

North Carolina Central University

School of Education

**MISSION**

The mission of North Carolina Central University is to prepare students academically and professionally to become leaders to advance consciousness of social responsibility in a diverse, global society. In accordance with the larger institution, the mission of the North Carolina Central School of Education is to prepare educational professional to serve and inspire excellence in teaching, administration, counseling, communication, technology and other related services. Central to this aim is the development of leaders who promote social justice and dedicate themselves to the well-being of a global community. The primary focus of the counselor education mission is to prepare professional counselors who promote development across the lifespan, advocate for systemic change, and respond to the complexity of human needs associated with a diverse society. To this end, the program emphasizes increasing awareness, knowledge, and skills in interacting with economically, socially, and culturally diverse populations. Our partnerships with local agencies and schools foster an understanding of multicultural and diverse populations and counseling interventions that promote empowerment. The guiding conceptual framework for all programs in the School of Education is stated as ***preparing educators for diverse cultural contexts.***

**The School of Education’s Vision:** To Prepare Educators for Diverse Cultural Contexts and Advance Teaching, Scholarship, and Service through Diversity, Partnership, and Technology.

**The Counseling and Higher Education Department mission:** North Carolina Central University is located in Durham, a fairly urban area in central North Carolina. Nearby regions include rural areas, as well as the Research Triangle Park. The Department of Counseling and Higher Education prepares professional counselors to work in career, school, and community agency settings who promote development across the lifespan, advocate for systemic change, and respond to the complexity of human needs associated with a diverse society. Faculty are expected to teach and mentor students, serve the community and profession, and conduct and disseminate research.

**Syllabus for CON 5310 –OL1 Theories and Techniques in Counseling SPRING 2023**

**Instructor Information:**

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Office hours: Monday, Wednesday, & Thursday 12pm-2pm (virtual); Tuesday 10am-2pm (on campus); Friday committee work, Senate meetings, service, & research

*\*\*\** ***Please allow 48 hours for a response to emails and voice mail messages, excluding nights, weekends, and holidays. Email is the most reliable and quickest communication method.***

*\*\*\* I strive to provide timely feedback throughout the semester you can expect to see a grade within 7-14 days after DUE DATE of assignments.*

###### *Course Information*

**Number of Credits:** 3 hrs.

**Meeting time/format**: Online meeting format, asynchronous

**Course Prefix and Title: CON 5310: Theories and Techniques of Counseling**

This is an online class, so the expectations are a bit different than courses taught face-to-face. Students need to feel comfortable working from a computer, using the Internet, and being self-motivated to work on the course content throughout the week. In a 15-week semester, students may spend 2 hours and 40 minutes per week in a lecture class plus additional time for driving and study/preparation. During a 5-week summer semester, students may spend up to 8 hours per week in a lecture class plus additional time for driving and study/preparation. During a 2.5-week May-mini session, students may spend up to 17.5 hours per week in a lecture class plus additional time for driving and study/preparation. So, for an online class, it is important to schedule your time wisely. While you do not have the driving time, it is expected that the completion of this course will take the same amount of time as if it were being taken face-to-face. However, how you spend that time will be different. The lectures are quite a bit shorter, and will not take up the same amount of time as it does face-to-face.

**Theories and Techniques in Counseling Required Textbooks**

This class utilizes Blackboard and MindTap resources provided through the publisher to provide instructional resources. You have a couple of different options on the kind of text (hard copy, ebook, or rental), but ALL STUDENTS MUST PURCHASE AN ACCESS CODE in order to access MindTap. If you have purchased a used textbook, you still need to purchase the MindTap for CourseMate Printed Access Card to access the MindTap resources and assignments. You need the 10th edition and Cengage/Mindtap access for this course.

American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.). Washington, DC: Author.

ISBN-13: 978-1433832154

ISBN-10: 1433832151

**COST**: $30 (approximate cost depending on purchasing source)

Association for Advanced Training in the Behavioral Sciences. (2018). National Counselor Exam Licensing Prep. Author. https://aatbs.com/counseling-study-volumes - ISNB # - 978-1-941273-166

 NCE and Comps (CPCE) Preparation Textbooks

 To purchase at a discounted rate ($195):  [https://behavioral-science.aatbs.com/nccu/](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbehavioral-science.aatbs.com%2Fnccu%2F&data=02%7C01%7Cjbarrow4%40NCCU.EDU%7C53e2f413a86c4f945cb308d845218019%7Ce86ab7691eab4e00b79e28ba7a8dbdf6%7C0%7C1%7C637335357476703492&sdata=qKhLD6bDHIsajM%2B9DFTg6l1RFF3gUYNNKbrvXJ19f0U%3D&reserved=0)

Corey, G. (2017). *Theory and practice of counseling and psychotherapy* (10th ed.). Belmont,

CA: Thomson Higher Education.

Textbook ISBN-13: 9780357671429

COST: Varies on digital/ecopy of text or hard copy; all students must purchase MindTap access

Blackboard MindTap for CourseMate Printed Access Card for Corey's *Theory and Practice of Counseling and Psychotherapy*, 10th (digital access only)

OR

See this website [Buy your text from Cengage directly](https://www.cengage.com/coursepages/North_CON)

Halbur, D. & Halbur, V. (2018). *Developing your theoretical orientation in counseling and Psychotherapy* (4th ed.). Uppersaddle River, NJ: Pearson, Prentice Hall. ISBN-13: 978-0134805726. (You can purchase the 2nd to 4th edition).

\*Note: Written assignments are graded on the quality of content, format, grammar, spelling and *adherence to the 7th edition of the APA Publication Manual*. The use APA format (i.e., specific margins, headings, title page, running head, references, etc.) is required for all papers in this course. Please utilize the APA Manual for the most comprehensive formatting rules and examples. There is also a tab on Blackboard that provides additional APA resources as well.

**Course Catalog Description**

An in-depth study of the major approaches to counseling and psychotherapy, demonstrating the techniques of at least five major counseling theories. Students will demonstrate the ability to relate counseling theories to personality theories and to identify preferred treatment procedures for selected client problems.

**Course Prerequisite**

The prerequisite for this course is admission to the Counselor Education Program at NCCU. This course may also be available by direct permission from the instructor.

