



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**Basic Counseling Skills
CMSW 1317.01**

Professor Ted Robles

NOTE: This is a 16-week online course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

BASIC COUNSELING SKILLS
DAAC 1317.01

Course Description:

DAAC 1317 – Basic Counseling Skills:

An overview of basic counseling skills. This course is designed to facilitate development of basic communication skills necessary to develop an effective helping relationship with clients. It 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 alternative solutions; and decision making.

Prerequisites and/or Corequisites:

There are no prerequisites for this course.

Course Notes and Instructor Recommendations:

This course is offered both day and evening sections each semester.

Instructor Information:

| | |
|----------------------|---|
| Instructor Name: | Professor Ted Robles |
| MCC E-mail: | trobles@mclennan.edu |
| Office Phone Number: | 254-299-8758 |
| Office Location: | CSC 129 D |
| Office Hours: | Monday 9:00 a.m. – 12:30 p.m. Tuesday 2:30 - 3:30 p.m. Wednesday 9:00 a.m. – 12:30 p.m. |

Please click this URL to start or join.
<https://mclennan.zoom.us/j/97855436171>

Or, go to <https://mclennan.zoom.us/join>
and enter meeting ID: 978 5543 6171

Other Instruction Information: *All communication will be conducted via email. If you call my telephone number, please leave a message, and follow up with an email. If you need to speak with me verbally, we can set up a zoom meeting during my posted office hours.

Required Text & Materials:

There is no required text for this course.

Methods of Teaching and Learning:

Lecture, video, discussion groups, student performances/presentations/demonstrations, role-play, written reports/papers, quizzes, and exams.

Course Objectives and/or Competencies:

End-of-Course Outcomes: Identify basic counseling skills, techniques, and practice various counseling techniques in an assigned setting through demonstration and completion of the following objectives and competencies:

Objectives:

1. To identify and understand the basic concepts of counseling.
2. To identify the phases of the helping relationship.
3. To identify the main areas of non-verbal 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 weakness in relating to others.
6. To distinguish form non-therapeutic responses vs therapeutic responses.

Competencies:

1. To be able to administer an alcohol and drug assessment.
2. To complete social history (biopsychosocial assessment).
3. Demonstrate techniques used in gather information from depressed, suicidal clients, angry clients, etc.
4. To demonstrate the ability to effectively counsel clients
5. To demonstrate the ability to express empathy
6. To effectively demonstrate and articulate elements of a professional relationship.

Course Outline or Schedule:

The following is a TENTATIVE schedule. Circumstances may cause the schedule to change. If changes are necessary, the instructor will inform you of the changes well in advance so that you may plan accordingly.

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|--------|--|
| Week 1 | Orientation, Conditions for a good interview, Note-taking, Communication Styles |
| Week 2 | Communication, Elements of a Professional Relationship, Use of Questions, Listening Blocks |

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|---------|---|
| Week 3 | 3 Types of Interviews, Referrals– CV I Due |
| Week 4 | A & D Assessment |
| Week 5 | Social History; EXAM I |
| Week 6 | Therapeutic Responses; Steps in Counseling; CV II Due |
| Week 7 | Depression & Counseling Suicidal Clients; Social History |
| Week 8 | Grief Counseling, Low Self-Esteem, |
| Week 9 | Anger and Depression Confrontation – CV III Due |
| Week 10 | EXAM II ; Practice Day |
| Week 11 | Anxiety/Crisis – CV IV Due |
| Week 12 | Healthy Families, Adolescents – CV V Due |
| Week 13 | Adolescents; Family Therapy, |
| Week 14 | Interviews |
| Week 15 | Interviews |
| Week 16 | FINAL EXAM |

Course Grading Information and description of major assignments.

Participation (50 pts.)

Class participation is so important to me that I give points for participating. This means that the student should participate in discussions, role play demonstrations, and exercises. I believe that through participation, the students' learning potential is enhanced. These points are at the discretion of the instructor.

Psychosocial History (100 pts.)

This is an assessment form that the student will complete on an actual individual (names will be changed for confidentiality) or a "made up" individual. This assessment should follow the outline presented in the class discussion/exercise.

Exams (300 pts.)

