

**COUNSELLING MAJOR**  
**SUPPLEMENTARY HANDBOOK**  
**TYNDALE SEMINARY**

## **Welcome to the Counselling Major at Tyndale Seminary!**

**This handbook is meant to orient you to the faculty, structure and expectations of the degree and to encourage you to keep asking more questions.**

### **Who are my Faculty Advisors?**

Your Faculty Advisors are the Rev. Dr. Paul Scuse and Dr. Susan Ellfeldt.

#### **Paul Scuse, DMin, RMFT**

The Rev. Dr. Scuse is the Coordinator of the Counselling Program and Assistant Professor of Counselling. He was ordained in ministry in the Anglican Church of Canada in 1979 and has served in full-time pastoral ministry in congregations in Oshawa, Toronto and Stouffville. Since 1993, he has combined parish ministry with a private counselling practice. He holds professional accreditations with the American Association for Marriage and Family Therapy (AAMFT) as a Clinical Member and an Approved Supervisor, the Board of Examiners in Sexual Therapy and Counselling in Ontario (BESTCO) and the Canadian Association for Pastoral Practice and Education (CAPPE). His particular areas of expertise are Marriage and Family Therapy, Pastoral Practice and Education, Pastoral Counselling and Sexual Therapy and Counselling.

#### **Dr. Susan Ellfeldt DMin, MSc, RMFT**

Prof. Ellfeldt is a Marriage and Family Therapist with over 30 years of clinical experience treating individuals, couples and families. She was trained and licensed in California, and has a Master of Science in Psychology. She also earned a Doctor of Ministry in Marriage and Family at Palmer Seminary in Pennsylvania. Susan is a Clinical Member of the American Association of Marriage and Family Therapy and joined the Tyndale faculty as a part-time instructor in 2002. In addition, she works part-time for Inter-Varsity Christian Fellowship as a Staff Development Specialist and maintains a small private practice in Etobicoke. Susan loves horses and the country, and spends many hours trail-riding in her free time. She has four children and seven grandchildren, all living in the U.S., and enjoys seeing them as often as possible. She lives in Etobicoke and attends Kingsway Baptist Church.

### **How do I make an appointment with my Faculty Advisor?**

Both Faculty Advisors are available to you to discuss any program related issues either via telephone or email. Their office is on the second floor of the Seminary building to the right of the elevator.

Rev. Dr. Paul Scuse  
416-226-6620 x 6785  
[pscuse@tyndale.ca](mailto:pscuse@tyndale.ca)

Dr. Susan Ellfeldt  
416-226-6620 x 6787  
[sellfeldt@tyndale.ca](mailto:sellfeldt@tyndale.ca)

### **Who are the other instructors in the Counselling Program:**

**Herman Chow M.Div D.Min**

With more than a decade of pastoral and counselling experience, Rev. Dr. Herman Chow joins the Counselling Faculty at Tyndale Seminary. He has a Master of Divinity in Counselling and a Doctor of Ministry in Marriage and Family. He is currently the Coordinator of Family Life Education in Family Services of Peel and a Marriage and Family Counsellor at his private practice in Mississauga and Unionville. He is also a faculty member of the Continuing Education Department in Centennial College.

**Helen Noh Ph.D.**

Dr. Helen Noh is Adjunct Professor for Counseling at Tyndale Seminary and Lecturer of Psychology at the University/College. She graduated from Fuller Theological Seminary, in the school of Psychology with a doctorate in Marriage and Family Therapy and Master's of Theology. She is passionate about the integration of psychology with theology and spirituality within the contexts of both the clinical setting and the church. Dr. Noh is a clinical member of AAMFT and OAMFT, specializing in therapy with children, adolescents, and families, completing her internship at the Glen Roberts Child Study Center in Pasadena, California.

