

**CON 5371 -01 Pre-Practicum Counseling Skills Syllabus**

Counselor Education Program  
School of Education  
North Carolina Central University

<b>Instructor:</b> Helen Lupton-Smith, PhD, LCMHCA,	<b>E-mail:</b> hluptons@ncu.edu
<b>Office:</b> School of Education 2087	<b>Phone:</b> 919-530-7584
<b>On campus meeting:</b> Wednesdays 4-6:30 pm: SOE room 1076	
<b>Office hours (or by appointment):</b> Tues. 10am-4pm; Wed. 12pm-3pm	

**COUNSELOR EDUCATION MISSION STATEMENT**

*The Counselor Education Program at North Carolina Central University prepares counselors to work with children and adults in a variety of settings. The primary focus of the program is to prepare professional counselors who can promote human growth and development in rural and urban settings. To this end, the program emphasizes increasing awareness, knowledge, and skills in interacting with economically, socially, and culturally diverse populations. The program makes an intentional effort to serve a diverse group of students (diverse across race, gender, age, and ethnicity). A major emphasis of the training is on clinical experiences in partnership with local agencies. These partnerships foster an understanding of multicultural and diverse populations and mastering counseling techniques that promote their empowerment in rural and urban settings. The program aims to develop professional counselors who are agency leaders and advocates for systemic change. Faculty in the program is expected to teach, mentor, provide service to the community, present at local and national conferences and conduct program relevant research.*

**I. COURSE DESCRIPTION**

Prerequisites: Phase 1 completion. An opportunity is provided for candidates in all program tracks to learn and demonstrate through micro counseling and video sessions the skills of counseling interviews. Emphasis is placed on applying techniques through role-playing and practicing skills in classes. This is a practice-oriented course with major emphasis on applying counseling techniques, considering multicultural issues and analyzing counseling style and performance through a reflection and self-evaluation process. Candidates must achieve a grade of B or better in this course before placement in CON 5372 and/or CON 5390.

**II. METHODS OF INSTRUCTION**

This course will be delivered in person and makes use of a variety of instructional methods, including but not limited to: class readings, group discussion, role-plays, peer

feedback, tape analysis. We will meet together for an hour and a half and then students will break into dyads the last hour of class where from 5:30-6pm they will serve as a client for the same peer over the whole semester and from 6-6:30pm they will be in a different breakout and serve as a counselor for a different peer over the whole semester. So each student will be part of two different pairings.

**III. STUDENT LEARNING OUTCOMES**

<p><b>CON 5371: Student Learning Outcomes (CACREP 2024)</b></p> <p><b>Students will be able to...</b></p>	<p><b>Method for Obtaining Outcome</b></p>
<p><b>Students will demonstrate use of culturally appropriate practices, skills and interventions including Multicultural and Social Justice Counseling Competencies. (K &amp; S) : Final Skills Assessment (Key Performance Indicator)</b></p>	<p><b>Assignment:</b> Final Skills Assessment (Week 11)</p>
<p>1.Describe theories and models of counseling and consultation (CACREP 3.E.1,4.</p>	<p><b>Readings:</b> Change Techniques Part 1 and 2, chapters 10 and 11 (week 11)  <b>Assignment:</b> SOAP Notes: 6 notes due throughout the semester on dyads  <b>Assignment:</b> Case Conceptualization (Week 14)</p>
<p>2.Utilize a systems approach to conceptualizing clients (CACREP 3.E.1,2.</p>	<p><b>Assignment:</b> Cultural Genogram (week 5)  <b>Assignment:</b> Case Conceptualization (Week 14)</p>
<p>3.Practice ethically and culturally relevant strategies for establishing and maintaining in-person and technology-assisted relationships, including identifying the impact of technology on the counseling process (CACREP 3.E.5.)</p>	<p><b>Reading:</b> The Cultural Climate and the Therapeutic Relationship, chapter 3 (week 3)  <b>Assignment :</b> Final Assessment (Week 11)  <b>Guest Lecture:</b> (Week 13)</p>
<p>4.Identify and implement counselor characteristics and behaviors that influence the counseling process (CACREP 3.E.8)</p>	<p><b>Readings:</b> Helping as a personal journey : The therapeutic relationship: Chapters 1,2 and 4 (week 2 and 4)  <b>Assignment:</b> How Not to Listen Recording (week 4)  <b>Assignment:</b> Soap Notes</p>