**Theories and Techniques Course Summary and Goals**

CON 5310 presents an overview of current theories of counseling with a special focus on the philosophical assumptions, key concepts, techniques, and practical applications of each approach. Each of the theories will be examined critically for data backing and for multicultural limitation and applicability such that the student can begin to formulate an integrated personal theory of counseling. It is the belief of the counseling faculty that effective clinical practice is rooted in research-based theoretical evidence. The aim is to promote a theoretical foundation for counseling practice, one that utilizes the most appropriate intervention strategies for a particular client given her/his/their diversity factors, developmental functioning, and nature of concern. This course is a 3-semester hour graduate credit class and is a requirement for all counseling majors.

 **Counselor Education Program Objectives**

The program develops counselors who:

1. Develop a theoretically solid philosophy of practice;
2. Apply knowledge, skills, and dispositions consistent with the ACA Code of Ethics;
3. Formulate a professional identity that responds to the needs of their client populations;
4. Utilize cultural competence in practice;
5. Act with expertise in individual, group, and family counseling with diverse clients on personal, social, emotional, career, and educational issues that impact development across their lifespan;
6. Develop leadership ability and advocate to meet client needs and to remove individual and systemic barriers to development;
7. Build and sustain collaborative partnerships with stakeholders for promoting social justice, equity, and access;
8. Utilize appropriate assessment tools and procedures;
9. Consult with others concerning the developmental needs of culturally diverse clients;
10. Integrate research data into evidence-based practice.

**CACREP Standards (2016) Addressed in the Theories and Techniques in Counseling Course**

**This class responds to the counseling national standards listed in Section 2 (F) and specialty areas listed in section 5.** These include curricular experiences and demonstrated knowledge in the areas of counseling theories that provide the student with a consistent model to conceptualize client presentation and select appropriate counseling interventions. Student experiences will include an examination of the historical development of counseling theories (CACREP 2. F.1.a; CMHC 5.1.a,b and 5.3.a; SC 5.G.3.e); an exploration of analytical approaches, experiential and relationship-oriented therapies, action therapies, systems perspectives (CACREP F.1.5. a-k, models of family and related interventions (CMHC 5.C.1.b), and postmodern approaches (CACREP F.2.b; CMHC C.2.1); and opportunities to examine multicultural applications to case studies (CACREP F.2.d,e,g,h; CAREER 5.B.1.b; CMHC 5.C.1.b; 5.C.3.b).

**Theories and Techniques in Counseling Student Learning Outcomes and Assessments**

|  |  |  |
| --- | --- | --- |
| The content and experiences of this course are sequenced such that students may accomplish the following: | **How outcomes will be assessed** | **Associated Key Performance Indicators (listed as applicable)**Key Performance Indicator (KPI)/Student Learning Outcomes (SLO): Knowledge (K) or Skill (S |
| 1. **Identify, compare, and contrast major theoretical approaches to counseling and psychotherapy**
 | Readings, Assessment (mid-term exam, final exam, weekly quizzes); Theories presentation\* | Students will understand the foundational theories of counseling and the skills used in a counseling relationship including evidence-based practice. (K) **Assessed through completion of Theories Presentation** |
| 1. **Identify and evaluate the therapeutic process, techniques, and intervention strategies of each major theory**
 | Readings, case studies, theories presentation, weekly quizzes/comprehensive exams |  |
| 1. **Apply the three major models of systems/family intervention**
 | Readings, case studies, Systems Theory Paper, weekly quizzes |  |
| 1. **Evaluate the cultural/diversity issues (i.e. age, gender, social class, race, ethnicity, etc.) inherent in the application of the major theories**
 | Readings, case studies, weekly quizzes, Theories Presentation |  |
| 1. **Delineate professional and ethical issues in counseling and psychotherapy**
 | Readings, case studies, weekly quizzes,/comprehensive exams Theories Presentation |  |
| 1. **Assess her/his own background, experiences, values, and professional philosophy and develop an eclectic counseling model**
 | Readings, Personal Philosophy/Theoretical Orientation Paper\* | Students will apply knowledge of counseling theories to develop a theoretical orientation to counseling and demonstrate the use of evidence-based counseling skills in practice. (S)**Assessed through completion of Personal Philosophy/Theoretical Orientation Paper** |

\*This assignment is meant to assess your knowledge, skills, and/or dispositions and represents a Key Performance Indicator for students in our program. Should you not demonstrate at the appropriate level you will be asked to re-do the assignment.

**Lecturettes/Videos:** We will be watching specific short videos/lecturettes throughout the course that relate to your readings and to the topic of theories and techniques in counseling. These will be found in Cengage/MindTap.

**Course Expectations**

* Students are to attend and actively participate in all classes and assigned activities. Following NCCU’s policies regarding attendance, **candidates cannot miss more than 2 classes/2 weeks of work in one semester.**
* All assignments are to be completed and submitted on time according to dates listed in the syllabus. No late assignments will be accepted. You will be expected to notify the instructor of any unexpected circumstances.
* Each student is expected to conduct herself/himself/themself in a manner which shows respect for her/himself/themself and other students and for the atmosphere of the classroom (virtual or face-to-face classrooms).
* Students are expected to be punctual and complete in regard to class attendance, assignments, and exams.
* Written assignments are graded on the quality of content, format, grammar, spelling and adherence to the 7th edition of the APA Publication Manual. You will be provided a rubric and specific instructions.
* All work submitted should reflect graduate level content and preparation. Careless preparation (i.e., spelling and grammatical errors) will adversely affect the grade for that assignment or task. **Do not submit any work that you have not proofread! Read it aloud before submitting – this is a great way to catch errors.**
* Read and listen/watch all material provided on the course website.
* Regularly check your NCCU email account! Instructor will correspond with you from time to time via campus email. It is expected that students will check email regularly.
* Ensure that you are entirely familiar with all functions available to you via Blackboard. Not knowing how to use various functions of Blackboard is not an excuse for not completing assignments. Contact the campus ITS helpline should you experience technical problems related to Blackboard (919.530.7676). Do not call or email the instructor with Blackboard technical-related issues, call the help-line.
* Complete all assigned readings before coming to class and attempting your assignments. You are expected to be prepared to discuss, summarize, and apply all readings.
* If classes are cancelled as a result of inclement weather, the university distributes the announcements on the local television and radio stations – and posts an announcement on the university’s website (www.nccu.edu).
* Please keep up with NCCU Counseling Key Dates for drop/add dates and other important information.
* Controversial topics and/or opinions may arise during the course of class discussion that may cause strong feelings or emotions. It is important that any debate of these topics and opinions be discussed in a respectful and courteous manner. Please be mindful and courteous of others as you are listening and speaking in class/virtual environment. It is important that our classroom be a nurturing place for conscientious dialogue.
* Everyone will respect each other in the classroom.
* Any non-compliance to course policies and guidelines (including professional etiquette) will impact student’s participation grade.