**Vincent Poon MD, DMin, PsyD, RMFT**

Dr. Poon is Sessional Professor of Counselling. With more than 30 years as a family doctor, together with his training in counselling, the one theme that links his work and ministry in medicine, theology, counselling and psychology is family. He ascribes a truly whole person approach in the well being of a person by looking at the bio-psycho-social-cultural-spiritual aspects of the individual. He is a Clinical Member and Approved Supervisor of the American Association for Marriage & Family Therapy, a Fellow of the College of Family Physicians of Canada, a Fellow and Diplomat of the American Board of Medical Psychotherapists, a Diplomat in Professional Counselling, and a Diplomat in Professional Psychotherapy, International Academy of Behavioral Medicine Counseling and Psychotherapy, Inc. His areas of expertise are Marriage and Family Therapy, whole person and family centered care, family medicine, psychotherapy and psychology, pastoral counselling and family ministry.

**Kern Stanberry, M. Div, RMFT**

Kern is the Coordinator of the Counselling Major Internship program. He graduated from Tyndale's M.Div. Counselling Major program in 2006 and has subsequently worked at various community agencies in the GTA as a therapist. Kern has a private practice in Scarborough and provides parenting and marriage enrichments seminars to his local Church as well as counseling services. Kern currently holds the position of program supervisor at Addiction Services for York Region where he provides clinical supervision to staff, manages program development, and carries a caseload. Kern holds professional accreditations with the American Association for Marriage and Family Therapy (AAMFT) as a Clinical Member since 2009 and, in 2010, earned the Certificate in Couple and Family Therapy Studies from the University of Guelph. He is currently in the process of training to become an AAMFT Approved Supervisor.

**Do the instructors provide personal counselling?**

All instructors in the Counselling major are open to talk with you about issues pertaining to course and career planning along with many issues of an immediate or situational nature. Due to ethical constraints, however, they are not able to engage in protracted personal therapy with any student or members of the student's immediate family. The Seminary's Counselling Services Department has many counsellors who are qualified to engage with students seeking counselling. You may make an appointment for personal and/or family counselling by calling *Tyndale Counselling Services*. Referrals to therapists outside the Seminary can be made through Tyndale Counselling Services or through your instructors.

**Is attendance of the Student Orientation Program mandatory?**

Yes. Attendance at an Orientation Program, scheduled prior to the beginning of the fall semester is required of all students. During this orientation program important information will be provided to help you begin your program of studies at Tyndale in the best possible.

During the Orientation Program you will meet the Seminary Faculty and have an opportunity to discuss course issues with your advisors. There will also be an assessment of your Bible knowledge and English facility. Two very important seminars will be required of all students, one pertaining to necessary skills related to the Writing of Academic papers, and the other to the use of the Tyndale Library and its resources. All students are also required to take the non-credit course, "Introduction to Biblical Studies at the Graduate Level".

**What are the competencies that I will be expected to achieve in the Counselling program?****COUNSELLING MAJOR – COMPETENCIES**

**Mission Statement for Major:** To facilitate the cognitive, skill, and character growth of men and women, enabling them to appropriately assess and therapeutically respond to the personal and relational experiences of individuals, marriages, and families within the context of the church, church-related ministries, chaplaincy, secular agencies, or private practice.

**Competencies for Major:** In order to achieve the above stated goal the Counselling Major will assist students to attain:

**Cognitive proficiency in:**

- a. The foundational and conceptual issues related to the integration of psychology and theology;
- b. The relationship of counselling to the Christian calling and to the missional nature of the church;

- c. The nature of “personhood”, “pathology”, and “health and wholeness” as informed by perspectives from both the theological and social science disciplines;
- d. The strengths and limitations of the theoretical and therapeutic approaches of the major individual therapeutic theories (specifically Cognitive Therapy, Behavioral Therapy, Transactional Analysis, Psychodynamic Therapy, Client-Centered Therapy, Biblical Counselling, and Nouthetic Counselling);
- e. The strengths and limitations of the theoretical and therapeutic approaches of the major marriage and family therapy theories (specifically Social Learning Approaches, Object Relations Therapy, Bowenian Therapy, Structural Therapy, Strategic Therapy, Solution Focused Brief Therapy, Contextual Therapy, Milan Therapy, Experiential Therapy, Narrative Therapy, and Integrative Therapies);
- f. The aspects and conditions which considered together comprise the effective therapeutic relationship from initial contact through to termination;
- g. The essential elements of “systems theory” and its application to the family as system;
- h. A theologically reflective understanding of the various perspectives of personality development, health, and psychopathology advocated by various major personality theories;
- i. The influence of the paradigms of modernism and postmodernism in the shaping of culture in general, and various therapeutic modalities, in particular;
- j. The influence of the contextual factors of ageing, gender, sexuality, socio-economic, ethnic and cultural discourses on the lives of people, family relationships and on the nature of the therapeutic relationship;
- k. The code of ethics of the American Association for Marriage and Family Therapy (AAMFT);
- l. Adequate skills in the areas of descriptive and inferential statistics and research design to read, properly assess and benefit from research in the field of Marriage and Family Therapy;
- m. Theological understanding of marriage, family, singleness, and sexuality;
- n. An understanding of the ethical imperative of spiritual formation in terms of political and advocacy involvement in relation to oppressive cultural discourses.

