**Syllabus:** Basic Counseling Skills
**Course Number:** DAAC 1317
**Semester & Year:** Fall 2018

**Instructor Information**

 Name: Deborah James, MA, LCDC
 Office: BCT. Room 6 -**Tuesday 6:00P.M.--- 8:50 P.M.**
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 Office Hours: Contact me by email

**Textbook Required:**

 **The Elements of Counseling, (7th ed.), Meier, S.T., Davis, S.R.**

**Cengage Learning (2009). ISBN: 10: 0495813338; 13: 9780495813330**

**http://store.samhsa.gov/product-Search for TIP 35; Enhancing Motivation for Change in Substance Abuse Treatment**

**Course Description:**

 This course is designed to facilitate development of the basic communication skills necessary to develop an effective helping relationship with clients. Includes the utilization of special skills to assist individuals, families, or groups in achieving objectives through exploration of a problem and its ramifications; examination of attitudes and feelings; consideration of alternative solutions; and decision making.

**Student Learning Objectives for the Course include, but not limited to the following:**

1. To identify and understand the basic concepts of counseling.
3. To identify the main areas and basics of communication.
4. To identify the proper use of questions and responses in working with clients.
5. To be able to identify his/her own strengths and weaknesses in relating to others.
6. To distinguish from non-therapeutic responses vs. therapeutic responses.

**Student Requirements for Completion of the Course:** My goal as instructor is to create an environment that enhances your ability to learn the material list above, to make this happen you must make every effort to learn the material, list are requirements needed to obtain the learning goal:

* Actively participate in classroom discussions
* Complete required readings **Prior** to attending class
* Review and analyze material that relates to the course content
* Ask thoughtful questions freely in classroom
* Share and engage in self-reflection

**Self-Awareness Paper (DUE AS MID-TERM EXAM-1)**
This assignment is a self-reflective paper use chapter 5 of text book as a guide and should provide insight in how you present yourself to others. The writer should discuss their background, including family values, beliefs, ethics, and philosophies. It should also examine one's perspective on human relations with consideration given to diversity, dignity, respect, biases, and prejudices of individuals. In conclusion, the paper should describe the kind of counselor the writer would want to portray to their client. This paper should be 3-5 pages in length, double spaced, 12- point font type. Check syllabus for date. **NO LATE PAPERS….**

**Attendance (10 points each, 50 total points**)

Attendance will be taken by your participation in 5 unannounced quizzes/ activities throughout the semester.

**Quizzes (10 points each, 100 total points)**

Quizzes will be administered during classes; the day will be selected by the instructor. Each quiz is work 10 points towards overall grade. Points earned will be based upon the percentage correctly answered. Question will come from material from lectures, guest speakers, videotapes, group presentations, and/or assigned readings. **There are no makeups for quizzes**

**Midterm: Self- Awareness Paper (total 50 points)**

**Group Presentation (100 Points)**

Psychotherapy theories provide a framework for therapists and counselors to interpret a client’s behavior, thoughts, and feelings and help them navigate a client’s journey from diagnosis to post-treatment. **Theoretical** **approaches** are an understandably integral part of the therapeutic process.

 For this assignment, you will prepare a lecture with a paper. Give the lecture to the class explaining the theoretical approach you have chosen. The paper copy of the lecture must be typed in 12-point font, cite all resources used. The presentation/lecture should be between 20- 30 minutes long.

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| **COURSE COMPONENTS** | **POSSIBLE POINTS** | **POINTS EARNED** |
| Attendance Quiz | 50 (5 @ 10 Points each) |  |
| Quizzes | 100 (10 @ 10 Points each) |  |
| **Midterm-**Awareness Paper | 50 Points |  |
| Group Presentation | 100Points |  |
| **1- Exams** | 100 Points |  |
| **TOTAL POINTS** |  **400 POINTS** |  |

**Course Grading Scale**

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| --- | --- | --- |
| **LETTER GRADE** | **%** | **POINTS** |
| **A** | **90-100** | **400-350** |
| **B** | **89-80** | **349-299** |
| **C** | **79-70** | **298-249** |
| **D** | **69-60** | **248-199** |

