

**AMBERTON UNIVERSITY**  
**e-COURSE SYLLABUS**

**CSL6830.E1 Counseling Skills & Techniques**  
**SPRING 2025**

**PROFESSOR INFORMATION:**

Name: Dr. Vicki Millican  
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**COURSE INFORMATION:**

CSL6830.E1 Counseling Skills & Techniques  
Level: Graduate  
Beginning Date of Session: Saturday, March 15, 2025  
Ending Date of Session: Thursday, May 22, 2025  
**Student access available to the Student Portal: Saturday, March 15, 2025**

*Students enrolled in distance learning courses are not assessed any additional fees for security or identity verification.*

**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: 2023  
Edition: 10th  
ISBN: 13: 9780357622797  
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](http://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 the 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://amberton.edu/wp-content/uploads/2023/12/LPC\\_Handbook\\_2023\\_2024.pdf](https://amberton.edu/wp-content/uploads/2023/12/LPC_Handbook_2023_2024.pdf)

**MA in Marriage and Family Therapy**

[https://amberton.edu/wp-content/uploads/2023/06/MFT\\_Handbook\\_2023\\_2024.pdf](https://amberton.edu/wp-content/uploads/2023/06/MFT_Handbook_2023_2024.pdf)

**MA in School Counseling**

### APA Requirement

APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 7<sup>th</sup> 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*, (7<sup>th</sup> 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 culturally 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 an online course. Optional Zoom meetings are scheduled for weeks 1,3,5, & 7. The Zoom meetings are NOT required but are RECOMMENDED. (Zooms will not be recorded). **Students are REQUIRED to schedule a 30-minute Final Exam Counseling Skills Evaluation with Dr. Millican on Zoom**

**during weeks 7, 8 or 9 of the course. Counseling Skills Evaluations dates/times will be scheduled according to the availability of Dr. Millican and each student's needs.**

### ***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. A Student in a lecture course missing more than 20% (two class periods for weekday classes or one class period for Saturday classes) of the class meetings may be assigned a grade of an "F" or withdrawn at the discretion of Amberton University.

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 assigned a grade of an "F" or withdrawn 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.

Self-plagiarism means reusing work that you have already published or submitted for a class. It can involve:

- Resubmitting an entire paper
- Copying or paraphrasing passages from your previous work

Self-plagiarism misleads your readers by presenting previous work as completely new and original. Students may not submit the same paper in substance in two or more classes without prior written permission of the instructors involved.

Amberton University students who use Artificial Intelligence (AI) generated content must adhere to the following policies:

**Originality:** Students must avoid presenting AI generated content as their own original work. It is essential to acknowledge the involvement of AI in the content creation process in order to maintain academic and ethical standards.

**Paraphrasing:** When using AI generated content, students must rephrase and/or modify the generated text. Paraphrased AI generated content should also be properly cited.

**Acknowledgement:** When using AI generated content in any assignment, proper credit must be given to the AI system that generated the content. <https://apastyle.apa.org/blog/how-to-cite-chatgpt>

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 and self-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 OUTLINE AND CALENDAR:**

Assignments will include regular exercises to learn and practice basic counseling skills applicable in both school and mental health settings. Students will schedule three role-play practice sessions & submit their observations about the practice sessions on Moodle. **The final exam includes a 30-minute mock counseling session with another student and Dr. Millican on Zoom. Failure to attend your scheduled Final Exam Counseling Skills Evaluation at the pre-arranged time will result in failing the final exam.**  
**Exceptions: emergency situation**

**COURSE OUTLINE & CALENDAR**

| Week   | Topic  | Assignment   | Competencies Covered | <b>SUBMISSION DUE DATES:</b>  |
|--|--|--|----------------------|---|
| <b><u>WEEK ONE</u></b><br><b>March 15-21</b><br><br><b>Optional Zoom Meeting</b><br><b>Thursday, @ 6:30 p.m. (meeting info posted on Moodle)</b> | Overview of CSL6830.E1<br><br><b>READ: 1<sup>st</sup> Class Instructions</b><br><br><b>Read 1<sup>st</sup> Night Instructions &amp; Course Outline</b> | READ Chapters 1-2<br>View PPTS.<br><br>Complete Self-Assessment Assignment             | 1-14                 | <b>POST ON FORUM #1 (Introductions)</b><br><b>Due: Saturday, 03-22</b>    |
| <b><u>WEEK TWO</u></b><br><b>March 22-28</b>   |  | READ Chapters 3-4<br>View PPTS.<br><br><b>Assigned: QUIZ #1 Chapter 1-2 DUE: 04-05</b> | 1-14                 | <b>POST ON FORUM #2: (Self-Assessment)</b><br><b>Due: Saturday, 03-29</b> |
| <b><u>WEEK THREE</u></b><br><b>March 29-April 04</b><br><br><b>Optional</b>  |  | Chapters 5-6<br>READ Chapters 5-6<br>View PPTS.  | 1-14                 | <b>QUIZ #1 DUE: Saturday, April 05</b>                                    |