**Ministry skills in:**

- a. The ability to appropriately assess the personal and relational needs of individuals, couples, and families;
- b. The ability to conceptualize appropriate therapeutic goals for individuals, couples, and families;
- c. The ability to implement a therapeutic dialogue designed to facilitate healing and growth in the lives of individuals, couples, and families;
- d. The ability to implement appropriate therapeutic dialogues with a

- sensitivity to the influence of ageing, gender, socio-economic, ethnic, and cultural discourses;
- e. The ability to demonstrate sufficient mastery of clinical skills;
  - f. The ability to implement a professionally responsible “ethical-decision-making-process” in the clinical setting;
  - g. The ability to function professionally within collegial and supervisory relationships;
  - h. The ability to critically evaluate the quality research papers in the field of Marriage and Family Therapy in relation to research design and statistical analysis;
  - i. The ability to develop skills in clinically-related research;
  - j. Ability to assess needs within the larger cultural system;
  - k. The ability to facilitate structural changes in the social institutions that impinge on people’s lives;
  - l. Awareness of community support systems.

**Character and Spiritual Development in:**

- a. An awareness of and an ability to talk about the ongoing healing and nurturing work of the Holy Spirit in one's own personal and relational life,
- b. A growing personal openness to the work of the Holy Spirit expressing God's healing grace through the life and the relationships of the counsellor;
- c. A self-reflective stance in the formation of one’s sense-of-self within the context of one’s relational and experiential history;
- d. A deepening experience of the centrality of the spiritual resources and disciplines of the Christian faith in the process of healing and growth;
- e. A deepening respect for and willingness to listen to and engage with the various spiritual stories of one’s peers and those who seek counseling;
- f. An appreciation for the variety of Learning Styles and an awareness of one’s own personal Learning Style;
- g. Skills in self-reflection and self-evaluation;
- h. Skills in working within a collegial group;
- i. Skills in developing an adequate self-care program.

**Are there particular courses that I should take in each year?**

Yes. When you were admitted to the Counselling Major you received a programme outline with all of the courses listed by year. It is important to follow the prescribed order.

Students who are studying on a part-time basis should consult with their faculty advisor each semester to ensure that course selection is made in the wisest way possible.

**How many courses should I register for on any one day?**

You may arrange your timetable in whatever format that suits you best. It is advisable, however, not to take three courses in any one day.

**How many courses should I take each semester?**

This will depend on your own personal circumstances. A normal full-time load is four courses in each of the fall and winter semesters and two courses in the January intersession or Spring/Summer semester. You may, however, choose to modify your program and study on a more part-time basis, taking less than the full-time course load, or accelerate your program by taking extra courses during the Spring/Summer semester.

When registering for courses, please take into account as you consider your course load any responsibilities that you will have to respond to outside of the course requirements (i.e., family, part-time job, church ministries, etc.). You will be asked to discuss your course selection with your faculty advisors prior to registration.

As you will be expected to honour the requirements for each course for which you register, DO NOT register for more courses than you can handle given your other commitments.

**How much work is involved in each course?**

This varies somewhat from course to course. The following are the guidelines that faculty follow in the development of the courses at Tyndale.

“Any single course at Tyndale Seminary represents 120 hours of work, including a combination of the following: lecture or seminar time in class, reading and research, writing of essays or review, reflection and exam preparation.

