



# **DIVISION *of* GRADUATE STUDIES**

**DR. BOB LAURENT, Dean**

Master of Business  
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DR. B. SMITH, Director  
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MR. MOW  
DR. M. YOUNG  
D. READY, J.D.

Master of Arts in  
Theological Studies  
Master of Ministries  
DR. CARPENTER, Director  
DR. R. MORRIS, Advisor  
DR. BEALS  
DR. BLOWERS  
DR. ENGBRECHT  
DR. LAURENT  
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Master of Arts in Counseling  
DR. GERIG, Director  
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DR. FISCHER  
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Education Endorsement for Certified Teachers  
Driver Education

### **MASTER OF BUSINESS ADMINISTRATION (M.B.A.)...**

Graduate studies in business at Bethel College lead to a Master of Business Administration (M.B.A.) degree, a professional degree for persons involved in business management. Although most persons enrolled in M.B.A. courses are pursuing a degree, special students not wishing to earn a degree may enroll in a maximum of nine semester hours of courses, provided that they meet the course prerequisites and space is available after degree students have registered.

#### **Description of Program...**

The program consists of 36 hours of study beyond the baccalaureate degree and can be completed in 24 or more months of part-time study. Most M.B.A. courses are offered each academic year. The academic year includes two semesters and two summer sessions.

#### **Format of Program...**

Courses are offered in an accelerated eight-week format, with a four-hour class session once per week in the evening from 6 to 10 P.M. Each course carries three graduate hours of credit. Students are required to complete 36 hours (12 courses) to earn the M.B.A. degree.

The format of the program enables students to continue to work full time while enrolled in the program. Persons employed full time are expected to take a minimum of two years of part-time study to complete the program.

The program format is flexible enough to allow students to begin their studies at any time during the academic year and to suspend study for a session or semester if the need arises. Although some courses require specified competence for enrollment, rigid sequencing of courses is not a feature of the M.B.A. program. Thus flexible entry and egress are assured.

#### **Admission Requirements...**

1. A baccalaureate degree from an accredited college or university with a 2.75 or higher GPA. Applicants with a degree from a nonaccredited institution will be considered individually, and validating additional undergraduate course work or examinations may be required. Applicants with a GPA below 2.75 may be considered for conditional admission at the discretion of the graduate admissions committee.

2. A minimum of two years of appropriate work experience as determined by the program director.

3. Applicants must take the Graduate Management Aptitude Test (GMAT) and have scores sent to Bethel College.

4. It is recommended that students entering the M.B.A. program complete at least one course in each of the following areas: accounting, economics and college level math. These courses should be taken no more than five years prior to entering the program. Students should earn a grade of "B" or better in each of the three courses.

5. Satisfactory personal interview with the program director.

6. Acceptable oral and written skills must be demonstrated.

7. Students whose native language is not English must score 220 or higher on the TOEFL.

8. Agreement with the standards of conduct in effect for all graduate students.

Through the admissions requirements Bethel College is seeking a clear indication based on transcripts, testing, written work, and interview that the applicant is able and desirous of pursuing graduate studies successfully. Qualified candidates are considered without regard to race, national or ethnic origin, age, gender or physical handicap. Persons in underrepresented groups are especially encouraged to apply.

#### **Application Procedures...**

1. Request a Graduate Admission Application from Bethel College, Graduate Studies Office.

2. When you receive the form, complete it and return it to Bethel College, Graduate Studies Office with a \$25 nonrefundable application fee. This fee is not required of Bethel College alumni.

3. Write the registrar of the college or university from which you received your baccalaureate degree, requesting that a transcript be sent directly to Bethel College, Graduate Studies Office. If you have taken any graduate study, we will need a transcript from the graduate school also.

4. Write a biographical sketch of at least 300 words that tells something about yourself, your recent work experience, your reasons for taking graduate studies, and the reasons you selected Bethel College. Mail this to Bethel College, Graduate Studies Office.

5. Take the GMAT test and indicate that the score is to be sent to Bethel College, Graduate Studies Office.

6. Arrange through the Graduate Studies Office for an interview with the the M.B.A. program director.

7. When all of the admission materials are on file, they are reviewed by the M.B.A. program director and the applicant is notified of the action taken.

8. Applicants desiring financial aid should correspond with the director of financial aid at Bethel College. Request a Financial Aid Application for Graduate Studies.

**Regular Admission** is granted when it has been determined that the applicant has fully met the admission requirements for the M.B.A. degree program.

**Conditional Admission** may be granted at the discretion of the graduate admissions committee when the applicant does not fully meet the admission requirements but appears to have the potential to meet the requirements and to profit from graduate studies at Bethel College. Conditional admission requires that fixed procedures be followed to successfully achieve regular admission. If a student does not meet the conditions to achieve regular admission, enrollment in the M.B.A. program will be terminated.

**Special Admission** may be granted by agreement of the M.B.A. director and the professor for a student to enroll for credit in an individual course on the basis of a transcript and a personal interview. A maximum of nine hours of credit may be earned as a special student. If the student later decides to pursue the M.B.A. degree, all the regular admission requirements must be met.

**Permission to Audit** is granted by the M.B.A program director upon consent of the professor teaching the course. The regular application fee is paid at the time the first course is audited. A graduate audit fee of \$125 is paid for each course.

**Transfer Students** may be granted credit for graduate work at other institutions when the work is determined to be acceptable by the M.B.A. program director. Courses with a "B" or higher grade may be transferred, provided that they have been taken within the last five years. A maximum of nine semester hours will be accepted toward the M.B.A. degree.

**Undergraduate Bethel College Students** may register in graduate courses for graduate credit, provided they have completed at least 88 hours of undergraduate work, have a minimum GPA of 2.75, and have the permission of their academic advisor and the M.B.A. program director. Such courses may not apply for credit on both undergraduate and graduate degrees. A maximum of nine hours of graduate credit may be accumulated, to be applied to the M.B.A. degree upon completion of the baccalaureate degree.

## Graduation Requirements...

From our Master of Business Administration candidates, we expect completion of the following requirements:

1. A total of 36 semester hours with at least a 2.75 grade point average. At least 30 hours must be M.B.A. courses.
2. The last 15 hours must be completed at Bethel College immediately prior to graduation. In special cases a maximum of six hours may be completed at another institution, provided the courses are approved in advance and in writing by the graduate dean.
3. All financial accounts must be fully paid to the college. Academic credit, transcript and diploma are withheld if the account is not paid in full.

## Academic Information...

Nine hours of academic work per semester are the minimum for full-time graduate enrollment, and fifteen hours are the maximum without special permission of the graduate dean. Full-time enrollment may be necessary for certain kinds of financial aid. However, students with full-time employment are not permitted to enroll at the same time as full-time graduate students. The M.B.A. program can be completed in two years of part-time enrollment if a student maintains a six-hour enrollment each semester including summer. Students with heavy work loads would be well advised to limit their enrollment to three hours each semester.

# **GRADUATE STUDIES**

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A student whose cumulative GPA is below 2.75 is placed on academic probation. Failure to raise the semester average to 2.75 or higher the following semester will lead to dismissal from the program. Courses for which a grade below "C" is received may not count as hours earned toward the degree. Graduate students are not eligible for academic honors based on GPA.

## **Financial Information...**

The tuition charge for 2002-2003 for the M.B.A. program is \$330 per semester hour. The cost of books and materials is approximately \$100 per eight-week session.

After completing their M.B.A. degree at Bethel College, graduates may take any M.B.A. course or portion thereof on a space-available basis. This feature meets the college's objective of encouraging lifelong learning and graduates' need for ongoing skill and knowledge enhancement.

Financial aid to graduate students is mostly in the form of loans from the government or from private lenders. Some businesses provide reimbursement to their employees, and the applicant should contact the human resources department to determine eligibility for aid. The Bethel College Financial Aid Office can provide details concerning the most recent financial aid information.

## **Curriculum...**

The M.B.A. curriculum consists of 36 hours in the following distribution:

MBAD	503	Management in Action	3 hours
MBAD	506	Global Business Environment	3 hours
MBAD	513	Marketing Strategy & Policy	3 hours
MBAD	515	Financial Accounting	3 hours
MBAD	516	Managerial Accounting	3 hours
MBAD	519	Economic Analysis & Policy	3 hours
MBAD	520	Managerial Economics	3 hours
MBAD	523	Values, Ethics, & Leadership	3 hours
MBAD	526	Managerial Finance	3 hours
MBAD	527	Legal Environment of Business	3 hours
Plus two from the following:			6 hours
MBAD	509	Statistical Methods for Business	(3) hours
MBAD	529	Contemporary Issues in Business Administration	(3) hours
MBAD	531	Entrepreneurship	(3) hours
MBAD	533	Integrated Learning Application	(3) hours
MBAD	560	Independent Study: Business	(3) hours
		Graduate Elective	(3) hours

# COURSE DESCRIPTIONS

## Business Administration (MBAD)

503. **Management in Action** 3 Hours  
Development of skills in inter- and intra-personal management. Study of group processes, team building, problem solving and relations among persons of different cultures. Application of management concepts for personal and organizational goal setting and planning.
506. **Global Business Environment** 3 Hours  
Examination of problems and advantages of conducting business on a multi-national and global scale. Study of geographic, sociopolitical and cultural factors that shape organizational success when doing business abroad. Awareness of agencies in, structures for and consequences of, doing business internationally.
509. **Statistical Methods for Business Decisions** 3 Hours  
Procedures for data collection and interpretation. Survey of statistical techniques useful in making business decisions. Analytical tools for studying problems in production, forecasting, finance, marketing and organizational decision making.
513. **Marketing Strategy & Policy** 3 Hours  
Study and application of how needs-heterogeneity in persons and organizations can be identified and served profitably. The roles of total quality management and integrated customer service are developed in conjunction with consumer behavior, market research and management of marketing activities. Working in teams, participants develop a market assessment and marketing plan.
515. **Financial Accounting** 3 Hours  
An introduction to the accounting process used to measure and report the economic events affecting enterprises. It will include a review of the construction of financial statements, expanding to an interpretation and analysis of these statements. The implications of alternative accounting method choices will be examined. The uses of financial
- statement data are related to the needs of investors, managers and other interested users.
516. **Managerial Accounting** 3 Hours  
Concepts and procedures in accounting for organizational activities and assets are investigated. Control tools such as budgets, information management systems, profit planning and audits are described. Emerging accounting issues for organizational leaders in for-profit and not-for-profit companies are discussed.
519. **Economic Analysis & Policy** 3 Hours  
The impact of the business cycle on firms and industries is assessed. The determinants of the unemployment rates, the inflation rate, the trade balance and economic growth are reviewed. The influence of government policy on the macroeconomy is examined from a variety of viewpoints and discussed.
520. **Managerial Economics** 3 Hours  
The behavior of individual economic agents including the individual consumer and the firm are studied. Formal models of consumer behavior and firm behavior are presented and applied to explain specific economic phenomena. The determinants of the market structure of industry are examined.
523. **Values, Ethics & Leadership** 3 Hours  
Presentation of paradigms for ethical reasoning, moral development and principled leadership. Personal and organizational applications of ethical principles. Treatment of concepts such as vocational calling, personal success, duty and justice. Application of biblical principles to issues managers routinely face or may encounter in the short or long term.
526. **Managerial Finance** 3 Hours  
Introduces participants to institutions and markets that shape business at the local, national and global level. Emphasis is placed on the acquisition and use of funds. Understanding of use presentation and limits of financial information is developed.

