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to foster scholarly and creative activities and to serve the regional community.
(<http://www.concord.edu/academics/>)



Psy 407: Intro to Counseling Techniques

CRN: 20408 Section: 01 Credit Hours: 3.0

Spring 2019

Admin 110

Tues/Thurs 11:00-12:15

Dr. Karen Griffee, Professor

How to contact me:

Email: griffeek@concord.edu is the best way to reach me quickly outside of office hours.

Office: Admin 118

Office Hours:

Mon Weds 12:00-1:00pm

Tues 12:15-1:15pm

Thurs 1:45-2:45pm

Fri 9-10am

...and by appointment

Phone: (304) 384-5201 **Fax:** (304) 384-6091

Division of Social Sciences Website Address: <http://www.concord.edu/social-sciences/node/8>

Psychology Program Website Address: <http://www.concord.edu/psychology>

Course Prerequisites: none

Text requirement:

Course material will come primarily from lecture, so plan to take good, detailed notes every class period. There is NO required text for this class (crazy, I know) but throughout the semester I will provide an assortment of photocopied materials for the class, usually scholarly articles or summaries by various authors from various clinical and experimental journals in psychology, as permissible by copyright laws. Please get a 3 ring binder to hold these materials as they accumulate.

I plan to use **Blackboard** online for this class, but mostly for announcements (which should also go to your Concord email) and the gradebook. Exams, assignments, and lecture materials will normally be presented in class, unless otherwise announced. Occasionally I will use online materials like video links, and I'll post those on Blackboard with my announcements.

Course Description:

This course is specifically geared towards psychology majors who intend to pursue careers in clinical practice, but it will not teach students "how to" do therapy (that is for graduate school!). The primary goal is to help students effectively link the facts provided by the science of psychology to everyday, real-life client interactions in the kinds of jobs they may obtain with a BA in psychology and in psychology practicum placements. The course is also intended as basic preparation for graduate clinical training.

How can we, as counselors, make a difference with our clients and use theory wisely? To address this question, foundational material on counseling and therapy will be presented along with competency-building assignments intended to help the student take theoretical ideas into direct practice. Emphasis will be on teaching the basic, foundational skills which underlie most therapeutic techniques, on understanding the ethics of counseling, and on avoiding the most common pitfalls. Additionally, it is hoped that students will develop an enhanced awareness of and competencies in multicultural dimensions of therapy.

Course Requirements:

There will be four unit exams, a comprehensive final exam, and 8-10 required assignments.

Assignments: will occasionally be classroom activities. The activities will not necessarily be announced ahead of time; these cannot be made up for practical reasons. Most assignments will be take-home or online and will ask you to apply the information you are learning. Each assignment will typically be "worth" 10 points and these will total approximately 100 points by the end of the semester.

Exams: The unit exams will be “worth” 100 points each. These exams will cover lectures, the assigned readings, and class video material. The exams will be multiple-choice, short answer, and essay. Do not have your cell phone or laptops out during exams or you risk automatically earning a zero on that test.

The cumulative final exam will be “worth” 200 points. It will come directly from the previous unit tests, though the wording of the questions and the specific examples will change. The final exam will be primarily multiple choice, with a few short answer questions. Do not have your cell phone or laptops out during exams or you risk automatically earning a zero on that test.

Extra Credit: will be available, up to 10 points during the semester, primarily by attending psychology-related activities/presentations on Concord campus.

Attendance: Regular attendance is expected to be necessary in order to pass the course, because the primary material for this course will be presented in lecture, as stated above. In addition, required experiential assignments will occasionally be done in class; students are responsible for these and “make-up” materials will not necessarily be given to students missing class. **Attendance is absolutely required during the scheduled exam times. Absolutely NO makeup tests will be given except for the following reasons:** a) you are hospitalized during the test period, b) there is a death in your immediate family, c) you have a Concord-sponsored activity excuse, or d) you make arrangements with me early in the semester to accommodate a major life event (eg you are getting married or your spouse is having a baby). Absence from a test for other reasons will normally result in a grade of zero for that test. **If you wish any absence to be considered for a make-up test, you MUST contact me via email, voice mail, or a dated message left with the Social Sciences office within 24 hours of the exam.**

Make up Policy:

Make up exams: ONLY ONE make up exam will be given over the course of the semester, even for emergency reasons; any further missed exams will receive a grade of zero. Make up exams will be given on the last regular class period before final exams (see course schedule, below). If you have to take a make-up exam, I will gladly give you a copy of the original exam to study for the final after you complete your make-up exam.