	<b>Assignment:</b> Midterm and final assessment (weeks 7 and 11)
5. Use essential interviewing, counseling, and case conceptualization skills (CACREP 3. E.3)	<b>Assignment:</b> Soap notes <b>Assignment:</b> Midterm and final Assessment (week 7 and 11) <b>Assignment:</b> Case Conceptualization (week 14) <b>Assignment:</b> Skills Quizzes (week 6 and 8)
6. Practice creating relevant counseling plans and measurable outcomes (CACREP 3.E.13,14.)	<b>Readings:</b> Assessment and Goal Setting chapter 9 (week 9) and Outcome Evaluation chapter 12 (week 12) <b>Assignment:</b> Soap Notes <b>Assignment:</b> Case Conceptualization (week 14)
7. Identify evidence-based counseling strategies and techniques for prevention and intervention, as well as consider how to connect clients with community resources (CACREP 3.E.15)	<b>Readings:</b> Change Techniques Part 1 and 2, chapters 10 and 11 (week 11) <b>Assignment:</b> Soap Notes <b>Assignment:</b> Case Conceptualization (week 14)
8. Describe suicide prevention models and strategies; crisis intervention and trauma informed care (CACREP 3.E.19,20.)	<b>Readings:</b> Assessment and Goal Setting chapter 9 (week 9)
9. Integrate content towards development of a personal model of counseling (CACREP 3.E.21.)	<b>Assignment:</b> Cultural Genogram ( week 5) <b>Assignment:</b> Midterm and final skills assessment (Week 7 and Week 11) <b>Assignment:</b> Case Conceptualization (week 14)
10. Describe how the Multicultural and Social Justice counseling competencies facilitate counseling relationships (CACREP 3.B.1. and 3.E.7.)	<b>Reading:</b> The Cultural Climate and the Therapeutic Relationship, chapter 3 (week 3) <b>Assignment:</b> Final assessment (week 11)
11. Develop skills and methods of effectively preparing for and conducting initial assessment meetings (CACREP 3.G.10)	<b>Readings:</b> Assessment and Goal Setting chapter 9 (week 9)
12. Adapt counseling skills to meet the needs of those affected by crisis, disasters, and trauma (CACREP 3.E.20)	<b>Readings:</b> Assessment and Goal Setting chapter 9 (week 9)
13. Display strategies for personal and professional self-evaluation and implications for practice (CACREP 3.E.2,21)	<b>Assignment:</b> Cultural Genogram (week 5) <b>Assignment</b> Midterm and final skills assessment (week 7 and week 11) <b>Assignment:</b> Case Conceptualization (week 14)

14. Understand the importance of research in advancing the counseling profession, including the use of research to inform counseling practice (CACREP 3.H.1)	<b>Readings:</b> Outcome evaluation chapter 12 (week 12)
15. Understand the use of research methods and procedures to evaluate counseling interventions (CACREP, 3.H.7)	<b>Readings:</b> Outcome evaluation chapter 12 (week 12)

#### IV. TEXTS, MATERIALS, AND RESOURCES

##### Required texts

Young, M. (2021). Learning the art of helping: Building blocks and techniques (8th ed.). Boston: Pearson.

*Additional required readings may be added to Canvas throughout the semester.*

##### Required Supplemental Materials

You will need to record a few video recordings of your dyad sessions in order to critique your counseling skills throughout the semester. There are various options for recording your sessions. If meeting in person you can record with your phone or computer and then will upload on a privately shared google drive folder. If virtually, you can use Zoom or Webex to host and record your session. Zoom may work better at getting both the counselor and client on the screen at the same time.

Online resources <http://www.nccuCounseling.com>: Counselor Education at NCCU.  
<http://www.apastyle.org/>: American Psychological Association APA Writing Style home page  
<http://blog.apastyle.org/>: Writing experts comment on the APA writing style.  
<http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>: APA tutorial site.  
<http://www.counseling.org/>: American Counseling Association.  
<http://www.amhca.org/> - American Mental Health Counselors Association.  
<http://ncblcmhc.org>: Information regarding licensure.