**527. Legal Environment of Business 3 Hours**

The legal and social environment in which businesses operate is examined. The implications of contract and property laws are studied and discussed. An understanding of employment law and regulation is developed.

**529. Contemporary Issues in Business Administration 3 Hours**

Seminar based study of significant challenges facing managers. Topics might include managing rapid change, evolving legal realities, starting your own business, management of information technology, environmental concerns, financial portfolio management, mergers and acquisitions. Other topics as agreed upon by participants. This course may be repeated for credit. A maximum of nine credit hours may be earned.

**531. Entrepreneurship 3 Hours**

Course covers theoretical and practical aspects of owning and managing a business. General principles, case studies, as well as legal, financial, marketing and strategic planning will be studied. Students will have the opportunity to develop a working business plan.

**533. Integrated Learning Application 1-3 Hours**

Experiential-based learning in two of three areas:

- a cross-cultural experience in a foreign

country or ethnic-intensive area of the U.S.;

- a senior-management-level consultive experience with the executives of a for-profit or not-for-profit organization;
- a community service experience addressing the needs of a specific disadvantaged (physically, emotionally or economically) group.

For each experience, participants will write:

1. a proposal describing the expected nature and benefits of the learning experience;
2. a thorough (descriptive and normative) critique of the learning event clearly identifying the business concepts relevant to the experience and organization.

Participants could register for one, two or three credit hours of this course in various semesters after at least six modules have been successfully completed.

**Graduate Elective 3 Hours**

A course taken from one of Bethel College's other graduate program offerings. A graduate class from another accredited institution taken within three years of admission to the M.B.A. program would be an acceptable substitute. This option may be taken only one time for a maximum of three credit hours.

## **MASTER OF ARTS IN COUNSELING DEGREE...**

The Department of Counseling at Bethel College provides quality academic and training experiences that prepare students for careers in counseling-related professions. Graduates are prepared to understand and treat the human condition through the thoughtful integration and application of valid psychological/counseling theory and Christian theology. A personal commitment to the Christian worldview is foundational to the academic and professional experiences offered by the Counseling Program.

Students are prepared to be effective counselors through completion of a common core of courses and experiences. In addition to this core, specializations are offered in Mental Health Counseling and Marriage and Family Counseling/Therapy. Persons are prepared to provide professional service in a variety of public and private settings to individuals, couples and families. The outcome for graduates of this program is the possession of entry-level skills for the application of therapeutic, preventive and developmental techniques in human service agencies, church and parachurch organizations, colleges and universities and mental health facilities.

### **Description of Program**

The Department of Counseling offers specializations in two areas: Mental Health Counseling and Marriage and Family Counseling/Therapy. The programs in Marriage and Family Counseling/Therapy and Mental Health Counseling consist of 60 semester hours. A common core of nine courses central to the training of competent counselors is required of all students. In addition, there are eight courses (24 credit hours) in the Marriage and Family Counseling/Therapy and Mental Health Counseling specializations. Finally, each student gains practical experience through participation in three credit hours of practicum and six credit hours of internship. The required course work in the Marriage and Family Counseling/Therapy and Mental Health Counseling specializations are designed to meet national certification requirements and Indiana state licensure requirements for Mental Health Counselors and Marriage and Family Therapists.

### **Format of Program**

The academic year is composed of three semesters: fall, spring and summer. The fall and spring semesters are 14 weeks in length followed by a three-week break. The summer semester consists of two, seven-week sessions. There is a one-week break (the week of July 4th) between these sessions. Since many of our students are employed either in full- or part-time positions, classes are offered in the late afternoon and evening. Students employed full time typically take a maximum of six hours of study a semester.

### **Admission Requirements**

1. A baccalaureate degree from an accredited college or university with a G.P.A. of 3.0. Applicants with a GPA below 3.0 may be considered for conditional admission at the discretion of the graduate school admissions committee.
2. Undergraduate course work in psychology totaling at least 15 semester hours. Completed course work should include Human Growth & Development, Personality, Abnormal Psychology, Research Methods and Statistics. Applicants with deficiencies in specific requirements may be granted conditional admission by the admissions committee when the applicant demonstrates strengths in other areas. In such cases, a plan of study is devised to make up identified deficiencies.
3. Undergraduate course work in Bible or Theology totaling at least nine semester hours. Completed course work should include Old and New Testament Literature and a theology course. Applicants with deficiencies in specific requirements may be granted conditional admission by the admissions committee when the applicant demonstrates strengths in other areas. In other areas. In such cases, a plan of study is devised to make up identified deficiencies.
4. Submit GRE scores, taken within the previous five years. Required scores from the verbal and quantitative must total 900.

5. Relevant work experience (strongly preferred).
6. Personal interview.
7. Three letters of recommendation.
8. A 350-500-word autobiographical essay.
9. Score of 560 or higher on the TOEFL for students whose native language is not English.

### **Application Procedures**

1. Return completed Graduate Application including a nonrefundable \$25 application fee (the fee is waived for graduates of Bethel College).
2. Have transcripts sent directly to the Bethel College Graduate Studies Office from the college or university that awarded your bachelor's degree and from any school where graduate work was completed.
3. Submit an autobiographical essay of 350-500 words.
4. Return completed Department of Counseling Application form.
5. Provide GRE Scores. Test must have been taken within the past five years.
6. Invitations for interviews will be extended by the admissions committee to applicants whose supporting documents demonstrate their potential to succeed in the M.A. in Counseling Program.

**Regular admission** is granted when it has been determined that the applicant has fully met the admission requirements for the M.A. in Counseling program.

**Conditional Admission** may be granted at the discretion of the graduate admissions committee when the applicant does not fully meet the admission requirements but appears to have the potential to meet the requirements and to profit from graduate studies at Bethel College. Conditional admission requires that fixed procedures be followed to successfully achieve regular admission. If a student does not meet the conditions to achieve regular admission, enrollment in the M.A. in Counseling program will be terminated.

**Special Admission** may be granted by agreement of the Dean of the Graduate School, Director of the M.A. in Counseling Program, and professors for a student to enroll for credit in courses on the basis of a transcript and application to Graduate School.

**Permission to Audit** is granted by the director of the M.A. in Counseling program upon consent of the professor teaching the course. The regular application fee is paid at the time the first course is audited. A graduate audit fee of \$125 is paid for each course.

**Transfer Students** may be granted credit for graduate work at other institutions when the work is determined to be acceptable by the director of the M.A. in Counseling program. Courses with a "B" or higher grade may be transferred, provided that they have been taken within the last five years from an institution that is regionally accredited. Normally a maximum of nine semester hours will be accepted toward the M.A. in Counseling degree.

**Undergraduate Bethel College Students** may register in graduate courses for graduate credit, provided they have at least 88 hours of undergraduate work, have a minimum GPA of 2.75, and have the permission of their academic advisor and the director of the M.A. in Counseling program. Such courses may not apply for credit on both undergraduate and graduate degrees. A maximum of nine hours of graduate credit may be accumulated to be applied to the M.A. in Counseling degree upon completion of the baccalaureate degree.

### **Graduation Requirements**

From our Master of Arts in Counseling candidates, we expect completion of the following requirements:

1. Completion of 60 semester hours for students in the Mental Health or Marriage and Family Counseling/Therapy specialization.
2. Cumulative GPA of at least 3.0.
3. Courses for which a grade below "C" is received may not count as hours earned toward the degree.
4. The last 15 semester hours must be completed at Bethel College immediately prior to graduation unless an alternative plan of study has been approved.
5. All financial accounts must be fully paid to the college; academic credit, transcript and diploma are withheld if the account is not paid in full.
6. A maximum of four private tutorial courses may be completed.

## Academic Information

Nine semester hours of academic work in a semester is considered for full-time enrollment. Full-time graduate enrollment may be necessary for certain kinds of student financial aid. A student who has full-time employment often finds a maximum of 6 semester hours of study advisable.

A student whose cumulative GPA is below 3.0 is placed on academic probation. Failure to achieve a semester average of 3.0 or higher the following semester will lead to dismissal from the program. In addition, specific behaviors that are in violation of the professional standards and ethics of the profession will lead to dismissal from the program (e.g., harassment of or sexual contact with advisees).

## Financial Information

The tuition for 2002-2003 is \$330 per semester hour. Financial aid for M.A. in Counseling includes the Stafford Loan program. Two low interest rate loans (7.43%\* per year with an 8.25% cap) are offered to students enrolled at least half time (4.5 semester hours). These loans have an origination fee of 3% and a guarantee (lender) fee of 1% for each loan processed.

\*(Note: interest rate subject to change.)

1. Subsidized Stafford - Interest and principal payments begin six months after you cease to carry at least 4.5 semester hours of credit. Loan amounts are up to \$8,500 per year.
2. Unsubsidized Stafford - Unlike the subsidized loan, interest is charged while you are enrolled. You have the option of paying the interest or capitalization. Check with your lender for details. Loan amounts are up to \$10,000 per year.

Both loan programs are made available by completing the FAFSA (Free Application for Federal Student Aid). The Bethel College Financial Aid Office is available to answer any question regarding the Stafford Loan program.

In addition, graduate assistantships are available. These are awarded on the basis of academic record and professional potential. Please contact the Department of Counseling for additional information & applications forms.

## Payment Plan

The college has a monthly installment plan available through Tuition Management Systems. There is no finance charge associated with this plan; however, an annual application fee is required. The payment plan is available through the college Business Office.

