EVANGEL

U N I V E R S I T Y

A CHRISTIAN LEARNING-CENTERED UNIVERSITY

Graduate Counseling Program

COU 523 Lab 54: Counseling Skills
Fall 2017 -1 Credit

University Mission Statement:
Evangel University is a comprehensive Christian university committed to excellence in educating and equipping students to become Spirit-empowered servants of God who impact the Church and society globally.

Counseling Program Mission Statement:
The Evangel University Counseling Program trains graduate students to become professional counselors who integrate their Christian faith while providing holistic and ethical counseling services to diverse individuals and groups across the lifespan.

Bible Verse: *The wise in heart are called discerning, and gracious words promote instruction. Proverbs 16:21*

Instructor Name:	**Class Time:**
Phone Number: 417-865-2815	**Location:**
Email:	**Office Hours:**
Office:	

Teaching Philosophy and Methods:
I believe students learn best from a variety of instructional strategies. I will use traditional methods such as reading assignments and class lecture, but I believe learning is contextual. My task is to present information that can be tied to the student's previous experience but then expand learning beyond "personal experience". Therefore, I may utilize prompts to facilitate discussion (in person and/or boards), personal reflection, research projects, group projects, experiential activities and clinical demonstrations.

Course Catalogue Description:
Counseling skills are foundational to multiple counseling interventions. Counseling skills lab affords students experiential learning opportunities to practice and gain competency in the following skills: active listening, intake interviewing, crisis intervention, basic treatment planning and assessment. Role-plays and student/faculty immediate feedback will facilitate counselor self-awareness.

Course Purpose:
The purpose of this course is to meet training standards for professional mental health and school counselors set forth by state licensing and accreditation boards.

SAMPLE SYLLABUS

Required Text and equipment:
Sbanotto, E., Gingrich, H., & Gringrich, F. (2016). *Skills for effective counseling: A faith-
    based integration*. Downers Grove, Illinois: IVP Academic.

Personal recording device

Recommended Text(s):
Ivey, A. E., Ivey, M. B., & Zalaquett, C. P. (2012). *Essentials of intentional interviewing:
    Counseling in a multicultural world* (2nd ed.). Belmont, CA: Brooks/Cole.
Knapp, H. (2007). *Therapeutic communication: Developing professional skills.* Thousand Oaks,
    CA: Sage.
Sommers-Flanagan, J. & Sommers-Flanagan, R. (2014). *Clinical interviewing* (5th ed.).
    Hoboken, NJ: Wiley.
Young, M. (2013). *Learning the Art of Helping: Building Blocks and Techniques* (5th ed.).
    Upper Saddle River, New Jersey: Pearson Education.

Course Objectives:			
STANDARD CACREP 2016	**OBJECTIVE**	**LEARNING EXPERIENCE**	**ASSESSMENT**
2.F.5.f.	Demonstrate counselor characteristics and behaviors that influence helping processes	Role play, weekly counseling simulation	**Session Evaluation**
2.F.5.g.	Demonstrate essential interviewing and counseling skills included but not limited to the following: attending, reflection of feelings, content, summarizing, challenging, feedback, goal setting, silence, and termination.	Role play, weekly counseling simulation	**Session Evaluation**

Grading Scale:

A	94 -100%	B-	80 – 82%
A-	90 – 93%	C+	77 – 79%
B+	87 - 89%	C	73 - 76%
B	83 – 86%	F	Less than 73%

*An "A" grade will only be awarded to individuals who earn 94% of total points available plus no more than a single absence.

In order to receive a grade this lab, students must complete the following:
1. **Submit all Self Evaluation Exercises.**
2. **Read and sign an Informed Consent to participate in mock counseling sessions.**
3. **Maintain code of confidentiality as outlined in the Informed Consent.**

In order to move onto candidacy and field experiences, students must earn at least a B or better in COU 523 lecture and lab.

Course Assignment:	Points	Percent of Grade
Session Evaluation Exercise 1 – Attending Behavior	10	5%
Session Evaluation Exercise 2 – Reflecting Content	10	5%
Session Evaluation Exercise 3 – Reflecting Content and Feeling	15	8%
Session Evaluation Exercise 4 - Reflecting Content with Feeling, and Clarifying	20	10%
Session Evaluation Exercise 5 – Reflections, Empathy, and Clarifying (Recording, Transcript and Evaluation)	40	20%
Session Evaluation Exercise 6 – Reflection, Basic Empathy, Clarifying, Intuitive Empathy	25	13%
Session Evaluation Exercise 7 – Reflection, Basic Empathy, Clarifying, Intuitive Empathy Metaphor	25	13%
Session Evaluation Exercise 8 – Confrontation Skills	25	13%
Session Evaluation Exercise 9 – Putting it all together	25	13%
TOTAL POINTS	**195**	**100%**

Assignment Descriptions:
In order to make the most of the lab experience, groups of three students will complete weekly small group exercises each week. The purpose of these groups is to provide an opportunity to practice basic counseling skills.

