

AMBERTON UNIVERSITY
SYLLABUS FOR LECTURE/CLASSROOM COURSE

CSL6830.01 Advanced Counseling Skills & Techniques
SPRING 2023
Location: Garland

PROFESSOR INFORMATION:

Name: Dr. Vicki Millican
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Office Hours: 5:30-6:30 p.m. Thursday evenings
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COURSE INFORMATION:

CSL6830.01 Advanced Counseling Skills & Techniques
Level: Graduate
Beginning Date of Session: Saturday, March 11, 2023
Ending Date of Session: Thursday, May 18, 2023
The first class meeting is **Thursday, March 16, 2023**, in Room **#17 Garland**
All Monday-Thursday lecture classes begin promptly at 6:30 p.m.
All Saturday lecture classes begin promptly at 8:30 a.m.

COURSE PREREQUISITES:

CSL6782

TEXTBOOK(S) AND REQUIRED MATERIALS:

Title: Intentional Interviewing & Counseling: Facilitating Client Development in a Multicultural World
Author: Allen A. Ivey, Mary Bradford Ivey, & Carlos P. Zalaquett
Publisher: Cengage Brooks/Cole
Year Published: 2016
Edition: 9th
ISBN: 13: 9781305865785
Price: Available at <http://amberton.ecampus.com>

Amberton University has an agreement with eCampus.com to provide a full-service online bookstore to students. The Amberton University Virtual Bookstore is accessible through the University's website, www.Amberton.edu. There is also a bookstore link in the Student Portal.

The AU Virtual Bookstore provides an easy to use interface, online buyback of books, and same day shipment of most titles with an average delivery time of 2-3 days depending on the student's location. Textbook options include new, used, rental, and electronic media as available.

Since no books are sold on campus, students should plan accordingly and purchase their books in advance of the first day of class, allowing time for shipping. Be certain you are enrolled in the course before purchasing your book(s). All textbook information (Title, Author, ISBN, etc.) is available in course syllabi so students can shop competitively. Most textbooks can be purchased from many different textbook vendors. Some textbooks may only be available on the University's Virtual Bookstore. Students should be careful to obtain the exact resource(s) required for the course.

LINKS TO COUNSELING HANDBOOKS

MA in Professional Counseling

<https://www.amberton.edu/media/Files/2020-2021%20Professional%20Counseling%20Handbook.pdf>

MA in Marriage and Family Therapy

https://www.amberton.edu/media/Files/2020-2021_MFT_Handbook.pdf

MA in School Counseling

<https://www.amberton.edu/media/Files/2021-2022%20School%20Counselor%20Handbook.pdf>

APA Requirement

APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 7th edition, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (7th ed.). All coursework at Amberton University will comply with the standards contained in the APA Publication Manual.

SCHOOL COUNSELING PROFESSIONAL CERTIFICATE PROGRAM CHANGE

Beginning Fall 2019, there will be three practicums: CSL6870, CSL6875, AND CSL6880. The TExES (Texas Examination of Educator Standards) must be passed before enrolling in CSL6870. The TExES application form and practice tests are located in the TExES Review Course in Moodle. The Application and Contract are required at the first meeting of CSL6870 Practicum I and are in the Review Course. Effective September 1, 2019, the Master of Arts School Counseling degree will be a forty-eight (48) hour degree program for students entering the program.

COURSE COMPETENCIES:

The following represents the course competencies for this class. Competencies are equivalent for all lecture and distance learning courses. Following each competency is the assignment used to gain mastery of this area of study.

The course presents complex, multi-faceted interventions for individuals, families, groups, and organizations. Emphasis is given to conceptualization of cases with effective interventions. Students are expected to integrate learning from CSL6782. Applications for clinical and school settings are examined.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