There will be 3 exams throughout the semester. Each exam will be worth 100 points. The exams will only cover the material discussed up to the time of the exam. The final exam will not be comprehensive. The final exam is divided into 2 parts: an interview portion with a partner that will be determined by the professor and the written portion of the exam. The interview portion of the exam is worth 1/3 of your grade and the written exam is worth 2/3 of your grade. Students **MUST** attend and complete the interview portion of the exam to take the written exam – no excuses.

This is a "practice" class. ALL students are expected to participate in class discussions and role play. A student's participation and effort will be factored into their grade.

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Counseling Videos (250 pts. total)

There will be 5 posted videos on in the CV module which will demonstrate differing counseling styles. The student will watch each video and write a 1 full-page synopsis of what they saw in the video. The student should discuss their impressions of the video clip; things that they thought were good in the counseling session, and things they thought should be included or “growth areas” in the session. Additionally, the student should discuss concepts they’ve learned in class as they relate to the video clip. Each video synopsis is worth 50 points each for a total of 250 points.

All assignments are expected to be typed and not handwritten.

Format to be used is: Double Spaced; Font: Times New Roman; Font Size: 12pt; Margins: 1” top, bottom, left and right. If you turn in an assignment that is handwritten, I will consider it as not being turned in and you will receive a “0” for that assignment.

Additionally, all work should be submitted through the assignment upload link in Brightspace (D2L). I WILL NOT accept assignments through my email. Additionally, all assignments are due by the BEGINNING of the class for which they are due. Submission of an assignment after the start time of class will result in a “0”.

Letter grades will be awarded based on the points earned on all the assignments during the semester.

| | | | |
|---------------------------------|----------------------|------------|---------------|
| Blackboard Video Clips/Synopsis | 5 at 50 points each | 250 | Points |
| Exams | 3 at 100 points each | 300 | Points |
| Psychosocial History | | 100 | Points |
| Participation | | 50 | Points |
| Total Possible Points | | 700 | Points |

| | | | | | |
|---------------------|-----------|-----------|-----------|-----------|--------------|
| Letter Grade | A | B | C | D | F |
| Total Points | 700 – 630 | 629 – 560 | 559 – 490 | 489 – 420 | 419 or Below |

Late Work, Attendance, and Make Up Work Policies:

Make-Up Test Policy

Students are expected to complete all tests at the time designated by their instructor.

- Should it be necessary to miss a test, there will be an automatic deduction of 15 points.
- Makeup tests are to be completed within one week of the regularly scheduled test.
- If the test is not taken within the first week after the original test, the grade for the test will become a zero.
- Students will only be allowed to make up one test per course for each semester.

Faculty has the right to determine if the reason for an absence justifies not deducting points. This would only be for unusual circumstances (wreck, hospitalization, etc.) All make up exams will be taken through Brightspace (D2L).

Late Work/Make-up Work

I DO NOT ACCEPT LATE WORK!!!
NO EXCEPTIONS. ALL WORK TURNED IN
AFTER A DUE DATE WILL RECEIVE A
GRADE OF “0”. *Once I begin taking roll,
assignments are considered late.

Student Behavioral Expectations or Conduct Policy:

In general, students are expected to maintain classroom decorum that includes respect for other students and the instructor and an attitude that seeks to take full advantage of the education opportunity. The Highlander Guides describes the rights, privileges and obligations of students affiliated with MCC.

Ethics

Cheating will not be tolerated. Any student found to be cheating will be subject to grade reduction, re-doing of assignments, and/or dismissed from the course. Examples of cheating include but are not limited to:

- Copying the work of another student
- Seeking excused absences/tardies under false pretenses
- Plagiarism (claiming as your own work the work of another)

Courtesy and Respect

Students should demonstrate courtesy and respect to all instructors, guests, and fellow students. While honest discussion and debate of topics is expected and encouraged, such interactions should not involve aggressive, derogatory, or hostile behaviors (verbal or otherwise). The instructor reserves the right to act to protect the decorum of the learning environment and the image of MCC.

