

DAAC 1317 - BASIC COUNSELING SKILLS

Spring 2011 Syllabus

Instructor: Anna Taylor, M.A., LPC.

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Classroom: Wilkerson Hall 234

Office: None available

Office Hours: None. Available after class, or via e-mail, or phone.

Textbook: Counseling and Therapy Skills. 3rd ed. Martin, David G. Waveland Press, Inc. (ISBN-13: 978-1-57766-642-4)

Strongly Recommended Books:

Alter, G. Resurrection Psychology. Loyola University Press. Chicago, Illinois, 1994.

Frankl, V. Man's Search for Meaning. Beacon Press, Inc. Boston, Massachusetts, 2006.

Nichols, Ph.D. The Lost Art of Listening. The Guilford Press, New York, 1995.

Walters, S. The Truth About Lying. Sourcebooks, Inc., Napperville, Illinois, 2000.

Supplies: Scantrons, a pencil or pen, and a notebook for taking lecture notes. **Bring your textbook(s), pen/pencil, and notebook to every class.**

Reading assignments: You are expected to read any assigned readings **before** the lecture on each chapter. Pop quizzes may be given to chart your attention to this very important task.

Participation: Throughout the semester, each student **MUST** participate as "counselor" and "client" in mandatory in-class practice sessions that will be gently critiqued and reviewed by the instructor and class as a whole (this will not be a "slam-fest!"). These practice sessions are for you to practice and demonstrate knowledge and technique, but also for the **immensely** important need for experiential knowledge. You can study, observe, and monitor a rollercoaster from an emotionally detached position and cognitively recognize the mechanics of the rollercoaster understand and predict its actions and state its effects.... But you have **no idea** of what a rollercoaster **actually is** until you climb the steps, strap yourself in and take a ride....! Participation is mandatory. I will keep track of dates and participants. If you do not participate as both counselor and client – your grade will be reduced by up to 20%.

Grades: Tests: 60%; Term Project: 10%; Participation: 20%; Final Exam: 10%.

90-100 = A;

80-89 = B;

70-79 = C;

60-69 = D;

0-59 = F

Tests: There will be 3 tests and a **comprehensive final exam**. Students are expected to take tests at the scheduled time. If you miss a test, **you will be responsible to make it up**. Makeup Exams are to be scheduled with the teacher and may be taken after class the following week. Should this not be suitable, it will be up to you to get with the instructor and explain what the holdup is. **If the story is accepted,** you may take it the next week. Although you can choose to not do a test, remember it will significantly affect your overall grade.

Term Project: The term project will be a well written paper on a subject to be announced later. There will be at least 2 or 3 options for you to choose from. The importance of proper spelling, grammar and punctuation cannot be emphasized enough. Lack of attention to these details will result in a lower grade.

General Comments and Stipulations: You must take personal responsibility for how well you do in this class. I will help you in any way I can – but you must do your part! Due to the potentially emotional and personal nature of this class, I must *insist* you demonstrate respect to each individual in the classroom. I do, however encourage critical thinking – express your thoughts and opinions and get involved in the classroom discussions!

****NOTE TO THOSE IN EXTRA-CURRICULAR ACTIVITIES**:** I encourage people to be involved in different pursuits for leisure and fun and believe it is vital for mental and emotional well-being. However, balance is necessary! You will still be held responsible for the work involved in the classes you signed up for. No exceptions will be made for athletes, musicians, cheerleaders, Zen Buddhists, etc.

ATTENDANCE: *Class attendance is critical for this class.* **PLEASE NOTE:** **A great deal of information will be presented during class that is not in your textbook, so if you miss a class, it is crucial that you get the notes from someone else because this information will be included on tests.** It is very difficult to do well in this course unless you: 1) attend class, 2) actively listen, 3) take notes, 4) read assigned reading prior to the class it will be presented and 5) study your notes and the textbook material **between** class sessions. Do not be afraid to ask questions or to talk to me if you start having difficulty in the class. I realize that there are circumstances that make absences unavoidable. An absence will be excused if there is a bona fide emergency and/or an unavoidable circumstance, **and you notify me prior to, or the day of the absence.**

