WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

Basic Counseling Skills

DAAC_1317_001

Ted Robles

NOTE: This is a 16-week course

NOTE: This is a Face-to-Face course

Course Description:

DAAC 1317 – Basic Counseling Skills:
An overview of basic counseling skills. This course is designed to facilitate the 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 the 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 in 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 E 129 F
Office Hours:	Monday 10:00 a.m. – 1:00 p.m. Tuesday 3:00 p.m. - 5:00 p.m. Wednesday 11:00 a.m. – 1:00 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 schedule 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 and 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 weaknesses in relating to others.
6. To distinguish between non-therapeutic responses and 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 gathering information from depressed, suicidal clients, angry clients, etc.
4. To demonstrate the ability to counsel clients effectively
5. To demonstrate the ability to express empathy
6. To effectively demonstrate and articulate elements of a professional relationship.

Course Attendance/Participation Guidelines:
Once a student exceeds the maximum number of absences in this course, they will be withdrawn from the course. If they have previously been withdrawn from 6 courses, they must remain on the roster for this course. However, any assignments submitted or completed after exceeding the absence limit will not be accepted and the student will receive a failing grade for the course.

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be

re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Before the 60% point of the semester, a student who is absent for 25% or more of a face-to-face or blended course or who misses 25% or more of assigned work for an online course will be withdrawn from the course with a grade of W. A student may also request to be withdrawn with a grade of W before the 60% point of the semester. After the 60% point of the semester, the student may request to be withdrawn if the student is passing, or be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work.

MH/SW Department Attendance Policy

2024/FA

In-Person Classes

Meets 2x week

- Student is present when they are physically in their chair in the classroom.
- A student is dropped from the class if they are never present in class prior to the Census Date.
- A student is withdrawn from the class once they accumulate eight (8) total absences prior to the 60% date of the semester.
- After the 60% date, students who are passing the course may be withdrawn upon their request.

Meets 1x week

- Student is present when they are physically in their chair in the classroom.
- A student is dropped from the class if they are never present in class prior to the Census Date.
- A student is withdrawn from the class once they accumulate four (4) total absences prior to the 60% date of the semester.
- After the 60% date, students who are passing the course may be withdrawn upon their request.

Fully Online Classes

Weekly units/modules

- A student is absent if they fail to complete any of the assignments in a learning unit/module.
- A student is dropped from the class if they are absent from every unit/module prior to the Census Date.

- A student is withdrawn from the class once they accumulate four (4) total absences prior to the 60% date of the semester.
- After the 60% date, students who are passing the course may be withdrawn upon their request.

Fully Online Classes – Eight-Week Format

Weekly units/modules

- A student is absent if they fail to complete any of the assignments in a learning unit/module.
- A student is dropped from the class if they are absent from every unit/module prior to the Census Date.
- A student is withdrawn from the class once they accumulate two (2) total absences prior to the 60% date of the semester.
- After the 60% date, students who are passing the course may be withdrawn upon their request.

Blended/Blendsync Classes

Classes have one weekly synchronous meeting and weekly online assignments. Attendance is taken for both synchronous meetings and online assignments.

- A student is present if they are physically present in the synchronous meeting: either in the classroom or on Zoom (depending on the course format)
- A student is absent if they fail to complete any of the online assignments in a learning unit/module
- A student is dropped from the class if they are absent from every meeting and online assignments prior to the Census Date.
- A student is withdrawn from the class once they accumulate eight (8) total absences prior to the 60% date of the semester.
- After the 60% date, students who are passing the course may be withdrawn upon their request.

Hyflex Classes

Classes have two weekly synchronous meetings (on campus and on Zoom), and weekly online assignments. Students can choose how they would like to attend class, and different online assignments will be required depending on how the student attended that week. Attendance is taken weekly.

- A student is present if they are physically present in the synchronous meeting, either in the classroom or on Zoom, or if they complete either of the online assignments.
- A student is absent if they fail to complete any of the online assignments required of them that week, or if they do not attend either of the synchronous class meetings.
- A student is dropped from the class if they are absent from every meeting and online assignments prior to the Census Date.
- A student is withdrawn from the class once they accumulate four (4) total weekly absences prior to the 60% date of the semester.
- After the 60% date, students who are passing the course may be withdrawn upon their request.

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.

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
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. The student should participate in discussions, role-play demonstrations, and exercises. I believe that through participation, the student's 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 three 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 two parts: an interview portion with a partner that the professor will determine, 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.

Counseling Videos (250 pts. total)
There will be five posted videos in the CV module which will demonstrate differing counseling styles. The student will watch each video and write one full-page synopsis of what they saw in the video. The student should discuss their impressions of the video clip, things 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 related to the video clip. Each video synopsis is worth 50 points 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 a handwritten assignment, I will consider it as not being turned in, and you will receive a "0" for that assignment. 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.

Counseling Video 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".

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 Guide describes students' rights, privileges, and obligations 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 are 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, two tardies equals one absence.

Click Here for the MCC Attendance/Absences Policy
(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.

2024 - 2025
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

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

07/02/2024

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 Accommodations (Disability Services) 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 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

Title IX:

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. 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 a Title IX incident are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465.

Additionally, Title IX provides rights and protections for pregnant and newly parenting students which can include educational accommodations such as excused absences

and the opportunity to make up assignments and tests. Lactation spaces are also available on campus. Please email titleix@mclennan.edu for more information.

MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Faculty and Staff may email titleix@mclennan.edu to submit a report.

Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student may report sexual harassment anonymously by visiting https://www.lighthouse-services.com

Visit McLennan's Title IX webpage at https://www.mclennan.edu/titleix/ to learn more about Title IX protections, reporting, and resources.

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/

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (https://www.mclennan.edu/academic-support-and-tutoring/)

At our campus, we understand that students face numerous challenges beyond the classroom. That's why we offer Success Coaches who are dedicated to helping you succeed. Our coaches know that life can sometimes get in the way of your educational goals. Through personalized meetings, Success Coaches empower you to overcome obstacles, maximize your potential, and create a clear path to both academic and personal success. Our Success Coaches are ready to help you achieve your dreams! Schedule your appointment today by calling 254-299-8226 or emailing success@mclennan.edu.

College personnel also recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources and other essential resources, we encourage you to contact the CREW - Campus Resources Education Web by calling 254-299-8561 or emailing crew@mclennan.edu.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://calendly.com/paulannespantry-mcc/15min.

Success Coaching Services, the CREW, and Paulanne's Pantry are located on the second floor of the Student Services building in Success Coaching Services, suite 249.

The Student Counseling Center offers confidential mental health counseling to currently enrolled students at no charge. Counselors are trained to help students with problems related to personal, social, and emotional concerns. Sessions focus on short-term goals in order to facilitate students college success and adjustment. This service is available to students in person or through Zoom.

Make an appointment to meet with a counselor by visiting the center in the Wellness & Fitness building, room 101, calling 254-299-8210, or emailing counseling@mclennan.edu.

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/scholarships-and-resources/emergencygrant.html

MCC Academic Integrity Statement:

Please view our Academic integrity statement for more information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is

authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:
Go to https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-StaffCommons/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 (http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf) regarding college email. 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 www.mclennan.edu/studentemail.

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 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.