**Course Policies**

All assignments and exams must be completed and turned in to the instructor on time in order to receive a passing grade in the course. Completed assignments must be submitted no later than the due date. By the day your assignment is due, submit a copy via Blackboard. If you question my receipt, then, you may email me a copy. This is a protection for you.

Make-up quizzes and/or exams are not available unless there is a university-recognized emergency situation.Personal vacations, holidays not recognized by the University, or job-related issues that conflict with assignments, quizzes, and/or exams *are not* university valid excuses for missing class or submitting assignments by deadline.

**Specific Theories and Techniques in Counseling Course Assignments:**

Papers and assignments are to be completed and submitted in a timely and professional manner.

**1. Readings:** Each student will complete all assigned text and other readings. Budget a minimum of three hours per week to read the weekly reading assignments and other theories and techniques in counseling related literature.

**2. Quizzes:** These Cengage/Mindtap quizzes will assess your knowledge of the reading material. Each quiz will contain multiple choice questions. You are *REQUIRED* to complete the reading assignment before attempting the quiz.

Every quiz must be completed by 11:59pm on the due dates listed in the course outline below. Once the due date for one group of quizzes and assignments ends, the next group of quizzes and assignments will be made available.

Distance education classes require a fair amount of self-discipline. It will be your responsibility to remember to take your quizzes. **Once the due date ends for a quiz, and the link disappears, it will not be made available again. Unfortunately, if you forget to take a quiz, you will be given a zero.**

It is recommended that you attempt your quizzes without using your book (and after having read the assignment, watched videos, etc.).

Each quiz will be automatically scored and goes toward your total participation score.

**3. Examinations:** Each student is expected to successfully complete an online mid-term (100 points) and final examination (80 points).

**4. Your Personal Philosophy/Theoretical Orientation Paper:** For this assignment, you will write a paper about your personal philosophy paper as described in the guidelines to be given in this syllabus. (100 points)

**5. Theory Presentation (Group Work, as applicable):** For this assignment, students will work to prepare an overview of their assigned theory. As the presenter you will be considered the “knowledge expert(s)” on a particular theoretical approach and will present to the class via a recorded presentation on BlackBoard. Presenters will study the chapter in the textbook pertaining to that theory and read at least two supplemental, **peer-reviewed journal articles** to increase their understanding of the theory and its use in consultation. Presentations should supplement what is covered in the chapter. Supplemental materials may include research approaches, theoretical societies, theory focused conferences or presentations, current trends in this theoretical orientation, etc. Learners are expected to prepare a handout for their presentations and may include additional supplemental content. Handouts should include proponents of the theory, key concepts involved with the theory, goals of therapy, role of client, role of counselor/therapist, key contributions of theory, limitations of the theory, role of assessment in the theoretical approach, how the theory may be used in consulting with clients, families, family systems, etc. and some of the specific techniques involved in carrying out the therapy. This assignment demonstrates CACREP standard 2.F.5.a**. (60 points)**

Students will host and record an education session with/for peers that has been pre-recorded and uploaded to YouTube or a similar file sharing site and then, shared with the class using a DISCUSSION board link. Students are encouraged to make this presentation interactive through the use of Nearpod ([https://nearpod.com/),hypersay](https://nearpod.com/%29%2Chypersay) (<https://hypersay.com/>), Polls Everywhere (<https://www.polleverywhere.com/>), Quizlet (<https://quizlet.com/>), Kahoot (<https://kahoot.com/>). Please use your NCCU edu email account to avoid paying for these services, as applicable

**This assignment and/or weblink should be loaded to Blackboard>DISCUSSIONS and Blackboard>ASSIGNMENTS *on the specific due date assigned to your group (i.e., the Sunday evening that starts your theories presentation in the syllabus. For example, if we are discussing Person Centered theory starting on Monday, August 24h your group will post your presentation on Sunday, August 23rd or on February 28th we begin Existential your presentation should be loaded on February 27th by 11:59pm.* Materials submitted should include your PowerPoint presentation and your handout loaded to the assignment upload link and to Discussion Board link for viewing by classmates.**

**6. Systems Theory Paper:** Students will submit a 3 page paper outlining family and other systems theories/interventions based on a case study provided on the assignment (see assignment for details). This assignment demonstrates CACREP standard 2.F.5.b**. (60 points)**

* **Note on Writing Quality:** All written work is expected to be mechanically and grammatically correct (i.e. well-organized, correct spelling, noun-verb agreement, proof-read, edited, etc.). Evaluation of all written work will reflect the quality of writing as well as the content. Rubrics are provided.
	+ All assignments should show appropriate grammar, adhere to APA formatting, and be written in a scholarly manner. Please note that your assignments will be graded on APA formatting!
	+ When you make reference to research material in your assignments, you must use appropriate source citations and references as found in the APA 7th Edition Publication Manual. Referencing the book and author at the end of a paragraph is not enough. We need to be able to decipher your thoughts from cited material. Accidental plagiarism is still plagiarism.
	+ In addition, it is important to write at a professional level. For instance, there is rarely reason to refer to yourself in a paper. Instead of ―This learner believes that person-centered counseling focuses on unconditional positive regard, simply state what you believe without referencing yourself. For example, ―Person-centered counseling focuses on unconditional positive regard. This is much stronger and more professional than the first statement. We will be able to distinguish your thoughts from the thoughts of others because you will cite and then reference the thoughts of others so there is no reason to include yourself in any of your sentences. This also eliminates the need for the debate between using third person (this learner) or first person (I).

**COURSE EVALUATION**

Participation Grade (Weekly quizzes, discussions, case studies and assignments on Cengage/MindTap) – 300 pts total

Midterm – 100 pts

Final – 80 pts

**Papers and Presentations**

Theory Class Presentation – 100 pts

Systems Theory Paper – 60 pts

Personal Orientation Paper – 100 pts

**Graded Material for Each Chapter (some content varies from chapter to chapter)**

1. View the Lecturette by Corey and Complete Questions (Contributes to participation grade).
2. Watch Stan Video for the Chapter and Complete Questions (Contributes to participation grade).
3. Complete Chapter Quiz (Contributes to participation grade).
4. Case Study Gwen activities (Contributes to participation grade).
5. Discussions (introductory PowerPoint) (posted on BB /contributes to participation grade).
6. Complete exams and assignments.
7. Covering all course materials is expected and you should pay special attention to those assignments that are scored.

