weight: 5%</td>
<td>0%</td>
<td>70% (3.5 pts.) Conclusion missing</td>
<td>80% (4 pts.) Incomplete conclusion, failing to draw contents of the paper together</td>
<td>90% (4.5 pts.) Adequate conclusion, but fails to tie all areas of</td>
<td>100% (5 pts.) Excellent concluding summary drawing together and applying all</td>
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<tr>
<td>Evaluation of Grade</td>
<td>the paper together</td>
<td>components of the paper</td>
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<tr>
<td>Organization, Grammar and Spelling</td>
<td>0%</td>
<td>70% (7 pts.) Paper lacks organization and is not clearly structured; many style, spelling and grammar errors</td>
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<tr>
<td>Weight: 10%</td>
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<td>80% (8 pts.) Incomplete or unclear organization and numerous style, spelling, and grammar errors</td>
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<td>90% (9 pts.) Paper is adequately organized, with few style, spelling, or grammar errors</td>
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<tr>
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<td>100% (10 pts.) Paper is well-organized, with no obvious style, typographical, spelling or grammar errors</td>
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<tr>
<td>Documentation</td>
<td>0%</td>
<td>70% (7 pts.) Evidence of plagiarism and failure to document appropriately</td>
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<tr>
<td>Weight: 10%</td>
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<td>80% (8 pts.) Sources are not properly documented or cited, or are missing</td>
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<td></td>
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<td>90% (9 pts.) Sources are documented and properly cited in most cases. Few errors</td>
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<td></td>
<td></td>
<td>100% (10 pts.) All sources are documented and properly cited. Documentation is error free</td>
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<tr>
<td>Bibliography</td>
<td>0%</td>
<td>70% (3.5 pts.) Bibliography is missing or lacks use of basic books and articles in the field</td>
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<td>Weight: 5%</td>
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<td>80% (4 pts.) Bibliography is lacking, failing to meet minimum requirements</td>
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<td>90% (4.5 pts.) Bibliography is adequate, generally meeting minimum requirements</td>
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<td>100% (5 pts.) Bibliography is comprehensive and relevant to the subject, with use of significant supporting books and journal articles and a minimum of 10 references</td>
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<tr>
<td>Format</td>
<td>0%</td>
<td>70% (3.5 pts.) Form and writing does not meet the standard APA or Turabian guidelines. Many significant errors</td>
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<tr>
<td>Weight: 5%</td>
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<td>80% (4 pts.) Form and writing only minimally follows the standard APA or Turabian guidelines and contains numerous errors</td>
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<td>90% (4.5 pts.) Form and writing does not completely follow the standard APA or Turabian guidelines. Some errors</td>
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<td></td>
<td>100% (5 pts.) Form and writing follows the standard APA or Turabian guidelines, with no obvious errors</td>
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</table>

**Grading Scale**

The following grading scale is used at NOBTS (see the Graduate Catalog, available online)

- A: 93-100
- B: 85-92
- C: 77-84
- D: 70-76
- F: Below 70
Technical Assistance & Course Policies

Due Dates and Times
All assignments are due on their respective due dates as detailed in the Reading and Assignments Schedule. Assignments are to be submitted on Blackboard by “end of day” (11:59 PM Central Standard Time) on the dates they are due. Late assignments will be assessed a 4-point per day penalty.

If technical difficulty precludes your submitting an assignment through Blackboard, you may email it as an attachment to the instructor and it will be graded according to the date & time stamp on your email. Please use the email option only as a last resort.

Reading Assignments
Students are responsible for completing all reading assignments.

Professor’s Policy on Late Assignments
All work is due on the assigned date in the syllabus. The grade for late assignments will automatically be reduced by four (4) points per day.

Professor’s Availability and Assignment Feedback
The student may contact the professor at any time using the email address provided in the course syllabus. The professor will make every effort to return answers to emailed questions within a 24-hour period of time. Assignments requiring grading will be returned to the student within a reasonable period of time. Student feedback on graded assignments will be provided through the grading rubric located in the student’s Blackboard Grade Book. The student will find comments in the grading rubric, as well as on graded paper assignments. The student may also email the course grader with questions regarding grading.

