



**DEPARTMENT OF ARTS AND EDUCATION**

**COURSE OUTLINE – WINTER 2017**

**ED4420 (A3): Introduction to Counselling – 3 (1.5-0-1.5) 45 Hours for 15 Weeks**

**INSTRUCTOR:** Cheryl Bereziuk                      **PHONE:** 780 539 2739  
**OFFICE:** C301    **E-MAIL:** [CBereziuk@gprc.ab.ca](mailto:CBereziuk@gprc.ab.ca)  
**OFFICE HOURS:** Monday and Tuesdays 230 – 4 pm or by appointment

**CALENDAR DESCRIPTION:** This course is an introduction to counseling and guidance services and is designed to appeal to students who plan to work in the fields of psychology and mental health, rehabilitation, education and other human services occupations. Students will be exposed to a variety of theoretical perspectives in counseling and will be assisted in acquiring basic trans-theoretical micro counseling skills.

**PREREQUISITE(S)/COREQUISITE:** ED2000 or PY1050 or equivalent

**REQUIRED TEXT/RESOURCE MATERIALS:** Becoming a Helper (7<sup>th</sup> edition) by Marianne and Gerald Corey; Ethics in Action Workbook and DVD by Gerald and Marianne Corey and Robert Haynes

**DELIVERY MODE:** The course work includes lectures, class discussions, in-class group and individual work.

**COURSE OBJECTIVES:** Students will be taught the major theories of counseling and their application to specific psychological issues. Course material that will be specifically addressed by the instructor will be: the professional aspects of being a counselor, professional ethics and models of ethical decision making, theories of working with multicultural and diverse populations, building the therapeutic relationship, trans-theoretical micro counseling skills, termination of the therapeutic relationship, theories of group therapy, mental health/community counseling and professional self-care skills

**LEARNING OUTCOMES:** Students will understand the basic principles and concepts from the major theories in counselling psychology as well as able to demonstrate the basic trans-theoretical micro counselling skills in role play. Students will gain insight into the complexity of professional ethics and the models of how to go about ethical decision making. Students will develop sensitivity as to the issues that are important to consider when working with multicultural and diverse populations. Students will also begin to apply the rudiments of building and terminating the therapeutic relationship in role play situations and will learn to apply professional self-care practices into their lives.

**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.transferralberta.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)	30%
Exam #2 (Chapters 5, 6, 7, 8, 9)	30%
Assignment	10%
Exam #3 (Chapters 10, 11, 12, 13, 14)	30%
Total	100%

**Any incomplete grades or grade contentions must be done BEFORE the last scheduled lecture** (except for the final exam). After the last scheduled lectures all grades, as they appear on moodle, will stand. Any grade contentions for either exams or assignments must be done in writing (word processed) and provide a detailed justification why the grade should be reconsidered with evidence (such as reference to specific page numbers and information in the text).

As per the GPRC Policy on Student Rights and Responsibilities It is the student’s responsibility to write tests at the times scheduled by the instructor. If a student has a valid and serious reason for being unable to attend an exam, the instructor must be advised **in person before** the exam is administered. Failure to notify the instructor of an absence and/or lack of a valid serious reason will

result in a grade of 0 with no option to write a deferred exam or make up assignment. Permission to grant a deferred exam is at the discretion of the instructor and is contingent only for serious emergency situations and presented to the instructor in person. Only the most extreme of situations will be granted a deferral if advance permission is not sought from the instructor. **Email requests will not be entertained.** Multiple requests for deferred exams or assignments are not granted irrespective of reason(s). Deferred exams must be completed and graded before the next scheduled exam or the grade will remain zero.

Exams can consist of multiple-choice, short and long answer questions. Exact details will be given to you later in the term regarding each specific exam structure. Students are not permitted to leave the exam room once the exam has started until the exam has been completed and turned in. All electronic devices are prohibited from use at any time during exams. All exam marks are final. This means you cannot rewrite an exam because of a poor grade and there are no extra assignments to make up for a poor exam grade.

