

CAMOSUN COLLEGE

PSYC 256 -INTRODUCTION TO COUNSELLING

INSTRUCTOR: Johnny Mak
Office: F-308A (Fisher Building), 370-3198

OFFICE HOURS: Will be announced in class.

TEXT: Gerard Egan () The Skilled Helper (ed.)

PREREQUISITE: Psyc. 154

COURSE DESCRIPTION: In our day to day relationships with friends, families, and workers, we are often in situations that require us to act as helpers. This course will introduce a variety of concepts, attitudes, and skills that will maximize our potential effectiveness as helpers.

OBJECTIVES/OUTCOMES: In this course you will have the opportunity to develop the following areas:

1. Become more competent in basic & advanced communication skills.
2. Learn to understand, conceptualize, and evaluate the counselling values, beliefs, attitudes and issues.
3. Become more competent in the helping/counselling skills and use these skills in the context of a structured interview.
4. Learn how to apply the Skilled-helper model in counselling or helping situations.
5. Experience more awareness of yourself as an integral part of the helping process.

FORMAT: Classes will consist of lectures, discussion, demonstration, videos, and practice of new skills and concepts as well as group activities.

EVALUATION: A. **Class Attendance and Participation**

Your consistent attendance and active participation are very important. Because of the experiential and interactive nature of learning, and for your learning and classmates' learning, you are expected to attend every class

There will be base-group activities (e.g. worksheet, discussion, exercise) every week. If you missed the base-group activity, your respective marks will not be available afterward (unless with a medical note).

B. Weekly Quizzes

There will be a short quiz given each week at the start of lecture. The purpose of these quizzes is to ensure that students keep up on their text reading so as to enhance active learning and participation in lectures. If you missed (or are late for) a quiz, it will not be available later (unless with a medical note).

C. Skilled-Helper Model Summary & Personal Reflection Report

Students will prepare for class discussion and practice by reading, summarizing and reflecting on the three stages of the Skilled-helper Model of helping in the text. A written report of each stage of the Model will be submitted at the beginning of the class. (See Schedule of Activities for due dates). For write-up format and instructions, please see Model Report handout.

D. Tape Assignment

The objective of the tape assignment is to practise interviewing and helping skills, identify and correct errors. The primary purpose is skill development through training and practice.

1. Find an adult person (must not be your classmates of this class & preferably not your family members) to be your 'client'.
2. You are helping the 'client' to work through a personal concern (unrehearsed, a real life situation). Record a 20-30 minute tape (the quality of recording must be clear & audible) in which you are the 'helper'. Do not script, do not start and stop the tape. Tape scripting is a severe offence.
3. You use a number of interviewing and helping skills (i.e. at least 5 different TYPES of skills/listening responses) that you have learned in the class.
4. Choose and write out 10 of your most effective responses (to illustrate at least 5 different types of skills). Write out 5 responses that did not go the way you wanted it to. Write analysis and give better alternatives for both effective and undesirable responses, and identify the types of skills.
5. Also, you should include an Introduction and a Conclusion (what you learned by doing this tape) in your transcript.
6. Hand in audio-tape (*good quality recording*) and transcript.
7. Write up format and instructions (see **Tape handout**)

E. Group Discussion Exercise

There will be written exercises concerning skills, beliefs, attitudes and issues of counselling given approximately in every class. Students in small groups will discuss the questions. Then, the class will go over the exercise together. The purpose of this exercise is to help students to better understand the issues and process of counselling. If you miss a class and do not participate in group discussion, your respective discussion mark will not be available afterwards (unless with a medical note).

F. Test

There will be two tests covering material from lectures, class discussion and the text. These tests will examine your cognitive understanding of concepts as well as your ability to apply these concepts to various counselling\helping situations.

EVALUATION:

Participation, classwork & Attendance	10%
Weekly Quizzes	15%
Model reports	15%
Group Discussion Exercises	10%
Tape Assignment	10%
Test #1	20%
Test #2	20%

<u>On-time Attendance</u>	<u>Marks</u>
100%	??
Missed 1class	5
2	4
3	3
4	2
5	1
(late = 1/2 attendance)	

A ⁺	95-100	Superior levels of achievement
A	90-94	(Follow ALL instructions &
A-	85-89	GET BEYOND)
B ⁺	80-84	High levels of achievement
B	75-79	(Follow ALL instructions)
B-	70-74	
C ⁺	65-69	Average level of achievement
C	60-64	(DON'T follow instructions)
D	50-59	Minimum level of achievement
F	< 50	Minimum level not achieved

POLICY: Important rules and guidelines

1. Work needs to be handed in on time and at the beginning of the class. **Late** penalty is **10 marks** (i.e. 10%) off per day. Make-up for missed/late reports/tape/quizzes/tests would be granted ONLY WITH a medical note and has to be taken within 2 weeks and will NOT be available after two weeks (*no exceptions please*).
2. It is the responsibility of the students to check the posted marks regularly (outside F306) to make sure that they are accurate (e.g. no missing or wrong entries). Marks of assignments/quizzes/tests will NOT be considered for review or change after one month from the due date (*no exceptions please*).
3. Make sure you sign the attendance sheet in every class. If you fail to sign, you CANNOT make it up after the class (*to be fair*).
4. All reports must be TYPED (except worksheet assignments to be filled in with ball point pens - no pencils please) and with full name, *class no., student no., topic...on front page.
5. Any questions about the quizzes must be put in writing PLUS textbook references before considerations/responses can be made. Thanks.
6. Assignments/reports that are “identical” or “copied” between students will be given 0% for ALL students with identical work. In case of cheating on a test/quiz or tape-scripting, the whole work will be given an 0%. Cheating is severe offence and disciplinary action will be taken by College Administration
7. ALL assignments must be completed before the final grade is assigned
8. If you have missed a class, please ask “3” before me. What and why? Buddy Up Now!!
9. ****Late assignments or assignments not picked up in class can be picked up at F-312 (Grace’s office).**

SCHEDULE OF ACTIVITIES

<u>WEEK</u>	<u>TOPIC</u>	<u>READINGS</u>	<u>QUIZZES/ASSIGNMENTS</u>
1.	Introduction Overview	Ch.	
2.	Helping Relationship Helping Model Overview	Ch.	Quiz # 1 (Ch.)
3.	Another model Structuring the Interview	Ch.	Quiz # 2 (Ch.)
4.	Helping Interview Interview procedures & skills	Ch.	Quiz # 3 (Ch.)
5.	Listening Responses Client Observation/attending	Ch.	Quiz # 4 (Ch.)
6.	Questioning/clarification Empathy/reflection	Ch.	Quiz # 5 (Ch.) Report # 1
7.	Summarization Review	Ch.	Quiz # 6 (Ch.)
8.	Test #1 (E. Q.) Test #1 (M.C.)		Test #1
9.	Helping Model: stage 1.- Identifying concerns	Ch.	Quiz # 7 (Ch.) Report # 2
10.	Stage 1. Challenging skill - confrontation	Ch.	
11.	Stage 2. - establishing goals	Ch.	Report # 3
12.	Stage 3. - strategies for action	Ch.	
13.	Evaluation, Termination & Follow-up	Ch.	Tape
14.	Review Q & A	All	Revision
15.	Test #2		Test #2

The schedule may be flexible and any changes will be discussed in class.

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