Punctuality

For this class, 2 tardies equals 1 absence.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

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2022 - 2023

Statement of Workplace and Foundation Competencies

McLennan Community College is determined to prepare you with the knowledge and skills you need to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for:

Mental Health Programs:

COMMON WORKPLACE COMPETENCIES

Manage Resources: Time / Money / Materials / Space / Staff

Exhibit Interpersonal Skills: Work on teams/ Teach others / Serve customers / Lead work teams/ Negotiate with others

Work with Information: Acquire & evaluate data / Interpret & communicate data

Apply Systems Knowledge: Work within social systems / Work within technological systems / Work within organizational systems / Monitor & correct system performance / Design & improve systems

Use Technology: Select equipment and tools

FOUNDATION SKILLS

Demonstrate Basic Skills: Arithmetic & Mathematics / Speaking / Listening

Demonstrate Thinking Skills: Creative thinking / Decision making / Problem solving / Thinking logically

Exhibit Personal Qualities: Self-esteem / Self-management / Integrity

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| Course Number: DAAC 1317 Course Name: Basic Counseling Skills | Relevant Competencies (Identify by Competency Number) |
|---|--|
| SCANS COMPETENCIES. | |
| 1. Managing Resources: a. Manage time b. Manage money c. Manage materials d. Manage space e. Manage staff | a. 1,2,3,4,5,6,7 b. 7 c. 1,2,3,4,5 d. 1,3,4,5,6,7 e. 1,2,3,4,5,6,7 |
| 2. Exhibiting Interpersonal Skills: a. Work on teams b. Teach others c. Serve customers d. Lead work teams e. Negotiate with others f. Work with different cultures | a. 1,2,3,4,5,6,7 b. 1,2,3,4,5,6,7 c. 1,2,3,4,5,6,7 d. 1,2,3,4,5,6,7 e. 1,2,3,4,5,6,7 f. 1,2,3,4,5,6,7 |
| 3. Working with Information: a. Acquire/evaluate data b. Organize/maintain information c. Interpret/communicate data d. Process information with computers | a. 1,2,3,4,5,6,7 b. 1,2,3,4,5,6,7 c. 1,2,3,4,5,6,7 d. 1,2,3,4,5,6,7 |
| 4. Applying systems Knowledge: a. Work within social systems b. Work within technological systems c. Work within organizational systems d. Monitor/correct system performance e. Design/improve systems | a. 1,2,3,4,5,7 b. 1,2,3,4,5,6 c. 1,2,3,4,5,6,7 d. 1,2,3,4,5,6,7 e. 1,2,3,4,5,6,7 |
| 5. Using Technology: a. Select equipment and tools b. Apply technology to specific tasks c. Maintain/troubleshoot technologies | a. 1,2,3,4,5 b. 1, 2,3,4,5 c. 1,2,3,4,5 |
| SCANS FOUNDATIONS. | |
| 6. Demonstrating Basic Skills: a. Reading b. Writing c. Arithmetic/Mathematics d. Speaking e. Listening | a. 1,2,3,4,5,6,7 b. 1,2,3,4,5,6,7 c. 1,2,3,4 d. 1,2,3,4,5,6,7 e. 1,2,3,4,5,6,7 |
| 7. Demonstrating Thinking Skills: a. Creative thinking b. Decision making c. Problem solving d. Thinking logically e. Seeing with the mind's eye | a. 1,2,3,4,5,6,7 b. 1,2,3,4,5,6,7 c. 1,2,3,4,5,6,7 d. 1,2,3,4,5,6,7 e. 1,2,3,4,5,6,7 |
| 8. Exhibiting Personal Qualities: a. Individual responsibility b. Self-esteem c. Sociability d. Self-management e. Integrity | a. 1,2,3,4,5,6,7 b. 1,2,3,4,5,6,7 c. 1,2,3,4,5,6,7 d. 1,2,3,4,5,6,7 e. 1,2,3,4,5,6,7 |

McLennan

C O M M U N I T Y

COLLEGE

ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit <https://www.mclennan.edu/disability/>.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <https://www.lighthouse-services.com/mclennan/incidentLandingPageV2-MCC.asp>.

Go to McLennan's Title IX webpage at <https://www.mclennan.edu/titleix/>. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you

or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>.

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to <https://www.mclennan.edu/academic-integrity/> for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy regarding college email, which can be found at <https://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to <https://www.mclennan.edu/student-email/>.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.