

**HUC-JIR Clinical Education for Pastoral Ministry**  
Interfaith Doctor of Ministry Program Guidelines  
Dean, Rabbi David Adelson, DMin

**Program Director:**

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**ADMINISTRATIVE OFFICES:** The Program Director can be reached by calling the number listed at the top of this page. **Jamie Bowser**, administrative assistant to the D.Min program, can be reached at [JBowser@HUC.edu](mailto:JBowser@HUC.edu). Direct any administrative concerns to her attention, copying the Director. The National Registrar is Clyde Parrish and [Benjamin \(Jamie\) Antell at BAntell@huc.edu](mailto:BAntell@huc.edu) is Academic Records Manager on the NY campus.

*For general academic policies of the College-Institute, which apply to all students of the College-Institute, please refer to the National Student Academic Handbook which is available on the National Registrar's webpage: <http://huc.edu/registrar/>*

**CELL PHONES/LAPTOPS:** Please be mindful there may be other classes in session so limit cell phone use (and voice volume) in hallways. Phones should be turned off during class time. If there is an impending emergency for which you need to keep your phone on, please advise your instructor and classmates.

For laptop use during class, please check with instructor regarding his/her policy. No email or texting should be conducted during class.

**E-MAIL:** Each student and faculty member is given an HUC-JIR email address. **As this is the primary method of communication in the College, it is imperative that you maintain your account.** After you activate your account, please review emails received from the HUC-JIR community frequently, as some may pertain to our program or be of personal interest to you. In the event you need clarification as to the relevance of a particular message, please contact the Director.

**Please note:** Emails are professional communications and as such, must reflect a respectful and courteous tone. Staff and faculty are interested in assisting towards the resolution of any concerns you may have.

## **COURSE REGISTRATION:**

Each student is responsible for ensuring his/her registration for each semester is completed in a timely and accurate manner. The Program Director, and the Academic Records Manager are available to be of assistance.

Registration in each level, I, II, and III (including Final Project) are considered full-time.

## **FINANCIAL AID:**

Any student requiring Financial Aid may receive guidance from the Financial Aid Officer on campus. Good academic standing is necessary for maintaining financial aid.

**COUNSELING HOUR:** A requirement for graduation is the completion of a minimum of 300 hours of experience under supervision, conducting counseling in your own ministry. These are the counseling encounters you will be discussing with your HUC supervisor(s) in weekly meetings in the 1:00-2:00/2:45-3:45 time slot. You will be required to maintain a counseling diary or "log", documenting the counseling encounters which will be reviewed by your supervising instructor at the end of each semester. (See below)

It is important that you know which types of encounters to list-or not list- as follows:

HUC-JIR defines a counseling "hour" as any unhurried contact in an appropriately private setting in which (a) you have been implicitly or explicitly asked by the client to serve as a counselor, and (b) the principles and dynamics taught in the Program are used to understand and respond to the client. (An "hour" means an "encounter" or "contact," not the 60-minute clock-hour). Examples which **do** meet this definition of a "counseling hour" include (a) meeting for 45 minutes in your office (whether scheduled or unscheduled) with a congregant who wanted your help with a personal issue, and (b) a 25-minute phone conversation with a congregant who called for your help with a personal issue. Such bona fide encounters need not have been scheduled in advance, be of any specified length, or lead to formal, regular counseling.

Examples which **don't** meet this definition include (a) a meeting for 45 minutes with a member of your Board (or administration or Sunday School, etc) whom you feel needs counseling but who does not request or accept the client role; (b) a 7-minute phone conversation with a congregant asking for guidance in a personal matter which had to be interrupted because of other impending activities (thereby creating an opportunity for you to schedule a counseling appointment, but not itself counted as a "counseling hour"); (c) an encounter originally set as a "single session" cannot be counted as a double session if it happens to exceed the originally scheduled 45-50 minute session; (d) time spent in consultation with other professional caregivers involved with your client/counselee **cannot** be counted towards the requirement.

Encounters that meet the criteria above may properly be listed in your counseling log and counted towards the hours required by HUC-JIR for graduation. If you are uncertain about these definitions and criteria, ask your supervisor right away, rather than bringing up uncertainties at the end of the semester or year.

**COUNSELING LOG:** Students keep a professional diary/log during their time in the Program which will enable them to reconstruct their schedule of past daily counseling encounters. Your log will be reviewed periodically by your supervisor and used to verify that the 300 hour requirement has been met.