Every student must bring a digital recording device, cell phone or computer that has voice recording capacity to group sessions. Make sure you have practiced using it before your first group meeting. You will practice counseling skills on a class member and you receive counseling from a classmate. Even though these are "mock sessions", students must practice

codes of confidentiality. Prior to recording any sessions, students must sign an informed consent form provided by the professor in Course Commons. Written assignments (Self Evaluation Exercise #) are to be submitted into Course Commons at 11:00 pm the day after the lab session.

If a student is unavoidably absent for a lab session in which a small group assignment is given, he/she is expected to practice the targeted skills with at least one other student in his/her group outside of lab time and submit the written assignment. The professor may deduct points for late submissions. If a group member is missing, the remaining two group members should go ahead with the small group during class time unless it is certain that the entire group can get together to complete the assignment on time.

Small Group Activities (SGA) and Session Evaluation (SE)
For a detailed description of each small group activity, please see Templates in Course Commons. Students will complete and submit a Session Evaluation for each SGA. You will provide information from three roles (observer, counselor, and counselee).Student grades are based on the ability to relay the following on the SE:
- Accurately assess responses
- Develop better/alternative responses and/or
- Exhibit self-awareness and personal introspection

SGA 1 (5 minutes)
- Counselor- without using verbal skills and minimal encouragers practice attending skills.
- Counselee- describe a memory of an event or person that has been significant for you (positive or negative). This memory should be something you can emotionally connect with and holistically communicate to the counselor.
- Observer- operate equipment, keep time, notice communication in counselor/ee

SGA 2 (5-7 minutes)
- Counselor – practice paraphrasing (reflecting content). Do not ask questions or intervene in any way.
- Counselee – discuss a moderately problematic situation (see template for details). Be cooperative and provide a sufficient amount of information the counselor.
- Observer- operate equipment, keep time, notice skill development (reflection and attending) in counselor, listen for content and nonverbal, and provide feedback.

SGA 3 (7 to 10 minutes with five counselor responses)
- Counselor – practice reflecting content and feeling. The last response in the counselee's statement should summarize the counselee's statements. Do not ask questions or intervene in other ways. .
- Counselee – same as SGA 2
- Observer – same as SGA 2

SGA 4 (10 to 13 minutes with six counselor responses)
- Counselor – practice reflecting content with feeling, and clarifying. The last response

COU 523 Counseling Skills Lab 54

in the counselee's statement should summarize the counselee's statements. (prompts, open questions, and signposts)
- Counselee – same as above
- Observer – same as above

SGA 5 (15 minutes with six counselor responses)
- Counselor – add clarifying techniques (prompts, open questions, and signposts) – <mark>Capture recording on university iPad.</mark>
- Counselee – same as above
- Observer – same as above
- Submit Transcript of session: Students will transcribe the session and identify skill used during the dialogue. Transcription involves word for word dialogue between mock client and student counselor. See transcript template in Course Commons.
- Your grade will depend upon the degree to which you appropriately use a variety of counseling skills (attending behaviors, nonverbal, minimal encouragers, reflection of content, reflection of feeling, open questions, closed questions, silence. See rubric in Course Commons.

SGA 6 (15 minutes with six counselor responses)
- Counselor – add intuitive empathy
- Counselee – same as above
- Observer – same as above

SGA 7 (18-20 minutes)
- Counselor – add metaphor
- Counselee – same as above
- Observer – same as above

SGA 8 (20 minutes)
- Counselor – add confrontation
- Counselee – example from life that needs or needed confrontation, see prompts on template – Course Commons
- Observer – same as above

SGA 9 (20 minutes)
- Counselor – utilize as all or as many skills
- Counselee – same as above
- Observer – same as above

Late Assignments:
There will be a 10% point deduction per 24 hours for late assignments. Therefore, a late submission time stamped at 5:01 yet due at 5 pm will be marked late. Please contact the professor in the event late assignments are due to circumstances beyond the student's control.

