

AMBERTON UNIVERSITY
e-COURSE SYLLABUS

**CSL6780.E1 Professional Counseling
FALL 2026**

PROFESSOR INFORMATION:

Professor: Verlene Springer, Ph.D
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COURSE INFORMATION:

CSL6780.E1 Professional Counseling

Level: Graduate

Beginning Date of Session: Saturday, September 12, 2026

Ending Date of Session: Thursday, November 19, 2026

Student access available to the Student Portal: Saturday, September 12, 2026

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

COURSE PREREQUISITES:

None

TEXTBOOK(S) AND REQUIRED MATERIALS:

Title: The World of the Counselor: An Introduction to the Counseling Profession
Author: Ed Neukkrug
Publisher: Cognella Publishing Company
Year Published: 2022
Edition: 6th Edition
ISBN: 10: 1793544972 or 13: 9781793544971 or eBook edition 9781793551252
Price: Available at <http://amberton.ecampus.com>

Students should verify enrollment in course before purchasing textbooks. Textbook information and ordering options are available through the Amberton Virtual Bookstore.

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.

The following competencies are aligned with the approved course catalog and program.

LINKS TO COUNSELING HANDBOOKS

MA in Professional Counseling

[CMHC Handbook](#)

MA in Marriage and Family Therapy

[MFT Handbook](#)

MA in School Counseling

[SC Handbook](#)

COURSE COMPETENCIES:

COURSE COMPETENCIES:

The Professional Counseling Orientation course presents an introduction and overview of the counseling profession. A variety of areas are explored including professional orientation, the helping relationship, theories and skills, systems theory, group work, consultation and supervision, lifespan development, abnormal development, diagnosis, career development, research and appraisal, agency counseling, and school counseling. Multicultural aspects of counseling are stressed as well as ethical, professional, and legal issues. Emphasis will be placed on student development of personal philosophy of counseling and theoretical orientation.

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

1. Discussing the historical development of the counseling profession.
2. Examining the contributions of each theory of counseling.
3. Identifying issues and trends in the field of professional counseling.
4. Understanding personality development from a lifespan perspective.
5. Demonstrating an awareness of personal motivation and goals for entering the counseling profession.
6. Interpreting graduate level research studies.
7. Describing and analyzing the ethical, professional, and legal issues in the counseling profession.
8. Defining the roles and functions of school, agency, and mental health counselors.
9. Distinguishing between counseling, guidance, and psychotherapy.
10. Analyzing the contemporary models of counseling assessment.
11. Examining the history of career development and vocational guidance.
12. Identifying the major theoretical frameworks for group work.
13. Understanding abnormal psychology reflective of the DSM-V.
14. Explaining the historical trends and major theories associated with marriage and family therapy.
15. Defining consultation and supervision as related to the counseling profession.
16. Evaluating the aspects of counseling from a multicultural perspective.
17. Understanding the referral/advocacy/triage related to the counseling profession.
18. Defining and understanding crisis intervention in the helping professions.
19. Examining the differences between crisis and psychotherapy.
20. Developing personal philosophy of counseling.
21. Assessing how AI can be used to enhance therapeutic outcome by providing tools to handle routine administrative tasks more efficiently and effectively allowing counselors more time to focus on clients.

ACQUIRED SKILLS:

1. Understanding professional information included in CPCE and NCE exam
2. Defining and Understanding Crisis Intervention
3. Understanding Personality Development

COURSE POLICIES:

Due dates for all assignments are provided at the beginning of the class. All assignments are due on Fridays at midnight. Assignments must be submitted by the due dates listed. Late assignments are unacceptable. Careful planning and close attention to detail is required to enable students to meet all deadlines. If a student falls behind and is unable to meet deadlines for course assignments, dropping the course may be recommended. Weekly Assignments are due according to the information listed on the Moodle page. Personal Reflection Paper is due Week 6. Interview with Professional Counselor is due Week 8. Final Exam due **FRIDAY of Week 9**. Assignments may be submitted in **Word or Pages formatting only**. Assignments submitted in **PDF** formatting **will not be accepted**.