1. Evaluating and demonstrating the appropriate use of techniques associated with major counseling theories.
2. Evaluating and demonstrating the appropriate use of techniques associated with selected alternative and emerging therapies.
3. Demonstrating skills of referral, advocacy, and triage in crisis intervention cases.
4. Identifying and understanding cultural specific issues, including gender, race, ethnicity, socioeconomic, and physically challenged individuals in schools and mental health settings.
5. Developing effective leadership skills to plan, implement, and evaluate a comprehensive developmental counseling and guidance program that meets the needs of all learners.
6. Defining the roles and functions of counselors in schools and mental health settings and identifying common referral resources available to school and mental health counselors.
7. Describing and analyzing the ethical, professional, and legal issues in the counseling and guidance profession.
8. Demonstrating both basic and advanced helping skills.
9. Demonstrating skill in the management of clinical and administrative documentation.
10. Assessing for difficulties in the areas of addictive behavior, depression, suicidality and/or homocidality, and violent behavior.
11. Demonstrating the ability to establish collaborative and appropriate therapeutic goals with clients.
12. Understanding human development as it applies to school and non-school settings and developing a comprehensive developmental guidance and counseling program that encourages all learners to achieve their full potential.
13. Effectively communicating and applying one's evidenced-based personal counseling philosophy.
14. Understanding advanced evaluation and ethical application of the various technologies associated with and emerging modalities for the provision of counseling services via telecounseling.

COURSE POLICIES:

This course is a hybrid class. Some class sessions will meet in Garland and others will be held on Zoom. Participation on ALL Forums and ZOOM meetings is expected. ZOOM practice sessions (4) count as class participation and count the same as regular class attendance. Attendance is 10% of your grade for this course. Late assignments will be docked 2 points per day. This includes Forums.

Student's Responsibilities

This syllabus contains information, policies and procedures for a specific course. By enrolling, the student agrees to read, understand and abide by the policies, rules, regulations, and ethical standards of Amberton University as contained in the current university catalog and schedule of classes.

Attendance Policy:

Regular and punctual class attendance and engagement is expected at Amberton University. In case of an absence, it is the student's responsibility to contact the professor as soon as possible. If a student intends on withdrawing from a course, it is the student's responsibility to follow the university's policy on formally withdrawing from a course. **Ceasing to attend classes does not constitute an official withdrawal.**

Attendance in a lecture course is defined as punctual arrival to, and engagement in, a full lecture session. Attendance in a distance learning course is defined as active participation in the weekly online class sessions. "Active participation" can be defined as: submitting an academic assignment, taking an exam, engaging in an interactive tutorial, participating in an online discussion forum (or chat session), or initiating (or responding to) a communication with a faculty member about an academic assignment or the subject matter of the course. A student not meeting these requirements may be dropped at the discretion of Amberton University.

Plagiarism Policy

Plagiarism is the presentation of someone else's work as though it were your own. If you use another person's words, ideas, or information; or if you use material from an outside source – whether a book, magazine, newspaper, business publication, broadcast, speech, or electronic media – you must acknowledge that source. Plagiarism is a violation of the University's code of student ethical conduct and is one that is taken seriously. Amberton University operates on an honor system; therefore, honesty and integrity are essential characteristics of all who are associated with the institution. All Amberton students are expected to abide by the honor system and maintain academic integrity in all their work. Amberton University and its instructors monitor student work for plagiarism and reserve the right to submit such work to technology-based plagiarism detection services and applications at any time.

Students agree that by taking this course, all required assignments may be subject to submission for a textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism in future papers. Use of Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com website.

Turnitin is a writing improvement and plagiarism prevention tool which uses special algorithms, to compare text-based student submissions to the Turnitin database and other online sources. Turnitin produces a detailed **similarity report** that can be customized and viewed by instructors and students.

Turnitin "Draft Coach" is a Google based add-on to Turnitin which supports students in developing high-quality academic writing; and serves as an integrity coach. Draft Coach, helps address errors and improve the quality of student's writing by highlighting grammar mistakes, identifying incorrectly cited sources, and scanning for similarity across several databases. By providing formative feedback on how to address citation issues, incorrect grammar, and matches with the Turnitin database, Draft Coach provides explanations to help students become more confident writers, capable of producing higher quality work both in academics and in the workplace.

COURSE DELIVERY METHODOLOGY:

This course is offered as a Lecture/Classroom course. This course requires that students meet a designated time in the classroom.