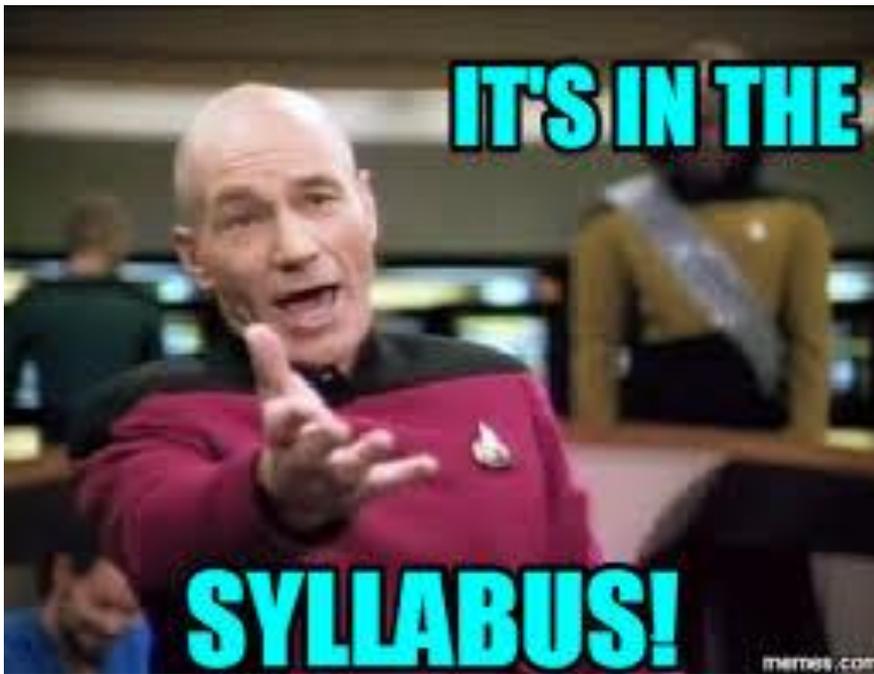
Late work: Assignments must be turned in via hard copy no later than the class period in which they are due. If you cannot come to class on the due date, you may email me the assignment by class time for it to be counted “on time” but you must turn in a hard copy for me to grade within 2 weeks or you will earn a zero for that assignment. Late assignments will lose a letter grade and must be turned in by Friday 5pm before finals week, or will earn a zero.

Grading Policy and Scale:

FINAL GRADES will be based on the unit exams, assignments, and the final exam. Attendance, and maintaining a reasonable standard of conduct during the class and during

office hours may affect your grade if your grade is "on the edge". Course grades will be based on the typical scale:
90-100%=A; 80-89%=B; 70-79%=C; 60-69%=D; 59% and below=F.

The tentative course schedule on the next page is formatted to pin to a bulletin board or magnet onto a refrigerator or tape into a notebook. Use it.



Intro to Counseling Techniques

Tentative Course Schedule

Dates _____ Topics _____

Note: we will not meet in class on the following dates; instead there will be online lecture materials/assignments: 1/31, 2/12, 2/14, 4/18.

Intro to class, lecture on practical issues and ethics basics
Engagement: initiating the therapy process, establishing the therapeutic relationship, and maintaining it. For this part, we will use a video series covering 1) Basic components of a counseling interview, helper qualities, and attending skills 2) Opening an interview, questioning, and use of silence 3) Responding and closing in an interview.

Thursday Feb 7 Exam 1

General counseling theories and research findings
The basic, all-purpose “mental status exam” and in-class exercises doing them.
Diagnostic assessment: basic principles & specifics. Practical assignment.

Tuesday March 5 Exam 2

Multiculturalism—basic principles, specific applications, and in-class discussion/exercises.
Diversity-- basic principles, specific applications, and in-class discussion/exercises.

Thursday April 4 Exam 3

Cognitive and behavioral theories, research, and basic skills
Psychodynamic and existential/humanistic theories and basic skills
Part 1: Acceptance and Commitment Therapy theory and basic skills, including mindfulness training

Tuesday April 30 Exam 4

Family therapy theories and basic skills
Group therapy theories and basic skills
Part 2: Acceptance and Commitment Therapy theory and basic skills, including mindfulness training

(Thursday, May 2 Return exam 4 or give you a key to study for the final; take make-up exams if approved by instructor)

Tuesday May 7 11:30am: Cumulative Final Exam

Accessibility/Accommodations:

Concord University is committed to responding to the needs of students with disabilities as defined by the Americans with Disabilities Act. Please inform your instructor at the beginning of the class semester if you have a disability and are requesting accommodations. It is your responsibility to self-disclose that you are requesting accommodations. The University and instructor will provide you with a reasonable accommodation. You should register with CU's Disability Services Office, located in the Athens campus Jerry and Jean Beasley Student Center, Bottom Floor, across from the Campus Post Office. The Disability Services Office phone is 304-384-6086 or you can email the Director, Nancy Ellison, at nellison@concord.edu for assistance.