## Curriculum

Core Curriculum			27 Hours
COUN	501	Human Development Across the Life Span	3
COUN	505	Theological Foundations for the Counseling Professions	3
COUN	511	Theories & Techniques of Counseling	3
COUN	521	Group Counseling	3
COUN	552	Social & Cultural Diversity	3

## **GRADUATE STUDIES**

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COUN	562	Professional, Legal & Ethical Issues	3
COUN	572	Psychometric Theory & Techniques	3
COUN	613	Research Methods	3
COUN	614	Career Development & Counseling	3
<b>Required Clinical Experience</b>			<b>9 Hours</b>
MHC, MFCT	587	Practicum	3
MHC, MFCT	687	Internship	3
MHC, MFCT	688	Advanced Internship	3
<b>Courses in the Specialization of Marriage and Family Counseling/Therapy</b>			<b>21 Hours</b>
COUN	542	Psychopathology	3
MFCT	541	Family Systems Theory	3
MFCT	552	Marriage & Family Therapy	3
MFCT	601	Family Development	3
MFCT	623	Family Assessment	3
MFCT	654	Family Stress & Transitions	3
		Free Elective	3
<b>Courses in the Specialization of Mental Health Counseling</b>			<b>21 Hours</b>
COUN	542	Psychopathology	3
MHC	541	Foundations in Mental Health Counseling	3
MHC	552	Techniques in Mental Health Counseling	3
MHC	623	Mental Health in its Social Context	3
MHC	654	Community Psychology & Mental Health	3
MHC	683	Psychopharmacology	3
		Free Elective	3
<b>Electives (Choose to complete program hours)</b>			<b>3</b>
COUN	582	Counseling Seminar	(3)
COUN	656	Supervision in Counseling	(3)
COUN	690	Independent Study in Counseling	(3)
COUN	699	Thesis	(3)

# COURSE DESCRIPTIONS

## Counseling (COUN)

- 501. Human Development Across the Life Span 3 Hours**  
An advanced study of theories and factors relevant to understanding human development across the life span. Special consideration is given to systemic influences. Strategies for facilitating healthy personal development are explored.
- 505. Theological Foundations for the Counseling Professions 3 Hours**  
An in-depth study of theological concepts relevant to the practice of counseling. Theoretical and practical issues related to the integration of theology and counseling psychology are explored.
- 511. Theories & Techniques of Counseling 3 Hours**  
An introduction to the basic theories and processes of counseling. Both classical and Christian approaches are explored and critiqued in light of Scripture, psychological sophistication and practical utility. Students gain a knowledge of underlying processes, including counselor/client characteristics and their relevance to therapy.
- 521. Group Counseling 3 Hours**  
The study of the theory and techniques of group counseling. Students participate in an experiential small group to promote personal and professional growth.
- 542. Psychopathology 3 Hours**  
An advanced examination of the categorization, diagnosis, etiology, maintenance and treatment of abnormal behavior. Both individual and systemic perspectives are considered. Based on current nosology and criteria (i.e., DSM), students develop skills in clinical interviewing and differential diagnosis.
- 552. Social & Cultural Diversity 3 Hours**  
An advanced study of cultural diversity and its implications for understanding human behavior and the helping professions. Individual factors, religious diversity and systemic influences are explored.
- 562. Professional, Legal & Ethical Issues 3 Hours**  
A discussion of the ethical standards of relevant professional organizations, legal and ethical issues of the profession, professional standards and credentialing.
- 572. Psychometric Theory & Techniques 3 Hours**  
A study of the underlying theory and methods of assessment. Concepts covered include classical test theory, standardization, validity, reliability and test evaluation. Students gain skills in the ethical and professional selection, administration, scoring and interpretation of commonly used intelligence, educational, vocational and clinical assessment tools.  
**Prerequisite:** Undergraduate course work in Probability & Statistics.
- 582. Seminar in Counseling 3 Hours**  
This course focuses on contemporary knowledge and skill-based topics relevant to the practice of mental health counseling and marriage and family therapy. May be repeated for credit by permission of specialization coordinator.
- 613. Research Methods 3 Hours**  
A rigorous examination of the vast array of research and statistical methods used in the behavioral sciences and helping professions. A scientist-practitioner perspective is taken. The underlying philosophy of science is explored and critiqued in light of biblically informed critical Christian analysis.
- 614. Career Development & Counseling 3 Hours**  
An examination of the major career development theories and their application in the helping professions. Career concerns of diverse populations are considered. Skills in career assessment and counseling (including computer applications), placement, program planning and evaluation are developed.
- 656. Supervision in Counseling 3 Hours**  
An exploration of the principles and techniques of counselor supervision. Students gain guided experience in the supervision of counselor trainees. Taken by permission of faculty only.

**690. Independent Study in Counseling 1-3 Hours**  
Students with advanced standing engage in private study on a counseling-related topic of interest. Taken by permission of faculty only.

**699. Thesis 3 Hours**  
An independent empirical investigation of a counseling-related topic conducted by the student under supervision of a thesis committee.

### Marriage and Family Counseling/Therapy (MFCT)

**541. Family Systems Theory 3 Hours**  
A theoretical examination of the major models of systems theory that underlie the practice of marriage and family therapy, as well as the historical development of its practice. Philosophical and etiological assumptions are presented and critiqued according to scientific and critical Christian analysis.

**552. Marriage & Family Therapy 3 Hours**  
An introduction to the profession of marriage and family counseling/therapy. Professional roles and functions are explored. Primary emphasis is on skill building in the application of the theoretical models in working with families.

**587. Practicum in Marriage & Family Counseling/Therapy 3 Hours**  
The development and application of professional skills under supervision. This experience consists of at least 100 clock hours with a minimum of 40 hours of direct service rendered.

**601. Family Development 3 Hours**  
A study of the family in developmental perspective. Explores the complex interactions and reciprocal processes that influence development of family and its subsystems. Includes human sexuality, its expression and strategies of intervention.

**623. Family Assessment 3 Hours**  
An exploration of the methods for assessing functioning and change of family systems. Applications for research and practice are made. Integrating data into meaningful reports and treatment plans is emphasized.

**654. Family Stress & Transitions 3 Hours**  
An advanced study of the situational

and developmental crises that influence family structure and processes. Transitions of traditional and nontraditional families are considered.

**687. Internship in Marriage & Family Counseling/Therapy 3 Hours**

An advanced practicum experience consisting of a minimum of 600 clock hours. Students work in clinical settings and provide a minimum of 300 hours of direct service under the supervision of a qualified marriage and family counseling/therapy professional. A significant portion of direct service is with couples and family units.

**Prerequisite:** MFCT 587.

**688. Advanced Internship in Marriage & Family Counseling/Therapy 3 Hours**

An advanced internship experience consisting of a minimum of 300 clock hours. Students work in clinical settings and provide a minimum of 200 hours of direct service under the supervision of a qualified marriage and family counseling/therapy professional. A significant portion of direct service is with couples and families.

### Mental Health Counseling (MHC)

**541. Foundations in Mental Health Counseling 3 Hours**

An introduction to the profession of mental health counseling. Includes discussions of historical and philosophical foundations, roles and functions of the mental health counselor, and the relationship of Christian faith within professional practice.

**552. Techniques in Mental Health Counseling 3 Hours**

A theory and skill-based course examining processes and techniques involved in mental health counseling. Skills in intake assessment, treatment planning, brief and long-term models, crisis intervention and prevention strategies are developed.

**587. Practicum in Mental Health Counseling 3 Hours**

The development and application of professional skills under supervision. This experience consists of at least 100 clock hours with a minimum of 40 hours of direct service rendered.

- 623. Mental Health in Its Social Context 3 Hours**  
A detailed investigation of significant contextual factors and their implications for mental health counseling. Includes the implications of sociocultural, demographic, religious and lifestyle diversity.
- 654. Community Psychology & Mental Health 3 Hours**  
An advanced study of the community mental health movement, its assumptions and delivery systems. Service and management of delivery systems are discussed. Included are the concepts and skills of community assessment, program development and evaluation and community intervention.
- 683. Psychopharmacology 3 Hours**  
An examination of the basic classifications of commonly prescribed psychopharmacological medications, their indications and contraindications. Professional and ethical issues related to the practice of mental health counseling are explored.
- 687. Internship in Mental Health Counseling 3 Hours**  
An advanced practicum experience consisting of a minimum of 600 clock hours. Students work in clinical settings and provide a minimum of 240 hours of direct service under the supervision of a qualified mental health professional. **Prerequisite:** MHC 587.
- 688. Advanced Internship in Mental Health Counseling 3 Hours**  
An advanced internship experience consisting of a minimum of 300 clock hours. Students work in clinical settings and provide a minimum of 120 hours of direct service under the supervision of a qualified mental health professional.

## **GRADUATE STUDIES IN MINISTRY AND THEOLOGY**

Graduate study at Bethel College can lead to a Master of Ministries degree (30 hours) or a Master of Arts in Theological Studies degree—professional academic degrees for persons involved in various kinds of Christian ministry. The courses can also be taken on a “special student” basis for those who wish to keep up on current theory/practice in Christian ministry, biblical studies, theology, history, ethics and society.

### **Description of Master of Ministries (M.Min.) Program...**

The Bethel Master of Ministries program consists of 30 hours of study beyond the baccalaureate degree and can be completed in three semesters or less of full-time study. The program can also be pursued on a part-time basis. The student has two ways to complete the 30 hours:

- ① Ten, three-hour courses, in any format (eight week or three day), or
- ② Nine, three-hour courses, plus supervised position paper/project worth three hours of credit.

Courses are taken in three major areas of study. A suggested distribution is as follows:

- ① Church & Ministry (CHMN), 15 hours
- ② Theology, History, Ethics and Society (THES), six hours
- ③ Biblical Studies (BBST), nine hours. The actual hours taken in an area may be adjusted to fit individual needs.

### **Description of Master of Arts in Theological Studies (MATS) Program...**

The Bethel Master of Arts in Theological Studies is a 60-hour master of arts program that can be completed in two years or over a longer period of time. Ten three-hour courses are offered each year:

- ① Two consecutive, four-hour evening courses per semester (each course running eight weeks/one night a week), and
- ② Three, three-day courses per semester.

(In addition, a summer course in May-June is usually available).

Thus, the required twenty courses (three credit hours each) are scheduled in two convenient formats: three-day courses (the traditional M.Min. format) and eight-week courses. Eight, eight-week courses and twelve, three-day courses are required to complete the MATS.

The sixty-hour program consists of 27-33 hours of Church & Ministry (CHMN) courses, 15-18 hours of Biblical Studies (BBST) courses, and 12-15 hours of Theology, History, Ethics and Society (THES) courses. Over a two-year sequence the student's distribution of hours may vary in each category by three-six hours. Certain courses for the Bethel College Master of Ministries program can apply to the MATS.

### **Format of Programs...**

Ten courses are offered each school year, five in the fall semester, five in the spring semester and one in the summer session. In addition, the Supervised Field Experience (CHMN 518) and Independent Study/Directed Readings can be taken any time during the year. Study in Israel is available at least every other year. The 60-hour MATS program can be completed in two years by taking all courses available. A slower pace is acceptable, but an enrollee must take at least one course per semester to stay current in the program. The 30-hour M.Min. can be completed in one year using any mix of courses, but courses should be picked carefully to meet the future educa-

tional and/or ministerial needs of the student.