**Class Schedule**

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| --- | --- | --- |
| **MONTH** | **DATE** | **MATERIAL TO BE COVERED** |
| **August** | **21st** | Go over syllabus, Introduction, discuss syllabus, **Read Chapters 5** in textbook for next class |
| **August**  | **28th** |  **Chapter 5-Counselor, Know Thyself** **Read Chapter 1 In TIP 35** |
| **September**  | **4th** | **Chapter 1-** Conceptualizing Motivation and Change**Read Chapter 1 in** textbook for next class |
| **September** | **11th** | **Chapter 1-** Setting the Stage **Read Chapters 2 in TIP 35** |
| **September** | **18th** | **Chapter 2-** Motivation and Intervention  **Read Chapter 2 in textbook** for next class |
| **September** | **25th** | **Chapter 2-** Strategies to Assist**Read Chapter 3 TIP 35** |
| **October**  | **2nd** | **Chapter 3-** Motivational Interviewing as a Counseling Style  |
| **October** | **9th** | **Midterm-Self Awareness Paper Due**Discussion Class **Read Chapter 6 in textbook** |
| **October** | **16th** | **Chapter 6-** Brief Introduction to Interventions**Review for Exam-1 next class** |
| **October** | **23rd** | **-EXAM 1****Read Chapter 4 in TIP 35 for next class** |
| **October** | **30th** | **Chapter 4 TIP 35-** Precontemplation to Contemplation**Read Chapter 4 in textbook** |
| **November** | **6th** | **Chapter 4- Important Topics** |
| **November** | **13th** | **Chapter Presentation/Lectures-Take Notes** |
| **November**  | **20th** | **Chapter Presentation/Lectures-Take Notes** |
| **November** | **27th** | **Final Exam** |
| **December** | **4th** | **Review of Course and Final**  |
| **December** | **11th**  | **LAST NIGHT OF CLASS- Discuss Chapter 3 in Textbook** |

Attendance is expected, and roll will be checked. **Students whose absences exceed the limit of 3 (three) will be dropped from the course. Jobs, family and illness are not excuses. The only excused absences are for school related events, military duty, or Holy Days.**

**Confidentiality**

 Due to the personal nature of this class, confidentiality pertaining to the nature of the disclosures of those involved is of the utmost importance. None of you will feel the trust or safety necessary for personal work and self-exploration on a meaningful level unless you are convinced that your confidentiality will be respected. Enrolling in this class carries with it the responsibility to maintain confidentiality. This issue will be discussed in more detail in class.

**Texarkana College’s absentee policy** allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she may be considered absent. Three late attendances constitute one absence.

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student’s absence from class. Experience demonstrates that regular attendance enhances academic success.

Let me assure you that it is not my desire to drop any student for absences, but we are required by our administration to take roll and drop for excessive absences. If you find that you are approaching your limit of four absences, and must miss our class, please let me know. Email me and let me know---don’t just disappear!!! As long as I hear from you, I won’t drop you from class.

A student should not stop attending a class without formally withdrawing from the course by Texarkana Colleges published Last Day for Students to Drop, the student may receive a grade of “F” in the class. The instructor will submit the last date of attendance for students receiving a grade of “F” or “W”.

Withdrawal from a course(s) **may** affect a student’s current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long-term consequences of a withdrawal.

**Make-up Policy**

**Test-** Make-up test **if allowed** will be placed in the Testing Center for students who miss the scheduled tests. Those who miss a test have **one week** after the scheduled test date to take the make-up test in the Testing Center. **Failure to take the make-up test in the time allowed will result in a Grade of “0” for that test. *Students are not allowed to use notes for the make-up test.***

**Academic Integrity Statement**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, col­lusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an “F”.

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

**Disability Act Statement:**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations.

**Financial Aid:**

**Attention!** Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

**Any changes to this syllabus will be announced in class.**

I have read and understand the information contained in the Syllabus for DAAC 1317 and attest to the with my signature below.

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Printed Name Date Signature