Course Information:

COUN 5391.001  
Spring 2018  
TH 5:00-7:45pm  
Room: HPR 135

Instructor Information:

Christine McNichols, Ph.D., LPC-S, NCC  
Office: HPR 115  
Office hours: Thursday 1-4  
Telephone: 903-566-7341 (office)  
E-Mail: cmcnichols@uttyler.edu  
[E-mail is the best way to contact instructor. Please do not contact the instructor using the Canvas messaging system. Please include your name and the subject of the email in the subject line and proper professional salutations].

Catalog Description of COUN 5391:

Essential counseling skills development with role-played lab practice with video. Focus on building therapeutic relationships, accurate empathy, and prioritizing client concerns. Develops proficiency in basic counseling response skills. Grade of B or better required to take more Clinical Skills courses.

Student Learning Outcomes:

At the completion of the course, each student will:

1) Develop basic counseling skills including verbal and non-verbal attending, observation, active listening, paraphrasing, reflection of feelings, questioning, summarizing, and confrontation.
2) Understand the core conditions of counseling including unconditional positive regard, genuineness, and empathy.
3) Have practice, observation of, and experience in basic counseling
4) Develop cultural sensitivity within the counseling arena.
5) Develop an awareness of yourself, your place in the counseling field, and how to get the most out of your experiences in the counselor education program.
6) Gain experience in role of counselor and develop realistic assessment of skills and potential.

Proficiencies for Counselors:

CACREP Core Objectives (II.G.1)

1. ethical standards of professional organizations and credentialing bodies, and
applications of ethical and legal considerations in professional counseling. (II.G.1.j)

2. attitudes, beliefs, understandings, and acculturative experiences, including specific experiential learning activities designed to foster students’ understanding of self and culturally diverse clients; (II.G.2.b)

3. counselors’ roles in developing cultural self-awareness, promoting cultural social justice, advocacy and conflict resolution, and other culturally supported behaviors that promote optimal wellness and growth of the human spirit, mind, or body; and (II.G.2.e) counselors’ roles in eliminating biases, prejudices, and processes of intentional and unintentional oppression and discrimination. (II.G.2.f)

4. an orientation to wellness and prevention as desired counseling goals; (II.G.5.a)

5. counselor characteristics and behaviors that influence helping processes; (II.G.5.b)

6. essential interviewing and counseling skills; (II.G.5.c)

**General Course Objectives and Skill Outcome (II.D.2)**

This course is designed to meet CACREP standards and enable students to demonstrate understanding of the following:

**Clinical Mental Health Counseling Standards**

1. Demonstrates the ability to apply and adhere to ethical and legal standards in clinical mental health counseling. (III.B.1)

**SUBJECT MATTER OR CONTENT (II.D.1)**

Major areas to be studied are:

1.) The person of the counselor
2.) The counseling process
3.) The therapeutic relationship: importance and development
4.) Becoming multicultural competent
5.) Basic attending behaviors: listening, encouragers, questions
6.) Reflective Skills: Paraphrasing, Reflection of Feeling, Reflection of Meaning, Summarizing
7.) Goal Setting
8.) Change Techniques- interpretation, feedback, confrontation
9.) Termination and evaluation
10.) Advanced change techniques: countering, homework, emotional arousal, motivation

**REQUIRED TEXT (II.D.4)**


**Additional Materials Needed:** One blank SD card; Please see Ms. Linda Speed (HPR 223) to check out your card. All cards must be erased and returned to Ms. Speed at the end of the semester.

*Note: A student at UT-Tyler is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.*

**MAJOR STUDENT ACTIVITIES**

1. Complete three videos of counseling sessions demonstrating various skills (including 10 minutes of verbatim transcript, identification of skills, wish statements, and self-assessment)
2. Complete an introductory video using the “Describing the Counseling Process” dialogue
3. Complete two unit quizzes related to material from required text, class lecture, and skills practice.
4. Actively participate in class and skills practice including outside assignments.
METHODS OF INSTRUCTION AND TEACHING PHILOSOPHY (II.D.3)
Methods will vary to promote self-examination and active involvement of every student. They will include lecture, open discussion, in-class small group activities, personal assessment, videos and outside readings.