The format of the program enables students to enroll at any time during the year. If possible, however, students should pre-enroll in all courses they expect to take during a semester.

The format of the programs enables many students to continue to work full time while pursuing their degree.

## Admission Requirements...

- ① A baccalaureate degree from an accredited college or university. Applicants from nonaccredited schools will be considered individually. Degrees other than a bachelor of arts (e.g., bachelor of science, etc.) are acceptable, but undergraduate course deficiencies may need to be addressed.
- ② Minimum semester hours suggested in undergraduate study:

	<b>HOURS</b>
Biblical Studies	16-20
Theology	4
Church & Ministry	4-8
English (including Speech)	12
History	3-6
Philosophy	3-6
Foreign Language	4-8
Natural Science	4
Social Sciences	12

- ③ a. An undergraduate grade point average of at least 2.5 based on a 4.0 scale (A=4 points). An applicant whose average is below the standard can be admitted conditionally only at the discretion of the program director. During this probationary period, the student would be expected to maintain a 2.5 average in graduate or undergraduate study at Bethel College.
- b. Moral character consistent with the guidelines set forth in the Word of God.
- c. A clear indication based on transcripts, references and written work that the applicant is able and desirous of pursuing graduate work successfully. Qualified candidates are considered without regard to race, national or ethnic origin, age, gender or physical handicap.

The requirements in Biblical Studies, Theology and Church & Ministry assure an adequate undergraduate background in these fields as a preparation for graduate study. The requirements in English, History, Philosophy, Foreign Language, Natural Sciences and Social Sciences assure that required pre-seminary studies of the Association of Theological Schools are followed. Applicants who do not meet these requirements may be enrolled only with the understanding that any deficiencies will be corrected (several ways of removing deficiencies are available).

Courses or alternative ways to remove deficiencies are prerequisites to the completion of the degree program and they must be included in the student's academic planning at Bethel College or taken elsewhere. The MATS and M.Min. prerequisites may vary from each other.

A student who lacks undergraduate study in Church History or Systematic Theology must plan to remove this deficiency at either the undergraduate or graduate level. Noncollegiate learning credit, testing, correspondence courses and regular undergraduate/graduate courses are ways that deficiencies can be removed.

## Application Procedures...

Applicants for graduate study should complete the following steps:

- ① Request a Graduate Admission Application form from Bethel College, Graduate Studies Office.
- ② When you receive the form, complete it and return it to Bethel College, Graduate Studies office with a \$25 nonrefundable application fee. (This fee is not required

of Bethel College or Summit College alumni.) Reference forms will be supplied to you which you must send to your pastor, minister, or religious mentor, a former professor or teacher and to one other person who is not a relative. They should return them directly to Bethel College, Graduate Studies Office.

- ③ Write the registrar of the college or university from which you graduated and request that a transcript be sent to the Graduate Studies Office, Bethel College. If you have taken some graduate study, we will need a transcript from the graduate school.
- ④ A biographical sketch that includes the student's reason for taking graduate studies and stating his/her personal religious faith (approximately 300 words).
- ⑤ When all of the admission materials are on file, they will be reviewed by the program director, a decision will be made and the applicant notified.
- ⑥ Applicants desiring to live in campus housing should correspond with the director of student development. Most students stay in motels during the three-day courses.
- ⑦ Applicants desiring financial aid should correspond with the director of financial aid at Bethel College. Request a Financial Aid Application for Graduate Studies. See the section of financial aid below.

**Regular Admission** is granted when it has been determined by the Graduate Program Director and Graduate Program Advisor that the applicant has fully met the admission requirements for the Master of Arts in Theological Studies degree program.

**Transfer Students** may be granted credit for graduate work at other institutions when the work is determined to be acceptable by the program director. Courses with a "C" or higher grade may be transferred. A maximum of 15 semester hours will be accepted toward the Master of Ministries degree and a maximum of 30 semester hours toward the Master of Arts in Theological Studies. Credits accepted from nonaccredited institutions at two-thirds value and the student is on academic probation for one semester.

**Conditional Admission** may be granted at the discretion of the program director when the applicant does not fully meet the admission requirements but appears to have the potential to meet the requirements and profit from graduate study at Bethel College. Conditional admission requires that fixed procedures be followed to successfully achieve regular admission.

**Admission to an Individual Course** for credit may be granted by the program director and the professor involved to a special student on the basis of his/her transcript and personal interview. No references or biographical sketch are required. No maximum number of credit hours has been set which can be earned in this way. If a student later decides to pursue the Master of Ministries degree, he/she must make a request to do so in writing before the final nine hours of the 30 required are completed. All the regular admission requirements for the degree program must also be met.

**Permission to Audit** is granted by the program director upon consent of the professor teaching the course. The regular application fee is paid at the time the first course is audited. A graduate audit fee of \$175 is paid for each course.

**Undergraduate Bethel College Students** may register in graduate courses for graduate credit, provided they have completed at least 88 hours of undergraduate work, have a minimum GPA of 2.75, and have the permission of their academic advisor and the program director. Such courses may not apply for credit on both undergraduate and graduate degrees. A maximum of nine hours of credit may be accumulated, to be given graduate credit upon completion of the baccalaureate degree.

**Noncollegiate learning** is an additional way that applicants may be able to receive credit. Removal of undergraduate deficiencies and/or granting of advanced standing in the program is possible (see above information also).

### Financial Information...

The cost of graduate study for 2002-2003 is \$330 per semester hour. Substantial grants and scholarships are available to all Master of Ministries and Master of Arts in Theological Studies students. Additional financial assistance in the form of local church and/or denominational grants may be available to ministers and others employed by churches or parachurch organizations. The Missionary Church strongly supports and may provide financial assistance for its ministerial students in these graduate programs. Students may also be eligible for direct student loans, the college work/study program, and federal student loan programs. For specific details relating to grants and

scholarships contact the Graduate Academic Program Advisor, Religion & Philosophy Division, at Bethel College.

## Graduation Requirements for MATS/M.Min...

For our Master of Arts in Theological Studies and Master of Ministries candidates, we expect completion of the following requirements:

- ① A total of 60/30 semester hours with at least a 2.5 cumulative grade point average. The MATS hours must be from eight, eight-week courses and twelve, three-day classes.
- ② Courses for which a grade below "C-" is received may not count as hours earned in the major.
- ③ The last 15 hours must be completed at Bethel College immediately prior to graduation.
- ④ All financial accounts must be fully paid to the college. Academic credit, transcript and diploma are withheld if the account is not paid in full.
- ⑤ Normally a maximum of two independent studies and/or two field ministry courses are allowed.

## Academic Information...

Nine hours of academic work is the minimum for full-time enrollment. Full-time graduate enrollment may be necessary for certain kinds of student financial aid. A student who has full-time employment often finds that a maximum of six semester hours of study is advisable.

A student whose cumulative GPA drops below 2.5 is automatically placed on academic probation. Failure to raise the cumulative GPA to 2.5 or higher the following semester will lead to dismissal from the program.

The director of the program may rule on appeals from individual students. A student may normally reapply following one semester after being dismissed. If the student is allowed readmission, he/she will be placed on probation for one semester. During that semester the GPA must be raised to 2.5 or the student will be dismissed from the program.

A late registration fee of \$40 will be charged when a student fails to register at least one week before a class begins. A continuation fee of \$50 will be required of those who carry the completion of a position paper/project to the following year. A \$25 continuation fee must be paid by any student not registering for courses for more than a year.

## Curriculum...

### I. YEAR ONE

<b>Format</b>	<b>Fall Semester</b>	<b>Spring Semester</b>
8-Week	THES 530 (d-g) Church History (I, II, III) THES 523 History of Christian Thought	CHMN 517j Church Planting BBST 534 Seminar: OT/NT Theology** (alternate)
2 1/2-Day	BBST 532 Interpreting the OT (Exodus) CHMN 511 Management Church & Ministry CHMN 517 (a-j) Seminar in Church & Christian Ministry**	BBST 532 Interpreting the NT (Romans) CHMN 517 (a-j) Seminar in Church & Christian Ministry CHMN 516 Spiritual Formation

### II. YEAR TWO

<b>Format</b>	<b>Fall Semester</b>	<b>Spring Semester</b>
8-Week	BBST 533 OT Bible Study (Isaiah) BBST 533 NT Bible Study (Luke)	CHMN 517k Church Planting II THES 530j/530h Worldviews, Postmodernism & the Gospel/Contemporary Issues in {Philosophy of Religion (alternate)

## **GRADUATE STUDIES**

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**Format**

2 1/2-Day

**Fall Semester**

BBST 534(a)/  
THES 530c Seminar: Biblical Theology\*\*/  
Basic Christian Doctrine  
(alternate)  
CHMN 514 Dynamics of Pastoral Care &  
Ministry  
  
THES 530 (a-j) Seminar in THES\*\*

**Spring Semester**

CHMN 513 Principles &  
Theology of Church Growth  
CHMN 512/  
CHMN 514 Evangelism &  
Christian World Missions  
/Dynamics of Pastoral  
Care & Ministry  
(alternate)  
  
CHMN 515 Pastoral Counseling-  
Introduction

\*\*Seminars vary and cover such areas as:

**Church & Ministry:** A variety of seminars touching upon basic and contemporary issues is offered.

**Theology, History, Ethics & Society:** A variety of seminars touching upon basic and contemporary issues is offered.

The 60-hour MATS Program normally consists of 27-33 hours of CHMN courses; 15-18 hours of BBST courses; 12-15 hours of THES courses. Over a two-year sequence the student's distribution of hours may vary in each category by three-six hours.

