

[www.ifcaBibleCollege.com](http://www.ifcaBibleCollege.com) Home Page

[ifcabccleveland@gmail.com](mailto:ifcabccleveland@gmail.com) Email

IFCA BIBLE College

25595 Chardon Road, Richmond Heights, OHIO 44143

1-216-261-7709

## Grief and Trauma

### SELF-PACED COURSE GUIDE



“Study to shew thyself approved unto God, a workman that needeth not to be ashamed rightly dividing the word of truth.”

2 Timothy 2:15

Welcome to this course! The completion of this course will prove to be a significant blessing to you both academically and spiritually. We recommend that you thoroughly read the entire study guide before you actually begin working on the Course Projects. If you are uncertain or unclear on any matter, contact IFCA Bible College for clarification (1-216-261-7709) or [ifcabccleveland@gmail.com](mailto:ifcabccleveland@gmail.com)). Above all other things, we encourage you to pray for God's guidance before you begin this course, and each time you work on it.

The instructions in this study guide are related to course formatting and submission. You may also refer to your original Student Orientation Page. IMPORTANT: The instructions on the study guide always supersede any other instructions. If there seems to be a conflict between this study guide and other instructions, always follow the instruction of the study guide.

We strongly recommend that you use reliable word processing software and make frequent use of the spell checker and grammar suggestion aspects. Be sure to save your work frequently, and backup copies of course work you have submitted.

If you need to contact the professor for this course (or the academic office), we recommend that you do so first by email. If the professor's email address is not listed on this study guide you may request it by email: [ifcabccleveland@gmail.com](mailto:ifcabccleveland@gmail.com)

The total length of time required to complete this course is different for each person. This is because already acquired knowledge of the subject, previous education, and personal situations all influence study habits and ability. However, on average, one course credit usually requires between 35-40 clock hours of study. Therefore, a two credit course will require about 70-80 hours of work, likewise a three credit course between 105-120 hours, and-so-forth. Since you are not restricted by classroom hours, on average you might expect to complete a three credit course in about eight to nine weeks by devoting four study hours per day four days per week (i.e. two hours morning and evening). Obviously, these are only general estimates, bearing in mind personal study habits and differing course requirements.

The time between the submission of your coursework, until it is returned to you (graded) will vary, but generally courses sent by postal mail may require as much as two weeks in transit (to and from), and another two weeks to get through the recording and grading process. Email submissions (preferred) generally require about two weeks. These are only averages. Be absolutely certain that you keep IFCA Bible College immediately informed if you change your email, postal mailing address or telephone numbers.

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## **IFCA-BC Writing Guidelines**

The standard for academic papers (to be used in all your courses at IFCA-BC) should reflect the following:

### ***Formatting***

1. Use the following guidelines to format all research papers and writing assignments
  - a. Use Times New Roman, 12 point font, double-spaced throughout (see “Hot Tips” below for permissible exception for footnotes)
  - b. Set margins 1” top and bottom, and 1.25” right and left
  - c. The use of subtitles or subheadings is encouraged: (set subheadings in bold on the left margin)
  - d. Do not use a cover page. Rather, enter the following in the upper left corner of the first page of the paper:
    - Your name
    - Course Number, assignment number
    - Date submitted
    - Word count
  - e. Insert page numbers at the bottom center of all pages, including the first page.
  - f. Foreign terms (terms not listed in a common English dictionary) should be italicized the first time they are used, and thereafter should not be italicized.
2. Use of ellipsis dots:
  - a. Leave a space before and after three ellipsis dots.  
EXAMPLE: “For God so loved ... that he gave his only begotten son” (John 3:16a).

- b. Do not use ellipsis dots at the beginning or ending of a quote.

INCORRECT EXAMPLE: The scriptural phrase "... God so loved ..." has become an extremely influential formative dynamic for the church.

CORRECT EXAMPLE: The scriptural phrase "God so loved" has become an extremely influential formative dynamic for the church.

### ***Citing Sources***

1. Direct quotes must be footnoted, as should sources used in paraphrased form and major ideas drawn from other authors.
2. Avoid overusing direct quotes. Reword the idea to express your understanding (paraphrase).
3. Use block quotes sparingly.
  - a. Block quotes should be single-spaced, having no quotation marks
4. When adding citations, use the following guidelines:
  - a. A superscript number is used in the text, following the footnote or citation. The footnote is numbered at the beginning, either as a number followed by a period or as a superscript number. Either footnotes or endnotes may be used; ask your professor which they prefer.
  - b. The first line of the endnote or footnote is indented 5 spaces.
5. Biblical references may be placed in the text (rather than in the footnotes), following the quote and in parentheses; unless more

than three Scripture texts are cited. Use the standard abbreviations (found below) when referencing biblical texts by chapter and verse (e.g., Dan 3:20-21)

- a. In narrative, spell out the name of the Bible book: e.g., “in Daniel 3:20-22, we read...”
- b. However, never write out the chapter and verse references: e.g., “in the third chapter of Daniel, verses twenty to twenty-two, we read...”