|   |   |   |      |  |
|---|---|---|------|--|
| <p><b>Zoom Meeting Thursday, @ 6:30 p.m.</b></p>  |   | <p><b>Conduct Practice Session A- Complete Form</b></p> <p>ASSIGNED: View Psychotherapy.net video-Part 1</p>                                      |      |  |
| <p><b><u>WEEK FOUR</u></b><br/><b>April 05-11</b></p> <p><b>CHECK THE COUNSELING SKILLS APPOINTMENT LIST POSTED on WEEK FOUR</b></p>                              | <p><b>ASSIGNED: Quiz #2 Chapters 3-8 Due: 04-19</b></p>   | <p>Chapters 7-8 View PPTS.</p>  | 1-14 | <p><b>FORUM #3 (re: Psychotherapy.net video part 1)</b><br/><b>DUE: Saturday, 04-12</b></p>  |
| <p><b><u>WEEK FIVE</u></b><br/><b>April 12-18</b></p> <p><b>Optional Zoom Meeting Thursday @ 6:30 p.m.</b></p>  |   | <p>READ Chapters 9-10 View PPTS.</p> <p><b>Conduct Practice Session B: complete form</b></p> <p>ASSIGNED: View Psychotherapy.net video-Part 2</p> | 1-14 | <p><b>QUIZ #2 (Chapters 3-8)</b><br/><b>DUE: Saturday, 04-19</b></p> <p><b>FINAL COUNSELING SKILLS APPOINTMENT LIST POSTED</b></p> |
| <p><b><u>WEEK SIX</u></b><br/><b>April 19-25</b></p>  |   | <p>Read Chapters 11-12 View PPTS.</p> <p><b>Conduct Practice Session C: complete form</b></p>   | 1-14 | <p><b>FORUM #4 (re: Psychotherapy.net video, part 2)</b><br/><b>DUE: Saturday, 04-26</b></p>                                       |
| <p><b><u>WEEK SEVEN</u></b><br/><b>April 26-May 01</b></p> <p><b>Zoom Meeting Thursday, @ 6:30 p.m.</b></p> <p><b>***COUNSELING SKILLS APPOINTMENTS BEGIN</b></p> | <p><b>ZOOM MTG: Review &amp; Discuss a. protocols for Counseling Skills Evaluation b. Final Exam Instructions</b></p> | <p>Chapters 13-14 View PPTS.</p> <p><b>ASSIGNED: QUIZ #3 (Chapters 9-12)</b><br/><b>DUE: 05-17</b></p>  | 1-14 | <p><b>SUBMIT completed Three Practice Session forms A-C. (Submit on Moodle)</b><br/><b>DUE: Saturday, 05-03</b></p>                |

|                                       |   |   |  |   |
|---------------------------------------|---|---|--|---|
| <b><u>WEEK EIGHT</u></b><br>May 02-09 |   | Weeks 7, 8 or 9<br><b>**Participate in 30-Minute Counseling Skills Evaluation (per scheduled appointment time).</b> |  |   |
| <b><u>WEEK NINE</u></b><br>May 10-16  | <b>CONTINUE Counseling Skills Evals Cont. on ZOOM (LAST DAY FOR COUNSELING SKILLS APPOINTMENT: 05-17)</b> | <b>Complete Couns. Skills Eval. Paperwork DUE: SUBMIT on Moodle</b>   |  | <b>QUIZ #3 (Chapters 9-12)<br/>DUE: Saturday, 05-17</b>         |
| <b><u>WEEK 10</u></b><br>May 17-22    |   |   |  | <b>ALLWORK MUST BE SUBMITTED NO LATER THAN WEDNESDAY, 05-21</b> |

**GRADING CRITERIA:**

**CSL6830.E1:**

|                                   |                             |
|-----------------------------------|-----------------------------|
| Quiz (Chapters 1-2)               | 10%                         |
| Quiz (Chapters 3-8)               | 20%                         |
| Quiz (Chapters 9-12)              | 20%                         |
| Final Exam: Couns. Skills Eval    | 20%                         |
| Forums (4)                        | 15% (each Forum is 25 pts.) |
| <b>Practice Sessions: A-C (3)</b> | <b>15%</b>                  |
| <b>TOTAL:</b>                     | <b>100%</b>                 |

**IMPORTANT!!**

Zoom meetings scheduled on Thursdays @ 6:30 pm (CST)

Zoom meetings are available: Weeks 1,3, 5, & 7

Graduate

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

**GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:**

A successful distance learning experience requires a flow of communication between instructor and student throughout the session. Instructor comments are considered essential to the learning process. Therefore, each assignment/exam submitted will be reviewed, graded, and returned to the student in a timely manner along with the appropriate commentary. Students should carefully review all comments.