Critical Thinking: Higher education entails more than simply learning a set of skills that results in job preparedness. A good liberal education includes becoming lifelong, critical consumers of knowledge. My role in the classroom is to create an environment where learning can take place and where students can make personal meaning out of the course material. Part of my role is to help students reflect on what they already know and how it impacts their learning. Therefore, learning involves growing and changing as a person and exploring oneself in the light of new information.

Learning as a social construction: I hold that all learning is socially constructed thus people learn in the context of relationship with others. As students meet with classmates, they learn not only from the teacher but also from each other, thereby creating knowledge and learning as a group. Learning that is socially constructed privileges multiple voices and perspectives instead of one dominant construct created solely by the instructor. Part of teaching from this perspective involves asking questions and leading discussions in such a way that students are encouraged to explore their own thoughts and beliefs while in the context of the group. As students discuss their thoughts and beliefs with one another they learn how others’ perspectives may differ from their own. They thus learn that their way of thinking and seeing the world may not be the only way.

Experiential learning: Experiential learning necessitates presenting material in creative ways. As the professor uses creativity to develop and implement experiential activities, students are prompted to use creative thinking. Creative thinking is often considered a higher order thinking skill and is often associated with divergent thinking, the ability to hold two or more contradictory ideas in one’s mind at once. These ways of thinking are invaluable attributes of a counselor and are necessary to successful counseling outcomes. I am therefore committed to giving students the opportunity to learn through experiential methods that encourage higher order thinking skills.

EVALUATION AND GRADING (II.D.5)
Grading will be based on points assigned in the following areas:

<table>
<thead>
<tr>
<th>AREA</th>
<th>POINTS</th>
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<tr>
<td>3 taped counseling sessions (20pts. each)</td>
<td>60</td>
</tr>
<tr>
<td>Intro video</td>
<td>5</td>
</tr>
<tr>
<td>2 Quizzes (10 pts. each)</td>
<td>20</td>
</tr>
<tr>
<td>Homework</td>
<td>10</td>
</tr>
<tr>
<td>Attendance/ Participation</td>
<td>5</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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Grade assignments based on the above will be: A = 90-100 points; B = 80-89 points; C = 70-79 points; D = 60-69 points; F = BELOW 60 points.

SPECIFIC ASSIGNMENTS

Reading Assignments: Each week you will have a reading assignment from the Young (2017) text to complete before class time. Students are expected to have the reading completed and be able to actively discuss material from the readings. Reading assignments on listed in the class schedule.

Intro Video: During the second class meeting you will receive a script that will help you describe what counseling is all about to your client. For this assignment, please partner with another classmate and practice
using the script. Please commit the elements of the script to memory and practice saying it in your own words. Please record your session and submit it to instructor.

**Videotapes:** 3 videotapes illustrating your use of counseling skills are required in this course. *The Baseline, Midterm, and Final* tapes serve as a major component of the overall course evaluation. In the videos, you are to work with a fellow student for 30 minutes using a role-play or real-life circumstance as the basis of your session. Your goal is to display basic counseling skills as best you understand them. Naturally, your skill base for your second and third tapes will be much broader than your first tape. You will have access to recording equipment in the BEP 229 counseling lab. Please turn in the video, a verbatim transcript with skills labeled including wish statements, and written responses to a series of reflection questions by the due date. All videos and papers must be submitted via Canvas.

