



**LEARNING OUTCOMES:** Upon completion of this course, students will be able to

- articulate the professional and social responsibilities of counsellors;
- exhibit knowledge of the theoretical basis and applications in counselling;
- demonstrate the ability to reason critically about topics related to the essential ambiguities of the helping relationship;
- demonstrate basic interpersonal communication and counselling skills, including nonverbal communication, open and closed questions, paraphrasing, and reflecting;
- recognize, differentiate, categorize, and evaluate different counsellor responses that create obstacles to communication and contribute to transference and countertransference patterns in helping relationships.

**TRANSFERABILITY:** UA, UC, UL, AU, MU

**\*Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferalberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlineSearch.html?SearchMode=S&step=2>

**\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

**EVALUATIONS:**

|                                      |      |
|--------------------------------------|------|
| Exam #1 (Chapters 1, 2, 3, 4)        | 10%  |
| Exam #2 (Chapters 5, 6, 7, 8, 9)     | 15%  |
| Moodle Discussion Posts/Responses    | 10%  |
| Ethics Assignment                    | 15%  |
| Counselling Skills Video Assignment  | 20%  |
| Final Exam (Chapters 11, 12, 13, 14) | 30%  |
| Total                                | 100% |

\* The nature, scope, and depth of the Discussion Posts, Ethics Assignment and Counselling Skills Video Assignment will be discussed in class.

\* Please remember that all exams may include questions from lectures and readings that may not be covered by your textbook.

**GRADING CRITERIA:**

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

| Alpha Grade | 4-point Equivalent | Percentage Guidelines |  | Alpha Grade | 4-point Equivalent | Percentage Guidelines |
|-------------|--------------------|-----------------------|--|-------------|--------------------|-----------------------|
| A+          | 4.0                | 95-100                |  | C+          | 2.3                | 66-69                 |
| A           | 4.0                | 90-94                 |  | C           | 2.0                | 63-65                 |
| A-          | 3.7                | 85-89                 |  | C-          | 1.7                | 60-62                 |
| B+          | 3.3                | 80-84                 |  | D+          | 1.3                | 55-59                 |
| B           | 3.0                | 75-79                 |  | D           | 1.0                | 50-54                 |
| B-          | 2.7                | 70-74                 |  | F           | 0.0                | 00-49                 |

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

| WEEK  | TOPIC  | EVALUATION                                 |
|---|--|--|
| Week 1<br>(First Class:<br>January 6, 2020) | Introductions<br>Chapter 1: Are the Helping Professions for You?                   |  |
| Week 2                                      | Chapter 2: Helper, Know Thyself  |  |
| Week 3                                      | Chapter 3: Knowing and Managing Your Values  | <b>Discussion Post</b>                     |
| Week 4                                      | Chapter 4: Understanding Diversity   |  |
| Week 5                                      | <b>Exam #1</b><br>Chapter 5: Common Concerns of Beginning Helpers                  | <b>Exam #1: 10%</b><br><b>Chapters 1-4</b> |
| Week 6                                      | Chapter 6: The Helping Process   |  |
| Week 7                                      | <b>Holiday/Winter Break</b>  |  |
| Week 8                                      | Chapter 7: Theory Applied to Practice  | <b>Discussion Post</b>                     |
| Week 9                                      | Chapters 8 & 9: Ethical and Legal Issues Facing Helpers & Managing Boundary Issues |  |
| Week 10                                     | <b>Exam #2</b><br>Chapter 11: Working with Groups                                  | <b>Exam #2: 20%</b><br><b>Chapters 5-9</b> |
| Week 11                                     | Chapter 11: Working with Groups<br>Chapter 12: Working in the Community            |  |
| Week 12                                     | <b>Ethics Assignment Due</b><br>Chapter 13: Stress, Burnout, and Self-care         | <b>Ethics Assignment: 15%</b>              |

|         |  |   |
|---------|--|---|
| Week 13 | Chapter 14: Managing Crisis: Personally and professionally       |   |
| Week 14 | <b>Counselling Skills Video Assignment</b>                       | <b>Video Assignment: 20%</b>              |
| Week 15 | <b>Final Exam (April 16-26) as scheduled by Student Services</b> | <b>Final Exam: 30%<br/>Chapters 11-14</b> |

### **STUDENT RESPONSIBILITIES:**

The assigned readings and exercises for each class should be completed before attending that class, except for the first class. As this course will depend heavily on practice exercises, attendance at all sessions is required and is critical to the student's success in the course. In case of illness or emergency, please notify the instructor as soon as possible. If you find yourself having difficulty in this course, please contact the instructor immediately for assistance. If you want more discussion with the instructor about any aspect of the course, please visit during office during office hours or at a more convenient pre-arranged time.