Academic Dishonesty

Academic dishonesty is morally unacceptable as well as destructive to the learning and teaching atmosphere. Academic dishonesty includes the giving or receiving of improper help on examinations or assignments, falsifying documents, and plagiarism (the act of stealing and using, as one's own, the ideas or the expression of the ideas of another). Such dishonesty can lead to a variety of penalties — including but not limited to failure of assignment, failure of course, loss of institutional privileges, or dismissal from the University. (See University Catalog Academic Policies and Procedures.)

Concord University Honor Code

A Concord University Honor Code was approved by students, staff, faculty, administration, and the CU Board of Governors. The Code states:

"As a member of the Concord University Community I will act with honesty and integrity in accordance with our fundamental principles and I will respect myself and others while challenging them to do the same."

The Honor Code is intended to unite the Concord community behind a culture of honesty, integrity, and civility.

Class/Online Attendance Policy

Regular class attendance is part of a student's academic obligation at Concord. Irregular attendance may affect academic performance adversely and is detrimental to the atmosphere of a class. (See University Catalog Academic Policies and Procedures.)

Emergency Alert System

In an effort to increase safety and security on our campus, Concord University encourages everyone to register for instant text message alerts. Alerts will only be used for security and safety notices. All students, faculty, and staff are eligible to receive text message alerts on their cell phones or email alerts. Please contact the IT Help Desk for further assistance (304-384-5291).

Emergency Information

Emergency/courtesy telephones are located at the main entrance of each residence hall and at various other locations on campus. Emergency telephones can be identified by the

flashing blue light and will provide the user with a direct link to Public Safety at the press of a button. To report an on-campus emergency, call 304-384-5357 or 911. The Office of Public Safety is located on the bottom floor of the Rahall Technology Center. For further emergency information go to: <http://www.concord.edu/administration/office-public-safety>.

Inclement Weather Policy

As a general policy, the University will remain in normal operations during adverse weather conditions. In the event of severe weather conditions, the following may occur:

University Closure

No students or employees are to report.

Classes Cancelled

Students do NOT report BUT employees are expected to report to work at their normal time.

Operating on an Inclement Weather Delay

Under this schedule, all 8 a.m. classes will start at 10 a.m. Students and faculty will follow the Inclement Weather Schedule. (See <http://www.concord.edu/emergency-alerts> for Athens/Beckley Inclement Weather Schedules.)

**Announcements invoking the late schedule or other options referenced above are aired on area radio and television stations and are sent as text and email messages to those enrolled for this service.*

Student Conduct

In classrooms, online, laboratories, and during any activities that are part of course requirements, students are expected to observe reasonable rules of conduct.

Sexual Harassment & Assault

Federal law, Title IX, and Concord University policy prohibits discrimination, harassment, and violence based on sex and gender (Including sexual harassment, sexual assault, domestic/dating violence, stalking, sexual exploitation, and retaliation). If you or someone you know has been harassed or assaulted, you can receive confidential counseling support through the Concord University Counseling Center (304-384-5290). Alleged Violations can be reported non-confidentially to the Concord University Title IX Coordinator at 304-384-6327 or titleix@concord.edu. Reports to Campus Security can be made at (304-384-5357). As an employee at Concord University, I am a mandatory reporter which means I must report any sexual misconduct I am made aware of. This includes verbal or written (such as in an assignment) disclosures of sexual harassment or sexual assault.

Technology Services

Contact the CU Help Desk at extension 5291 from campus or 304-384-5291 off campus. You may also e-mail cuhelpdesk@concord.edu.

Syllabus Disclaimer This syllabus is subject to change based on the needs of the class. Please check it regularly.

Sources of Help:

Drop-In Tutoring: free tutoring is available in the Library, Student Center Study Lounge (2nd floor), and Rahall atrium. For specific information, contact the Academic Success Center (asc@concord.edu or 304 384-6074)

SMARTHINKING: free online tutoring in most subjects is available 24/7. You may sign up through the MyCU Student Tab.