Course Schedule:

Class	Date	Lecture/ Activity	Reading	Assignments Due Date	CACREP Standard
1.	Week 1	Syllabus Review, Micro-skills and Person as a Counselor	Introduction, Chp 1 and 2		**2.F.5.f. 2.F.5.g.**
2.	Week 2	Small Group Exercise (SGA)1 Attending Behavior	**3 & 4**	**SE 1 8/31 11:00 pm**	**2.F.5.f. 2.F.5.g.**
3.	Week 3	SGA2- Reflecting Content	**5**	**SE 2 9/7 11:00 pm**	**2.F.5.f. 2.F.5.g.**
4.	Week 4	SGA3 - Reflecting Content and Feeling	**6 & 7**	**SE 3 9/14 11:00 pm**	**2.F.5.f. 2.F.5.g.**
5.	Week 5	SGA4 - Reflecting Content with Feeling, and Clarifying	**8**	**SE 4 9/21 11:00 pm**	**2.F.5.f. 2.F.5.g.**
6.	Week 6	SGA5 - Reflections, Empathy, and Clarifying		**SE 5 and Transcript** <mark>**9/30 11:00**</mark> **pm**	**2.F.5.f. 2.F.5.g.**
	Week 6	Class Cancelled			
7.	Week 7	SGA6 Reflection, Basic Empathy, Clarifying, Intuitive Empathy (meaning)	**9**	**SE 6 10/12 11:00 pm**	**2.F.5.f. 2.F.5.g.**
8.	Week 8	SGA 7 - Reflection, Basic Empathy, Clarifying and Intuitive Empathy and Metaphor	**10**	**SE 7 10/19**	**2.F.5.f. 2.F.5.g.**
		Class Cancelled			
9.	Week 9	SGA 8- Feedback/Confrontation	**11 & 12**	**SE 8 11/2 11:00 pm**	**2.F.5.f. 2.F.5.g.**
10.	Week 10	SGA - Stage of Change - SMART Goals	**13**		**2.F.5.f. 2.F.5.g.**

COU 523 Counseling Skills Lab 54

11.	Week 11	SGA 9 - Putting it all together		SE 9 11/16 11:00 pm	2.F.5.f. 2.F.5.g.
12.	Week 12	SGA - Suicide Assessment			
13.	Week 13	SGA - Documentation			

EU ACADEMIC AND PROGRAM POLICIES

Academic Integrity Policy

Students are expected to maintain high levels of academic honesty as people of Christ. By virtue of your integrity, you signify that all work submitted is your original work completed by you. Submitting someone else' work as your own (without proper citations, identifying particular research) is dishonest and is not congruent with a Christian life. Furthermore, the use of published study guides, solution manuals, or test banks not offered by the text's publisher will be deemed cheating. If you have questions as to the legitimacy of a study resource, consult your course professor. The program faculty and coordinator will handle incidents of academic dishonesty (plagiarism and cheating). If warranted, offenses will be reported to Academic Affairs Division and Student Development Division. Consequences may include but not limited to grade adjustment, academic probation, withdrawal of candidacy, or dismissal. Please see Graduate catalog:
http://web.evangel.edu/apps/mastercatalog/view/view.asp?CatalogID=2&Section=36

Attendance Policy

Students are asked to participate in class, volunteer for demonstrations, and come to class fully prepared. As this course only meets once a week, attendance at all sessions is critical. In order to maintain in good standing, a student must attend 80% of the scheduled class time. Students missing more than 2 classes will be dropped from the class. Partial attendance (coming late or leaving early) will be factored into attendance. Students who miss class because of illness, participation in authorized co-curricular activities, or for other unavoidable reasons will be given the opportunity to complete missed assignments or the equivalent. Students who miss class for other reasons may only make up work at the discretion of the individual instructor as stated in the course syllabus

Students with Disabilities:

If you anticipate the need for reasonable accommodations to meet the requirements of this course, you must set up academic accommodations through Academic Support in the Center for Student Success. Contact Stephen Houseknecht, Director of Academic Support, 1111 N. Glenstone Ave, Springfield, MO, 65802, (417) 865-2815 ext. 8271 or email: houseknechts@evangel.edu. Students are required to provide documentation of disability to Academic Support prior to receiving accommodations.

Note: If you have a disability, *it is your obligation to notify me* before the end of the first

week of classes. If I do not hear from you, I assume you do not need any special consideration. See the following for more information: http://web.evangel.edu/community/?p=ASC&i=1437&t=.

Use of Electronic Devices in Class
The use of electronic devices in the classroom is intended to enhance the learning experience for you and your classmates. Any use of technology that substantially degrades the learning environment, distracts you and/or your classmates, promotes dishonesty or illegal activities is prohibited. Be sensitive to this temptation to mentally leave the class while using your device. It is recommended that mobile phones be silenced during class.