***Old Testament***

|              |                         |                 |              |
|--------------|-------------------------|-----------------|--------------|
| Genesis      | Gen.                    | Proverbs        | Prov.        |
| Exodus       | Exod.                   | Ecclesiastes    | Eccles.      |
| Leviticus    | Lev.                    | Song of Solomon | Song of Sol. |
| Numbers      | Num.                    | Isaiah          | Isa.         |
| Deuteronomy  | Deut.                   | Jeremiah        | Jer.         |
| Joshua       | Josh.                   | Lamentations    | Lam.         |
| Judges       | Judg.                   | Ezekiel         | Ezek.        |
| Ruth         | Ruth                    | Daniel          | Dan.         |
| 1 Samuel     | 1 Sam.                  | Hosea           | Hos.         |
| 2 Samuel     | 2 Sam.                  | Joel            | Joel         |
| 1 Kings      | 1 Kings                 | Amos            | Amos         |
| 2 Kings      | 2 Kings                 | Obadiah         | Obad.        |
| 1 Chronicles | 1 Chron.                | Jonah           | Jon.         |
| 2 Chronicles | 2 Chron.                | Micah           | Micah        |
| Ezra         | Ezra                    | Nahum           | Nah.         |
| Nehemiah     | Neh.                    | Habakkuk        | Hab.         |
| Esther       | Esther                  | Zephaniah       | Zeph.        |
| Job          | Job                     | Haggai          | Hag.         |
| Psalms       | Ps. ( <i>pl.</i> .Pss.) | Zechariah       | Zech.        |
| Malachi      | Mal                     |                 |              |

***New Testament***

|                 |          |            |         |
|-----------------|----------|------------|---------|
| Matthew         | Matt.    | 1 Timothy  | 1 Tim.  |
| Mark            | Mark     | 2 Timothy  | 2 Tim.  |
| Luke            | Luke     | Titus      | Titus   |
| John            | John     | Philemon   | Philem. |
| Acts            | Acts     | Hebrews    | Heb.    |
| Romans          | Rom.     | James      | James   |
| 1 Corinthians   | 1 Cor.   | 1 Peter    | 1 Pet.  |
| 2 Corinthians   | 2 Cor.   | 2 Peter    | 2 Pet.  |
| Galatians       | Gal.     | 1 John     | 1 John  |
| Ephesians       | Eph.     | 2 John     | 2 John  |
| Philippians     | Phil.    | 3 John     | 3 John  |
| Colossians      | Col.     | Jude       | Jude    |
| 1 Thessalonians | 1 Thess. | Revelation | Rev.    |
| 2 Thessalonians | 2 Thess. | <i>or</i>  | Apoc.   |

|  |  |            |  |
|--|--|------------|--|
|  |  | Apocalypse |  |
|--|--|------------|--|

***The following are examples of proper citation formatting:***

***Book/One Author***

<sup>1</sup>Michael Green, *Evangelism in the Early Church* (Grand Rapids, MI: Eerdmans, 1970), 27.

<sup>2</sup>Justo L. Gonzalez, *The Early Church to the Dawn of the Reformation*, vol. 1 of *The Story of Christianity* (Peabody, MA: Prince Press, 1984), 91.

***Book/Two Authors***

<sup>1</sup>Paul R. House and Eric Mitchell, *Old Testament Survey* (Nashville: Broadman Press, 1982), 27.

***Anthology: Emphasizing the editor's comments***

<sup>1</sup>Alister E. McGrath, ed., *The Christian Theology Reader*, 2<sup>nd</sup> ed. (Malden, MA: Blackwell Publishing, 2001), 27.

***Anthology: Emphasizing the author of a work included in the anthology***

<sup>1</sup>Cyril of Jerusalem, "Cyril of Jerusalem on the Role of Creeds," in *The Christian Theology Reader*, 2<sup>nd</sup> ed. Ed. Alister E. McGrath (Malden, MA: Blackwell Publishing, 2001), 27.

***Article in reference dictionary, encyclopedia, or the like***

<sup>2</sup>*Oxford Dictionary of the Christian Church*, 3<sup>rd</sup> ed. (New York: Oxford University Press, 1997), s.v. "Septuagint."

***Commentaries***

<sup>2</sup>Raymond Brown and Sandra Schneiders, "Hermeneutics: The Literal Sense of Scripture," in *The New Jerome Biblical Commentary*, ed. Raymond E. Brown, Joseph A. Fitzmyer, and Roland E. Murphy (Upper Saddle River: Prentice Hall, 1990), 1148-1149.

***Electronic media, not including information found on a website (for example, CD media).***

<sup>3</sup>Flavius Josephus, *The Wars of the Jews*, Book 2, Chapter 17 in the *Works of Josephus*, 1451; available from the *AGES Digital Library* (Albany, OR: AGES Software, 1999).