Assignments will include regular exercises to learn and practice basic counseling skills. Students will have a ZOOM practice partner and will practice counseling skills on ZOOM in-between class meetings and will submit their observations about the ZOOM practice sessions on Moodle. The final exam mock session will be conducted on ZOOM and will be evaluated by Dr. Millican. **Failure to attend your final exam mock session at the pre-arranged time will result in failing the final exam. (Exceptions: emergency, serious illness).** All assignments will be submitted on Moodle. **This course will meet in person at Garland on Weeks 1 & 3.** All other class meetings will take place on Zoom at 6:30 p.m. Thursday evenings according to the scheduled below. (Zoom meeting information will be posted on Moodle, Week One.)

COURSE OUTLINE AND CALENDAR:

Week	Topic	Assignment	Competencies Covered	Due Date
WEEK ONE March 11-17	Introduction to CSL6830 Meet in Rm. 17 Garland	Chapters 1-2 Post on Forum #1: Intro Complete Self-Assessment	1-14	03-17
WEEK TWO March 18-24	ZOOM Class Practice Session A-	Chapters 3-4 Post on Self-Forum #2: Self-Assessment	1-14	03-24
WEEK THREE March 25-31	Meet in Rm. 17, Garland	Chapters 5-6	1-14	03-31
WEEK FOUR April 1-7	ZOOM Class Practice Session B	Chapters 7-8 Psychotherapy.net video-Part I & post on Forum #3 (<u>Mid-Term Exam available</u>)	1-14	04-07
WEEK FIVE April 8-14	ZOOM Class	Chapters 9-10	1-14	Mid-Term Quiz DUE: Saturday, 04-15
WEEK SIX April 15-21	ZOOM Class Practice Session C	Chapters 11-12 Psychotherapy.net video-Part 2 & post on Forum #4	1-14	04-21
WEEK SEVEN April 22- 28	ZOOM Class Practice Session D	Chapters 13-14 <u>Chapter 9-12 Quiz available</u>	1-14	04-28
WEEK EIGHT April 29-May 5	Final Exam Counseling Evaluations Begin	Post on Forum #5- re: SMART GOAL assignment Attend assigned Counseling Skills Evaluation per scheduled	1-14	Chapters 9-12 Quiz DUE: Saturday, 05-06
WEEK NINE May 6-12	Final Exam Counseling Evaluations	Attend assigned	1-14	05-12

		Counseling Skills Evaluation per scheduled		
WEEK TEN May 13-18			1-14	Final Exam Due: Wednesday, May 17, 2023

GRADING CRITERIA:

CSL6830.01

Chapters 1-8 Quiz	20%
Chapter 9-12 Quiz	20%
Forums (5)	20%
Counseling Skills Evaluation	25%
Practice Sessions (4)	15%
TOTAL:	100%

Graduate

92 – 100	A
82 – 91	B
72 – 81	C
62 – 71	D
Below 62	F

GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:

Each assignment/exam submitted will be reviewed, graded and return to the student in a timely manner, along with appropriate commentary.

Final grades are processed approximately one week after the last day of the session and may be located in the My Grades section of the online registration portal as well as being emailed to the student’s Amberton University email. Amberton University staff will not release grades over the phone. University instructors will not leave a message with comments or grades in any type of media that is not secure.

For questions regarding grades after the semester has ended, students should use their email account and contact the instructor at the faculty email address as provided above in *Professor Information* area.

Incomplete Grades

An “I” (incomplete grade) is given at the discretion of the professor and may be given only when an emergency or illness prevents the student from completing course requirements. Should an “I” be granted, the student has 30 days from the end of the session to complete the conditions of the incomplete. An “I” which is not properly removed within 30 days following the session enrolled will become an “F” grade.

How to Withdraw From a Course

To be official, the class withdrawal must be in writing and signed by the student requesting the withdrawal; no withdrawal is accepted verbally. Please review the “Schedule of Classes” (online or in-print) for procedures for class changes or withdrawals and the refund policy and schedule.

COURSE COMMUNICATIONS:

This course is offered as a lecture course; however, several technological options are available to faculty and students that can enhance communication both during the session and after the session has ended. The **Student Portal** is the gateway to email, Remote Research, General Tools and Electronic Instructor Folders (FTP). The Student Portal may be accessed through a link on the University’s website, <http://www.Amberton.edu>, or at <http://apps.Amberton.edu>.