# COURSE DESCRIPTIONS

## Church & Ministry (CHMN)

- 511. Management in Church & Ministry** **3 Hours**  
This course is intended to assist the student in enhancing his/her concept and skills in management and leadership. Studies include management and leadership theory, setting of personal and congregational goals, leadership styles in light of biblical principles, congregational organization, discipline, analysis of multiple-staff ministries and denominational relations.
- 512. Strategies of Evangelism & Christian Mission** **3 Hours**  
This course examines the historical, theological and practical issues in developing strategies for completing the Great Commission.
- 513. Principles & Theology of Church Growth** **3 Hours**  
An examination of the most effective and promising approaches/theologies of past, present and projected strategies of evangelism, church growth and development.
- 514. Dynamics of Pastoral Care & Ministry** **3 Hours**  
This course is designed to enable the student to perceive and effectively fulfill necessary roles of the Christian minister as (1) an interpreter of the Christian message to a changing world; (2) an evangelist to persons and to the world; (3) a shepherd who is able to assist his/her people as they face crises; and (4) a servant giving of him/herself in the service of Christ.
- 515. Pastoral Counseling** **3 Hours**  
This course examines the philosophy and principles of counseling and gives practice in their application. Programs for pastoral counseling ministries are established and the use of various standardized testing instruments is studied.
- 516. Spiritual Formation** **3 Hours**  
A practical study of the concept of the spiritual life, its meaning, significance and development. Various models of Christian spirituality are studied. Small groups, lectures and journal-keeping are used. Students are encouraged to examine their own spiritual lives and learn about various models/guidelines for implementing a ministry of spiritual formation in the Christian community.
- 517. Seminars in Church & Ministry** **1-3 Hours**  
These seminars vary in content according to student needs and goals. Seminars are offered in the areas of:
- a. The Church & the Family**—This is a study of the primary place of the family in the responsibilities of Christian training. Supportive measures of the church for the family are reviewed. The vital interrelationship between church and the family is examined.
  - b. Worship**—An examination of the meaning, purpose, goal and effective methods of Christian worship. Different approaches to worship are examined and the use of the Bible, preaching, drama and music are studied.
  - c. Christian Education**—This seminar presents differing components of Christian education. The specific content of the course will be worked out in advance, according to the needs, goals and purposes of students and professor.
  - d. Preaching**—This seminar involves videotaped preaching activity, in addition to outlined sermons. The student is observed in an actual preaching performance, in addition to the videotaped performances before the class. Various approaches to grasping the nature and purpose of preaching are given. Students who are qualified may pursue a study of special areas and aspects of preaching. Different types of preaching are reviewed.
  - e. Church Management**—This seminar covers all the various facets of an effective administration of a church program.
  - f. Counseling**—This seminar explores the role of the pastor or Christian worker as counselor and offers guidance in the areas of listening and responding to need(s). The specific course title varies.
  - g. Marriage & Family Counseling**—This seminar examines the function the Christian worker or counselor can serve in improving and deepening the relationships and commitments within a marriage and the larger family. Basic counseling issues and techniques are explored.

**h. Missions**—This seminar presents various topics dealing with mission issues, past or present.

**i. Crisis Counseling**—The minister as a natural crisis counselor is studied. Crisis as turning points in persons' lives is recognized and the use of supportive methods in crisis counseling is examined. Bereavement counseling with both individuals, families and groups is covered. The role of crisis in the growth and development of character is emphasized as well. Various approaches to crisis counseling are developed.

**j. Church Planting & Multiplication I**—This course presents basic church multiplication theory and statistics and examines multiplication as well as the planting of churches. Church multiplication support systems are examined. Other key concepts such as value identification, team leading, church planting as a vocation and selected samplings from Bootcamp are covered. Cross reference MIN 360 in undergraduate International Ministries as well.

**k. Church Planting & Multiplication II**—This course builds upon and expands upon principles learned in Church Planting I. Various church planters present additional plans and experiences for a variety of approaches to church planting and church multiplication.

**518. Supervised Field Experience 3 Hours**

This course is designed to offer the opportunity for students to gain helpful experience in a field setting. Basic reading, reporting and performance in the field are required. On-the-job observation by a qualified person also helps the student sharpen skills and gain valuable guidance. May be taken more than once.

**519. Directed Reading Experience 1-3 Hours**

The directed reading courses are available in several areas and are set up to meet the individual needs of each student. The student and professor determine the particular needs of the student and draw up a reading list designed to address the student's weaknesses. The professor and student decide how the student shows that the requirements of the course have been successfully com-

pleted. May be taken more than once.

**550. Position Paper or Project 3 Hours**

A position/research paper or other project is completed. A professor must act as supervisor/mentor of this option. Various topics and projects may be chosen.

## Theology, History, Ethics & Society (THES)

**523. History of Christian Thought 3 Hours**

This is a survey of the major issues with which the church has wrestled from the apostolic age to the present. The positions of several great Christian leaders are highlighted in the context of the evangelical position on key issues like Scripture, ecclesiology, christology and evangelism.

**529. Directed Reading Experience 1-3 Hours**

These reading experiences are designed to enable the student to pursue in greater detail some key issues in selected areas. The reading list is agreed upon by the student and the professor. Reading reports, oral and written tests, and/or papers may be required, depending upon the prior arrangements of student and professor. The actual content is dependent upon the student's needs and goals.

**530. Seminars in Theology, History, Ethics & Society 3 Hours**

The seminar examines various topics according to student needs and goals. Each study involves an historical survey of the issues and an examination of the content involved in each course, with emphasis on the current application for today. Leading positions are presented and examined, with special emphasis upon the impact of these issues on the Christian church and community.

**a. Contemporary Ethical Issues/Moral Choice**—An examination of ethical/moral/spiritual issues confronting the church and the Christian community. Issues examined will change, but the course presents a practical method of how to think and act in a Christian manner concerning these issues.

**b. The Challenge of World Religions/Cults**—This course examines the basic history and teachings of several of the leading world religions and con-

temporary cults. The challenge posed by these movements is studied and various responses discussed. Movements covered include: Islam, Buddhism, Christian Science, New Age Movement, Taoism and others.

**c. Basic Christian Doctrine**—This course helps students grasp the importance of theology for practical ministry. It acquaints students with basic theological concerns, categories and concepts. The Bible and classical orthodox theological positions form the core concerns of the course.

**d. Early Church History I**—From fathers to the Reformation.

**e. Church History II: Reformation to the Present**—This course presents the major issues that were dealt with during the Reformation Period and have continued to be vital up to our own day. Each student may examine his/her own particular denomination. The origin and development of the basic issues of salvation, faith, the Church, christology, doctrine, confessions, holiness and others are examined.

**f. Church Cults**—This course examines the origins, worldviews and teachings of the most significant contemporary religious movements. "Cultism," its definition and evaluation is included. Where possible firsthand on-site evaluation of cults is part of the course.

**g. Modern Church History**—From 1801 to 1900.

**h. Contemporary Issues in Philosophy of Religion**—This course examines contemporary issues in the field of religion from a philosophical perspective. Epistemology, the attributes of God, postmodern religion and relativism and the loss of meaning are some of the areas discussed.

**i. History & Polity of the Missionary Church**—A study of the origins, development and growth of the churches which have come to be called the Missionary Church. (Offered on demand; same as MIN 341.)

**j. Worldviews, Postmodernism and the Gospel**—This course examines current postmodern worldviews including the fundamental shifts occurring in values and beliefs. Shifts, such as from absolutes to relativity, from knowledge to power, from meaning to interpretation, from objectivity to subjectivity, from

truth to experience and from reason to emotion are analyzed. The changeless Truths of Christianity are examined in a world in flux. The practical implications of theory are examined.

## **Biblical Studies (BBST)**

**531. Interpreting the New Testament** **3 Hours**

An examination of the various backgrounds of the New Testament, for the purpose of discovering the meaning of the biblical texts of the New Testament. Some of the critical issues of the past and present are examined. Exegesis, theological and historical study, commentaries and other interpretive tools are studied and used. Various New Testament texts are examined during the course.

**532. Interpreting the Old Testament** **3 Hours**

An examination of the various backgrounds of the Old Testament, for the purpose of discovering the meaning of the biblical texts of the Old Testament. Some of the critical issues of the past and present are examined. Exegesis, theological and historical study, commentaries and other interpretive tools are studied and used. Various Old Testament texts are examined during the course.

**533. Seminar in Biblical Literature** **3 Hours**

This is a detailed study of one or more biblical books in the Old or New Testament. The biblical book studied will vary each semester/year. Each study involves an examination of the book's place in the Christian canon, its major theme(s), its literary structure, and its historical background, in addition to major interpretation and critical theories about the book and its message.

Included are:

- A. Ezekiel
- B. 1 Corinthians
- C. Luke
- D. Matthew
- E. Psalms
- F. Hebrews
- G. Pentateuch
- H. Romans
- I. Mark
- J. Daniel
- K. Isaiah

L. Exodus

**534. Biblical Theology Seminars**

**3 Hours**

A short survey of the historical development of biblical theology is followed by an introduction to biblical theology as a theological discipline. Numerous biblical themes are pursued, such as ecclesiology, soteriology, eschatology, polity, evangelism and counseling. Attention is given to the practical use of biblical theology in the Christian ministry.

**a. Both Testaments**

**b. Old Testament Theology**

**c. New Testament Theology**

New Testament Theology, Old Testament Theology or a Biblical Theology of the entire Bible are alternated.

**539. Studies in Biblical Lands**

**3 Hours**

A comprehensive travel course, including the history, geography, archeology and cultures of some portion(s) of the biblical lands. The program of study includes classroom lectures, on-site field exploration and firsthand exposure to the geography and culture. May be taken more than once.

**Prerequisite:** At least one course in Biblical Studies.

**540. Biblical Languages: Greek, Hebrew, Aramaic or Latin\***

**1-3 Hours**

This course is offered on demand and can be a review or introductory course of these languages and the elements of the major exegetical tools that can be used in exegesis of the Old and New

Testaments. The goal is a practical knowledge of these languages that the Christian worker can use in order to interpret the New and Old Testament Scriptures for ministry. These courses also prepare the student for exegetical studies at the seminary level. Upon sufficient demand a regular class will be offered during a 15-week semester. Otherwise, arrangements must be made with the program director for private tutorial or credit by examination. This course may be repeated in different languages and/or at different levels in given languages.

**550. Directed Reading**

**Experience**

**1-3 Hours**

The student will work out a reading program in a selected field. The student should already have taken a basic introductory course before he/she can complete the reading course.

## Independent Study

**560. Independent Study**

**1-3 Hours**

Independent studies are available in each area for most courses.

*\* Biblical Languages, Greek and Hebrew, are available on an independent study basis, as are other courses. A contract is established between the professor and student that will require 35 hours of independent study by the student for each credit hour taken.*

## DRIVER EDUCATION ENDORSEMENT

For persons holding an undergraduate degree in education and current teacher certification, a graduate level program is available which meets the Indiana qualifications for the Driver Education endorsement. (There may be certain states that require additional course work. However, most states have recognized this Indiana endorsement through reciprocal agreements.) The program consists of four courses (12 credit hours) and is taught on a cohort plan, generally completable in two semesters. The courses include:

DRED	501	General Safety	3 Hours
DRED	502	Traffic Safety	3 Hours
DRED	503	Simulation & Range	3 Hours
DRED	504	Basic Driver Education	3 Hours



# ADULT SERVICES

JOHN R. MOW, Dean

Adult College: MRS. BLOWERS, Director  
Bible & Ministry  
Business Supervision  
Human Services  
Liberal Studies  
Writing

Degree Completion: MR. DRAKE, Director  
Organizational Management

ADULT SERVICES

## **Mission...**

The mission of the Adult Services Office is to serve adult students by:

- ① Offering innovative academic programs designed to meet the special needs of adult learners.
- ② Providing support services for adult students.
- ③ Integrating adult students into the Bethel College community.
- ④ Assisting adults in reaching their full career potential.
- ⑤ Encouraging the development of Christian faith and perspective in adult learning experiences.