All take home assignments must be word-processed. It is important to save a copy of any written work handed in for credit or grading. Details on the take home assignments will be given to you on a separate handout at the beginning of the term.

Assignments are due on the dates set by the instructor at the beginning of class in hardcopy/paper format. The instructor does not accept emailed assignments and assignments must not be double sided printed. Unauthorized late assignments will have a 5% per day late penalty applied to the assigned grade (including weekend days). If there is a valid reason for an extension, it must be requested in person prior to the due date although students should be advised that extensions are rarely granted in lieu of the late penalty.

**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	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

Grades for the assignment will be graded slightly differently on a more general A to F scale. An A will receive a percentage grade of 95% in moodle, B will receive 85%, C will get 75%, D will get 65% and F will get 45%.

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

January 9	Class begins
February 1	Exam #1 (Chapters 1, 2, 3, 4: The Helping Professions, Know Thyself, Knowing and Managing your Values, Understanding Diversity)
March 15	Exam #2 (Chapters 5, 6, 7, 8, 9: Common Concerns of Beginning Helpers, The Helping Process, Psychotherapy Theory, Ethics/Jurisprudence, Managing Boundaries)
March 29	Assignment due
April 12	Last scheduled lecture
TBA (April 17 – 27)	Exam #3 (Chapters 10, 11, 12, 13, 14: Fieldwork and Supervision, Working with Groups, Working in the Community, Stress/Burnout and Self-care, Managing Crisis)

**STUDENT RESPONSIBILITIES:** As per the GPRC Policy on Student Rights and Responsibilities It is the student's responsibility to arrive on time and remain for the duration of scheduled classes. Regular attendance is critical to success in this course. Should a student be unable to attend a class, it is the student's responsibility to acquire the missed material preferably from a fellow student and to complete the assigned readings. Missed classes will not be considered as a sufficient reason for

missing an exam even if the date of the exam was changed during class time. The instructor does not lend out lecture notes.

Learning is an active process that will take effort on your part. Students are expected to read the chapters in advance of lectures, participate in activities and discussions in the classroom, and *communicate with the instructor when difficulties are encountered with the course material*. Students are responsible for learning all of the assigned chapters, even if all the material has not been covered in lecture, as well as any other topic or video covered during class time.

Students are expected to display a professional attitude and behavior in the classroom including academic honesty, respect for and cooperation with your colleagues and the instructor, attention to colleague's questions and the instructor's response, and a determination to meet deadlines. Students who are unable to meet these expectations will be required to leave the class in the interest of preserving the learning environment for the other students.

***The instructor does not allow the use of electronic devices at any time during classes. If you believe you have a valid reason for using a computer or electronic device during class time this must be negotiated with the instructor in advance. All cell phones and electronic devices must be both turned off and put away in purses/briefcases for the duration of class time and you may not ever record any aspect of the lecture nor take photographs of overheads/notes. Any cell phone use or ringing/buzzing during class time will mean you will forfeit your device to the instructor for the remainder of the class.***

If you have a disability, please self-identify to the instructor if you require any specialized supports.

Please be sure to familiarize yourself with moodle as all communication with students outside of class and office hours will be done via email to your gprc email account. Be sure to check your college email often or forward messages to your regular email account. Please also be sure to specify exactly which course you are in when contacting the instructor.

Because of the experiential nature of this course and the use of role-play and practice interviewing and counseling 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 counseling itself. At the same time, there are legal limits of confidentiality. You should come to the instructor if you at any time suspect that a

classmate may be injuring themselves or others or if you suspect a child or elder is being endangered 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 counseling 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.

When role playing, as the client you have the right to stop, or not participate, at any time. At the same time, if you find yourself not wishing to engage in the counseling 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 counseling session may be hypothetical or contrived.

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 immediately 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, refer to the Student Conduct section of the College Calendar at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: 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, tablets, scanning pens, electronic dictionaries, etc.) during class and during exams.**

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