Help for Writing Papers at “The Write Stuff”
This is the official NOBTS Writing Center online help site for writing academic papers and essays. [http://www.nobts.edu/writing/default.html](http://www.nobts.edu/writing/default.html) You will discover writing guides, tips, and valuable information to help you become a better writer. Go here for Turabian and APA style helps and guidelines. You will also find language fonts for Greek and Hebrew.

Academic Honesty Policy
All graduate and undergraduate NOBTS students, whether on-campus, internet, or extension center students, are expected to adhere to the highest Christian standard of honesty and integrity when completing academic assignments for all courses in every delivery system format. The Bible provides our standard for academic integrity and honesty. This standard applies whether a student is taking tests, quizzes, exams, writing papers, completing Discussion Boards, or any other course requirement.

Plagiarism on Written Assignments
NOBTS has a no tolerance policy for plagiarism. Please be aware that plagiarism in certain cases may result in expulsion from the seminary. Refer to the NOBTS Student Handbook
http://www.nobts.edu/_resources/pdf/studentservices/NOBTSHandbook.pdf where the definition, penalties and policies associated with plagiarism are clearly defined.

Classroom Parameters
Please arrive on time.
Turn off cell phones. Utilize laptops and other technology for class purposes only.
Respect the professor and other members of the class.
Maintain confidentiality when someone shares personal information.
Participate in class and group discussions.

Extra Credit
Extra credit is not offered in this course. Students with hardships, emergencies, or other situations impacting academic performance are encouraged to contact the professor as soon as possible to explore options appropriate to their specific situations.

Blackboard and ITC Technical Support
Blackboard is the instructional platform used in this class. Please make sure that your contact information is accurate and up-to-date. If you need assistance accessing Blackboard, Selfserve, or other technical support, please contact the Information Technology Center (Hardin Student Center 290 or call 504.816.8180). Here are other helpful links to ITC assistance.

SelfServe:
- Email Selfserve@nobts.edu for technical questions/support requests with the Selfserve.nobts.edu site (Access to online registration, financial account, online transcript, etc.)

Blackboard:
- Email blackboardhelpdesk@nobts.edu for technical questions/support requests with the NOBTS Blackboard Learning Management System NOBTS.Blackboard.com.

General Technology Requests or Questions:
- Email ITCSupport@nobts.edu for general technical questions/support requests.
- Call 504.816.8180 for any technical questions/support requests.
- Email www.NOBTS.edu/itc/ for general NOBTS technical help information is provided on this website.
- For Student Assistance in using Blackboard, visit: Student Bb Help

Netiquette
Netiquette refers to appropriate online behavior in Blackboard or other online discussions. Each student is expected to demonstrate appropriate Christian behavior when working online on Discussion Boards or whenever interaction occurs through web, digital, or other electronic medium. The student is expected to interact with other students in a fashion that will promote learning and respect for the opinions of others in the course. A spirit of Christian charity is expected at all times in the online environment.

Academic Policies
Academic policies relate to absences, grading scale, final examination schedules, and other topics can be found in the current online catalog: New Orleans Baptist Theological Seminary
Web-based Course Reminder/Warning

Web-based courses are, by nature, a different kind of learning experience than courses taught in the traditional classroom. Because of this structure, this web-based course is more reading and writing intensive than traditional classroom courses. Rigorous study of the deep things of God can be a rewarding experience for anyone who participates in it, but it also calls for extra diligence and integrity in completing the work. This reality does not mean that a web-based course cannot be successful in equipping you, the student, for effective, God-honoring ministry. It simply means utilizing a different strategy. Internet courses allow room for independent learners to thrive—to work at a responsible pace, to engage in student-led discussions, and to take ownership of the learning of course content. Note that your instructors are praying for your success.

Policy for Graduating Seniors

Graduating seniors are responsible for alerting the professor of your intention to graduate. All of your assignments must be completed by noon (12:00 p.m.) on the Wednesday prior to commencement exercises.