## **Program Offerings...**

Adult students are recruited by the Adult Services Office for day, evening and weekend classes. Adult Services offers baccalaureate degree completion majors in Organizational Management and Nursing. It also provides programming and services for adult majors in other divisions as well as complete services to adult students who enter traditional majors offered at Bethel College.

## **Adult College...**

Accelerated courses meet on weekday evenings, Saturday mornings, Saturday afternoons or a combination of the above. Classes are held in four-hour blocks of time for eight weeks or two-hour blocks for 16 weeks. Enrollment is limited to adult students. Both general studies courses and major courses are offered in the Adult College for adults in all majors. Entire degree programs in Bible & Ministry, Business Supervision, Human Services, Liberal Studies, Nursing Degree Completion, and Writing are offered in the Adult College format.

## **Credit for Noncollegiate Learning...**

College-level learning occurs in many environments other than the traditional college classroom, and credit may be earned for such learning. Experiential learning, formal noncollegiate training and verifiable competencies are examples of noncollegiate learning for which credit can be earned. Adult Services counselors give individual assistance to adult students, and a one-semester-hour class, Prior Learning Assessment, helps to instruct students about credit validation.

## **Ancilla College Nursing Program**

Two of the Nursing majors are offered on the campus of Ancilla College, the ADN and BSN completion. Classwork for both majors may be completed at the Ancilla campus.

## **Admission Steps for Adult Students. . .**

1. Request an application for admission form from the Adult Services Office.
2. Complete the application form and send it with a \$25 fee to the Adult Services Office.
3. Have your high school transcript sent to the Adult Services Office unless you have earned an associate degree from a regionally accredited college or university.
4. Have official transcripts from each college or university attended sent to the Adult Services Office. If you have military credit, submit a copy of your DD214 form.
5. Fulfill college proficiency requirements in reading, math and English by taking Bethel College ASSET tests. Some or all of these requirements may be met already by previous courses taken or by test scores. Ask an adult services counselor to determine your status.
6. Schedule an appointment with a financial aid counselor if you are seeking any kind of federal or state financial assistance.
7. Schedule a registration appointment with an adult services counselor. Steps 5 and 6 above can be completed in the same time block as step 7 if prior arrangements are made with the adult services counselor. This can be arranged by phoning (574) 257-3350 (local) or (800) 422-4251 (long distance).

## Adult College Programs...

### Bible & Ministry Major

			HOURS
<b>General Studies</b>			
		Adult Orientation	
		Written Communication	6
		Speech Communication	3
		Literature/Art/Music	6
		Foreign Language	
		(Biblical Languages expected)	7
		Philosophy	4
		Psychology	3
		Sociology/Social Science	9
		History/Area Studies	6
		Science/Math	4
			48
<b>Major</b>			
BIBL	201	Biblical Interpretation	3
BIBL	211	Old Testament I	3
BIBL	212, 213	Old Testament II or III	3
BIBL	221	New Testament I	3
BIBL	222, 223	New Testament II or III	3
MIN	210	The Christian World Mission	3
		Electives in Ministry	6
		Theology	6
		Electives in Bible (two)	(6)
			30
<b>Concentration Tracks</b>			
<b>(Choose at least one - 15 hours minimum)</b>			<b>15</b>
<b>Pastoral Ministry Track</b>			
MIN	340	Theory & Practice of Pastoral Care	(3)
MIN	310	Evangelism & Discipleship	(3)
MIN	441	Homiletics	(3)
MIN		Internship	(2)
MIN		Electives	(1-4)
<b>Missionary Service Track</b>			
MIN	333	World Religious Movements	(3)
SOC	356	Cultural Anthropology	(3)
MIN	310	Evangelism & Discipleship	(3)
		Area Study	(4)
		Internship	(2)
<b>Christian Counseling Track</b>			
PSYC	288	Life Span Development	(3)
PSYC	481	Abnormal Psychology	(4)
PSYC	386	Personality Theories	(3)
SS	376, 378	Research Methods I & II	(4)
		Designated Electives	
<b>Pre-Seminary Track</b>			
		Appropriate electives for seminary admission	(15)

## ADULT SERVICES

			HOURS
<b>Associate Ministry</b>			
PSYC	288	Life Span Development	(3)
YMN	181	Foundations of Youth Ministry	(3)
MIN	332	Materials & Methods in Youth Ministry	(3)
MIN	310	Evangelism & Discipleship Designated Electives	(3)
Electives needed to complete the degree			31

### Business Supervision – A.A. Degree

<b>General Studies</b>			
PSYC	181	Adult Student Orientation	1
ENGL	101	Written Communication II	3
		Speech	3
		Psychology	3
		Sociology	3
		College Level Math	3
		Natural Science (Lab Optional)	3
		Bible/Religion/Philosophy	6
		Music/Art/Literature/Drama	3
		Fitness/Wellness/Health/P.E.	1
			<u>29</u>

<b>Supervision Core</b>			
ACCT	203	Fundamentals of Accounting I	3
ACCT	204	Fundamentals of Accounting II	3
BADM	122	Business Ethics	3
BADM	222	Business Communications	3
BADM	223	Human Relations in Business	3
BADM	224	Principles of Supervision	3
ECON	233	Principles of Economics	3
			<u>21</u>

<b>Business Electives</b>			
ACCT, BADM, CAPP, or ECON			6

<b>General Electives</b>			
			6

Note: Students without computer skills are urged to include at least one CAPP course in their business electives.

### Human Services Major

<b>General Studies</b>			
		Adult Orientation	0-1
		Written Communication II & III	6
		Speech Communication	3
		Foreign Language/Area Study (Travel)	3
		General Psychology	3
		Principles of Sociology	3
		History	3
		Social Science/Economics/History	3
		Literature/Art/Music	6
		Philosophy	3
		Human Biology	4
		Basic Probability & Statistics	3
		Bible	9
			<u>49-50</u>

<b>Major</b>			
SS	278	Introduction to the Human Service Professions	3
SS	371	Interviewing & People-Helping Skills	3

			<b>HOURS</b>
SS	373	Group & Casework Methods	4
SS	375	Crisis Intervention	3
SOC	251	Social Psychology	3
SOC	252	Marriage & Family	3
PSYC	288	Life Span Development	3
PSYC	386	Personality Theories	3
PSYC	481	Abnormal Psychology	4
SS	376 & 378	Research Methods I & II	4
SS	374	Fieldwork in Social Science	<u>3</u>
			<b>36</b>
	Electives (or second major or minor)		<b>39</b>

**Liberal Studies Major A.A. Degree**

**General Studies**

THEO	110	Exploring the Christian Faith	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
PHIL	150	Logic & Critical Thinking	2
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature, or	3
BIBL	215	Old Testament Literature	(3)
		Mathematics/Science with Lab	3
		Art/Drama/Literature/Music	3
PHED	112-136	Physical Education Activity	<u>0.5</u>
			<b>28</b>

**Major**

Primary Concentration in one subject area* (At least 9 hours must be taken at Bethel in the primary concentration area)	16
Secondary Concentration in one subject area*	8
Secondary Concentration in another subject area*	<u>8</u>
	<b>32</b>

Electives needed to complete the degree 2

**Liberal Studies Major B.A. Degree**

**General Studies**

BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Foreign Language	6
		History Elective	3
		Art/Drama/Music	3
		Literature	3
		College Level Mathematics	3
		Science with Lab	4
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1

# ADULT SERVICES

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PHED	112-136	Physical Education Activities	<b>HOURS</b> <u>1.5</u>
			<b>55</b>

## Major

Primary Concentration in one subject area*	16
Secondary Concentration in one subject area*	12
Secondary Concentration in another subject area*	<u>9</u>
	<b>37</b>

\*All courses in a concentration area must be of the same course prefix letters and may not be required within the General Studies. At least 18 semester hours within the concentration areas must be completed at Bethel College.

Electives needed to complete the degree	32
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## Professional Writing A.A. Degree

This major is available within both the Adult College and the traditional setting. As the two programs are formatted differently, only adult students may take the courses offered through the Adult College.

### Adult Format

#### General Studies

ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
COMM	171	Speech Communication	3
PSYC	181	Adult Orientation	0-1
PSYC	182	General Psychology	3
SOC	151	Principles of Sociology	3
		Art/Literature/Music	3
		Science/Mathematics	3
		Religion/Philosophy	<u>6</u>
			<b>27</b>

#### Major Core

JRNL	211	Basic News Writing	3
JRNL	301	Editing	3
WRIT	110	The Writing Profession	3
WRIT	210	Marketing a Manuscript	<u>3</u>
			<b>12</b>

Select 18 hours from the following:

COMM	251	Introduction to Public Relations	(3)
COMM	276	Introduction to Advertising	(3)
COMM	371	Mass Media & Society	(3)
ENGL	303	Creative Writing	(3)
JRNL	213	Layout & Design	(3)
JRNL	221/421	Features & Nonfiction Writing	(3)
WRIT	221	Writing Modes & Models	(3)
WRIT	131	Business & Technical Writing	(3)
WRIT	223	Media Writing	(3)
WRIT	234	Persuasive Writing Strategies	(3)
WRIT	241	Writing for the Religious Market	(3)
WRIT	243	Grammatically Correct Writing	(3)
WRIT	251	Independent Study	<u>(1-3)</u>
			<b>18</b>

Electives needed to complete the degree	5
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## Degree Completion Programs...

Prerequisites for admission into:

### Organizational Management

1. Secure admission to Bethel College
2. Accumulate a minimum of 62 semester hours of college credit.

### Nursing BSN Completion

1. Secure admission to Bethel College.
2. Secure admission to the Nursing Division.
3. See Nursing secretary for admission criteria.