- **Baseline Video 1:** Tape, *verbatim transcript (10 minutes)* with skill identification, wish statements, and written responses to reflection questions
- **Midterm Video 2:** Tape, *verbatim transcript (10 minutes)* with skill identification, wish statements, and written responses to reflection questions
- **Final Video 3:** Tape, *verbatim transcript (10 minutes)* with skill identification, wish statements, and written responses to reflection questions

**Homework:** Throughout the semester, you will be given take home assignments to help you practice your counseling skills. These assignments must be turned in on time during the following class meeting. **No credit will be given for late homework assignments.**

**COURSE POLICIES**

**Attendance/ Participation**

Final letter grades for this course will be submitted to the registrar and include regular class attendance. **Students are expected to be on time and present for all class meetings.** You can earn a maximum of 5 points for attendance and participation. One absence results in a 2 point deduction. If you are not able to attend class please inform the instructor via email as soon as possible. **Please note that 3 tardies equal 1 absence.**

*Note on Participation*

Be aware that participation in class is much more than simply attending class – it involves contributing to class discussion, asking questions, and taking an active role in class activities. You will receive points for participation.

**Assignments**

All written assignments must reflect graduate level presentation, including APA 6 format, correct spelling and appropriate punctuation and grammar. Point deductions will be taken for errors in writing skills and APA style.

Please talk with the professor if you are having problems (sooner rather than later).

All assignments must have correct APA formatting:

- 1 inch margins
- 12 point font
Late Policy

Written work will be considered late if not turned in at the beginning of the assigned class period. Late work will result in a reduction of points received (10% per day past the due date). Late work will not be accepted after 48 hours past the due date and no late homework assignments will be accepted.

Cell Phones and Other Distractions

Please turn all cell phones, pagers, and other electronic equipment off or on silent (not vibrate) when you enter class. To create a respectful class environment, please refrain from texting, checking messages, etc. If you plan on using a laptop or IPad to take lecture notes please inform the instructor via email prior to bringing these devices to class. In the case of an emergency when you must use your cell phone, please alert the instructor prior to class. Students caught texting during class will be called on specifically to answer questions concerning class lecture or discussion and will be asked to turn off their phones. Repeated offenses will warrant a private discussion with the instructor and may impact your course grade.

Diversity

The instructor will strive to create an environment where students feel comfortable voicing their thoughts without censor. Due to the nature of our field, there may be topics covered in class that may be uncomfortable to think about or consider. Course material and discussion will approach counseling from a diverse cultural perspective. Sensitivity to gender/race/ethnicity/ability/sexuality is expected and disrespectful language and/or behavior will not be tolerated.

Patriot E-Mail

University policy requires that all e-mail correspondence between students and instructor be done via the Patriot account. Check your Patriot E-Mail frequently. Announcements pertaining to class or departmental business will be sent to the student’s Patriot account. In accord with university policy your instructor will respond only to student correspondence sent via Patriot E-mail. Please do not contact the instructor via the Canvas messaging system.

Informed Consent Statement

Faculty members are dedicated to the educational, personal, and professional growth and development of our students. Faculty are in a unique position as both instructors who assess students’ academic skills and members of the counseling profession with an ethical obligation to the profession. In both of these roles, it is the faculty’s responsibility to evaluate student competencies within the realm of professional counseling and to address any concerns regarding students’ professional competence. As such, please be aware of the following information regarding this course:

- The counseling profession encourages that counselors fully integrate their own personal attributes and identity, as well as their strengths and weaknesses, into therapeutic processes. Therefore, self-awareness is critical because this knowledge relates to being an effective therapist.
There will be an emphasis in many courses on self-awareness/exploration, as well as giving feedback to peers. Although uncomfortable at times, we encourage students to be open to self-exploration, since we frequently ask clients to do so.

At times, class may include experiential and self-awareness exercises. It is important to distinguish between sharing one’s emotional reactions to such experiential class activities and revealing information about one’s personal history. Self-disclosure of personal history is not required in order to successfully pass any course; however, students may be expected to share their reactions to experiential activities.

Self-disclosures will not be used as a basis for grading in any course. However, should a student disclose information indicating impairment or the potential for harm to clients, the faculty member may take appropriate action in accordance with the ACA Code of Ethics (2014).

Students often experience personal growth as they progress through the program. However, the courses are not meant to be a means of personal therapy. The focus in classes is on self-awareness and the enhancement and growth of necessary counselor skills.