#### V. CANVAS

The syllabus, assignments, grading rubrics, readings, and other materials related to the course can be found in Canvas. **Please ensure that you have complete access to the course in Canvas by the end of the first week of class.** If you have questions about your Canvas account, please contact the campus Helpdesk at [nccu.edu/facultyandstaff/its/helpdesk.cfm](http://nccu.edu/facultyandstaff/its/helpdesk.cfm) or contact the Eagle Technical Assistance Center (ETAC) at 919-530-7676.

## VI. COURSE POLICIES

### Attendance

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. Students are not allowed to miss more than two classes or they will not pass the class.

If there are extenuating circumstances that come up, it is the student's responsibility to inform the instructor of any authorized absence and to make up all work. Points will be taken off from the participation/ disposition grade for unexcused absences, unexcused lateness, and lateness of assignments. (Unexcused absences include examples like taking vacation during class time.)

Attendance and observance of professional classroom conduct is mandatory. **Put cell phones and any other devices away including laptops that are not for the purpose of class. Punctuality and participation are necessary to accomplish the goals of the course.** Our meetings will consist of experiential activities, skills practice, and active discussions about the readings and course assignments.

### Assignments

- All assignments must be completed and turned in on time. Assignments must be turned in via Canvas by 11:59 PM on the day that they are due (unless otherwise noted). Late assignments are subject to grade penalties. Five points will be deducted for each day the assignment is late. If you do turn in an assignment late, please *email* the instructor and let her know.
- All written assignments are to be typed in Times New Roman, 12-point font, double-spaced, with 1" margins and a cover page. All sources used must be referenced in APA style. Cover pages and reference pages are not counted toward the required page length.

### Emails

By and large, I will respond to emails within 24 - 48 hours during the school week and within 48 hours on the weekends. Emails with questions about assignments due that week should be sent at least 48 hours prior to the due date.

### Respect

- Students are expected to assist in creating and maintaining an environment that is conducive to learning. All members of the learning community will demonstrate such respect by refraining from distracting, discourteous, or harmful behavior.
- Students are expected to practice classroom confidentiality: in other words, whatever is discussed in the classroom is expected to remain in the classroom.

- Emotional safety is paramount. Disrespecting another’s racial, religious, gender, sexual, or other identity; attacking another’s point of view; etc. will not be tolerated.

## VII. UNIVERSITY POLICIES

### Academic Honesty Policy

North Carolina Central University views academic honesty as a critical value protecting the transmission of knowledge. Academic dishonesty is a serious violation and includes providing/receiving unauthorized assistance with papers, projects, and exams; presenting, as one’s own, another’s words/ideas without acknowledgement; presenting the same papers/projects for credit in two classes without explicit professor permission; and using undocumented internet information. **It is the position of this instructor in this course that the use of AI (Artificial Intelligence) will detract from the skills we are trying to develop. So the use of any form of AI on any class assignments such as papers and more would be considered Academic dishonesty.** Academic dishonesty will result in a grade of “F” in the course.

### Statement of Inclusion/Non-Discrimination

North Carolina Central University is committed to the principles of affirmative action and nondiscrimination. 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 Accessibility Services (formerly 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](mailto: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 SAS website at [www.nccu.edu/sas](http://www.nccu.edu/sas) and logging into Eagle Accommodate. Students are expected to renew previously granted accommodations at the beginning of each semester, preferably during the first two (2) weeks of class. Reasonable accommodations can be requested at any time throughout the semester; however, they will not be effective retroactively. Students are strongly encouraged 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 under Title IX must register with SAS.

### 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 (NCCU POL 01.04.4). 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, Regulations and Rules website at [www.nccu.edu/policies](http://www.nccu.edu/policies). 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) 530-7944 or [TitleIX@nccu.edu](mailto:TitleIX@nccu.edu), or submitting the online form through the Title IX Reporting Form, located at [www.nccu.edu/titleix](http://www.nccu.edu/titleix).

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

Other campus resources to support NCCU students include:

- Student Advocacy Coordinator. The Student Advocacy Coordinator is available to assist students in navigating unexpected life events that impact their academic progression (e.g., homelessness, food insecurity, personal hardship) and guide them to the appropriate University or community resources. Contact Information: Student Services Building, Room G19, (919) 530-7492, [studentadvocacy@nccu.edu](mailto:studentadvocacy@nccu.edu).
- 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, 2<sup>nd</sup> Floor, (919) 530-7646, [counseling@nccu.edu](mailto:counseling@nccu.edu).
- University Police Department. 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](mailto:nccupdinfo@nccu.edu).

