



MAJOR CHOSEN: MASTER OF SCIENCE IN PERSONNEL SERVICES

I. A BRIEF DESCRIPTION OF THE MAJOR

The Master of Science degree in Personnel Services is designed to prepare individuals for the role of guidance counselor in a Christian school or similar ministry. This major is also appropriate for those desiring preparation for positions as supervisors or elementary or secondary principals. This program is designed to develop leaders that are capable of dealing effectively with various problems associated with leadership in Christian educational ministries.

II. COURSE HIGHLIGHTS

Here are some of the courses you will especially enjoy:

Educational Leadership provides basic principles of educational leadership for Christian school administrators, principals, and others in administrative positions.

Pupil Personnel Services deals with the wide range of responsibilities the school has in the area of personnel services. Typically, these responsibilities would be handled by the school guidance counselor; however, not every school has a guidance counselor. This course provides insight concerning the provision of these essential services with or without a counselor.

Tests and Measurements introduces you to the various types of standardized tests that are available for school use. This course provides instruction in elementary statistics necessary to interpret test data properly and gives insight into the proper selection of standardized tests for educational applications and into the development of a testing program for the school.

Fundamentals of Curriculum provides an overview of what a student should know and be able to do in K5-12 based on the Bob Jones Press textbook collection.

Supervision of Instruction provides several models of supervision helpful in improving the quality of instruction in the school.

Personnel Administration covers the employment process, the development and supervision of personnel policies and procedures, and employment law.



III. AN OUTLINE OF COURSE REQUIREMENTS

The following core courses are required:

Pupil Personnel Services.....	3
Philosophy of Education	3
Fundamentals of Curriculum	3
Research in Education.....	3
Tests & Measurements.....	3

12 hours must be selected from the following:

Principles of Administration	3
Administrative Leadership & Supervision	3
Educational Leadership	3
Supervision of Instruction	3
Personnel Administration	3
Theories of Counseling	3
Personnel Services Internship	3
Counseling Internship	3
Readings in Personnel Services	3
Introduction to Exceptional Learners	3
Counseling Children & Adolescents	3
Career Counseling	3
Marriage & Family Counseling	3
Counseling Applications	3

IV. ABOUT THE FACULTY

Dr. Steve Buckley is director of the Career Development and Placement Office. He has many years of practical experience in pupil personnel services.

Dr. Brian Carruthers, Dean of the School of Education, is the director of Student Teaching and is involved in teaching courses in educational administration. Brian has many years of experience teaching science and serving as the administrator of Christian schools.

Dr. Donald Jacobs, chairman of the division of elementary education, previously served as principal of Bob Jones Elementary School and a church-related Christian school. He teaches courses in elementary education and educational leadership. He is a frequent speaker at Christian school conventions.

Dr. Greg Mazak, chairman of the undergraduate division of psychology, brings clinical and practical counseling experience to the classroom. Prior to his teaching career, he worked for several psychiatric centers. He also has worked in teenage halfway houses as a volunteer counselor. He is associate pastor at Trinity Bible Church of Greer, SC; a regular contributor for *Biblical Viewpoint*; and a conference speaker at churches, Christian schools, and camps.

Dr. Nick Uwarow teaches numerous courses in Christian school administration. He is an experienced Christian school administrator having served as assistant principal at Bob Jones Academy and as administrator of a church-related Christian school. He speaks regularly at Christian education meetings.



All together, these and the other faculty teaching in the Division of Graduate Studies in the School of Education have over 300 combined years of experience teaching. You will not find a better, more experienced faculty in the country.

You will be studying under many of the authors who researched and wrote the Textbooks for Christian Schools published by Bob Jones University Press. It may be their textbooks you will teach from when you graduate from Bob Jones University. You will be getting your training straight from the experts.