Course Schedule

Tentative Schedule and Reading Assignments

<table>
<thead>
<tr>
<th>Unit #</th>
<th>Date</th>
<th>Reading &amp; Assignments Schedule</th>
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<tbody>
<tr>
<td>1</td>
<td>January 28</td>
<td>Orientation &amp; Introduction</td>
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<tr>
<td></td>
<td>Class Meets</td>
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<tr>
<td>2</td>
<td>February 4</td>
<td>Biblical and Historical Pastoral Care &amp; Counseling</td>
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<td></td>
<td>Language of Counseling</td>
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<td></td>
<td></td>
<td>CC – Part 1: Introductory Issues, Ch. 1-3</td>
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<td></td>
<td></td>
<td>HHP, Ch. 1</td>
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<tr>
<td>3</td>
<td>February 11</td>
<td>Contemporary Counseling Approaches</td>
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<tr>
<td></td>
<td>Class Meets</td>
<td>CC – Part 1: Introductory Issues, Ch. 4-7</td>
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<td></td>
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<td>CHE–complete book</td>
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<tr>
<td>4</td>
<td>February 18</td>
<td>Counselor Qualities</td>
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<td></td>
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<td>HHP, Ch. 2-3</td>
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<td></td>
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<td><strong>Due: Book Review</strong></td>
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<tr>
<td>5</td>
<td>February 25</td>
<td>Basic Counseling Skills</td>
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<td></td>
<td>Class Meets</td>
<td>Communication</td>
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<td>CC – Part 2: Prominent Issues, Ch. 8-12</td>
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<td><strong>Due: Research topic, preliminary thesis, primary resources</strong></td>
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<tr>
<td>6</td>
<td>March 4</td>
<td>Anxiety &amp; Depression</td>
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<td>HHP, Ch. 4</td>
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<td><strong>Due: Verbatim #1</strong></td>
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<tr>
<td>7</td>
<td>March 11</td>
<td>CC – Part 3: Developmental Issues</td>
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<tr>
<td></td>
<td>Class Meets</td>
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</tr>
</tbody>
</table>
**Selected Bibliography**

The following texts represent some of the resources in the field. The list should be consulted as a departure point for gathering references for use in the research paper.


Burnet, Gilbert. A Discourse of the Pastoral Care (1692). London: W. Baynes, 1818.


Websites
Christian Association for Psychological Studies: [http://www.caps.net/](http://www.caps.net/)
Hope for the Heart: [http://www.hopefortheheart.org](http://www.hopefortheheart.org)
Association of Certified Biblical Counselors (ACBC) ([www.biblicalcounseling.com/](http://www.biblicalcounseling.com/)) (formerly known as the National Association of Nouthetic Counselors [NANC])
Association of Biblical Counselors (http://christiancounseling.com/)
Resource Networking and Clearinghouses

**Chosen Families** ([http://chosenfamilies.org/](http://chosenfamilies.org/))

A non-profit, charitable organization, providing information to parents, family members, religious leaders and the general public on effective solutions to living in families with hidden disabilities, such as Anxiety, Asperger, ADHD, Autism, Bipolar disorder, Depression, Epilepsy, Learning disabilities, Obsessive Compulsive Disorder, Schizophrenia, Sensory Processing Disorders, and Tourette syndrome.

**Purpose & Mission:** The purpose of ChosenFamilies.org is to help families living with hidden disabilities become fully included in the body of Christ. Our mission is to provide resources, connections and encouragement to families with hidden disabilities and to educate and provide resources to religious leaders as they minister to families with these needs.

**The Biblical Counseling Coalition** ([http://biblicalcounselingcoalition.org/](http://biblicalcounselingcoalition.org/))

Mission: The BCC exists to multiply the ministry of the biblical counseling movement by strengthening churches, para-church organizations, and educational institutions through promoting unity and excellence in biblical counseling.

The Coalition seeks to foster collaborative relationships and to provide robust, relevant biblical resources that equip the Body of Christ to change lives with Christ’s changeless truth through the personal ministry of the Word.

**New Life Christian Counseling Network** ([http://newlife.com/counselors](http://newlife.com/counselors)) (Part of New Life Ministries)

A large network of professional, Christian counselors located throughout the country. The network counselors have gone through an extensive application and credentials verification process. They agree with the New Life Statement of Faith and meet specific professional standards set for members in the counseling network.