Log-keeping is not the same as keeping a case record. Any case record or case notes must be kept physically separate from your log. Client identities should always be disguised to outsiders (so that no breach of confidentiality would occur, if, for example, you lost your logbook in the subway). Your log should show date, time, and type of counseling (e.g. individual, couple) but nothing more.

**EVALUATIONS OF STUDENTS:** At the end of each semester you will be evaluated by each of your teachers and supervisors with both a letter grade and written, narrative feedback, except that the leader of your Group Experience course will not submit any evaluations (thus preserving openness and confidentiality in the Group Experience). Evaluations are for the purpose of furthering progress in training and are not to be confused with letters of recommendation. If you desire a letter of recommendation, you may ask any supervisor or faculty member to write one for you.

**EVALUATIONS OF TEACHERS AND SUPERVISORS:** At the end of each semester you will be asked to provide feedback of your experience of each of your teachers and supervisor. Candor is requested and confidentiality is respected. This opportunity to provide feedback will be made available on-line at the conclusion of each semester.

Candid, Self-led feedback is invaluable to the quality of our program, so you are invited to speak for your experience as specifically as possible.

**FACULTY MEETINGS:** Faculty meetings usually take place on the second Monday of each month, 12:00-1:00 p.m. The Program Director is available each Monday morning, 8:00-8:30 a.m. and 12:00 p.m. – 1:00 p.m. in Room 513. Drop in or make an appointment if you desire to meet.

**GRADES:** Students are given letter grades A+ through B-, or F. Group Experience and Clinical Case are given Pass/Fail. Students are expected to maintain a B average. Final grades for each semester must be reported to the Registrar no later than 2 weeks after the end of classes.

**GROUP EXPERIENCE:** Attendance and completion of assigned reading/journaling are the only objective criteria for satisfying the course requirement (2-absence provision applies). Issues discussed during the course, Group Experience, are expected to be kept confidential. For this reason the leader of Group Experience will not evaluate students. Students are expected to respect the confidentiality of your colleagues in this course. The leader of Group Experience will respect the confidence of all individual students. When there is a likelihood that the training experience of all students could be enhanced, the leader reserves the right to bring themes and concerns shared by the group as a whole to the attention of the faculty and administration without using individual names.

**HALLWAY NOISE:** Spirit and enthusiasm before and after classes is inevitable and usually welcome, but please be mindful that many others are at work nearby. Noise is disruptive, so please keep it to a minimum!

**MESSAGES:** Messages for the Director may be left by using the contact information at the top of this document. Your teachers and supervisor will give you their contact information, and you will receive a contact sheet from our office. Contact them directly if you anticipate an absence, rather than using staff of Program Director to pass along a message (except in an emergency in which case it would be prudent to contact the Program Director.)

**PSYCHOTHERAPY:** The Program does not automatically require candidates to undertake personal psychotherapy but reserves the right to require it of any student whose progress, competence, or conduct is in question. When psychotherapy is required, you may consult with any member of the D.Min Program faculty for a referral (faculty members are not permitted to provide psychotherapy while the student is enrolled in the Program).

Even when not required, personal psychotherapy is encouraged as an ideal way of furthering your progress, sensitivity, depth of understanding and professional competence. When you choose to undertake psychotherapy on your own, you do not need the Program's approval of the therapist you choose or that therapist's credentials. All supervisors and faculty in the Program will assist students in finding an appropriate therapist upon request.

**SUPERVISION:** The hours of clinical experience required by HUC-JIR must be conducted while you are being supervised. If you need to use the summer or additional time during or after your 2 years of training to complete your required hours of clinical experience, you will need to register for supervisory electives until you have completed these required hours of clinical experience under supervision. This will entail additional fees. You may ask any member of the faculty or supervisory staff to serve as your supervisor while you are completing this requirement. Please advise the program director of any agreements so the proper paperwork can be executed.