Please be aware that, although all instructors strive to create a safe environment for any personal disclosures, we cannot guarantee that other students will maintain the confidentiality of any such disclosures that are made.

It is each student’s responsibility to determine an appropriate level of self-disclosure (i.e. the content and depth of personal information that you share) in experiential learning activities.
# TENTATIVE COURSE SCHEDULE

| Jan.   | 18 | Introductions and Orientation/ Review of syllabus and course requirements/ Becoming a reflective practitioner/ Intro to helping  
|        |    | *Readings: Chapter 1* |
|        | 25 | The Therapeutic Relationship  
|        |    | *Reading: Chapter 2* |
| Feb.   | 01 | Invitational Skills: Listening, Attending, Encouragers, Questions  
|        |    | *Reading: Chapter 3* |
|        | 08 | Reflective Skills: Paraphrasing  
|        |    | *Reading: Chapter 4*  
|        |    | *Intro Video Due* |
|        | 15 | Reflective Skills: Reflecting Feelings  
|        |    | *Reading: Chapter 5* |
|        | 22 | Reflective Skills: Reflecting Meaning and Summarizing  
|        |    | *Reading: Chapter 6* |
| March  | 01 | Dr. McNichols at TACES – Online assignment  
|        |    | Challenging Skills: Feedback and Confrontation  
|        |    | *Reading: Chapter 7* |
|        | 08 | Assessment and Goal Setting  
|        |    | *Reading: Chapter 8*  
|        |    | *Baseline Video Due* |
|        | 15 | Spring Break- No Class |
|        | 22 | Change Techniques: Emotional Arousal, Role-Playing, and Relaxation  
|        |    | *Reading: Chapter 9* |
|        | 29 | Online assignment- Clara Hill Video and Worksheet |
| April  | 05 | Quiz I (Chapters 1-7)  
|        |    | *Midterm Video Due* |
|        | 12 | Change Techniques: Information Giving, Brainstorming, and Reframing  
|        |    | *Reading: Chapter 10 (pgs. 256-272)* |
|        | 19 | Evaluation and Termination  
|        |    | *Reading: Chapter 11 & 12* |
|        | 26 | Increasing client motivation: Hope and Encouragement  
|        |    | *Reading: Chapter 10 (pgs. 243-255)*  
|        |    | *Final Video Due* |
University Policies

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:  http://www.uttyler.edu/wellness/rightsresponsibilities.php

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at http://www.uttyler.edu/about/campus-carry/index.php

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. (For Spring 2019, the Census Date is January 28th.) Grade Replacement Contracts are available in the Enrollment Services Center or at http://www.uttyler.edu/Registrar. Each semester’s Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.
The Census Date (January 28th) is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

**State-Mandated Course Drop Policy**

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

**Disability/Accessibility Services**

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit https://hood.accessiblelearning.com/UTTyler and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at http://www.utttyler.edu/disabilityservices, the SAR office located in the University Center, # 3150 or call 903.566.7079.

**Student Absence due to Religious Observance**

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

**Student Absence for University-Sponsored Events and Activities**

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

**Social Security and FERPA Statement**
It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

**Emergency Exits and Evacuation**

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

**Student Standards of Academic Conduct**

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. “Cheating” includes, but is not limited to:

- copying from another student’s test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes”. The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
• misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
iv. All written work that is submitted will be subject to review by plagiarism software.

UT Tyler Resources for Students
• UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
• UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
• The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
• UT Tyler Counseling Center (903.566.7254)

College of Education and Psychology Mission Statement:

Vision
The College of Education and Psychology is nationally recognized and respected for its academic programs and opportunities. It is a center of academic excellence, scholarly inquiry, and public service. The College prepares leaders to meet the critical challenges of the 21st Century, to make significant contributions to local and global communities, and to work toward individual and cultural equity.

Mission
The mission of the College of Education and Psychology is to provide a positive environment that fosters the acquisition of knowledge and skills. The mission is individually and collectively realized through a community of scholars that contributes to knowledge through scholarly inquiry, organizes knowledge for application, understanding and communication, and provides leadership and service. Additionally, the College is committed to affirming and promoting global perspectives, cultural diversity, social justice, ethical practice and respect for individual differences as a means of enhancing learning, service, leadership and scholarship.

