



Basic Counseling Skills (DAAC 1317)

Glen Killian – Instructor
 (936) 273-7061 – office phone
gkillian@lonestar.edu

Course Description

An overview of the basic counseling skills. 3 credit hours.

Course Outcomes

Identify basic counseling skills and techniques; practice various counseling techniques in an assigned setting.

Required Textbook

Essentials of Intentional Interviewing (2nd edition), by Allen Ivey, Mary Ivey and Carlos Zalaquett (Brooks Cole Publishers, Cengage Learning).

Course Calendar

Class Dates	Topic	Assignments
August 26 August 28	Helping and Counseling Foundations	Chapters 1, 2
September 2 September 4		
September 9 September 11	Attending Behavior	Chapter 3
September 16 September 18	HSSO Meeting (G-102)	
September 23 September 25	Asking Questions	Chapter 4
September 30 October 2	Listening, Paraphrasing	Skills Quiz 1 Chapter 5
October 7 October 9	HSSO Meeting (G-102)	
October 14 October 16	Observing, Reflecting	Chapter 6 Ethics Case Studies Due
October 21 October 23	Confrontation, Challenging	Chapter 8
October 28 October 30		Skills Quiz 2
November 4 November 6	Reframing	Chapter 10
November 11	HSSO Meeting (G-102)	

November 13		
November 18 November 20	Self-Disclosure	Chapter 11
November 25 November 27	No Class – Thanksgiving Holiday	
December 2 December 4		Self-Assessment Paper Due
December 9	Final Exam @ 11:30 am	Skills Quiz 3

Assignments

Mock Interview Demonstrations

At three (3) different points of the semester each student will demonstrate their interviewing skills in a mock interview. These interviews will be done in class, and evaluated by fellow students. Students must be in class on the announced demonstration days in order to receive credit for this assignment.

Skills Quizzes

There will be three (3) brief quizzes given in class on the dates noted on the class calendar above. Students must be in class on quiz days to receive full credit, and the instructor will allow students to make up missed quizzes as long as the missed quiz is completed before the following class period. Students are responsible for making contact with the instructor to make arrangements for any make-ups, and these arrangements should be made before the beginning of the class period following the quiz date. All late quizzes will have 20% deducted from the final assignment grade.

Counseling Ethics Case Study

Each student will complete a brief set of questions related to several case scenarios that will be posted online by the instructor. The answers to these questions are due no later than the beginning of class on **October 16**. The instructor will accept late submissions of this assignment until the beginning of the following class period, with a 20% deduction from the final assignment grade.

Self-Assessment Paper

Using an outline provided online by the instructor, each student will complete a brief self-assessment of their own helping skills. This assignment is due no later than the beginning of class on **December 2**. The instructor will accept late submissions of this assignment until the beginning of the following class period, with a 20% deduction from the final assignment grade.

Grading/Evaluation

At the end of the semester each student's letter grade will be determined by the number of points they have received on all assigned class work. The breakdown of points is as follows:

Mock Interview Demonstrations	300 points	A = 653-725 points
Skills Quizzes	225	B = 580-652
Ethics Case Study	100	C = 508-579
Self-Assessment Paper	<u>100</u>	D = 435-507
	725 total points	F = 0-434

Human Services Program Attendance Policy

As a workforce program, one of the responsibilities of the Human Services Program is to promote and monitor the development of skills and disciplines that students will one day need to work in a helping profession. One of those important skills is reliability and dependability, something our program promotes and monitors through our attendance policy.

- Students are counted absent anytime they are not in class, regardless of the reason for the absence. Students will also be counted absent if they are not in class for at least half of each class session (arriving after or leaving before 12:10).
- Students may miss up to two (2) weeks of class sessions over the course of the semester without penalty (4 or fewer absences).
- In MW classes, once a student misses **5** classes they will have their final letter grade **dropped one letter** at the end of the semester.
- In MW classes, any student who misses **9** or more classes cannot pass the class, and **will receive a grade of F** as their final grade unless the student withdraws themselves from the course prior to the official drop date.
- Students may not use extra-credit points to make up for missed classes or to raise their grade if it has been dropped due to absences.