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 university 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 DELIVERY METHODOLOGY:**

This course is offered as a distance-learning course through the Moodle Learning Platform. Amberton's distance learning courses, called e-Courses, are identical to classroom courses in terms of learning outcomes, competencies, and instructor expectations. A student choosing to take an e-Course must have the following skills and technical capabilities:

1. Access to the Internet
2. General knowledge in:
  - Internet browser settings and configuration
  - e-mail and file attachments
  - Uploading and downloading files
  - Using a word processing package
3. Ability to conduct on-line research

Students who have not mastered these skills should not enroll for this course but should consider enrolling in MIS2110 Computer Concepts and Internet Technologies for instruction in these areas.

### **HOW TO ACCESS YOUR COURSE:**

#### ***Through the Amberton University Student Portal***

Students enrolled in distance learning courses using the Moodle Learning Platform may access the course through the Amberton University Student Portal. The site may be accessed through the University's main page (<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 to enter the AU Student Portal:

**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 your individual E-Course, email account, Remote Research, General Tools, all Syllabi and Research Tutorials.

If you are accessing the Student Portal from a public or shared computer, close the browser completely when finished, or click on the Logout button. For security purposes, no other person should have access to your Username or Password. If you feel your information has been compromised or if you experience technical difficulties, contact the e-course system administrator at: [e-sysop@amberton.edu](mailto:e-sysop@amberton.edu)

If you have lost or do not know your Amberton ID#, please contact the Student Services Office 972/279-6511 or [advisor@Amberton.edu](mailto:advisor@Amberton.edu) for a replacement AUID card. You must know your Amberton ID# to gain access to the course and to send an email to your professor.

### **Through the Amberton University Moodle Website**

Students enrolled in distance learning courses using the Moodle Learning Platform may also access the course 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 University 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 COMMUNICATIONS:**

Students will communicate with faculty through the Moodle Learning Platform or the Amberton University email system.

### **Email Communication**

Each student enrolled is assigned an Amberton email account, which gives the student access to the Amberton email system ([my.Amberton.edu](mailto: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](mailto:Username@my.Amberton.edu)

Example: [LJones-Smith789@my.Amberton.edu](mailto: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](mailto: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](mailto:LJones-Smith789@my.Amberton.edu)) 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 account. Click 'Yes' and you will be logged into your [my.Amberton.edu](mailto: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>

**Students are responsible for reviewing the “Communication Guidelines” provided on the individual E-Course for specific instructor requirements.**

Upon completion of a session, all communication and course specific information is removed from the Moodle system. If a student needs to maintain a record of communications or assignments, the student is strongly encouraged to print out or download these items to a disk for their own records.

**FORMAT AND SUBMISSION OF ASSIGNMENTS:**

Assignments are to be submitted to the appropriate assignment Drop Box in the Moodle system. Specific directions and guidelines for submission of assignments are located on-line in the “Communication Guidelines” of the e-course. Due to compatibility issues, Office 2007 files cannot be read by earlier versions of Microsoft Office. Before submitting an exercise file, confirm the file is in the proper format for grading by the instructor.

**INSTRUCTOR/COURSE EVALUATION:**

Each session, all Amberton students are provided with the opportunity to evaluate their courses and instructors. 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. All information provided is anonymous.

The Instructor/Course Evaluation will be open for completion during week 9 of the session. An evaluation assignment will be placed in week 9 of the Moodle course, along with the instructions on how to complete the evaluation. Prior to week 9, the University will send out an email containing instructions and dates for the evaluation period.

**TEXAS EDUCATION AGENCY COMPETENCIES**

This course addresses the School Counselor Competencies set forth by the Texas Education Agency.

**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](mailto: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](http://Amberton.edu)) or the library site ([Library.amberton.edu](http://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. 185. You can email questions to [library@amberton.edu](mailto:library@amberton.edu) or visit the library in person on the Garland campus for assistance.