Clinical Mental Health Counseling Program Mission Statement:

The Master of Arts in Clinical Mental Health Counseling (CMHC) is intended to prepare students to counsel persons experiencing psychological disturbance due to developmental, educational, career, cognitive, emotional, behavioral, cultural, relational, or environmental issues. Students develop competencies in diagnosis and assessment, evidence-based counseling/psychotherapy techniques, group processes, human development, cultural diversity, and career counseling. Students who complete their degrees and meet state certification or licensing requirements may be employed in a variety of mental health settings.
Professional Etiquette for Counselors

1. Phone Calls
   a. Ask for the person whom you wish to speak to. Address them by their professional name (Dr., Mr., or Ms., never Miss or Mrs.): “Hello, may I speak to Dr. Harris please?”
   b. Introduce yourself and state why you are calling: “Hello, Dr. Harris, my name is Lucy Daws and I am a graduate student at the University of Texas at Tyler. I am in the counseling and psychology program and this semester I am taking a course about the foundations of the counseling or psychology (choose which one you are going into) profession. As part of my course requirement, I must interview a professional in the field of counseling or psychology (choose one). Could I set up a time to meet with you to conduct a short interview about your professional experience?”
   c. You may need to qualify the time it will take: “The interview should take no longer than 30 minutes.”
   d. Once you have set up a date, time, and place confirm your meeting and express your appreciation: “Great, I really appreciate you taking the time to talk with me. I will see you next week at 10:00 am at your office. Thank you.”

2. Emails
   a. Make sure your email address is an appropriate one to send a professional email. 
      mrshotpants@yahoo.com may send the wrong message.
   b. Include the subject of the email in the subject line: “Professional Interview”
   c. Write the letter like you would a formal letter including a salutation: “Dear Dr. Harris,….” Remember “hey” is for horses.
   d. Introduce yourself and state why you are writing: “I am a graduate student at the University of Texas at Tyler. I am in the counseling program and this semester I am taking a course about the foundations of the counseling profession. As part of my course requirement, I must interview a professional in the field of counseling. Could I set up a time to meet with you to conduct a short interview about your professional experience? The interview should take no longer than 30 minutes.”
   e. May need to follow with: “If you are available for an interview please let me know when and where you would like to meet.”
   f. End the letter: “Thank you for your time and consideration. I look forward to hearing from you soon. Sincerely, Ms. Lucy Daws”.
   g. Never use emoticons, ALL CAPS, or texting language in professional email communications.
   h. If you do not receive a response in a few days it is okay to email again. However, it is considered unprofessional to send multiple emails daily or use intimidation tactics to get a response.
   i. When sending emails to instructors or professional persons please always include the subject of the email in the subject line. Also, always include proper salutations (Dear Dr. Harris…; Sincerely, Ms. Lucy Daws). Never begin an email with Hey Dr. Harris or just simply stating your request.
   j. Never send confidential information about a client via email. If you need to communicate with an instructor or site supervisor about a client please contact them via phone.
3. Texting
   a. Some site supervisors and/or instructors may want to communicate with you via text. Please let the professional person initiate this type of communication and do not assume that texting is okay unless it has been explicitly expressed. If a site supervisor or instructor contacts you via text please do not screenshot the text and pass it along to someone else without their permission.
   b. When communicating via text please make sure to indicate your name in the text and never send confidential information about a client via text. For confidential information, always call.