**Implications for Course Format:**

1. Normally, 13 week classes, which meet for 39 hours of class time during the Fall and Winter semesters, would require an addition 81 hours of reading, research, reflection and writing per course.
2. Classes which meet twice a week for six weeks for a total of 36 hours would have the expectation of addition 84 hour investment in reading, research, reflection and writing per course.
3. Classes that meet six hours per day for five days, for a total of 30 hours, would require an addition 90 hour of out-of-class work per course.
4. Classes that adopt an intensive modular format, meeting weekly for four hours for a total of five weeks (=20 hours), would expect student to put in an addition 20 hours of student each week per course.”

Taken from the “Student Workload Expectations and New Curriculum Guidelines Memo to all Seminary Faculty”, 2003.

**Can I take courses at one of the extension sites?**

Yes. Courses that are offered in Oakville or Ottawa are the same courses offered at Tyndale. It is important to realize that the counselling core courses are offered only at the main campus.

**Do I have any electives?**

Yes, and the number of electives is different depending on which “track” you are in. Those in the “Clinical Track” may only choose Counselling electives; those in the “Pastoral Care and Counseling Track” have more flexibility in the choice of electives. It is best to consult with your faculty advisor about the choice of electives. Many students in the Counselling Major choose elective courses that are AAMFT-related. Some counselling elective courses are only offered every second year. If you need advice in planning long-term, please make an appointment with your faculty advisor as soon as possible.

**Is any actual counselling experience required in first year?**

No. During your second year you will be required to take a weekly “Preinternship Counselling Skills Lab” concurrent with your second year courses. In this Lab you will develop and practice the various counselling skills.

**Is there an Internship requirement in the Counselling Major?**

Yes. In your third year, you will register for COUN 0701 – Counselling Internship. This is an off-site placement where you will be under supervision for 15 hours per week where you will meet with individuals, couples and/or families for over an eight to twelve month period at least. Essentially, the Counselling Internship involves the completion of 450 hours of counselling-related work under supervision.

**What is the process for securing an internship placement?**

The application process begins in the Fall of your second year. Each student will receive information about all of the current internship site options. Students are then responsible to read the information and select three (3) sites that best suit their needs.

Each student will submit an up-to-date resume, a student profile as well as their choices for internship to the Counselling Major Faculty Advisors. The Advisors will then compile the wishes of the students and make a master list of where each student’s materials will be sent. If there are any significant changes, the student will be contacted for consultation.

This is a competitive process; the internship placement process involves a face-to-face interview with the internship site supervisor as there are limited spots available. Once you have been selected, you will complete a Learning Contract with your supervisor before beginning your internship.

**What are the internship requirements?****In order to receive credit for the internship, you must:**

1. Register for COUN 0701 (preferably for the Fall semester)
2. Attend the supervision meetings as scheduled by the internship supervisor.
3. Complete a minimum of **150 hours of direct client** contact as part of the overall requirement of 450 hours of internship.
4. Submit evaluation forms at the end of each semester that both you and your supervisor will comment on and sign.

5. Meet with your faculty advisor and classmates each semester for reflection groups, as outlined in the Internship Handbook during the internship.
6. Submit two time sheets: one detailing your weekly activities, the other detailing the amount of time spent with individuals, couples and families, as well as group and individual supervision, over the course of your internship.

**What if I do not have 150 hours of client contact?**

Since this is a graduation requirement, you will need to secure another internship site or if possible, extend your time at the current site.

The purpose of establishing a minimum amount of direct client contact for all counselling majors is to be able to guarantee a basic level of experience and competence that potential employers can expect from all of our graduates.

For more detailed information about the internship process, please consult the *Counselling Internship Handbook*.

**Is it possible to complete a Double-Major?**

Yes. You may take the required courses in the Counselling Major and use some of your elective courses to complete the required courses in any other major. However, you must realize that for all other majors there are biblical language requirements and another internship that must be completed. You are advised to speak with your Faculty Advisor if you wish to pursue a double major.