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 (Code). The Code outlines disciplinary procedures, behaviors that are subject to disciplinary action, hearing procedures and the consequences that result from violating the Code.

In addition to community standards to which all students are accountable, the Code outlines the requirement to abide by all other rules, regulations, policies, procedures and guidelines issued by the institution.

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.

## VIII. COURSE ASSIGNMENTS

### A) Participation (40 points) and Disposition (60 points) grade

As a part of your attendance and participation evaluation, students are graded regarding the following criteria:

- 1) Demonstration of attitudes, behaviors, and dispositions consistent with appropriate responses to critical feedback from the instructor, appropriate interactions and relationships with other students, and adherence to the ACA Code of Ethics.
- 2) Demonstration of dispositions consistent with an inclusive, multicultural, and ethical counseling role in promoting well-being, healthy relationships, academic success, and career mastery
- 3) Demonstration of effective leadership skills
- 4) Active engagement in class activities and participation. Students are expected to fully engage in modules and synchronous meetings including discussions, experiential activities, self reflection, and practice exercises. Engagement includes completion of all readings and tasks outside of class, as well as active contributions in class.
- 5) Contributions to class discussion displaying critical and creative thinking skills  
(\*\*See the most recent version of the ACA code of ethics and the NCCU Counseling Student Handbook for more on Expected Student Dispositions and Behaviors.)

As your instructor, I do not foresee there being any concerns about professional behaviors; each of you have demonstrated these behaviors, as evidenced by acceptance into the program. If there is a reason for me to have any concern about a student's dispositions and there is a potential for the student to receive a less than ideal evaluation in this area, I will be in contact with that student immediately to address the concern.

### B) How Not to Listen Recording (30 points)

For this assignment, you will be asked to record a 5-10 minute demonstration with someone not in the class where you as the counselor will demonstrate some of those roadblocks to listening or poor listening behaviors that can negatively impact the session. You may choose to demonstrate some of those behaviors that personally bother you the most when someone is not listening to you. You can submit your recording in the canvas assignment folder and we will share in class. This assignment is due **February 4<sup>th</sup> by 4pm**.

### C) Cultural Genogram (50 points)

The purpose of this assignment is to identify family/cultural patterns that influence you as a person and beginning counselor. You will then have an opportunity to share themes with

classmate(s) to more fully understand how cultural background, privilege/oppression, upbringing, and other demographic markers shape us. The genogram is due **February 11<sup>th</sup> by 4 pm.**

**Part 1 (30 points).** You will create a **Cultural Genogram** of your own family tree, providing insight into some of the factors that have shaped your beliefs, values, and perspectives. You are welcome to think of family as broadly as you like (e.g., if a neighbor, friend, “chosen family,” or spiritual/religious leader had a strong influence on your life you may incorporate them too). Your genogram can be creative or straightforward (i.e., if you want to use digital pictures, photos, art supplies to decorate your genogram that is very welcome; if you prefer to use an app such as draw.io to create your genogram that is great too. This is an opportunity to be as creative as you choose to be!)

Think about and label or describe the below items in your **genogram** as they apply. Please note that the genogram will only be shared with the course instructor and is not shared with classmates. In class we will talk more about the process and what you learned that you would like to share unless you would like to share your genogram. The below are guidelines but also want you to have some freedom in what variables would be most helpful for you to look at and reflect upon for your own awareness.

1. How is family defined in your life?
2. Family history (e.g., marriages, divorces/separations, deaths, geography)
3. Defining your culture of origin however that makes sense to you
4. Your cultural values (spiritual, political, religious, moral, or otherwise), core beliefs, and traditions
5. Any particular points of pride and/or strengths for your culture or your family specifically
6. Important life events that occurred that have affected you
7. Relationships between family members (i.e., conflicts, alliances, closeness/distance)
8. Strengths or markers of resilience
9. Physical and mental health histories of family members
10. Areas of privilege or marginalization in your life

**Part 2 (20 points).** Include a response to each of the below four **reflection** prompts with your genogram. Each response should be 5-7 sentences long.