If a student is unable to attend an in-class test or quiz, the instructor must be advised before the test/quiz is administered. E-mail notification is fine. The test/quiz will usually then be written at a later time at the testing centre or pre-arranged location. Failure to notify the instructor of an absence will result in a grade of 0 on that test/quiz.

It is expected that all students will display a professional attitude and behaviour in the classroom. This includes reliability, respect for and cooperation with your fellow students and the instructor, attention to fellow student questions and instructor's response, determination to achieve first-class work while meeting deadlines, and constructive response to criticism.

### **Role Plays, Privacy, and Confidentiality**

**Because of the experiential nature of this course and the use of role play and practice interviewing and counselling, it may be possible for a colleague to reveal personal and confidential information.** It is critical that you maintain the confidentiality and trust of your classmates. These principles are critical to successful completion of this course and for counselling itself. *At the same time, there are legal limits to confidentiality.* **You should come to the instructor if you at any time suspect that a classmate may be at imminent risk of harm to themselves and/or others or if you suspect/it is reported to you that a child (anyone under age 18) or vulnerable person (such as seniors) is being abused in any way or neglected. These instances must be reported by law in Alberta and are part of the codes of ethics for all helping professions.** All other breaches of confidentiality and trust by a person involved in this course is a serious violation of the ethics codes of the counselling profession and may have serious consequences to self and others. **Never divulge personal information learned in this class to others without**

**written permission from that person or persons involved. Please also note that because confidentiality between classmates cannot be completely guaranteed, it is important that you keep this in mind when sharing personal information.**

**When role playing, as the client you have the right to stop or not participate at any time. However, if you find yourself not wishing to engage in the counselling exercises at all, despite assurance of confidentiality, you should perhaps consider dropping the course.** You also have the right and responsibility to only share of yourself what you want to talk about. You are not required to disclose any personal information that you do not want to share with your classmates. The topics or situations that you choose to discuss in simulated counselling sessions may be hypothetical or contrived.

### **Self-Care/Assistance**

You are also expected to take care of yourself throughout this course, physically, psychologically, emotionally, socially, and spiritually. If you find yourself having difficulty in this course, please contact the instructor as soon as possible for assistance.

### **STATEMENT ON PLAGIARISM AND CHEATING**

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, please refer to the Student Conduct section of the College Calendar at <https://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Academic and Non-Academic for the policies on Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>.

Instructors reserve the right to use electronic plagiarism detection services on written assignments. **Instructors also reserve the right to ban the use of any form of electronics (cell phones, Blackberries, iPods, iPads, tablets, scanning pens, electronic dictionaries, etc.) during class and during exams.**

**\*\*Note:** All Academic and Administrative policies are available on the same page.

### **ADDITIONAL INFORMATION:**

1. The format of each exam will be discussed in class.
2. Exam grades are final and there is no substitute work for a poor exam grade.
3. It is your responsibility to read each assigned chapter and additional readings (if any) and attend all lectures.
4. Lectures will not always cover material in your chapters. It is therefore imperative that you attend every class as your exams may include materials from the lectures that are not covered by your textbook.

5. It is expected that students will display a professional attitude and behaviour. These attitudes and behaviours are many and will be discussed in class. Any violation or misconduct may result in dismissal from the class.
6. Talk to your instructor if you have concerns or you are experiencing difficulties that may have negative impact on your academic performance.

*If you have any questions or concerns about ED4420, please arrange a time to speak with me.*

*Wishing you a successful term!*

**Please keep this course information sheet for future reference.**