**Minds Renewed (formerly Transformed Minds): The Consortium for a Christlike Response to Mental Health** ([transformedmindsinfo.wordpress.com](transformedmindsinfo.wordpress.com))

Formed in 2013, the consortium works primarily through the internet to “inspire those needing help; inform them of resources available; and provide the connections needed to reach those resources.”
**Student Services**

*This is a partial list of NOBTS student services available to all students, no matter your delivery system or location. If you have questions or do not see what you need here, please refer to www.nobts.edu/studentservices, email us at studentservices@nobts.edu, or call the Dean of Students office at 800-662-8701, ext. 3283. We are glad to assist you!*

<table>
<thead>
<tr>
<th>Need</th>
<th>Email</th>
<th>Phone</th>
<th>Web Page</th>
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<tr>
<td>Advising – Graduate Program</td>
<td><a href="mailto:studentservices@nobts.edu">studentservices@nobts.edu</a></td>
<td>504.282.4455 x3312</td>
<td><a href="http://www.nobts.edu/registrar/default.html">www.nobts.edu/registrar/default.html</a> #advising</td>
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<td>Advising – Undergraduate Program</td>
<td><a href="mailto:lcadminasst@nobts.edu">lcadminasst@nobts.edu</a></td>
<td>504.816.8590</td>
<td><a href="http://www.nobts.edu/LeavellCollege">www.nobts.edu/LeavellCollege</a></td>
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<td>Church Minister Relations (for ministry jobs)</td>
<td><a href="mailto:cmr@nobts.edu">cmr@nobts.edu</a></td>
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<td>PREP</td>
<td><a href="mailto:Prepassistant1@nobts.edu">Prepassistant1@nobts.edu</a></td>
<td>504.816.8091</td>
<td><a href="http://www.nobts.edu/prep">www.nobts.edu/prep</a></td>
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<td>Gatekeeper NOBTS News</td>
<td><a href="mailto:pr@nobts.edu">pr@nobts.edu</a></td>
<td>504.816.8003</td>
<td>nobtsgatekeeper.wordpress.com</td>
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<tr>
<td>Information Technology Center</td>
<td><a href="mailto:itsupport@nobts.edu">itsupport@nobts.edu</a></td>
<td>504.816.8180</td>
<td>selfserve.nobts.edu</td>
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<td>Help with Blackboard</td>
<td><a href="mailto:blackboardhelpdesk@nobts.edu">blackboardhelpdesk@nobts.edu</a></td>
<td>504.816.8180</td>
<td>nobts.blackboard.com</td>
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<td>Library</td>
<td><a href="mailto:library@nobts.edu">library@nobts.edu</a></td>
<td>504.816.8018</td>
<td><a href="http://www.nobts.edu/Library">www.nobts.edu/Library</a></td>
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<td>504.816.8018</td>
<td><a href="http://www.nobts.edu/research-links/default.html">http://www.nobts.edu/research-links/default.html</a></td>
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<td>Writing and Turabian style help</td>
<td><a href="mailto:library@nobts.edu">library@nobts.edu</a></td>
<td>504.816.8018</td>
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<tr>
<td>Guest Housing (Providence Guest House)</td>
<td><a href="mailto:ph@nobts.edu">ph@nobts.edu</a></td>
<td>504.282.4455 x4455</td>
<td><a href="http://www.provhousere.com">www.provhousere.com</a></td>
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<td>Student Counseling</td>
<td><a href="mailto:lmccc@nobts.edu">lmccc@nobts.edu</a></td>
<td>504.816.8004</td>
<td><a href="http://www.nobts.edu/studentservices/counseling_services.html">www.nobts.edu/studentservices/counseling_services.html</a></td>
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<td>Women’s Programs</td>
<td><a href="mailto:womensacademic@nobts.edu">womensacademic@nobts.edu</a></td>
<td>504.282.4455 x3334</td>
<td><a href="http://www.nobts.edu/women">www.nobts.edu/women</a></td>
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For additional library resources in your state, check [http://www.nobts.edu/library/interlibrary-loan.html](http://www.nobts.edu/library/interlibrary-loan.html)
- GALILEO for Georgia students, LALINC for Louisiana students
- Florida Virtual Library ([http://www.flelibrary.org/](http://www.flelibrary.org/)) for Florida students