## Organizational Management - B.S.

	<b>HOURS</b>	
<b>General Studies</b>		
Writing	3	
Speech	3	
Humanities	6	
Psychology	3	
Sociology	3	
Social Science	6	
Natural Science/Mathematics	6	
Religion/Philosophy	6	
Liberal Arts Electives	<u>12</u>	
	<b>48</b>	
<b>General/Technical Elective</b>	<b>40</b>	
<b>Major Courses</b>		
ORGM 220	Communications	3
ORGM 300	Biblical Perspectives for Managers	3
ORGM 320	Accounting for Managers	3
ORGM 333	Managerial Finance	4
ORGM 349	Statistical Methods & Research	3
ORGM 401	Principles of Management & Supervision	4
ORGM 403	Business Ethics	3
ORGM 430	Management/Human Resources	3
ORGM 433	Managerial Economics	4
ORGM 452	Group & Organizational Behavior	3
ORGM 454	Systems Management	<u>3</u>
		<b>36</b>

# COURSE DESCRIPTIONS

## Organizational Management (ORGM)

- 220. Communications 3 Hours**  
This course covers:
1. Basic grammar and writing skills.
  2. General concepts of small computer components and operation. The material presented covers computer composition (parts), how to use the Microsoft DOS operating system and how to use the Microsoft Windows menu program.
  3. Concepts that make for effective communication in personal and social relationships. The exercises will deal with verbal and nonverbal communication and constructive feedback.
- 300. Biblical Perspectives for Managers 3 Hours**  
An overview of the historical, literary and religious dimensions of the Bible. Students examine biblical faith and the integration of faith, learning and living. Biblical models and styles of leadership are examined for the purpose of better understanding how faith may affect one's leadership in the workplace environment.
- 320. Accounting for Managers 4 Hours**  
An analysis of a series of concepts which are designed to help interpret and research financial statement information. Some of the concepts covered will include.
1. Reinforcing basic accounting concepts.
  2. Introducing ratio, trend analysis and common sized financial statements.
  3. Reviewing the recording of transactions.
  4. Being familiar with the rules of recognizing revenue.
  5. Understanding inventory methods.
  6. Calculating depreciation, amortization and sale of capital assets.
  7. Accounting for liabilities.
  8. Measuring stockholders' equity.
- 333. Managerial Finance 4 Hours**  
An overview of financial tools available to the manager in decision making. Includes a study of income statements, balance sheets, cash flow budgets, changes in financial position and ratio analysis. Emphasis is on reading and understanding accounting and financial documents rather than upon their preparation.
- 349. Statistical Methods & Research 3 Hours**  
Problem analysis and evaluation techniques are presented. Students are shown methods of defining, researching, analyzing and evaluating a problem in their work or a vocational environment. Specific statistical information presented includes identifying and measuring objectives, collecting data, working with significance levels, analyzing variance and constructing questionnaires.
- 401. Principles of Management & Supervision 3 Hours**  
An examination of motivational theory and its application to individual and group functioning in work and home situations. Leadership styles related to particular circumstances are analyzed. Negotiation is explored through readings and class practice, with an analysis of the effect on productivity.
- 403. Business Ethics 3 Hours**  
Several major ethical theories are reviewed. Students are asked to examine personal values through readings and workplace analysis to formulate a management philosophy incorporating business ethics, government accountability, human rights and a responsible lifestyle in the contemporary world.
- 430. Human Resources Administration 3 Hours**  
An exploration of the values and perceptions of selected groups affecting social and economic life through an analysis of policies and practices of recruitment, selection, training, development and compensation of employees. Special attention is given to federal legislation through a series of case studies and simulations.
- 433. Managerial Economics 4 Hours**  
A study of principles of economics necessary to equip managers and supervisors for effective decision making and leadership. Special consideration is given to the effects of the internationalization of our economy. Specific eco-

conomic concepts are applied to problem solving in the manager's workplace.

- 452. Group & Organizational Behavior**      **3 Hours**  
A study of group behavior and how group functioning affects organizational effectiveness. Emphasis is placed on decision making and resolving conflict in groups. Students develop strategies for efficient and productive group man-

agement and determine which tasks are handled by groups or individuals.

- 454. Systems Management**      **3 Hours**  
Students examine the formal and informal functions of organizations and analyze an agency or organization based on a systems model. Students also analyze and solve organizational problems, using a step-by-step method.

# **BOARD of TRUSTEES**

## **OFFICERS**

**William C. Gates, South Bend, Indiana ..... Chairman**  
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**Sam Davenport, Mishawaka, Indiana .....Treasurer**  
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**Verle Hochstetler, Bremen, Indiana**  
**William Hossler, Fort Wayne, Indiana**  
**Dale W. Little, Flint, Michigan**  
**Virgil Miller, Bremen, Indiana**  
**Sue Morey, Mishawaka, Indiana**  
**Carl Muselman, Berne, Indiana**  
**Glen E. Musselman, Warren, Michigan**  
**Vernon R. Sailor, Elkhart, Indiana**  
**Peter N. Spencer, Kingston, Jamaica**  
**Ruth Taba, Kalaheo, Hawaii**  
**LeRoy S. Troyer, South Bend, Indiana**  
**William E. White, South Bend, Indiana**

# 2002-2003

## ACADEMIC CALENDAR

### Fall Semester

Traditional Classes Begin .....August 27, Tuesday  
 Labor Day - No Classes.....September 2, Monday  
 Last Day for Late Registration .....September 3, Tuesday  
 Spiritual Emphasis Week .....September 9-13, Monday-Friday  
 Work Day.....October 1, Tuesday  
 Fall Break.....October 17-18, Thursday-Friday  
 2nd Half of Semester Begins.....October 21, Monday  
 Advising/Registration for  
     Spring Semester.....November 4-22  
 Last Day to Withdraw from Class .....November 8, Friday  
 Thanksgiving Break.....November 27-29, Wednesday-Friday  
 Final Examinations .....December 16-19, Monday-Thursday  
 Semester Ends after Examinations .....December 19, Thursday

### Spring Semester

Traditional Classes Begin.....January 8, Wednesday  
 Last Day for Late Registration .....January 14, Tuesday  
 Spiritual Emphasis Week .....January 15-17, Wednesday-Friday  
 Spring Break.....March 2-9, Sunday-Sunday  
 2nd Half of Semester Begins.....March 10, Monday  
 Advising/Registration for  
     Summer and Fall Semester .....March 24-April 11  
 Last Day to Withdraw from Class.....March 28, Friday  
 Spritual Empahsis Week/Deeper  
     Life Conference .....April 14-16, Monday-Wednesday  
 Easter Break .....April 18-21, Friday-Monday  
 Preparation Day .....April 30, Wednesday  
 Final Examinations.....May 1-6, Thursday-Tuesday  
 Graduation .....May 4, Sunday  
 Semester Ends after Examinations .....May 6, Tuesday

### Summer Terms

Summer Terms Begin.....May 12, Monday

# **Tentative 2003-2004 ACADEMIC CALENDAR**

## **Fall Semester**

Traditional Classes Begin .....August 26, Tuesday  
Labor Day - No Classes .....September 1, Monday  
Last Day for Late Registration.....September 2, Tuesday  
Work Day .....September 30, Tuesday  
Fall Break .....October 16-17, Thursday-Friday  
Second Half of Semester Begins .....October 20, Monday  
Thanksgiving Break.....November 26-28, Wednesday-Sunday  
Preparation Day .....December 17, Wednesday  
Final Examinations ...December 15, 16, 18, 19, Mon., Tues., Thurs., Fri.  
Semester Ends after Examinations.....December 19, Friday

## **Spring Semester**

Traditional Classes Begin .....January 6, Tuesday  
Last Day for Late Registration .....January 13, Tuesday  
Spring Break.....February 29-March 7, Sunday-Sunday  
Second Half of Semester Begins.....March 8, Monday  
Easter Break .....April 9-11, Friday-Sunday  
Preparation Day .....April 28, Wednesday  
Final Examinations .....April 29, 30, May 3, 4, Thursday-Tuesday  
Graduation .....May 2, Sunday  
Semester Ends after Examinations.....May 4, Tuesday

## **Summer Terms**

Summer Terms Begin .....May 12, Wednesday

**ADMINISTRATION & FACULTY**

**Wendy L. Adams**, *Assistant Librarian* B.A., Asbury College; M.L.S., Indiana University (1990)

**Rebekah Arana**, *Assistant Professor of Mathematics* B.S., Calvin College; M.S., University of Notre Dame; Ph.D., University of Notre Dame (2000)

**Carolyn L. Arthur**, *Director of Retention Studies, Coordinator of Student Development Specialization (Master in Counseling)*, B.A., Seattle Pacific College; M.A., Ball State University; Ph.D., Michigan State University (1996)

**Diane M. Badzinski**, *Associate Professor of Communication* B.A., St. Cloud University; M.A., University of California-Santa Barbara; Ph.D. University of Wisconsin-Madison (2001)

**J. Duane Beals**, *Professor of Religion* B.A., Bethel College; M.Div., Asbury Theological Seminary; M.A., University of Notre Dame; Ph.D., University of Notre Dame (1977, 1988-89, 1991)

**Elizabeth L. Beldon**, *Program Coordinator of American Sign Language/Interpreting Program, Associate Professor of American Sign Language* B.A., University of Akron; M.A., University of Akron (1995)

**LaVerne P. Blowers**, *Associate Professor of Christian Missions* B.A., Seattle Pacific University; M.Div., Asbury Theological Seminary; Th.M., Fuller Theological Seminary; D.Miss., Trinity Evangelical Divinity School (1986)

**Loretta Blowers**, *Director of Adult College* B.A., Asbury College; M.Min., Bethel College (1986)

**Celine M. Boisvert**, *Assistant Professor of Nursing* BSN, Valparaiso University, MSN, Valparaiso University (1997)

**Debra K. Brackley**, *Instructor of Education* B.A., Wheaton College; M.S., Northern Illinois University; Moody Graduate School (2000)

**Norman V. Bridges**, *President, Professor of History* B.S., Bethel College; A.M., University of Michigan; Ph.D., University of Michigan (1966-76, 1989)

**Stephanie K. Carlson**, *Assistant Professor of Psychology* B.A., Olivet Nazarene University; M.A., Northern Illinois University; Ph.D., Northern Illinois University (1997)

**Eugene E. Carpenter**, *Director of Master of Ministries and Master of Arts in Theological Studies Programs, Professor of Old Testament* B.A., Bethel College; M.Div., Associated Mennonite Biblical Seminaries; Ph.D., Fuller Theological Seminary; Lexington Theological Seminary (1977-81, 1989)

**Rebecca M. Castro**, *Assistant Professor of Nursing* B.S.N., University of Michigan; M.S.N., Indiana University/Purdue School of Nursing (1997)

**Connie Cramer**, *Assistant Professor of Nursing* B.S., Indiana University at South Bend; M.S., Andrews University (1997)

**Steven R. Cramer**, *Vice President for Institutional Advancement* B.A., Bethel College; M.S., University of Notre Dame; Doctoral Studies, Purdue University (1973-75, 1982-85, 1987)

**Maralee S. Crandon**, *Associate Professor of English* A.B., Houghton College; M.A., Wheaton College; Syracuse University; M.A., University of Notre Dame; Andrews University (1977)

**Ruth E. Davidhizar**, *Dean of Nursing, Professor of Nursing* B.S.N., Goshen College; M.S.N., Indiana University; D.N.S., Indiana University (1984)