**Evaluation Criteria**

|  |  |
| --- | --- |
| Participation Points (Online class attendance, Weekly Quizzes, Timeliness, Lecturettes, Case of Stan/model client Questions, & Discussions. See Weekly Checklist for specifics assignments and due dates.) | 300 pts |
| Systems Theory Paper  |  60 pts |
| Theory Class Presentation (group assignment) (Due dates vary - See Syllabus and Weekly Checklist) | 100 pts |
| Personal Theoretical Orientation Paper | 100 pts |
| Midterm Exam | 100 pts |
| Final Exam  | 80 pts |
| Total Points Possible | 740 pts |

|  |  |
| --- | --- |
| 700-740 | A |
| 659-699 | B |
| 618-658 | C |
| 617 - 0 | F |

**\*TENTATIVE CLASS SCHEDULE AND TOPICS**

(\*This is tentative and is subject to change by instructor.)

This class moves rapidly and students are advised to keep up with assigned readings and topics to avoid being overwhelmed. This is a survey class and theoretical orientations and application demonstrations change weekly. These theoretical camps are part of the necessary knowledge for a professional counselor, the basis of clinical practice, and information tested on the National Counselor Examination and other credentialing exams. Please note that the class Blackboard site and Weekly Folders will have the most accurate and up-to-date information should anything change.

**Overall Participation Grade**:

You are expected to utilize the MindTap Blackboard system to reflect and interact on topics provided by the instructor/MindTap.. Your overall participation grade is also based on your completion of all weekly assigned quizzes. The Blackboard/MindTap system is able to keep track of who accesses the materials on the website, and your instructor will be keeping a close eye on each individual student’s progress. You are expected to complete all weekly assignments listed on the Blackboard site (e.g., watch videos, view and engage with online material, etc.) and on the syllabus. Failure to complete all weekly assignments will reduce your overall participation grade and ultimately impact your final grade as the weekly assignments will build on your knowledge base for exams and quizzes.

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CON 5310 – THEORIES AND TECHNIQUES IN COUNSELING (ONLINE)

Schedule of Activities & Assignments Semester at a Glance

* All coursework is released on a weekly basis on the Blackboard site on Sunday evenings. All weekly assignments are due by the following Sunday evening (7 days later) at 11:59pm.
* Attempt all of the activities and pay close attention for those with point allocation (Participation points).
* You must complete your weekly quizzes during the week of the assigned chapter. Quiz windows close at the end of each week.

**Course Schedule SPRING 2023**

***(Schedule is subject to adjustment by instructor)***

***Please keep up with Weekly Checklists for specifics assignments and due dates for Cengage/Mindtap.***

***Reading assignments are from Corey text unless noted as an AATBS reading***

|  |  |  |
| --- | --- | --- |
| **Week & Start Date** | **Due Date** | **TOPICS** |
| **1** | **JANUARY 9** | **JANUARY 22** | Chapter 1 - Introductions, Expectations and Syllabus Overview**Assignments for Week 1 are DUE: by JANUARY 22 at 11:59 pm. Notice you have been offered 2 weeks to get acclimated to MindTap and to complete Module 1 assignments.**(See Weekly Assignments Folder in BB for more details.) Presentations Will Be Assigned Next Week |
| **2** | **JANUARY 16** | **JANUARY 22** | Chapter 2 - The Counselor: Person and Professional AATBS (2021 edition) Professional Practice and Ethics pp. 1-6 |
| **3** | **JANUARY 23** | **JANUARY 29** | Chapter 3 – Ethical Issues in CounselingAATBS (2021 edition) Professional Practice and Ethics pp. 7-22; 23-88 (can skim these) |
| **4** | **JANUARY 30** | **FEBRUARY 5** | Chapter 14 – Family Systems (A Look at Counseling Individuals from a Systems Perspective)AATBS (2021 edition) Counseling Skills and Interventions pp. 120-129DUE: Systems Paper – MARCH 19 by 11:59 pm |
| **5** | **FEBRUARY 6** | **FEBRUARY 12** | Chapter 4 – Psychoanalytic TheoryAATBS (2021 edition) Counseling Skills and Interventions pp. 20-24; 36-38DUE: Systems Paper – MARCH 19 by 11:59 pm |
| **6** | **FEBRUARY 13** | **FEBRUARY 19** | Chapter 5- Adlerian TherapyAATBS (2021 edition) Counseling Skills and Interventions pp. 26-29(Adlerian Group Presentations Due by FEBRUARY 12 at 11:59 pm) DUE: Systems Paper – MARCH 19 by 11:59 pm |
| **7** | **FEBRUARY 20** | **FEBRUARY 26** | Chapter 6 – Existential TherapyAATBS (2021 edition) Counseling Skills and Interventions pp.39-41(Existential Group Presentations Due by FEBRUARY 19 at 11:59 pm) |
| **8** | **FEBRUARY 27** | **MARCH 5** |  Chapter 7- Person-Centered TherapyAATBS (2021 edition) Counseling Skills and Interventions pp.32-34; 34 (MI)(Person-Centered Group Presentations Due by FEBRUARY 26 at 11:59 pm) |
| **9** | **MARCH 13** | **MARCH 19** | Chapter 8- Gestalt TherapyAATBS (2021 edition) Counseling Skills and Interventions pp.34-36(Gestalt Group Presentations Due by MARCH 5th at 11:59 pm)  |
| **10** | **MARCH 20** | **MARCH 26** | **MIDTERM EXAM DUE - SUNDAY, MARCH 26, 2022 at 11:59 pm**Chapters 1-8 |
| **11** | **MARCH 27** | **APRIL 2** | Chapter 9- Behavior Therapy AATBS (2021 edition) Counseling Skills and Interventions pp.45-48(Behavioral Therapy Group Presentation Due by MARCH 26 at 11:59 pm)**Reminder: Theoretical Orientation Paper Due by APRIL 16 at 11:59PM** |
| **12** | **APRIL 3** | **APRIL 9** | Chapter 10 – Cognitive Behavior TherapyAATBS (2021 edition) Counseling Skills and Interventions pp.51-52(Cognitive-Behavior Group Presentations Due by APRIL 2 at 11:59 pm**Reminder: Theoretical Orientation Paper Due by APRIL 16 at 11:59PM** |
| **13** | **APRIL 10** | **APRIL 16** | Chapter 11- Choice Theory/Reality TherapyAATBS (2021 edition) Counseling Skills and Interventions pp. 38-39(Choice/Reality Therapy Group Presentations Due by April 9 by 11:59 pm) **Reminder: Theoretical Orientation Paper Due by APRIL 16 at 11:59PM** |
| **14** | **APRIL 17** | **APRIL 23** | Chapter 12- Feminist Therapy Chapter 13 – Postmodern ApproachesChapter 15 – Integrative ApproachesAATBS (2021 edition) Counseling Skills and Interventions pp. 42-44**Final Exam Due no later than WEDNESDAY, APRIL 26 by 11:59pm** |
| **15** | **APRIL 24** | **APRIL 26** | **Final Exam Due no later than WEDNESDAY, APRIL 26 by 11:59pm****You made it and you should be very proud of yourself!!** |