V. FACILITIES, EQUIPMENT, AND OPPORTUNITIES

The Media Center contains all the audiovisual equipment you are likely to use in teaching, including equipment for preparing transparencies, videotapes, laminated bulletin board figures, slide presentations, signs, and duplicating equipment. You will learn how to use these various machines under the guidance of our trained and dedicated staff. The Media Center is also equipped with various curriculum materials, textbooks, and teaching materials for all grade levels and subjects.

Completely equipped computer laboratories are available for your use. There are many academic computer labs conveniently located all over campus. They consist of various types of PCs, Apple PowerMacs, and laser printers and are all interconnected via a Novell computer network.

You will have the opportunity to observe experienced Christian teachers right on our campus in the beautiful, air-conditioned buildings of Bob Jones Beginnings Center (kindergarten and first grade), Elementary School, Junior High, and Academy.

The School of Education maintains a Reading Laboratory which provides you with training in diagnostic and remedial reading procedures. You can also learn how to improve your own reading skills and become acquainted with the latest and the best reading equipment.

Because of our care and concern for the spiritual as well as the physical needs of the people in our part of the country, students are encouraged to be involved in outreach ministries in our area. While you are here you will have the opportunity to participate in as many of these ministries as you can fit into your schedule. These opportunities vary from work in nursing homes, jails, detention centers, and churches, to visitation, Bible clubs, providing special music, and martial arts teams.

The Mack Library, with 90,000 square feet of floor space and seating for over 1,300 students, gives you access to 294,000 volumes, 1,100 current periodical subscriptions, and more than 17,000 music, speech, and language recordings. Mack Library offers access to over 65 electronic databases on the library web site. An interlibrary loan program is available through OCLC, a national database, for books not held in our library. Other prominent features include the Jerusalem Chamber, a replica of the room in Westminster Abbey in London in which work was done on the 1611 King James Bible, and the University Archives Room which displays materials about the Founder and history of the University.



Davis Field House, with over 87,000 square feet and seating for 3,000 people, contains 4 full-sized courts; auxiliary courts; indoor and outdoor tracks; swimming pool; café; and a fitness center with fully-equipped exercise room, aerobic room, sauna, and whirlpool.

If you are planning to live on campus, you will be glad to know that all of our residence halls are air-conditioned, have wall-to-wall carpeting, and have a phone in each room. You will be able to make long-distance calls directly from your room and have them automatically placed on your school bill.

All of our classrooms are air-conditioned, and there are awnings over the sidewalks to keep you dry when it is raining. The Dining Common serves 8,500 delicious meals a day, and the Snack Shop and Bookstore in the Student Center carry just about anything you'll need.

If you are planning to live off campus, our **Office of Student Services** would be glad to assist you in finding employment and housing. This office also has a Notary Public, driver's license information, car registration information, and tax forms for most states. You may request information by writing them or by calling (864) 242-5100.

You will find your fellow graduate students equally as serious about their studies, and many of them will become your good friends. Also you will have many opportunities to make valuable professional contacts during your time at Bob Jones University.

VI. CAREER OPPORTUNITIES AND PLACEMENT

You could have as many as three good teaching opportunities to choose from as you look for a place to teach. We receive over three times as many requests for teachers as we have teachers to fill those requests. And, in the future, the number of teaching opportunities will increase as we, as a nation, face a national teacher shortage. You will be qualified to help meet this need and train young people both in the states and abroad.

The Career Development and Placement Office sponsors a Principals' Recruitment Conference each February. Approximately 140 administrators and principals from many states and some foreign countries gather to interview and hire new teachers for their schools. This Conference will give you many opportunities to find a place of service after you graduate. In addition, the Career Office maintains a file of miscellaneous information about various Christian schools across the country. This file, too, may provide you with a contact that could lead to many years of active service for the Lord.

VII. BJU: AN AFFORDABLE EDUCATION

Enclosed is an expense sheet detailing the cost of attending Bob Jones University. When you compare our charges to those of other private colleges, we think you will be pleasantly surprised. We believe we offer a student more value for his dollar than anyone else in America.