1. An impactful event in my family history
2. Family’s overarching worldview (e.g., core values, perspectives on life) and beliefs about mental health and counseling specifically
3. Describe one area of privilege and one area of marginalization within your family and how they both impact you today
4. What feelings came up for you as you created your cultural genogram?

- Comprehensive inclusion of at least three generations within your family tree, using symbolism, legends, labels, etc. Up to 25 points
- Response to reflection questions on genogram: Up to 20 points
- Visual quality and organization of the genogram: Up to 5 points

### **D) Midterm Skills Assessment (100 points)**

This assignment will function as your midterm exam for the course. It is due **February 25th by 11:59 pm**. In it you will demonstrate your awareness of various skills we have covered up to this point in the course. Select a 15-20 minute section of a taped segment with you in the role of counselor working with your dyad client. You will submit this recording to a privately shared google drive folder shared with the course instructor. This section of tape should demonstrate you applying skills we have covered to date. These skills are specified below. After you watch your tape you will be asked to complete the following forms:

1. The Counseling Skills Rating Form
2. Reflection answering the questions below:
  - a. What were you most proud of? (Time Stamp)
    - i. What skills were you using?
    - ii. What were the thoughts in your head during that time in the session?
    - iii. What were the feelings you were having?
  - b. What part of the session did you feel most unsure, insecure, and vulnerable? (Time Stamp)
    - i. What skills were you using?
    - ii. What were the thoughts in your head during that time in the session?
    - iii. What were the feelings you were having?
    - iv. Rewind: What would you do if you could do it over?

While this is a mid-semester assessment, it is also a learning experience and a way to practice your skills and receive feedback for improvement. Below are the skills you will be expected to demonstrate in the session.

1. Nonverbal attending
2. Encouragers
3. Open Ended Questions
4. Reflection of content or paraphrasing
5. Reflecting feelings
6. Summarizing (optional but would be good to try to practice and incorporate)

You will be graded as follows:

- Tape 15-20-minute role-play of counseling skills: Up to 60 points

- Rating form: Up to 20 points
- Reflection form: Up to 20 points

### E) Final Skills Assessment (110 points)

This assignment is due **April 1st by 11:59**. During the course **residency** you will be recording your final skills assessment. You will be observed and given feedback in person by the course instructor and record the session so you can watch it after the residency. In that session you will demonstrate the skills required in tape 1 and 2 of the newer skills. You will turn in a 15-20 minute recording with you as the counselor working with your dyad client. You will submit this recording after watching yourself a week after residency to a privately shared google drive folder shared with the course instructor. The skills required will be specified below. After you watch your tape you will be asked to complete the following forms which will be uploaded in canvas:

1. The Counseling Skills Rating Form
2. Reflection answering the questions below:
  - c. What were you most proud of? (Time Stamp)
    - i. What skills were you using?
    - ii. What were the thoughts in your head during that time in the session?
    - iii. What were the feelings you were having?
  - d. What part of the session did you feel most unsure, insecure, and vulnerable? (Time Stamp)
    - i. What skills were you using?
    - ii. What were the thoughts in your head during that time in the session?
    - iii. What were the feelings you were having?
    - iv. Rewind: What would you do if you could do it over?

Below are the skills you will be expected to demonstrate in the session.

Basic listening skills:

1. Nonverbal attending
2. Encouragers
3. Open Ended Questions
4. Reflection of content or paraphrasing
5. Reflecting feelings
6. Summarizing
7. Broaching

2 of the following skills:

1. Self disclosure
2. Reflection of meaning
3. Reframing

4. Confrontation
5. Immediacy
6. Feedback
7. Goal Setting

You will be graded as follows:

- Tape 15-20-minute demonstration of counseling skills: Up to 72 points
- Rating form: Up to 18 points
- Reflection form: Up to 20 points

#### **F) Case Conceptualization (100 total points)**

Each student will complete a case conceptualization and submit it which will include a 10 minute video segment where you are the counselor working with a client who is struggling with an issue you are interested in working with. (i.e. anxiety, depression, body image, procrastination, substance abuse, career etc.) It is a role play demonstration. Please respond to the questions at the end of the syllabus for your case conceptualization in a powerpoint. In the role play you will be expected to demonstrate the following skills: Nonverbal attending, encouragers, open ended questions, paraphrasing, reflecting feelings, summarizing **and one of the newer challenging skills (Self disclosure, Reflection of meaning, Reframing, Confrontation, Immediacy, or Feedback)**. The case presentation should be no more than 25 minutes total: 5- 10 minute powerpoint/background/ 10 minute video demonstration, and 5 minute reflection summary of your skills used and what you learned. The case presentation is due **by April 22<sup>nd</sup> at 4pm** and will be presented in class.