**SYSTEMS THEORY PAPER**

**Worth: 60 total points**

This assignment demonstrates CACREP (2016) standard 2. F.5. a-n. This assignment is an opportunity for students to demonstrate understanding of a specific systems perspective and how that perspective can be applied to families and other relationship systems. Students will conceptualize a case as evidence of how they understand models of systems theory and systems-related interventions.

This is a 3–5-page paper (not counting cover page and references) demonstrating a specific model of family/systems intervention. This assignment is to assist you in learning about systems theories, not just those aimed at individual therapy. This is an application exercise worth 30 total points. Address one of the following cases from the perspective of a specific family/systems theory. You may select the scenario based on your career goals and future workplace: your own family, clinical mental health, school, or career counseling.

Please **conceptualize one of these** cases from any specific **model of family/systems intervention** discussed in the text.

Identify the orientation and consider the following:

* How would each therapist approach this couple, individual? What interventions may be used?
* What information would they solicit and how? What are the goals?
* What other supports may be necessary to assist the client(s)?
* What underlying assumptions exist within the family? Source of those assumptions. For example, some religious faiths operate from the patriarchal perspective with father being head of household and ultimate decision maker.

**Clinical Mental Health**

Michael and Andrea are young, educated, attractive, and verbal. They both voiced a growing distance in their marriage of four years. Arguing had increased while intimacy decreased during the most recent two years. Michael admits to depression. Andrea also seems flat in affect and has stopped including Michael in social events she attends with others. This is a first marriage for both of them and they do not yet have children. They are in their late twenties and are a product of a strict Jewish cultural upbringing.

**School Counseling**

Trevor is a 15-year-old African American male with a history of long-term inpatient care for mental health diagnosis including, ADHD, schizophrenia, and depression. Trevor is enrolling in your school and your school will be his 4th school in 2 years. Following the death of a sibling and substantiated child abuse of Trevor and his siblings by his mother’s former boyfriend, Trevor and his siblings were removed from their mother’s care. Trevor’s mom currently works at a local McDonald’s and is living with a new boyfriend. After 7 years Trevor is being reunited with his mom. Trevor’s social worker calls to enroll him and will be bringing his mom to the enrollment appointment.

**Career Counseling**

Lisa is a 48-year-old Latina. Lisa has come to your site to receive career counseling after finding a flier posted at her local YMCA. Lisa’s current husband is preparing to retire from the military and as a result of frequent moves her work history is sporadic/inconsistent. Lisa’s first marriage ended after years of physical and emotional abuse, and she has some college coursework but has not completed a degree. Lisa has extended family nearby but is unsure about her career path after such a long absence from steady employment. Lisa’s husband is urging her to return to work since they will finally be able to establish roots in their community. Lisa has enjoyed volunteering with the local library and her children’s’ schools but does not see how these experiences will help her find a job.

**My family (please do not do this as a group assignment as content may be confidential in nature)**

You may use your family of origin, family you created, adoptive family, fictive kin, and/or the family system of your choosing. Consider the members of your family. What factors impact the system within which you function, exist, interact, and those aspects that impact your family (for example, rural setting, faith, economics, military, cultural differences, trauma history). Then, consider which of the family systems approaches could best serve your family.

**Format for Paper:**

* Title
* Abstract
* Introductory Paragraph
* Assessment (i.e. How would each of the theory specifically assess this couple/family/individual?)
* Treatment Goals (i.e. What would they be according to the theoretical orientation? Interventions used.)
* Diagnosis (What concepts or behaviors would each of these theories exam specifically?)
* Theory Application (Look at this couple/family/individual through the lens of each theory and apply it to their case).
* Conclusion
* Reference Page

**Requirements:**

**● Written Communication:** Written communication is free of errors so that the overall message is clear. Must be written in third-person.

**● APA Formatting:** Paper is formatted according to the latest edition of the APA Manual (include a title page, an abstract, and references if applicable). Any resources and citations used are to be formatted according to APA (7th Edition) Style.

**● Number of Resources:** Minimum of 3 peer-reviewed articles published in the last 5 – 7 years.

**● Length of Paper:** 3 – 5 pages of body, typed double-spaced pages

(Also include a Title Page, Abstract, and Reference Page for a total paper of about 6-8 pages.)

**Assignment is to be uploaded to Blackboard.**

**THEORY PRESENTATION**

**(group assignment, as class size allows)**

**Worth: 100 total points**

This assignment demonstrates CACREP standard 2. F.5.a-g, and n.

Each presentation will be aimed at providing **practical application** illustrations on an assigned theory. This is intended to help the orientation come to life in actual counseling. This assignment should be posted to Blackboard>DISCUSSIONS on the week your theory is being discussed/week your group is presenting. Handouts (Pamphlets) are due at that time as well. You may imbed your handout in your presentation by clearly labeling it.

This assignment allows students to demonstrate an understanding of counseling theories that provide the student with models to conceptualize client presentation and that help the student select appropriate counseling interventions. Students will be exposed to models of counseling that are consistent with current professional research and practice in the field so they begin to develop a personal model of counseling.