**Christian R. Davis**, *Associate Professor of English* B.A., Thiel College; University Laval; Liberty Baptist Seminary; University of North Dakota; M.A., The Pennsylvania State University; Ph.D., The Pennsylvania State University (1993)

**J. Ronald Drake**, *Director of Degree Completion* B.A., Bethel College; M.S., University of Notre Dame; M.Min., Bethel College (1997)

## **ADMINISTRATION & FACULTY**

---

**Dennis D. Engbrecht**, *Senior Vice President, Professor of History* B.S., McPherson College; M.A., University of Kansas; Ph.D., University of Nebraska (1986)

**Paul Erdel**, *Associate Faculty of Religion* B.A., Taylor University; Th.B., Fort Wayne Bible College; M.S.Ed., Indiana University; D.Miss., Trinity Evangelical Divinity School (1992)

**Sally E. Erdel**, *Nursing Program Director, Assistant Professor of Nursing* A.A., Fort Wayne Bible College; B.S.N., University of Illinois at the Medical Center; M.S., University of Illinois at the Medical Center (1993)

**Timothy P. Erdel**, *Assistant Professor of Religion and Philosophy, Archivist and Theological Librarian* Saint Francis College; B.A., Fort Wayne Bible College; M.Div., Trinity Evangelical Divinity School; A.M., University of Chicago; Th.M., Trinity Evangelical Divinity School; McCormick Theological Seminary; Princeton Theological Seminary; M.A., University of Illinois; Ph.D., University of Illinois at Urbana-Champaign (1994)

**M. Jane Eshleman**, *Associate Professor of Nursing* R.N., Indianapolis Methodist Hospital School of Nursing; B.S., College of St. Francis; M.A., Western Michigan University; M.S., Indiana Wesleyan University (1990)

**James Fischer**, *Counseling Center Director* B.S., Cedarville College; M.A., Western Seminary; Psy.D., George Fox College (1995)

**Guy Fisher**, *Director of Financial Aid* B.A., Bethel College; M.S.A., University of Notre Dame (1986)

**Victoria H. Garrett**, *Assistant Professor in Music and Artist-In-Residence* B.A., College of Wooster; Oakland University; M.M., Manhattan School of Music; University of Illinois (1992)

**Wayne J. Gerber**, *Dean Emeritus, Professor of Bible and Greek* A.B., Bethel College; B.D., M.R.E., Goshen Biblical Seminary; Ph.D., University of Michigan (1959)

**Mark S. Gerig**, *Director of Master of Arts in Counseling Program, Associate Professor of Psychology* B.A., Purdue University; M.A., Trinity Evangelical Divinity School; Ph.D., University of Toledo (1993)

**Leslie A. Greising**, *Assistant Professor of Social Sciences* BSW, Valparaiso University; MA, University of Missouri-St. Louis; MS, University of Tennessee; Ph.D. Candidate, University of Missouri-St. Louis (1998)

**John H. Haas**, *Assistant Professor of History* B.A., Temple University; M.Div., Reformed Episcopal Theological Seminary; Th.M., Princeton Theological Seminary; M.A., University of Notre Dame; Ph.D., University of Notre Dame (1999)

**Marilynn Ham**, *Artist-in-Residence & Assistant Professor of Music* B.M., Northern Michigan University; M.M., University of Wisconsin at Madison (1989)

**Robert N. Ham**, *Assistant Professor of Music* B.M.E., Northern Michigan University; M.M.E., Northern Michigan University (1989)

**David E. Harmon**, *Associate Professor of Art* Meramee College; Notre Dame College; B.F.A., Webster University; M.F.A., Pennsylvania State University (1990)

**Kathleen A. Hoffer**, *Assistant Professor in Nursing* B.S., Ball State University; M.S., University of Minnesota (1995)

**Michael L. Holtgren**, *Vice President for Academic Services and Dean of the College, Professor of Education* B.S., Ball State University; M.A., Western Michigan University; Ed.D., Andrews University (1988)

**Elizabeth A. Hossler**, *Director of Institutional Research, Professor of Psychology* Bethel College; B.S., Taylor University; University of Iowa; M.A., Wheaton College; M.S., Indiana University; Ph.D., Andrews University (1976)

**Bryan J. Isaac**, *Associate Professor of Chemistry* B.A., Tabor College; Ph.D., Iowa State University (1997)

**Scott P. Johnson**, *Assistant Professor of Communication* B.S., University of Min-

nesota; M.A., Regent University; M.A., Temple University; Ph.D., Regent University (2001)

**Timothy R. Johnson**, *Assistant Professor of Sociology* B.A., Central College; North American Baptist Seminary; M.A., University of South Dakota; Ph.D., Purdue University (1998)

**Susan J. Karrer**, *Assistant Professor of Education* B.S., Iowa State University; M.S., Grace Theological Seminary; Ed.D., Andrews University (1996)

**Michael J. Kendall**, *Professor of Music* B.M.E., Wheaton College; M.M., The University of Michigan; Ph.D., The University of Michigan (1998)

**Reginald L. Klopfenstein**, *Assistant Professor of Music* B.Mus., Wheaton College Conservatory of Music; M.Mus., Indiana University; D.Mus., Indiana University (1996)

**C. Robert Laurent**, *Vice President and Dean of Graduate Studies* B.A., Judson College; M.Div., Northern Baptist Theological Seminary; D.Min., Northern Baptist Theological Seminary; Ph.D., Andrews University (1997)

**Michael N. Lightfoot**, *Director of Athletics* B.A., Bethel College; M.S., Indiana University at South Bend (1987)

**Terence D. Linhart**, *Director of Youth Ministries, Assistant Professor of Youth Ministry* B.A., Taylor University; M.A., Huntington College; Ph.D. Candidate, Purdue University (2001)

**Frederick J. Long**, *Assistant Professor of Religion* B.S., University of Illinois, M.Div., Asbury Theological Seminary; M.S., University of Kentucky; Ph.D., Marquette University (1999)

**Lois L. Luesing**, *Curator of the Missionary Church Archives* B.S., Bethel College; M.A., Indiana University (1960-1970, 1972, 1993)

**Cheryl M. Martin**, *Ancilla Programs Coordinator, Associate Professor of Nursing* B.S.N., Goshen College; M.S.N., Indiana University/Purdue University at Indianapolis; Ph.D. Wayne State University (1988)

**Stephen J. Matteson**, *Dean of Program Development* B.A., Bethel College; M.S., University of Notre Dame (1988)

**Carol L. Moutray**, *Assistant Professor of Education* B.S., Southern Illinois University-Edwardsville; M.E., University of Missouri-Columbia; Educational Specialist, University of Missouri-Columbia; Ph.D., University of Missouri-Columbia (2001)

**John R. Mow**, *Dean of Adult Services, Associate Faculty in Business* B.A., Purdue University; M.S., Purdue University (1987)

**Angela Myers**, *Assistant Professor of American Sign Language* B.S., Indiana University; B.S., University of New Mexico; M.S. Western Maryland College (1995)

**John R. Myers**, *Vice President and Chief Fiscal Officer* B.S., Purdue University; Indiana University (1991)

**Timothy S. Nelson**, *Assistant Professor of Counseling* B.A., Marquette University; M.A., Xavier University; M.S., Colorado State University; Ph.D., Purdue University (1999)

**Lorne Oke**, *Assistant Professor of Education, Mathematics* B.A., Bethel College; M.S., Indiana University at South Bend (1991)

**Jeffrey W. Peck**, *Associate Professor of Education* Purdue University; B.S., Grace College; M.A., Grace Theological Seminary; Ph.D., The Ohio State University (1998)

**Catharine M. Pecoraro**, *Assistant Professor of Biology* B.Sc., Purdue University; Ph.D., University of Illinois at Urbana-Champaign (2001)

**Earl A. Reimer**, *Professor of English Bible Diploma*, Mountain View Bible College; A.B., Cascade College; M.A., University of Washington; Ph.D., Michigan State University (1961)

**Robert C. Rhein**, *Associate Professor of Music* B.S., Montana State University; M.M., University of Nebraska-Lincoln; D.M.A., University of Nebraska-Lincoln (1988)

## **ADMINISTRATION & FACULTY**

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**Clyde R. Root**, *Director of Library Services, Associate Professor of History* B.A., Northwest Bible College; M.S.L.S., University of North Dakota; Minot State Teachers College; M.A., University of North Dakota; D.A., University of North Dakota; Bethel Seminary; M.L.S., Indiana University (1989)

**Mark Root**, *Assistant Librarian* B.A., Bethel College; M.L.S., Indiana University (1999)

**Jonathan R. Sabo**, *Assistant Professor of Drama, Everest-Rohrer Fine Arts Center Manager* B.A., Bethel College; M.F.A., Wayne State University (1996)

**David E. Schmidt**, *Assistant Professor of History* B.A., George Fox College; M.Div., Associated Mennonite Seminaries; Ph.D., University of California (1997)

**Donald L. Schwing**, *Assistant Professor of Computer Science* B.S., Indiana State University; M.S., Indiana State University; M.S., University of Evansville (1977-90, 1995)

**Alesha Seroczynski**, *Assistant Professor of Psychology* B.A., University of Texas; M.A., University of Notre Dame; Ph.D., University of Notre Dame (1998)

**Ruth A. Shearer**, *Assistant Professor of Nursing* B.S.N., DePauw University; M.S., Indiana University; M.S.N., Andrews University (1990)

**Bradley D. Smith**, *Director of Master of Business Administration Program, Chairman of Division of Business, Associate Professor of Economics* B.A., Hendrix College; M.S., University of North Carolina; M.A., University of Notre Dame; Ph.D. University of Notre Dame (1994)

**John M. Smith**, *Professor Emeritus of Biology* B.A., Asbury College; M.S., Ph.D., Ohio State University (1981)

**Sharon M. Snyder**, *Registrar* B.S., Bethel College; M.S., Indiana University (1976)

**Norman R. Spivey**, *Associate Professor of Psychology* A.A., North West Community College; B.A., Eastern Montana College; University of Montana; M.A., University of Northern Colorado; Ph.D., University of Northern Colorado (1988)

**Robert D. Staples**, *Associate Professor of Writing* B.A., Texas Christian University; Th.M., Dallas Theological Seminary; Ph.D., Texas Christian University (1994)

**James B. Stump**, *Assistant Professor of Philosophy* B.A., Bethel College; M.A., Northern Illinois University; Ph.D., Boston University (1998)

**Stanley M. Taylor**, *Bowen Museum Director, Professor Emeritus* B.S., Wittenberg College; M.Div., United Theological Seminary; M.S., Indiana University; Ed.D., Indiana University; L.H.D., Bethel College (1947-57, 1959)

**Thane H. Ury**, *Assistant Professor of New Testament* B.S., Asbury College; M.Div., Asbury Seminary; Doctoral Candidate, Andrews University (1989)

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