1. Powerpoint: ... Student answered all questions for the case conceptualization and presented in a visually appealing, organized, and engaging way: Up to 40 points
2. Video demonstration: ... Student demonstrated required skills in the video demonstration with a client who was struggling with a certain issue/s. Up to 40 points
3. Reflection: ... Student did a good job verbalizing reflections learned from the assignment about themselves as a counselor and commenting on their skill usage. Up to 20 points

#### **G.) CSDAT (Counseling Skills and Dispositions Assessment Tool) (30 points)**

The instructor will complete the CSDAT for each student and provide feedback on this program wide assessment which is used in Pre Practicum, Group, Practicum, and Internship to let students know how they are doing on specific skills and dispositions. The CSDAT will be in Canvas to view. CSDATs will be completed and feedback shared with

each student in an individual conference with feedback on the case conceptualization the last week of the semester.

### **H.) Dyads and Soap Notes (60 points)**

At the beginning of the semester you will be paired up with a student in the other class where you will serve as the student's "counselor" for the entire semester. You will meet for half an hour each week in our last hour of class and the "counselor" will complete a client SOAP note after the session. You will also serve in the client role for the other half hour. Your SOAP note will only be written and shared by the counselor with the course instructor and all client content is confidential. The course instructor will be watching some of your skills and pop into your dyad breakout sessions to help give skill feedback.

I want you to feel free in your dyads to share meaningful and real content. Your counselor is expected to keep your sessions confidential unless they were worried about harm to self or others. The counselor in your dyad will go over informed consent just as you would with a real client at the beginning of the semester to reinforce confidentiality. It's up to you as the client what you would like to share in your dyad. We have found that sharing real content has made the process easier and a richer experience for the client and counselor. However, it is your choice as the client the depth of content you would like to share. Student feedback received in the past has shown the dyads have proven to be an extra support for the semester. Client Soap notes are due the midnight before our Wednesday class and I will be reviewing those generally Wednesday mornings. (There are some weeks without a SOAP note due but a total of 6 are required at 10 points each.)

#### **Dyad Pairs:**

<b><u>Counselor:</u></b>	<b><u>Client:</u></b>
<b>5:30-6pm</b>	
Cherisse Holloway	Grace
Amy Godfrey	Alandis

<b>6-6:30pm</b>	
Alandis	Charisse Holloway
Grace	Danielle Dunker

### **I.) Skills Quizzes (20 points)**

There are two skills quizzes that will be done during class: #1 From readings done through chapter 6 related to skills and #2 From readings on chapter 7 and 8. Each quiz is worth 10 points for a total of 20 points.

**VIII. COURSE EVALUATION**

<b>Assignment</b>	<b>Due Date</b>	<b>Points</b>
Participation (40) and Dispositions (60)	Instructor ongoing evaluation Engagement and attendance in class, class dyads, contribute to discussions, complete readings, offer feedback, and dispositions (personal and professional behaviors and attitudes)	100
How Not to Listen Recording	Due Feb. 4 <sup>th</sup> by 4pm	30
Cultural Genogram	Due Feb. 11 <sup>th</sup> by 4pm	50
Midterm skills assessment	Due Feb. 25 <sup>th</sup> by 11:59pm	100
Final skills assessment incorporated with March 24 <sup>th</sup> and 25 <sup>th</sup> and recording/paper work are due April 1 <sup>st</sup>	Due April 1 <sup>st</sup> by 11:59pm	110
Case Conceptualization	Due April 22 <sup>nd</sup> by 4 pm to be presented in class	100
Dyad Soap Notes	6 client SOAP notes (10 points each) are due throughout the semester to help the therapeutic process.	60
CSDAT evaluation feedback	Feedback given to students in the individual conference in the final week of the semester.	30
Skills Quizzes	2 Skill Quizzes at 10 points each	20
<b>TOTAL</b>		<b>600</b>