**Theoretical Orientation Handout (Pamphlet) (20 Points):** Students should create a 1-2 page (maximum limit) handout on the following information and post it on Blackboard>DISCUSSIONS for fellow students to download for themselves. The handout should include: proponents of the theory, key concepts, uses in consulting with clients/families, goals of therapy, roles of the client and the counselor, key contributions, limitations, and assessments (if any). This is intended to be a *concise* summary of this approach. Remember students will have read a chapter, had a lecture from the text, and received my summary handout on the approach. Much of this information will be a review.

**Description Of The Techniques (5 Points):** An approach may have many techniques and you should mention the various ones in this section, including how it may be used in consultation with clients/families. Some approaches have a process for counseling as opposed to specific interventions. If this is the case, discuss the process.

Students are encouraged to make this presentation interactive through the use of Nearpod (<https://nearpod.com/> ), Hypersay (<https://hypersay.com/>), Polls Everywhere (<https://www.polleverywhere.com/>), Quizlet (<https://quizlet.com/>), Kahoot (<https://kahoot.com/>). Please use your NCCU edu email account to avoid paying for these services, as applicable

**Videotaped Demonstration (50 Points and 2 options available):** Students will 1.) practice implementing major counseling theories with their peers, a friend, or relative. This might involve a role-play simulation. The intention is to actually experience interventions either by seeing them demonstrated or by participating in an actual illustration. Be creative with this! Involve classmates when you can. OR 2.) Provide 5 video sources correctly demonstrating your assigned theory that is both accurate and professionally completed. This is the bulk of the assignment and you should focus upon application of the assigned theory. Use Chapter 15: Integrative Perspective to assist with your demonstration.

**Application to counseling clients (5 Points) :** Please address how this theory can be applied/limitations for its use, including how it may be used in consultation with clients/families. Which populations could benefit? Counseling children? School systems? Agency/clinical settings? Etc…

**Research (5 Points):** This is dependent upon your outside exploration of information beyond the text and the lecture materials. Include current research on the assigned theory (research should come from peer reviewed journals published in the last 5 -7 years). Present the minimum of 2 research articles on this theory.

**Additional Information & Training (5 Points):** Explain how to be trained and certified in this approach. Present the main place of training/certification as well as places in North Carolina (RDU preferred) or in your local area for those not located in North Carolina where one may go for workshops or additional training. Explore some application of this approach with a particular client population (has this theory been found to be particularly effective with a specific population/setting?) and/or some additional resources you have located around the approach.

**PowerPoint (10 points)**: Please upload your information from the previous headings into an APA style PowerPoint (include references at bottom of each slide). You may use **VOICE** audio or resources available on MindTap for recording content for each slide explaining each section if you so desire. Embed the hyperlink handout/pamphlet and the video in one of the slides. The PowerPoint should include: 1) theoretical orientation handout (Pamphlet content included or link to pamphlet is provided), (2) description of the techniques, (3) videotaped demonstration(s), (4) application to clients (who could benefit from such therapy and in what possible settings? (5) Research and (6) additional Information & training.

You will be graded on the following.

**General Requirements (See Rubric for Specific Points):**

● **Written Communication:** Written communication is free of errors that detract from the

overall message. Must be written as an academic paper, in third person.

● **APA Formatting:** APA formatted required (title page, abstract, and reference page--if applicable). All citations must be formatted according to APA Manual 7th ed.

● **Number of Resources:** Minimum of 2 peer-reviewed scholarly articles published in the last 5 years.

● **Length of PowerPoint:** Enough to answer all of the questions at a scholarly level. The entire PowerPoint should have 16-20 slides (approximately). Suggested content limit does not include title or reference page. This does not include pamphlet. References should also include the video you created or provide links to the 5 videos you located.

● **Font and Font Size:** Use appropriate font size for PowerPoint

**Assignment should be uploaded in Bb>DISCUSSIONS and under ASSIGNMENTS.**

**Helpful Links for APA PowerPoint Formatting:**

[**https://www.youtube.com/watch?v=v1vohYOn5zc**](https://www.youtube.com/watch?v=v1vohYOn5zc)

[**http://libraryguides.bennett.edu/home/library-tutorials/apa-style-presentations**](http://libraryguides.bennett.edu/home/library-tutorials/apa-style-presentations)

[**https://owl.english.purdue.edu/owl/resource/560/17/**](https://owl.english.purdue.edu/owl/resource/560/17/)

**Tip for the future**

**The handouts are a required component of this assignment and my hope is you will print each one and use them as a quick reference/study guide as you prepare for comps/NCE/future credentialing exams.**

**GUIDELINES FOR YOUR PERSONAL PHILOSOPHY/THEORETICAL ORIENTATION PAPER**

**Worth: 100 total points**

This assignment demonstrates CACREP (2016) standard 2. F.2. d, e, g and h; 2.F.5.n***.*** This assignment is an opportunity for students to demonstrate an understanding of counseling theories and models to conceptualize client presentation in order to select appropriate counseling interventions. Students are exposed to models of counseling throughout the course as well as current research and demonstration of professional practice. In completing this assignment will review current scholarly research to enhance their development of a personal model of counseling.

The purpose of this assignment is to identify what approaches and theorists you find resonate with you the most at this stage of your personal and professional development. This is a work in progress. Your philosophy of practice will evolve over time and will be altered as your life and professional experience expand. The following questions can assist you in formulating your first draft of your professional statement for this class. You are not expected to answer all of them. These are not meant to be the format for your paper. Instead, they might shape some of what you will choose to include within each heading. Feel free to make comments on other ideas we raise in class. The paper should be no more than 5 typed, double-spaced pages. Reference page must be included. You should be specific in what approaches and theorists you are using.

**Philosophy Of Humanity…What I Believe About Others and How Change Happens**

Professional counselors utilize a variety of theories and interventions in order to best serve clients. This course has introduced you to several of the most researched/evidence-based theories in the counseling field. Of all of the theories presented however, you may find one or two theoretical orientations particularly appealing.

***The purpose of this assignment is to identify what approaches and theorists you find resonate with you the most at this stage of your personal and professional development.*** (Remember, your philosophy of practice will evolve over time and will be altered as your life and professional experience expand.)