Statement Regarding Risks and Benefits of Counselor Education
Pursuing a graduate education in counseling can facilitate meaningful professional and personal growth opportunities via insight and increased awareness. Nevertheless, material covered in any counseling course, various experiential exercises, assignments, and/or field based experiences, may facilitate intense, negative, and even emotionally overwhelming responses. Consequently, such responses may inhibit the student's functioning, academic performance, and fit for field work. Students are encouraged to be candid about the impact of such experiences and address any concerns about present functioning with their instructor. If an instructor or staff member (in conjunction with the Program Coordinator) observes evidence of problematic functioning, he/she will bring it the student's attention. Students may be advised in one or more of the following directions:

1. Enter personal counseling while remaining in the program and report back to their Academic Advisor or Program Coordinator.

2. Take a leave of absence from the program, with conditions specified by the program.

3. Follow a remediation plan that may include additional coursework or supervisory experiences.

4. Withdraw from the program.

The intent of the above directives is to help students address and resolve psychological material that may impact their future work as mental health care providers. Final determinations for continued progression through the clinical mental health program will be at the sole discretion of the program personnel and will be made with the utmost care and student's best interest in mind.
Students have the right to appeal any decision under the Student Handbook procedures.
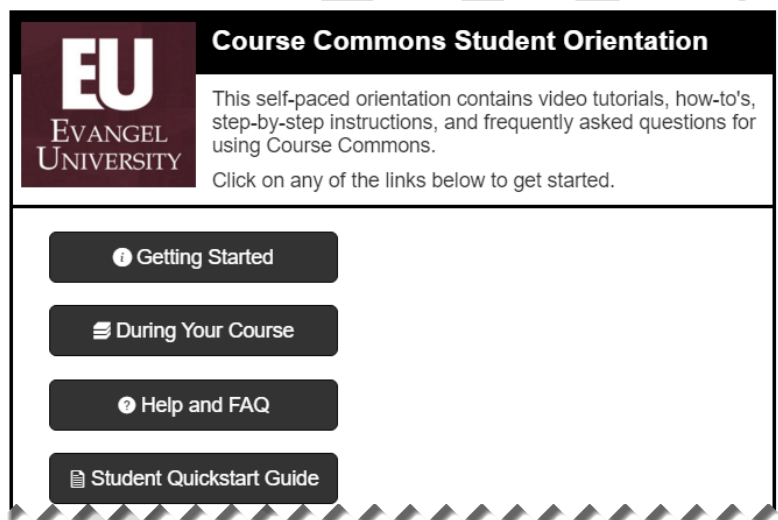
Course Commons

This course will use Course Commons, Evangel's learning management system. There are links to Course Commons in the Student Portal and the Evangel website. The login page for Course Commons is https://courses.evangel.com/.

COU 523 Counseling Skills Lab 54
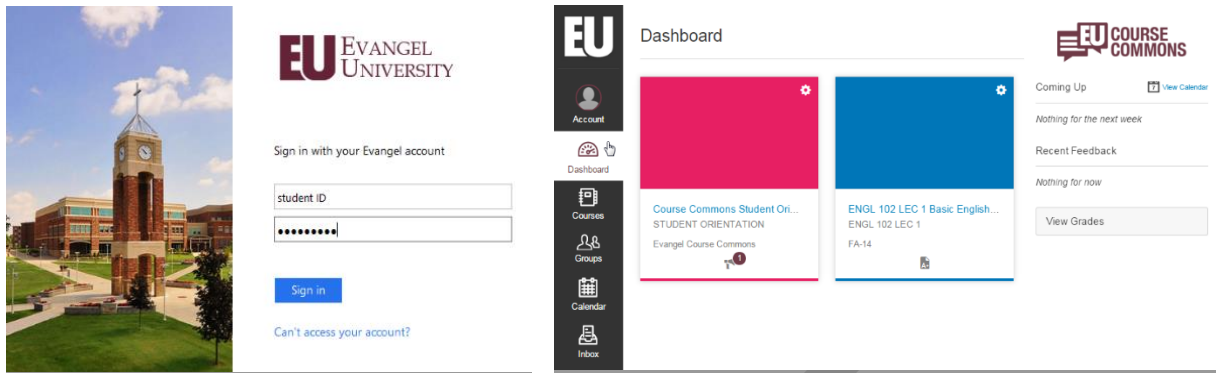
Use your Evangel username and password to login.

Course Commons Student Orientation

All Evangel students have access to the Course Commons Student Orientation. If you are new to Course Commons, you are encouraged to take advantage of this excellent resource. As part of your course preparation, this will help you make the most of the features that are available to you as a student.

Accessing the Course in Course Commons

Access your courses list by clicking on the Courses icon on the Global Navigation menu on the left of the screen. You can also click on the course card on the Dashboard.