**Grading Scale:**

<b>A</b>	540-600
<b>B</b>	480-539
<b>C</b>	420-479
<b>F</b>	< 420

**Key Performance Indicators: Counselor Education Program Assessment Plan**

As part of the overall assessment plan for the Counselor Education program, designated courses have specific Key Performance Indicators (KPIs) that are connected to accreditation standards. Pre-Practicum has 1 KPI which is listed below. The assignment that measures the standard is listed beside it. The instructor will record the final grade for each student's assignment in Taskstream which is a portal for recording grades. If the student does not meet the grade standard which will be clearly communicated when the assignment is introduced, the student will be asked to repeat the assignment.

KPI 1: Students will demonstrate use of culturally appropriate practices, skills and interventions including Multicultural and Social Justice Counseling Competencies. (K & S) : Final Skills Assessment

**IX. COURSE SCHEDULE**

<b>Date</b>	<b>Focus</b>	<b>Readings due</b>
<b>Week 1</b> January 14th Wednesday 4-6:30 pm	<b>Module 1</b> Introduction to each other and the course	
<b>Week 2</b> January 21st Wednesday 4-6:30 pm Sign Informed Consent	<b>Module 2</b> Helping as a personal journey The therapeutic relationship Soap Note introduction	<b>Readings due:</b> <ul style="list-style-type: none"> <li>• Young, Chs. 1 &amp; 2</li> <li>• Hardy &amp; Laszloffy, 1995</li> </ul>
<b>Week 3</b> January 28 <sup>th</sup> Wednesday 4-6:30pm SOAP note	<b>Module 3</b>  Cultural self-awareness, diversity, values, & multiculturalism  The Cultural Climate and the Therapeutic Relationship	<b>Readings due:</b> <ul style="list-style-type: none"> <li>• Young, Ch. 3</li> <li>• Day-Vines et al. (2007)</li> </ul>

<p><b>Week 4</b> February 4th Wednesday 4-6:30pm</p>	<p><b>Module 4</b> Invitational Skills</p>	<p><b>Assignment due Feb. 4<sup>th</sup> at 4 pm:</b> <b>How not to Listen Recording</b> <b>Readings due:</b></p> <ul style="list-style-type: none"> <li>• Young Ch. 4</li> </ul>
<p><b>Week 5</b> February 11<sup>th</sup> Wednesday 4-6:30pm</p> <p>SOAP note</p>	<p><b>Module 5</b> Reflecting Skills: Paraphrasing</p>	<p><b>Assignment due Feb. 11<sup>th</sup> at 4 pm:</b> <b>Cultural Genogram</b> <b>Readings due:</b></p> <ul style="list-style-type: none"> <li>• Young, Ch. 5</li> </ul>
<p><b>Week 6</b> February 18<sup>th</sup> Wednesday 4-6:30pm</p> <p>Skills quiz</p>	<p><b>Module 6</b> Reflecting Skills: Reflecting Feelings</p>	<p><b>Readings due:</b></p> <ul style="list-style-type: none"> <li>• Young, Ch. 6</li> </ul>
<p><b>Week 7</b> February 25th Wednesday 4-6:30pm</p> <p>SOAP note</p>	<p><b>Module 7</b> Advanced reflecting skills: Reflecting meaning and summarizing</p>	<p><b>Readings due:</b></p> <ul style="list-style-type: none"> <li>• Young, Ch. 7</li> </ul> <p><b>Midterm Skills Assessment due by 11:59pm</b></p>
<p><b>Week 8</b> March 4<sup>th</sup> Wednesday 4-6:30pm</p> <p>Skills quiz</p>	<p><b>Module 8</b> Challenging skills</p>	<p><b>Readings due:</b></p> <ul style="list-style-type: none"> <li>• Young, Ch. 8</li> </ul>