In order to complete this paper, read Chapter 3 (in the Halbur & Halbur folder in BlackBoard). Next, take the ***Selective Theory Sorter-Revised*** (Halbur & Harbur, 2015) survey found there. (This may be most effectively done if printed out and hand scored). Finally, address the following section headings for the paper:

*NOTE: USE THESE BOLDED HEADERS FOR EACH SECTION OF YOUR APA FORMATTED PAPER! Within each heading I have included questions that may help you develop your paper. You are not expected to use every subheading. Examples are provided to inspire and guide you in the development of your paper.*

**Introduction –** Provide a brief introductory paragraph(s) at the beginning of the paper.

1. What do you believe about how directive counseling should be?
2. What do you believe about brief intervention versus long-term therapy?
3. How important is goal-directedness in counseling?
4. How do you view the therapeutic relationship and the role of the counselor?
5. What do you see as the timeframe of counseling?
6. What is your view of people?
7. Who is in charge?
8. What do you want the client to learn?

**My Results of the *Selective Theory Sorter-Revised***

This section is the bulk of your paper. After taking this survey answer these questions in a narrative format: Which theories or school of thought did you find most appealing? Least appealing? Which one of the 60 items stood out to you? What were your three highest theories or schools of thought? Based on the highest one, what are some things you like about the theory or school of thought? What are your thoughts on the results? (Utilize the text to back up these theories. Be sure to use references when needed).

**My Values**

Articulate briefly what some of your values are as a person and a professional counselor-in-training. How do you live out or demonstrate these values personally and professionally? (Use references when needed).

1. At your funeral, what do you think people would have to say about you? What would you like them to be able to say?
2. Given a magical week, what would you do? Who, if anyone, would you include?
3. What do you believe about how people change?
4. How much do you believe you must understand the root cause, the why, of a problem in order to change?
5. Through which lens do you believe change occurs – through affect, cognition, behavior, or some combination?
6. Given the power to change permanently what are three things would you choose to change? Why?
7. What would you change in your neighborhood?
8. If your power were now extended to the world, what would you choose to change permanently? Why?
9. Based on the answers given above what themes emerged from your answers? What are your priorities? How are the changes that you strive for related to changes that you hope your clients will make? How are these changes impact your role as a helping professional?

**My Places for Growth**

What are some particular areas of growth for you in the area of professional counseling? What can you do to grow in your learning in regard to your most appealing theory? Name three *specific* methods, tactics, or strategies by which you can address these areas of growth. (Use references when needed).

 **Conclusion**

Conclude the paper by revealing the most interesting, surprising, or intriguing insight you uncovered during the course of studying theories and techniques this semester. What is your personal takeaway from this theories course and how has it affected you as a future counselor? What theory/theories or school of thought have you leaned toward? And why? What can you do to assist in growing in this theory?

**Requirements:**

* **Written Communication:** Must be written as an academic paper in formatting, but the use of 1st person is appropriate.
* See Rubric for more specific grading criteria.
* **APA Formatting:** APA formatted required (title page, reference page). All citations must be correctly APA formatted
* **Number of Resources:** Include a minimum of 3 scholarly references.
* **Length of Paper:** The entire paper should be typed double-spaced pages. No more than 4-6 pages. Page limit does not include title or reference page.
* **Font and Font Size:** Times News Roman, 12 point.

**Assignment is to be uploaded to Blackboard.**

**NCCU Policies and Resources**

**Adverse Weather**: Please read http://web.nccu.edu/publicrelations/EmergencyPlan.pdf for the University’s policy on adverse weather. Please follow the instructions as outlined in the University policy. In addition, announcements regarding scheduled delays or the closing of the university due to adverse weather conditions will be broadcast on local radio and television stations.

**Confidentiality and Mandatory Reporting**

All forms of discrimination based on sex, including sexual misconduct, sexual assault, dating violence, domestic violence, and stalking offenses, are prohibited under NCCU’s Sexual Misconduct Policy (POL 80.07.1). NCCU faculty and instructors are considered to be responsible employees and are required to report information regarding sexual misconduct to the University’s Title IX Coordinator. The Sexual Misconduct Policy can be accessed through NCCU’s Policies, Rules and Regulations website at www.nccu.edu/policies/retrieve.cfm?id=450. Any individual may report a violation of the Sexual Misconduct Policy (including a third-party or anonymous report) by contacting the Title IX Coordinator at (919) 530-6334 or TitleIX@nccu.edu, or submitting the online form through http://www.nccu.edu/administration/dhr/titleix/index.cfm.

**COVID-19 Health and Safety Requirement for Wearing a Face Mask or Other Face Covering in the Classroom or Other Instructional Setting:**

To create and preserve a classroom atmosphere, whether in-person or online, that optimizes teaching and learning, all participants share a responsibility in creating a civil and non-disruptive forum. At all times, students are expected to continuously conduct themselves in a manner that does not disrupt teaching or learning. Your responsibilities as a member of the North Carolina Central University community are outlined in the [NCCU Student Code of Conduct](https://legacy.nccu.edu/policies/retrieve.cfm?id=442) (Code). The [Code](https://legacy.nccu.edu/policies/retrieve.cfm?id=442) outlines disciplinary procedures, behaviors that are subject to disciplinary action, hearing procedures and the consequences that result from violating the [Code](https://legacy.nccu.edu/policies/retrieve.cfm?id=442).

In addition to community standards to which all students are accountable, the [Code](https://legacy.nccu.edu/policies/retrieve.cfm?id=442) outlines the requirement to abide by all other rules, regulations, policies, procedures and guidelines issued by the institution. In consideration of the University’s commitment to maintain healthy and safe learning environments during the COVID-19 pandemic, the University has issued the [Operations, Recovery and Continuity](https://myeol.nccu.edu/sites/default/files/2020-06/FULL%20NCCU%20Operations%20Continuity%20Plan%20Fall%202020%20FINAL%206%2012%202020.pdf) plan. The [plan](https://myeol.nccu.edu/sites/default/files/2020-06/FULL%20NCCU%20Operations%20Continuity%20Plan%20Fall%202020%20FINAL%206%2012%202020.pdf) highlights and details the University’s preparations to safely open for the Fall 2020 semester and includes behavioral standards for in-class instruction, such as physical distancing, use of face coverings, and hand hygiene. However, in light of the ever-changing nature of the COVID-19 pandemic, the plan is subject to change.

**Please be advised that face coverings are required while on campus and during in-person instruction as per NCCU’s guidelines, and the State of North Carolina’s Executive Order 147. The few exceptions to this requirement can be found in the**[**Operations, Recovery and Continuity**](https://myeol.nccu.edu/sites/default/files/2020-06/FULL%20NCCU%20Operations%20Continuity%20Plan%20Fall%202020%20FINAL%206%2012%202020.pdf)**plan.**

Any action by a student that interferes with the education of another student or interferes with the operations of the University in carrying out its responsibility to provide a safe and conducive educational environment will be considered a violation of the [NCCU Student Code of Conduct](https://legacy.nccu.edu/policies/retrieve.cfm?id=442).