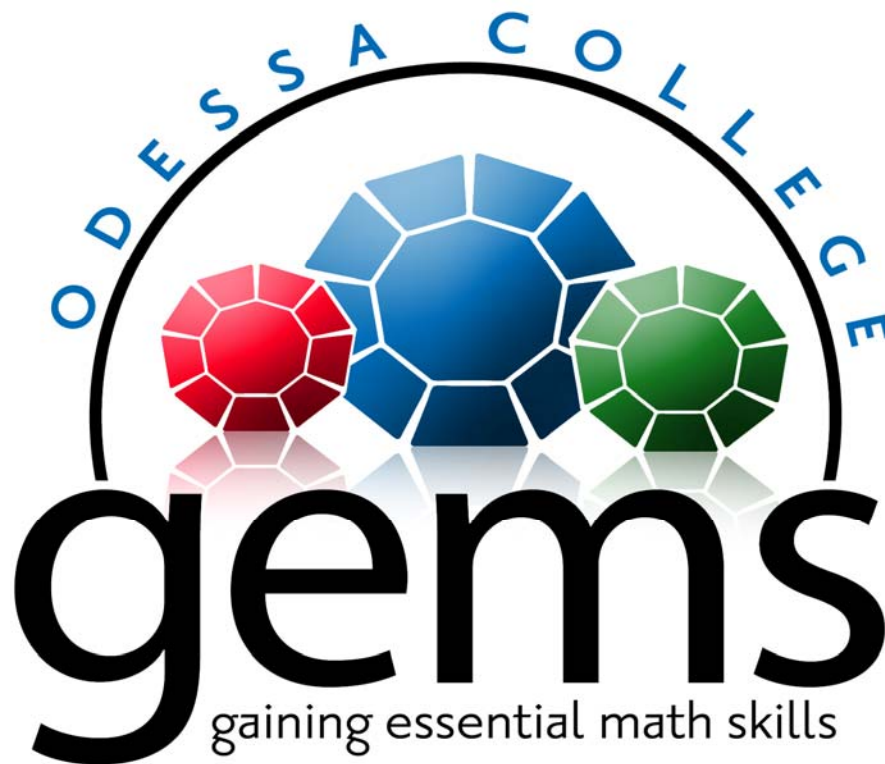
PERSONAL CONDUCT AND ACADEMIC HONESTY:

- ❖ You may bring drinks and snacks to class, but when it interferes with the class, it will be discontinued.
- ❖ Cheating, plagiarism, disrespect, or any conduct which interferes with the teaching of this course, or conduct which endangers the well-being of class members (or members of the Odessa College community) **will not be tolerated under any circumstances!** *Plagiarism is representing someone else's work as your own.*
- ❖ Turn off/silence your cell phones. You will be asked to leave if you are texting during the lecture time.
- ❖ **Texting** during someone else's practice session is rude and inconsiderate, shows a lack of respect and concern for others and is not befitting of a person who considers themselves a candidate for counseling positions. You will be asked to leave, receive an absence and will have points taken off your participation score if you are texting during someone else's practice session each time it happens.
- ❖ **Talking** during another person's practice session shows even more callous disregard:
 - ➔ The ***first time*** you are **talking during someone else's practice session**, you will be asked to leave, receive an absence, and have points taken from your participation grade.
 - ➔ The ***second time*** you are **talking during another's practice session**, you will not be allowed back to class for the rest of the semester.

I take this very seriously and will not tolerate a person feeling diminished or unimportant by your inconsiderate actions.

Incompletes: A grade of “incomplete” may be given only if (1) the student has passed all work completed, and (2) he/she has completed a minimum of 75% of the required coursework. A grade of “I” will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student.

Special needs students: Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability Services at 335-6861 to request assistance and accommodations.



G.E.M.S.= Gaining Essential Math Skills

GEMS Mission: Improving success for students in developmental education courses through accelerated placement in math courses.

GEMS Project: 1) OC's QEP project focuses on bubble students whose math placement scores are 5 points or less than the college standard of 60, or have passed the prerequisite course with a grade of A and have a recommendation from an instructor. 2) Participants in the project will have: to complete 14 hours in the MATH Lab, access to a Supplemental Instructor, and take a diagnostic test on MyMathLab that will tailor their assignments for the course based on student need.

Course Schedule

The following chart is a general outline for the course. You will be informed of specific information to study and the test dates. In-class practice sessions will be held throughout the semester.

<u>Wk/Date:</u>	<u>Chapters/Information</u>	<u>Your Test scores</u>
1- Jan 19	ORIENTATION TO THE COURSE: Intro to Basic Counseling Skill The "Why" before the "How"	
2- Jan 26	The "Why" before the "How" cont. The Truth About Lying	1: _____
3- Feb 2	The Truth About Lying cont. The Lost Art of Listening	2: _____
4- Feb 9	The Lost Art of Listening cont. The Practice of Silence	3: _____
5- Feb 16	Ch. 3 Finding the Words	
6- Feb 23	Emotions and Examination of your own feelings on feelings Forgiveness, Law, Perfectionism, Value & Worth, Responsibility	
7-Mar 2	Ch. 4 Confronting Experience (it's not a dirty word!) Danger of Certainty, Vocation of Concern, Inner Voice	
8- Mar 9	Ch. 5 The Client as Problem Solver	
9- Mar 16	SPRING BREAK	
10- Mar 23	Relationship Issues Ethics	
11-Mar 30	Assessments Beginning and Ending Counseling	
12- Apr 6	Ch. 13: Other Formats: Building on the Foundation Ch. 14: Taking Care of Yourself	
13- Apr 13	Ch. 15: Why Theory and Evidence Ch. 16: The Nature of Emotional Problems	
14- Apr 20	Ch. 17: A Theoretical Understanding of Therapy Search for Meaning, Significance of Scars	Final: _____
15- Apr 27	Ch. 18: Research	TP : _____
16 - May 4	Review	
17 - May 11	<u>Final Exam</u>	Avg: _____

To be eligible for the 300 hour LCDC practicum, students must maintain a 3.0 or higher average across all of the DAAC courses

Substance Abuse Counseling Majors: TAP 21 (Addiction Counseling Competencies) is available for free download on the SAMHSA website: <http://store.samhsa.gov/product/SMA08-4171>
It's available in pdf format and html format and is way too long to print out – so get your own.

Syllabus is subject to change at instructor's discretion