Other Important Items

Professor Killian's "Grace Policy"

The instructor will accept any written assignment past the late deadlines noted above up until noon on Wednesday, **December 4**. Any of these assignments turned in past the late deadlines will be graded at the end of the semester, and the instructor will give students 50% credit for each assignment if doing so will help the student's final class grade.

Extra Credit Opportunities

The instructor will award 25 points of extra credit to any student who during the course of the semester:

- Attends any meeting or event sponsored by the Human Services Student Organization. Please make sure you sign the sign-in sheet at each event/meeting to receive credit for attendance.
- Attends any professional seminar in the community where continuing education credits (CEUs) are offered to professionals. Please obtain a certificate of attendance from the sponsoring agency to document your attendance. A copy of the certificate should be given to the instructor.

Students will receive credit for no more than two (2) extra credit opportunities – 50 points total.

Students enrolled in more than one class with the instructor will have their extra credit points applied to all courses.

Career Readiness Program

Each semester the Career Services Office in building C offers the **Career Readiness Program (CRP)** - a series of workshops on topics such as resume writing, job search skills, professional ethics, and interviewing skills. For this course, students who complete the entire CRP – attending all of the classes and completing the resume and interview requirement at the end – will not have to take Exam 3 and will receive a grade of 100 on that exam. In order to be exempt from this exam, students must present their CRP certificate of completion to the instructor before the exam is given on final exam day. Students who may have completed the CRP in previous semesters are not eligible for this exemption – sorry!

Classroom Expectations and Culture

In my opinion, the Human Services Program is one of the greatest programs within the Lone Star System. This greatness doesn't happen accidentally – it takes intentional effort and work. Here's how you as a student can play a role in making sure that our program remains one of the best:

- Make an attempt to attend all class sessions, and to arrive to class on time.
- Stay until the end of the class unless you have informed me that you must leave early.

- Should you come unavoidably late for class, please enter quietly and choose a seat closest to the entrance.
- See me after class to record your lateness; otherwise you will be marked absent.
- Turn off all electronic devices prior to class.
- Once the class has begun, please do not leave the room and then re-enter unless it is an emergency.
- If you miss a class meeting for any reason, you are responsible for all material covered, announcements made in your absence, and for acquiring materials that may have been disturbed in class.
- During discussions in class, respect the speaker and only one person speak at a time.
- Side conversations distract surrounding students and the instructor and is discourteous and not in the best interest of everyone.

Academic Integrity

The Lone Star College System upholds the core values of learning: honesty, respect, fairness, and accountability. The system promotes the importance of personal and academic honesty. The system embraces the belief that all learners – students, faculty, staff and administrators – will act with integrity and honesty and must produce their own work and give appropriate credit to the work of others. Fabrication of sources, cheating, or unauthorized collaboration is not permitted on any work submitted within the system. The consequences for academic dishonesty are determined by the professor, or the professor and academic dean, or the professor and chief student services officer and can include but are not limited to:

- Having additional class requirements imposed.
- Receiving a grade of zero or "F" for an exam or assignment.
- Receiving a grade of "F" for the course.
- Being withdrawn from the course or program.
- Being expelled from the college system.

Lone Star College System Equal Opportunity Statement (Civil Rights)

The Lone Star College System is committed to the principle of equal opportunity in education and employment. The system does not discriminate against individuals on the basis of race, color, gender, religion, disability, age, veteran status, national origin, sexual orientation, or ethnicity in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and other district or college administered programs and activities.

ADA Statement

Students with disabilities who believe that they need accommodations in this course are encouraged to contact the Disability Services Office at 936-273-7239; located in Building C, Office 123 as soon as possible to better ensure that such accommodations are implemented in a timely fashion.