4. University
   a. Since you are in a graduate program, all faculty instructors will hold a doctoral degree. This means they will have gained between 9-12 years of formal university education. Therefore, please address all faculty as Dr.____ unless they give you specific permission to call them by another name. This communicates respect and acknowledges the accomplishments of faculty who have become professors at a university. If you would like to know more about what being a professor entails please don’t hesitate to ask.
   b. Please complete course evaluations to help faculty improve their courses. The feedback gained from course evaluations is also used to determine employment, tenure, and promotion for faculty members so please be aware that the feedback you give will have lasting impacts on the faculty member. Please seek to provide helpful and constructive feedback.
Baseline Video: Video 1

For this video, you are to work with a fellow student each for 30 minutes using a role-play or real-life circumstance as the basis of your session. The instructor will only watch 30 minutes of the session so please stay within these limits. Your goal is to display basic counseling skills as best you understand them. Naturally, your skill base for your second and third tapes will be much broader than your first tape. You will turn in the video via Canvas, **10 minutes of verbatim transcript with skills identified and labeled including wish statements**, and written responses to the reflection questions. Please follow the following format:

VIDEO:
- Use a SD card to record your sessions in the counseling lab located in BEP 229
- Initiate the counseling session with your client. It is not necessary that you cover confidentiality in this sample of your skills
- Attempt to use the counseling skills presented in class and the Young (2017) text. You will want to encourage rapport and exploration of thoughts and feelings with your client.

REFLECTION QUESTIONS:
- Please answer the following questions. Please provide thoughtful responses to each question by evaluating your counseling skills. For each question consider what you did well, what you didn’t do so well, and what you would like to improve. Please provide at least a paragraph (minimum 125 words) for each question.

1. What do I notice about myself and my client when I look at the tape? Include:
   - body language
   - eye contact
   - movements and gestures (i.e. head nodding, foot shaking, shifting in seat, etc.)
2. What do I notice about my voice, speech and language patterns when I listen to the tape? Include:
   - speed of speech
   - pitch
   - volume
   - cadence
3. Did I successfully use verbal tracking skills during the session? If so, how?
4. Did I build rapport during the session with my client? If so, how did I go about building rapport?
5. If I were to hold this session again, what changes would I make?
6. What counseling skills do I seem to have a natural talent for and what challenges do I foresee in my use of counseling skills?
7. What do I want to improve on for my next counseling session?
INSTRUCTIONS FOR THE CLIENT:

In addition to the responsibilities of the counselor, the person being the client has a set of responsibilities. It is usually best to be a client for someone in the class that you do not know very well. That gives the counselor the opportunity to create a relationship with you and, frankly, cuts down on the tendency to giggle and have to start over! As the client,

- Think about what you want to talk about before beginning the session
- Consider using a real dilemma you are experiencing
- Role plays are acceptable but you need to have an issue that you identify with emotionally in order to provide your counselor with something to work with
- Be as genuine as possible – if your counselor says something that would bother you or seems out of line with your thinking, let him/her know. If your counselor is on target, respond in that fashion.
COUN 5391: Essential Counseling Skills  
Midterm Video: Video 2

This is the second of the three video assignments for this course. Via Canvas, please turn in your video, **10 minutes of verbatim transcript with skills identified and labeled including wish statements**, and thoughtful answers to the reflection questions below. For this video, please work with a fellow student each for 30 minutes using a role-play or real-life circumstance as the basis of your session. The instructor will only watch 30 minutes of the session so please stay within these limits. Your goal is to display the basic counseling skills you have been learning about and practicing in class including rapport building, using empathic statements, attending, open ended questioning, observation, active listening, reflection of feeling, and reflection of meaning.

**Reflection Questions:**

- Please answer the following questions. Please provide **thoughtful responses** to each question by evaluating your counseling skills. For each question consider what you did well, what you didn’t do so well, and what you would like to improve. Each response should be at least a paragraph long (minimum of 125 words).

1. How was this experience similar/dissimilar to the last taping session?

2. Do I notice any improvements in my attending behaviors? If so, what do I notice?

3. How did I use questioning in the session? In what ways did my use of questioning help facilitate rapport building, keep the discussion focused, or deepen the session?

4. How did I use observation during the session? What observations did I make? How did these observations influence how I facilitated the session?

5. How did I use active listening in the session (including encouraging, paraphrasing, and summarizing)? How did my active listening skills facilitate the therapeutic process?

