

COUNSELING TECHNIQUES

COU 640-001 SPRING 2008

Monday 6:15 – 9:00

INSTRUCTOR: Dr. Jacqueline Smith, Ed.D., LPCC

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HOURS: As posted and by Appointment

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COURSE DESCRIPTION: This course introduces students to the knowledge, techniques, skills, and processes basic to initiating, conducting, and terminating an effective counseling relationship. Students will be introduced to a model of helping which prizes and respects the genuine, unconditional valuing and care which are the hallmarks of human helping. Through reading, discussion, written exercises, role-play, observation, feedback, and out-of-class practice experiences, students will acquire an understanding of the counseling experience and the use-of-self in the counseling process. Extensive discussion and attention will be given to the specific nature and process of helping, as well as the unique attitudes and skills required of the effective helper.

OBJECTIVES: Students will be able to:

- 1) Discuss the role of values in the counseling process: CACREP II. K 5b.
- 2) Identify and demonstrate the use of basic attending and nonverbal skills to accurately develop therapeutic rapport and facilitate client communication: CACREP II. K 5a, 5b.
- 3) Identify and demonstrate the use of active listening and reflecting skills to accurately develop therapeutic rapport and facilitate client communication: CACREP II. K 5a, 5b.
- 4) Identify and demonstrate the use of advanced influencing skills to facilitate client in-depth self-exploration, problem solving, and new ways of thinking and acting CACREP II. K 5a, 5b.
- 5) Identify and demonstrate the use of counseling responses to work with clients across the continuum of cooperation/resistance and termination skills to adequately prepare client to end the counseling relationship CACREP II. K 5a, 5b.
- 6) Accurately assess one's own level of skill development: CACREP II. K 5a, 5b.
- 7) Explore their values, beliefs, biases, personal characteristics, strengths and weaknesses in order to strengthen their identities as helpers and define their own helping styles: CACREP II. K 5b.
- 8) Generate a range of counselor responses to choose from to work effectively with clients of diverse backgrounds: CACREP II. K 2c, 5a.
- 9) Explain the role that culture and diversity play in the counseling process: CACREP II. K 2c, 5a.
- 10) Identify the ethical responsibilities to maintain appropriate professional boundaries CACREP II. K 1h, 2f, 3e, 4i, 5g, 6g, 7i, 8f.

REQUIRED TEXTS:

- 1) Brew, L. & Altekruise, M. K. (2006). Building the Relationship: Common errors in helping. Workbook **and** Video. Belmont, CA: Thomson Brooks/Cole.
- 2) Evans, D. R., Hearn, M. ., Uhlemann, M. R., & Ivey, A. E. (2008). Essential Interviewing: A programmed approach to effective communication, 7th ed. Belmont, CA: Thomson Brooks/Cole.
- 3) Hutchinson, D. (2007). The essential counselor: Process, skills, and techniques. Boston, MA: Houghton Mifflin Co.

COURSE ORGANIZATION, ASSIGNMENTS, AND SCHEDULE:

All requirements must be met in order to receive a passing grade in this course. In addition, all work submitted must reflect the student's own individual work. Any academic dishonesty such as cheating or plagiarism will result in either a failing grade in the course, a failing grade on the assignment, or other stipulations, which are up to the instructor based on the nature of the case.

The work you will do in this course is subject to the Student Honor Code. The Honor Code is a commitment to the highest degree of ethical integrity in academic conduct, a commitment that, individually and collectively, the students of Northern Kentucky University will not lie, cheat, or plagiarize to gain an academic advantage over fellow students or avoid academic requirements. A copy of the Code may be found in the NKU Student Handbook and at the Dean of Students' page on the NKU website at <http://www.nku.edu/~deanstudents/>.

Students with disabilities who require accommodations (academic adjustments, auxiliary aids or services) for this course must register with the Disability Services Office. Please contact the Disability Service Office immediately in the University Center, Suite 320 or call 859-572-6373 for more information. Verification of your disability is required in the Disability Services Office for you to receive reasonable academic accommodations. Visit the Disability Services website at www.nku.edu/~disability/.

Attendance: A basic microskills approach will be used throughout this course. Microskills is a term coined about twenty-five years ago, and refers to the basic skill components that together form the common communication behaviors critical to professional helping and to building an effective helping relationship. Research indicates that it is a highly effective method for training in interpersonal skills. The microskills model is a systematic approach that entails a cognitive understanding of what each skill involves, how it may be used in helping, recommending specific directions on the mechanics of best practices and practicing the skills to ensure mastery. Activities such as role-play, written activities, small group exercises and discussion will be part of the in-class instruction. You will also be expected to participate in practice lab sessions outside of class time. Therefore, attendance and participation is required in this class and the lack of it may result in your overall achievement and grade for this course. There will be **NO MAKE-UP WORK OR SUBSTITUTE ASSIGNMENTS** for course work or in-class activities/exercises done on days missed. Late work will be accepted at the discretion of the instructor. **IF YOU MISS MORE THAN TWO (2) CLASSES, YOU WILL BE ASKED TO DROP THE CLASS AND TAKE IT AT A TIME WHEN YOU CAN DEVOTE THE TIME TO COMPLETE THE ASSIGNMENTS.** As a courtesy to your classmates, **PLEASE MUTE OR TURN OFF ALL ELECTRONIC COMMUNICATION DEVICES DURING CLASS.**