Spring break March 7-14		
<b>Week 9</b> March 18 <sup>th</sup> Wednesday 4-6:30pm Soap Note	<b>Module 9</b> Assessment and Goal Setting	<b>Readings due:</b> <ul style="list-style-type: none"> <li>• Young, Ch. 9</li> </ul>
<b>Week 10</b> Residency March 24 <sup>th</sup> and 25 <sup>th</sup> 9am to 4:30pm on campus		Your Final Skills Assessment dyad recording will take place at the residency during live observation.
<b>Week 11</b> April 1st Wednesday 4-6:30 pm	<b>Module 10 and 11</b> Change Techniques Part 1 and II Revisiting Theory	<b>Readings due:</b> <ul style="list-style-type: none"> <li>• Young, Ch. 10 and 11</li> </ul> <b>Final Skills Assessment Due by 11:59pm</b>
<b>Week 12</b> April 8th Wednesday 4-6:30 pm  Soap Note	<b>Module 12</b> Outcome evaluation and termination skills	<b>Readings due:</b> <ul style="list-style-type: none"> <li>• Young Ch. 12</li> </ul>

<p><b>Week 13</b>  April 15<sup>th</sup>  Wednesday 4-6:30 pm  Soap Note Final Dyad:  Termination/Closure</p>	<p>Revisiting Group Counseling  Guest Lecture (Best Practices for telehealth and face to face counseling; Effective Approaches)</p>	
<p><b>Week 14</b>  April 22<sup>nd</sup>  Wednesday 4-6:30 pm</p>	<p><b>Module 13</b>  Case Presentations to be presented in class</p>	<p><b>Case Conceptualization Assignment due by 4 pm</b></p>
<p><b>Week 15</b>  <b>Individual Conferences</b></p>	<p>Final individual conferences on skills, CSDAT feedback, and case conceptualization. No group meeting.</p>	<p>Individual conferences will be scheduled between April 27<sup>th</sup> and May 1st</p>

## Appendix A: Case Presentation

### Guidelines for Case Presentations

#### **Case Conceptualization (100 total points)**

Each student will complete a case conceptualization and submit it which will include a 10 minute video segment where you are the counselor working with a client who is struggling with an issue you are interested in working with. (i.e. anxiety, depression, body image, procrastination, substance abuse, career etc.) It is a role play demonstration. Please respond to the questions at the end of the syllabus for your case conceptualization in a powerpoint. In the role play you will be expected to demonstrate the following skills: Nonverbal attending, encouragers, open ended questions, paraphrasing, reflecting feelings, and summarizing and **at least one of the newer challenging skills**. The case presentation should be no more than 25 minutes total: 5-10 minute powerpoint/background/ 10 minute video demonstration, and a 5 minute reflection summary of your skills used and what you learned. The case presentation will be due **April 22<sup>nd</sup> by 4pm** and presented in class that day.

#### **1. Client Demographics**

- a. Age, gender, race/ethnic background, sexual orientation, immigration status, language, religious affiliation, disability, educational/academic/vocational status, physical appearance, interpersonal style, etc.

#### **2. Presenting Problem**

- a. Why is the client presenting for counseling? Why now? Is the presenting problem described by client the same as what you see as the presenting problem? How has the presenting problem developed/changed over time? How is it manifesting now?

#### **3. History of significant events**

- a. Medical and health history
- b. Social, interpersonal history
- c. Education, vocational history
- d. Family background
- e. Previous counseling experience
- f. Trauma experiences
- g. Multicultural and Social Justice considerations (MSJCCs) and impact on counseling relationship
- h. Any notable situational factors

#### **4. Conceptualization**

- a. Working hypotheses for DSM Diagnosis (if applicable)
  - i. Include previous client diagnoses
  - ii. Documented learning or physical disabilities
- b. Conceptualization of client
  - i. Apply a theory of your choice to describe your client's situation (in at least four sentences)
  - ii. Describe relevant cultural variables, their impact on client's strengths, access to resources, and beliefs/values/worldview. Discuss your match/mismatch with the client in terms of these cultural variables.
  - iii. Identify developmental stages/concerns of the client
  - iv. Assess client's level of overall wellness

**5. Course of Counseling**

- a. Initial goals, plan, treatment strategies
- b. Progress to present (including how many sessions you have had)
- c. What have you done that has worked? That has not worked?
- d. Relationship
  - i. How do *you* feel when with this client? What emotions, thoughts, impulses come up for you in working with this client?
  - ii. How do you think your client sees you? How do you think your client experiences *you*?
  - iii. What are your expectations of one another in the counseling process?
  - iv. Metaphor for relationship?

**6. Current difficulties, blocks, needs from group**

- a. What aspect of the clip would you like the group to focus on?
- b. Particular difficulties you are having with this client.