To customize your Courses list, see the following Help Guide: How do I customize my Courses list?

Students will have access to this course in Course Commons seven (7) days before the official beginning of the semester. Students have until seven (7) days after the semester begins to complete financial registration. If financial registration is not completed by the seventh day, course access will be revoked.

After the end of the semester, students will have read-only access to the course through Course Commons. Only access to already submitted work, course resources and grades will be available.

Accessing Course Content in Course Commons

The professor controls the availability of course content and features. Some items may be unavailable until a date set by the professor.
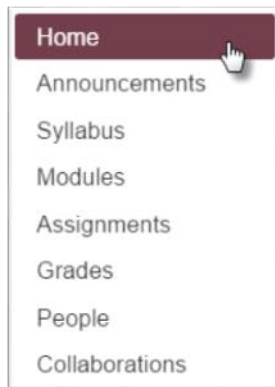
You can navigate the course content and features using the Course Navigation menu on the left. This menu can be customized by the professor, so it may differ from course to course, depending on what features the professor has chosen to make available.

You can collapse the Course Navigation menu to focus on the page content. Click on the menu icon in the upper left (which looks like 3 lines). You can expand the menu by clicking on the menu icon again.

All course content (syllabus, modules, course materials, assignments, online quizzes, online discussions, grades, etc.) can be accessed using the links in the Course Navigation menu.

Personal Settings in Course Commons
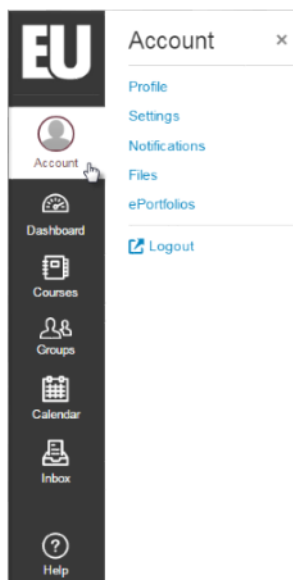
Students can adjust their personal settings in Course Commons. Click on the Account icon to access the Account menu.

On the **Profile** page, you can add a profile picture to your account. You can also edit your display name, which will show to your instructor and peers throughout Course Commons.

The **Settings** link allows you to add additional contact methods (personal email or cell phone number for text message alerts) to your account. You can also add external services, like Twitter, Skype or Google Drive.

The **Notifications** link allows you to customize *what* notifications you receive from Course Commons and *how* and *when* you receive them. This is a student-centered feature that allows you to optimize your notifications to help you stay connected to what is happening in all your courses.

For more information, see the following pages in the Course Commons Student Orientation: How to Update your Profile and Settings and How to Update Your Notifications Preferences.

Accessing Grades in Course Commons

All course grades will be recorded and shown through Course Commons. Simply click the "Grades" button on the lower right of the Dashboard to access your grades for all courses. You can also use the Grades link in the Course Navigation to access your grades for this course.

For more information on how to check your grades and what you can do from the Grades page, see the following page from the Course Commons Student Orientation: How to Check My Grades.

## How to Get Help with Course Commons

Help is never more than a few clicks away! You can access the Help menu from any page in Course Commons.

Click on the Help icon in the lower left corner of the screen. Because the Course Commons is powered by the Canvas Learning Management System, all help guides and helpdesk tickets will reference Canvas.

From the Help menu, you can send a message to your instructor, search the Canvas Help Guides, or report a problem.

You can browse and search the Help Guides using the following link:
https://community.canvaslms.com/community/answers/guides/.
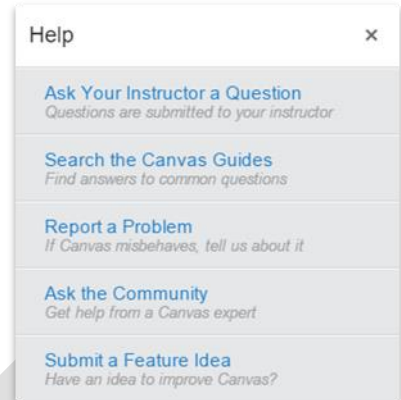
Course Commons Troubleshooting

Do you have a question about a quiz, an assignment, or another item in the course? Contact your professor.

Are you having technical problems with Course Commons? Click the Help icon, click "Report a Problem" and complete the form to file a ticket for a personal response from the support team. Please be sure to include a thorough description of the problem.

Are you having trouble with your Evangel account (username and password)? Contact the IT Helpdesk at 417-865-2815 ext. 8368 (phone), helpdesk@evangel.edu (email), or help.evangel.edu.