**Where can I find a description of the courses?**

Course descriptions for all courses offered at Tyndale may be found in the Tyndale Seminary Catalogue, which is available online at [www.tyndale.ca](http://www.tyndale.ca).

Course syllabi are distributed during the first class of each course. Copies of syllabi may also be read in the Library or on the Tyndale website.

**Is there a particular format required for academic papers?**

Yes. Each professor will inform you about any particular format required in his/her course. In the Counselling Department the APA format is required.

You will be given a booklet *Guidelines for the preparation and evaluation of academic papers* in your first class. This booklet will provide you with sufficient information to prepare your papers, and it includes samples of APA format for your reference. It is vitally important that you read this booklet thoroughly and carefully, as it will provide the standard for all counselling assignments.

Seminars on the preparation of academic papers will also be offered during the student Orientation Program.

**Do papers need to be submitted on time?**

YES. A due date for each paper is indicated in the syllabus. Each instructor will list her/his policy for late assignments. A request for extension may be granted for extreme medical emergency or personal crisis. A form for this request is attached to your syllabus.

PLEASE NOTE: Extensions, when granted, are ONLY granted in cases of extreme medical or personal emergency situations. Appropriate documentation may be requested. Extensions are NOT granted in other situations such as work or church scheduling conflicts; holiday, business of church traveling; general busyness; computer failures, etc.

To avoid the loss of assignments, students are advised to hand in their papers directly to the professor on the due date as indicated; there is an after-hours submission box outside of the Seminary office available to students as well. Papers will NOT be accepted at the front desk. Always make and retain a copy of any documents submitted for course requirements.

**Is there a school policy on ‘academic honesty’?**

Yes. Academic honesty is taken very seriously at Tyndale. Issues related to academic honesty, such as plagiarism, are discussed during the Orientation Program, in the Student Handbook, and in the Seminary Catalogue. A copy of this policy is also attached to each syllabus. It is your responsibility to acquaint yourself with this policy and to ensure that each assignment that you submit adheres to this policy. If you are uncertain about this policy in any way, please be sure to consult with your course professor or Faculty Advisor.

**Are class attendance and punctuality important?**

YES. “Learning-in-community” is a format that begins in first year and increases throughout the counselling program. Formal class discussions and informal conversations outside of class time are vital to the overall learning process. For some students it is a stretch to participate in class discussions, nevertheless, this is an important part of learning at the graduate level.

Unexplained absence from more than two classes per semester may result in the loss of course credit.

Out of respect for the learning-process, your colleagues and the professor, punctuality is very important. Your professor will start all classes on time. Please try to be in the class five minutes before the official start time. This will also give you an opportunity to connect more with your colleagues and be ready to begin at the beginning of the class.

**With which other documents should I be familiar at the beginning of the semester?**

The following documents contain important information that each student is expected to be familiar with:

- The course syllabus for each course – record the due date for all assignments

- The Tyndale Seminary Catalogue
- Guidelines for Preparation and Evaluation of Academic Papers
- The Student Handbook

**Is there a specific theoretical bias in the Counselling program?**

Yes. The theoretical bias is Family Systems Theory (focus on relationship rather than individual functioning) and the courses are geared to Marriage and Family Therapy.

**What is AAMFT?**

AAMFT is the American Association for Marriage and Family Therapy. It is the certifying body for Marriage and Family Therapists in North America. Many students who graduate from Tyndale, especially those who intend to engage in some form of counselling on a professional basis, go on to seek certification with AAMFT. You may obtain further information about AAMFT from the website [www.aamft.org](http://www.aamft.org) or call Member Services at 703-838-9808.

**If I am studying in the Counselling Department, do I have to become a Marriage and Family Therapist?**

No. While many of the courses have an emphasis on marriage and family, many students choose to pursue careers in Pastoral Ministry, Pastoral Counselling, Missions, Para-Church Organizations, Chaplaincy in Prisons, Hospital and Seniors' Residences etc.

**What other options exist for professional affiliation?**

If you intend to work in any capacity as a therapist or counsellor, it is vitally important that you adhere to a Code of Ethics, Standards of practice and engage in regular supervision. Please refer to the *Professional Association Options* handbook for further information.