***Lecture***

<sup>4</sup>David Belles, "Historical Overview: Part One" (lecture, T101, Session 1 Lecture 2, IFCA Bible College, 30 March 2016).

***Website***

<sup>5</sup>Gerald Wilson, "The Poetry of the Psalms," available from <http://home.apu.edu/~geraldwilson/HebrewPoetry.html> (Note: omitting the period at the end helps avoid confusion)

# Grief and Trauma Course Syllabus

Instructor: Yvonne Edge

Phone: 216-206-9161

Email: [yvonne@ifcabiblecollege.com](mailto:yvonne@ifcabiblecollege.com)

## I. Course Description

This course gives an overview of what grief and trauma are and how to understand the needs to resolve these issues in a healthy matter. Grieving can be constructive or destructive, depending on how we manage it.

## II. Course Goals

The purpose of this course is to enable the student to do the following:

- Provide Christian Clients an understanding of Grieving
- Comprehend the basic principles of Grief & Trauma
- Develop a communicating style in Counseling the grieved
- Understand the different styles of Grief Counseling

## III. Learning Outcomes

After completion of this course, the student should be able to do the following:

Know the concept of Grief and Trauma and how to help clients learn how to adjust

Understand how helpful accepting change is for the client

Discuss the need to understand why some may need counseling and others may not need it.



## I. Textbooks and Other Learning Resources

### *Required Materials*

James, John W. and Cherry, Frank "The Grief Recovery Handbook"

ISBN 0-06-091586-2

Worden, J. William, PhD, ABPP "Grief Counseling and Grief Therapy, Fifth Edition

ISBN 978-0-8261-3474-5

Optional

Westberg, Granger E. "Good Grief" **This is a good book to have to share with clients for their own reading**

ISBN 978-0-8006-9781-5

## V. Policies and Procedures

a) Course Policies and Procedures

i) Evaluation Procedures

(1) Pre-Course Work

1. Reading of required textbooks

2. In-Course Work:

(2) Grading:

1. View all lectures ..... 30%

2. Reflection Paper ..... 10%

3. Paper "Grief Counseling" ... 20%

4. Correct APA Writing Style 1. 10%

5. The Loss History Graph Yourself 30%

(3) Grading Scale:

1. A=90+
2. B=80+
3. C=70+
4. D=60+

ii) Pre-Course Requirement:

- (1) Read textbook assigned

## Assignments

In-Course Requirements: (Note: for on-line learning refer to sessions. There are 8 sessions for this course.)

- Write a reflection paper on Grief & Trauma from the books and audio. Think of how it has influenced your thinking on how to integrate Christianity with Grief and Trauma Counseling effectively reach the Christian population. **This must be a minimum of 3 pages APA Style due the 2<sup>nd</sup> week.**
- Write a paper explaining a *Grief Counseling*. Identify some of the different style. Identify the different Individual Style of Grief and some desirable outcome. This must be backed with the word of God. **This must be a minimum of 7 pages due at the conclusion of the course.**
- Final Paper you must complete the Loss History Graph on yourself **All papers must be written APA style of writing.** You should have a sample of APA Writing Style on-line.

All communication must be done through email or telephone.

Discussion questions are to be discussed in class or answer if working alone.

Assignment question should be completed and emailed.

## **Course Calendar**

Session and topic

1. Your Amazing Opportunity
2. Real Peace
3. Cooperation & Assertiveness
4. Conflict Reduction

## **Scheduling**

### ***Week One: What is Grief***

- A definition of Grief
- Reading Assignment: Read the book “Grief Counseling & Grief Therapy” and “The Grief Recovery Handbook”
- Write a reflection of the assigned material.

### ***Week Two: Grief is normal***

- An overview Normal reaction to loss
- Answer the question sheet

### ***Week Three: Focus on Mourning***

- Understanding the loss and relationship with the deceased
- Answer the question sheet

### ***Week Four: Principles and Procedures***

- The principle of counseling grieving survivors
- How to actualize the loss
- Losses goes beyond death of human and divorce
- Answer question sheet

### **Week five: Abnormal Grief**

- What happens when grieving becomes abnormal
- What does abnormality look like according to my personal experience

### **Week six: Counselor/Facilitator**

- Goal of counseling
- Identify and resolve conflicts
- How to facilitate
  - Listen
  - Do not be quick to offer the answer
  - Do not be quick to offer scriptures
  - **Be a good listener**

### **Week seven: Process of recovery**

- Grief and Loss Graph

## Questions

1. What is the difference between Trauma and grief?

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2. Why is it necessary to understand the relationship with survivor and deceased?

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3. What is the purpose of survivor visiting the gravesite?

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4. List some other losses counselors should consider?

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5. What are some of the feelings should survivors accept and work through?

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6. What is considered abnormal grieving?

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7. What is the process of recovering from grief?

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8. After completing the Loss Graph what did you learn new about yourself?

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