Recording Assignments: You will be required to make audiotapes and videotapes to demonstrate the skills you are learning. Audiotaping will involve role-plays with other class members and **will be** completed outside of class. Transcribing and feedback forms for this purpose will be provided for you. You will need a standard cassette recorder (*not a micro recorder*) with at least 4 blank 60 minute audiotapes. You will be graded on your mastery of the skills in the middle and at the end of the semester via videotaped demonstration. You will be required to have blank video recording products for the semester (details will be given in class). You will need a notebook in which to keep all feedback forms. Further instructions and due dates will be explained in class. In fairness to students who meet the deadlines, transcriptions and tapes turned in late will receive a reduced grade. (Learning Objectives 2, 3, 4, 5, 6, 8)

Reading Assignments: Reading assignments may not directly parallel the experiential portions of the class. You are, however, expected to read the texts as assigned and integrate the content into your growing understanding of the counseling process. (ALL Learning Objectives)

Journaling: Questions will be assigned for every practice lab session. They are very short and will give you an opportunity to integrate the readings, your experiences in each of the roles during the practice lab session, and your personal reflections about your development as a counselor. Your journal will also serve as a way for you to communicate your successes as well as your struggles to the professor. Further instructions and due dates will be explained in class. (Learning Objectives 1, 6, 7)

Tests: There will be three (3) exams. Questions will be formatted in short answer and/or essay format. Tests will cover the textbook, classroom discussions, and any handouts or reserved reading material assigned. If you are absent on a test date, it is **your responsibility** to meet with the instructor to determine **when and/or if** you can make-up the test. (Learning Objectives 1, 2, 3, 4, 5, 8, 9, 10)

Grading Policy:

Your audiotape demonstration 20% of your grade.

Your videotape grades will be 30% of your final grade.

Your three exams will be 45% of your grade.

Your journal will be 5% of your grade

Your final grade will be determined on the following scale:

100 - 91 = A

90 - 81 = B

80 - 71 = C

Your final number of points **will not** be rounded up.

SCHEDULE

DATE	TOPICS & ASSIGNMENTS	READINGS		
		Brew & Altekruise	Hutchinson	Evans, et.al.
January 14	<p>Introductions & Overview of</p> <p>The Counseling Process Objective: 2;5</p> <p>Characteristics of Effective Counselors Objective: 7</p>		<p>Chapter 1</p> <p>Chapter 2 & 3</p>	-----
January 21	<p>Martin Luther King Jr. Holiday</p> <p>-----NO CLASSES-----</p>			
January 28	<p>Attending & Nonverbal Skills Objective: 2; 5</p> <p>Questions/Probes Objective: 2; 5</p>	<p>Common Error #2 & Preface & Introduction</p>	<p>Chapter 4</p>	<p>Chapter 1 & 2</p> <p>Chapter 3</p>
February 4	<p>Reflecting Skills Objective: 3; 5</p>		<p>Chapter 6</p>	<p>Chapter 4 & 5</p>
February 11	<p>..... Reflecting Skills cont Objective: 3; 5</p>	<p>Common Error #3</p>	<p>“</p>	<p>“</p>
Februar	<p>TEST #1 & MIDTERM-</p>			

y 18	VIDEOTAPE Objective: 1; 2; 3; 7			
Februar y 25	Advanced Skills: Interpretation & Confrontation/Challenging Objective: 4; 5		Chapter 7	Chapters 7 & 10
March 3Advanced Skills: Interpretation & Confrontation/Challenging cont. Objective: 4; 5		Chapter 7	Chapters 7 & 8
March 10	Spring Break -----NO CLASSES-----			
March 17	Advanced Skills: Self-Disclosure & Immediacy Objective: 4; 5		Chapter 7	Chapters 8 & 9
March 24Advanced Skills: Self- Disclosure & Immediacy cont.		“	“
March 31	Ethical & Cultural Competency Objective: 6; 7; 8; 9	Common Error #4	Chapter 8	Review Pgs. 14-17
April 7	TEST #2 Objective: 4; 5; 6; 7; 8; 9 Assessment, Goal Setting & Action Planning Objective: 6		Chapter 5	-----
April 14	Structuring for Information & Action Giving Information	Common	Chapter 9 & 11	Chapter 12 Chapter 10

	Objective: 6	Error #1		
April 21	Skills for Ending; Enlisting Cooperation; Encouragement Objective: 6		Chapters 13	Chapter 13
April 28	····Skills for Ending cont. Challenging Counseling Situations Objective: 6 Counselor Self-Care Objective: 6		Chapter 12 Chapter 14	-----
May 5	TEST #3 FINAL-VIDEOTAPE Objective: 2; 3; 4; 5; 7			

*This syllabus is subject to change to meet the needs/demands of the class as deemed necessary by the instructor.