After selecting the “Student Portal” link, you will be prompted for a Username and Password. Use your assigned **username and password** (AUID) as described below:

Username = your capitalized firstname **initial**+lastname+last 3 digits of your SSN.

* Use your name exactly as it is listed on the University's records, including any suffixes or hyphenations, such as Jr, Sr, or II, as a part of your username.

For example: James Jones, Jr. SSN: 123-45-6789
Username: JJonesJr789

Password = your Amberton University ID# (AUID) **including the dashes**

For example: 04-999-999

Once your login has been validated, you may select from a variety of menu options, including online course materials, email access, Remote Research, General Tools, all Syllabi, Research Tutorials and Electronic Instructor Folders (FTP).

Email Communication

Each student enrolled is assigned an Amberton email account, which gives the student access to the Amberton email system (my.Amberton.edu). This email account is provided by Google Apps for Education. Students are encouraged to check their email regularly for University news, notices, and to communicate with instructors.

The student's assigned email address would be Username@my.Amberton.edu

Example: LJones-Smith789@my.Amberton.edu

The student Username is determined by:

firstname initial+lastname+last 3 digits of student ssn.

For example: Linda Jones-Smith SSN: 123-45-6789
Email Address = LJones-Smith789@my.Amberton.edu

Students will be prompted for a Username and Password when accessing their email account. Use the Username portion of the email address as the username (Example: LJones-Smith789) and your Amberton ID# (including the dashes) as the password.

If you already have a Google gmail account, you might be prompted to add this account to your current settings. Click 'Yes' and you will be logged into your my.Amberton.edu email account. It will be a separate email account from your personal gmail account.

If you need assistance with your email account, please visit <https://support.google.com/mail>

The Amberton University Moodle Website

Students enrolled in this course will also be using the Moodle Learning Platform, with access available through the Student Portal or by going to: <http://moodle.Amberton.edu>

For those utilizing Moodle for the first time, the **username and password** for the Moodle Learning Platform will be emailed to the student's email account prior to the start of the course. For those returning to Moodle who do not remember their username and password, click on the link "*Forgotten your username or password*" available on the Moodle log in page (<http://moodle.Amberton.edu>). Otherwise use the same username and password as previous session.

Moodle Tutorial:

Upon successful log in and access to the Moodle learning platform, there is a *Student Moodle Tutorials* course available, to learn about the basics of Moodle. Simply click on the link for the *Student Moodle Tutorials* and read through the various learning topics: Navigating; Communicating; Assignments & Exams; Grades; and Student Resources.

COURSE EVALUATION:

Each session, all Amberton students are requested to evaluate their courses. The evaluation process is an important one and provides students with an anonymous and confidential way to give meaningful feedback to the University. Summary information and comments are provided to faculty after the close of the session. Students' identities are not disclosed.

Students will be notified through the Amberton email system of the Course Evaluation procedures. Usually, the evaluations take place in class during week 9 of the session. Please take advantage of this opportunity and participate in the evaluation process.

TEXAS EDUCATION AGENCY COMPETENCIES:

This course addresses the School Counselor Competencies set forth by the Texas Education Agency. These competencies are listed by course on the University's ftp site (ftp://ftp.amberton.edu/csinfo/AU_TEA).

RESEARCH RESOURCES:

The Library provides access to full-text, and peer reviewed articles, and digital research tools. Students can search Library holdings through the online catalog and databases search engines available on the Library website or browse the physical library space and holdings located at the Garland campus.

Research items not contained in the Amberton Library collection can be located through interlibrary Loan (ILL) or through the TexShare program with the help of the Library staff. Students with questions about available services, resources, or research, may contact the Library via email at Library@amberton.edu.

RESEARCH ACCESS:

Databases can only be accessed by authorized users, and students at Amberton must enter their Amberton ID credentials-same as Moodle login-to gain access when off-campus. Use an Amberton website, such as the University site (Amberton.edu) or the library site (Library.amberton.edu) to find links to databased and digital books. Online resources are available all day, every day.

Library Live Chat Feature

Library staff are available to assist students with research problems or questions during Library hours through a live online chat feature, telephone, email, "How-to" videos, or in person. The Library telephone is (972-279-6511 ext. 136, 137, or 138. You can email questions to library@amberton.edu or visit the Library in person on the Garland campus for assistance.