## Calendar

### **Level I:**

Fall Semester

Orientation

12 weeks – Classes (except Columbus Day & High Holy Days)

Spring Semester

12 Classes (except for National Holidays, Passover/Easter)

Integrative Seminars TBD each academic year

Summer Seminars

4 Mondays TBD May-June

Qualifying Exam Issued July 1st and Due August 1st

### **Level II:**

Fall Semester

Orientation

12 weeks – Classes (except Columbus Day & High Holy Days)

Final Demonstration Project Introduction: Research & Design

Spring Semester

12 Classes (except for National Holidays, Passover/Easter)

Final Project Proposal Due (if graduation in 3rd year is intended)

### **Level III:**

Fall Semester

Register for Final Demonstration Project

Final Project Due – January 1st

Spring Semester

Register for Final Demonstration Project

Graduation – May

## QUALIFYING EXAM

Level I students, upon completion of the first year and summer seminars, are given a Qualifying Exam to determine readiness for entering Level II.

The exam is a take-home case study with one month to complete, due August 1st. Each exam is read by two readers, theological and clinical, for a Pass/Fail grade. If the exam does not Pass, the student is given feedback and an opportunity to rewrite it for satisfactory completion. In the event the rewrite fails, student's eligibility for advancement to Level II will be under review by the Program Director and Faculty.

## THE FINAL DEMONSTRATION PROJECT

The Final Demonstration Project is due no later than January 1st of desired year of graduation following completion of the 2-year residency program (There is a 5-year limit to complete the Project).

Level II Candidates will participate in a workshop (date tbd) for instruction and guidance on the Final Project.

Proposals for a Project, including the selection of two mentors (one theological, one clinical) will be submitted to the Program Director for review and approval no earlier than Level II Spring semester. If the candidate intends to graduate the following year, Project proposals are due no later than May 1<sup>st</sup>.

ALL MEMBERS OF THE ADMINISTRATION AND FACULTY INTEND THIS TRAINING EXPERIENCE AT HEBREW UNION COLLEGE-JEWISH INSTITUTE OF RELIGION TO BE POSITIVE AND VALUABLE TO YOU. PLEASE DO NOT HESITATE TO CALL UPON US AT ANY TIME FOR CLARITY OR ASSISTANCE.

**CURRICULUM FOR THE DOCTOR OF MINISTRY PROGRAM, HUC-JIR Campus**  
**YEARS 1-3**

**YEAR 1 – Level I**

		<b><u>Credits/Grade</u></b>
<b>FALL</b>		
DMI 700	Fundamentals in Counseling Theory	1.5 P/F
DMI 701	Professional Role/Identity Group Process	2.0 P/F
DMI 702	Professional Orientation & Ethics	1.0 P/F
DMI 703	Foundations of Mental Health Counseling and Consultation Practicum	1.5 Ltr
DMI 704	Developing a Personal Theology	1.5 Ltr
DMI 713	Integrative Seminar	1.5 Ltr
<b>SPRING</b>		
DMI 705	Practicum II: Matching Technique with Assessment	1.5 Ltr
DMI 708	Group Dynamics II	1.5 P/F
DMI 709	Psychopathology I	1.5 Ltr
DMI 714	Integrative Seminar II	3.0 Ltr
DMI 718	Clinical Instruction I	1.0 P/F
DMI 724	Family Life Cycle	1.5 Ltr
<b>SUMMER</b>		
DMI 726	Psychopathology II: Addictions	1.5 Ltr
DMI 728	Marriage/Family Counseling	1.5 Ltr

**YEAR 2 – Level II**

<b>FALL</b>		
DMI 706	Practicum II: Recognizing and Responding to Social and Cultural Factors	1.5 Ltr
DMI 710	Theology and Pastoral Care	1.5 Ltr
DMI 715	The Lifecycle: Infant, Child, and Adolescent Growth and Development	1.5 Ltr
DMI 717	Assessment and Appraisal of Groups and Their Functioning	1.0 P/F
DMI 719	Case Discussion II	1.5 P/F
DMI 729	Integrative Seminar III	1.5 Ltr
<b>SPRING</b>		
DMI 707	Practicum IV: Pastoral Role and Identify	1.5 Ltr
DMI 712	Theology of Grief	1.5 Ltr
DMI 720	Clinical Instruction III	1.0 P/F
DMI 730	Integrative Seminar IV	3.0 Ltr
DMI 731	Problem Solving in Groups	1.5 P/F
DMI 735	The Human Lifecycle: Adult Growth and Development into Older Age	1.5 Ltr

**YEAR 3 – Level III**

<b>FALL/SPRING</b>		
DMI 500	Final Project	1.5 Ltr

**ELECTIVES**

DMI 599	Independent Study for Clinical Case Supervision	1.0 Ltr
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**Total Credits**  
**42.5**