**NCCU Attendance Policy**

Class attendance is expected of students at North Carolina Central University and represents a foundational component of the learning process in both traditional on-campus and online courses. Students should attend all sessions of courses for which they are registered for the entire scheduled period and are responsible for completing all class assignments. Instructors will keep attendance records in all classes. Instructors must clearly state on the syllabus how class attendance will factor into the final grade for the course. Faculty will include a written statement of the attendance guidelines in their course syllabi and will review the guidelines during the first class session. As of Fall 2017 NW and NF attendance grades will no longer be assigned. If a student misses three consecutive class meetings, or misses more classes than the instructor deems advisable, in addition to entering the information into Grades First, the instructor will report the facts to the student’s academic dean for appropriate follow-up. Students who miss class to participate in university-authorized activities are given excused absences for the missed class time. It is the student’s responsibility to inform the instructor of such activities at least one week before the authorized absence, and to make up all work as determined by the instructor.

**Statement of Inclusion/Non-Discrimination**

North Carolina Central University is committed to the principles of affirmative action and non-discrimination. The University welcomes diversity in its student body, its staff, its faculty, and its administration. The University admits, hires, evaluates, promotes, and rewards on the basis of the needs and relevant performance criteria without regard to race, color, national origin, ethnicity, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran's status, or religion. It actively promotes diversity and respectfulness of each individual.

**Student Disability Services**

Students with disabilities (physical, learning, psychological, chronic or temporary medical conditions, etc.) who would like to request reasonable accommodations and services under the Americans with Disabilities Act must register with the Office of Student Accessibility Services (SAS) in Suite 120 in the Student Services Building. Students who are new to SAS or who are requesting new accommodations should contact SAS at (919) 530-6325 or sas@nccu.edu to discuss the programs and services offered by SAS.  Students who are already registered with SAS and who would like to maintain their accommodations must renew previously granted accommodations by visiting the NCCU Accommodate Website at <https://nccu-accommodate.symplicity/students/index.php> and logging into their Eagle Accommodate Student Portal.  Students are expected to renew previously granted accommodations at the beginning of each semester (Fall, Spring & Summer sessions).  Reasonable accommodations may be requested at any time during the semester for all students; however, accommodations are not retroactive.  Returning semester requests for returning students are expected to be done within the first two weeks of the semester.  Students are advised to contact their professors to discuss the testing and academic accommodations that they anticipate needing for each class.

Students identifying as pregnant or other pregnancy-related conditions who would like to request reasonable accommodations and services must register with SAS.

**Other Campus Programs, Services, Activities, and Resources**

Other campus resources to support NCCU students include:

* [*Student Advocacy Coordinator*](https://legacy.nccu.edu/advocacy/index.cfm). The Student Advocacy Coordinator is available to assist students in navigating unexpected life events (e.g. short-term illness/injury, loss of a loved one, personal crises) and guide them to the appropriate University or community resources. Students may also receive assistance with resolving some emergency financial concerns; understanding NCCU policies, rules and regulations; or general problem-solving strategies. Contact Information: Student Services Building, Room G19, (919) 530-7492, studentadvocacy@nccu.edu.
* [*Counseling Center*](https://www.nccu.edu/life-nc-central/health-and-well-being/counseling-center). The NCCU Counseling Center is staffed by licensed psychologists and mental health professionals who provide individual and group counseling, crisis intervention, substance abuse prevention and intervention, anger management, and other services. The Counseling Center also provides confidential resources for students reporting a violation of NCCU’s Sexual Misconduct Policy. Contact Information: Student Health Building, 2nd Floor, (919) 530-7646, counseling@nccu.edu.
* [*University Police Department*](https://www.nccu.edu/administration/university-police). The University Police Department ensures that students, faculty and staff have a safe and secure environment in which they can live, learn, and work. The Department provides a full range of police services, including investigating all crimes committed in and around its jurisdiction, making arrests, providing crime prevention/community programs, enforcing parking regulations and traffic laws, and maintaining crowd control for campus special events. Contact Information: 2010 Fayetteville Street, (919) 530-6106, nccupdinfo@nccu.edu.
* [*Veterans Affairs*](https://www.nccu.edu/enrollment/veterans-affairs)*.*One of the goals of the faculty and the NCCU Veterans Affairs Office’s (VAO) is to provide a welcoming and supportive learning experience for veterans. Specifically, the VAO’s primary goal is to provide a smooth transition from military to college life for veterans, service members, and dependents.  If you wish, please contact your professor and/or the Director of the VAO during the first weeks of class so that we may support and assist you. During your matriculation, the VAO is here to assist you with the VA Educational Benefits process and offer overall support to ensure academic progression towards graduation. For more information please contact the VAO at 919-530-5000 or veteransaffairs@nccu.edu.
* [*LGBTA Resource Center*](https://www.nccu.edu/life-nc-central/health-and-well-being/lgbta-center)The Lesbian, Gay, Bisexual, Transgender, and Ally (LGBTA) Resource Center at NC Central University serves as a vital link by which LGBTQIA+ individuals can find a sense of community and everyone can learn about LGBTQIA+ identities and culture.

[**Academic Integrity**](https://legacy.nccu.edu/policies/retrieve.cfm?id=442)**:** Students are bound by the academic integrity policy as stated in the code of student contact. Therefore, students are required to uphold the university pledge to exercise honesty in completing assignments. Plagiarism of any kind (accidental or otherwise) will result in an automatic zero (0) for the assignment and a report to the Program Chair and Dean. Instructor uses plagiarism detecting software for all written assignments. Also, unless explicitly stated by the instructor, students are not allowed to collaborate on midterm and final exams.

See the website for an explanation of NCCU Academic Integrity Honor Code:

<http://www.nccu.edu/formsdocs/proxy.cfm?file_id=1674>

Students are also expected to adhere to the Ethical standards of the [American Counseling Association](https://www.counseling.org/resources/aca-code-of-ethics.pdf). If you have not already familiarized yourself with ACA Ethical standards and the Universities policies on academic integrity, it is recommended that you do so.