6. How did I use reflection of feeling in the session? How did my use of reflection of feeling impact the session?

7. How did I use reflection of meaning in the session? How did my use of reflection of meaning impact the session?

8. If I were to hold this session again, what changes would I make?
# COUN 5391: Essential Counseling Skills
## Mid-Term Video Assignment
### Grading Rubric

<table>
<thead>
<tr>
<th>Comments</th>
<th>Points</th>
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<tbody>
<tr>
<td><strong>I. Video</strong></td>
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<td>o Completed as directed and turned in on time</td>
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<td>1 2 3 4 5</td>
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<tr>
<td><strong>III. Responses to Questions:</strong></td>
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<tr>
<td>o Thoughtfulness/ Reflection/ Skill Assessment</td>
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<td>o Grammar/ Writing</td>
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<td>o Rapport Building/ (1) Empathy</td>
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<td>1 2 3 4 5</td>
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<tr>
<td>o Attending Skills (1)</td>
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<td>o Active Listening (2)</td>
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<td>o Reflection of Feeling (2)</td>
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<tr>
<td><strong>TOTAL POINTS</strong></td>
<td>/20</td>
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</table>
This is the last of the three video assignments for this course. Via Canvas, please turn in your video, thoughtful answers to the reflection questions below, and 10 minutes of verbatim transcript with skills identified and labeled including wish statements. For this video, please work with a fellow student each for 30 minutes using a role-play or real-life circumstance as the basis of your session. The instructor will only watch 30 minutes of the session so please stay within these limits. Your goal is to display the basic counseling skills you have been learning about and practicing in class including rapport building, using empathic statements, attending, open ended questioning, observation, active listening, reflection of feeling, confrontation, reflection of meaning, and instillation of hope.

Reflection Questions:

- Please answer the following questions. Please provide thoughtful responses to each question by evaluating your counseling skills. For each question consider what you did well, what you didn’t do so well, and what you would like to improve. Each response should be at least a paragraph long (minimum of 125 words).

1. How was this experience similar/dissimilar to the last taping session?

2. Do I notice any improvements in my attending behaviors? If so, what do I notice?

3. How did I use questioning in the session? In what ways did my use of questioning help facilitate rapport building, keep the discussion focused, or deepen the session?

4. How did I use observation during the session? What observations did I make? How did these observations influence how I facilitated the session?

5. How did I use active listening in the session (including encouraging, paraphrasing, and summarizing)? How did my active listening skills facilitate the therapeutic process?

6. Did I use reflection of feeling in the session? If so, how did the use of reflection facilitate the therapeutic process? How did my client respond when I used reflection of feeling?

7. Did I use reflection of meaning in the session? Was the meaning I reflected back to my client correct? If so, how do I know?

8. How did I display empathy during the session and how well did I attend to my client’s emotions rather than attend to or solicit more content?

9. How did I use the skill of encouragement in the session to encourage hope?

10. If I were to hold this session again, what changes would I make?
COUN 5391: Essential Counseling Skills
Final Video Assignment
Grading Rubric

PLEASE TURN THIS IN WITH YOUR ASSIGNMENT

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III. Responses to Questions:

| o Thoughtfulness/ Reflection                  | 1 2 3 4 5  | 1.     |
| o Accurate Skill Assessment                  | 1 2 3 4 5  | 2.     |

Additional Comments:                                           5

| o Attending Skills (1)                           | 1 2 3 4 5  |
| o Questioning Skills (1)                        | 1 2 3 4 5  |
| o Observation Skills (1)                        | 1 2 3 4 5  |
| o Active Listening (2)                          | 1 2 3 4 5  |
| o Reflection of Feeling (1)                     | 1 2 3 4 5  |
| o Confrontation (1)                             | 1 2 3 4 5  |
| o Reflection of Meaning (1)                     | 1 2 3 4 5  |
| o Accurate Empathy (1)                          | 1 2 3 4 5  |
| o Instillation of Hope (1)                       | 1 2 3 4 5  |

TOTAL POINTS                                                20