COURSE POLICIES:

(State any policies related to the course i.e.,

Late Work:

Make-Up Exams:

Assignment Resubmissions:

Instructor Response Time:

AI use in Assignments:
Other Course-Specific Expectations)

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 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

Amberton University Academic Integrity Policy

Amberton University operates on an honor system. Honesty and integrity are required of all students. Instructors actively monitor work and reserve the right to use plagiarism detection services like **Turnitin.com**.

1. Plagiarism

Plagiarism is presenting someone else's words, ideas, or media as your own. You must credit the original source for any outside material used.

2. Self-Plagiarism

Self-plagiarism is reusing your own previously published or submitted work (including full papers or paraphrased passages) and passing it off as new. You cannot submit the same paper for multiple classes without prior written permission from all instructors involved.

3. AI-Generated Content

If you use AI tools, you must adhere to three rules:

- **Originality:** Do not present AI-generated content as your own.
- **Paraphrasing:** AI text must be rephrased, modified, and properly cited.
- **Acknowledgement:** Always credit the specific AI system used (per [APA style guidelines](#)).
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4. Turnitin Tools

By taking this course, you agree that your assignments will be submitted to **Turnitin.com** for similarity reviews. Submitted papers become part of the Turnitin reference database.

- **Turnitin:** Compares student work against online sources to generate a similarity report.
- **Draft Coach:** A Google add-on students can use to check for grammar, citation errors, and text similarity before final submission.

Turnitin Draft Coach is available through Google Docs when students are signed into their Amberton Google account. Draft Coach can help students review similarity, citations, and grammar before final submission. Students should create or paste their work into a native Google Doc, open Draft Coach from the Extensions menu, and review available feedback before submitting assignments. Similarity checks may be limited.

COURSE OUTLINE AND CALENDAR:

(Two question and answer Discussion Meetings will be held on Saturday mornings at 11:00 a.m. Weeks 1 and 3. These meetings are on Zoom and can be accessed from any location. These meetings will offer valuable opportunities to interact with classmates and Dr. Springer to discuss course material and ask questions. The first session will be 11:00-12:30 on Saturday, first day of the session. Course requirements, assignments, and expectations will be explained in depth. Attendance boosts student understanding, enables personal planning, and helps ensure success in the course. Attendance at the first meeting will count as part of the student's grade. The second meeting will be on September 26th. An option for a 3rd meeting will be discussed later in the course

All assignments must be submitted by the due date listed on the Moodle page for each assignment. All assignments and due dates are available on the first day of the session. Late work is not acceptable. In emergency situations late assignments may be accepted with a 50% penalty for up to 7 days. NO EXCEPTIONS. This is a graduate level course. Graduate level work and professionalism will be expected at all times. By enrolling in this course, you are indicating that you have read and accepted Dr. Springer's course requirements, agreed to meet all deadlines, and agreed to penalties assessed for work not completed on time.

Week	Topic	Assignment	Competencies Covered	Due Date
1	Section I: Professional Orientation Chapter 1: The Counselor's Identity: What, Who, and How? Chapter 2: The Counseling Profession's Past, Present, and Future	Reading: Chapter 1 Chapter 2 All Weekly Assignments will be listed on the Moodle page.	1,3,5,9,10	
2	Chapter 3: Ethics, Accreditation, Credentialing, Multicultural Counseling and the Standards Associated with them	Reading: Chapter 3 All Weekly Assignments will be listed on the Moodle Page.	2,4,8	
3	Section II, The Helping Relationship I: Theories and Skills Chapter 4: Individual Approaches to Counseling	Reading: Chapter 4 All Weekly Assignments will be listed on the Moodle Page.	15,21	
4	Chapter 5: Counseling Skills	Reading: Chapter 5 All Weekly Assignments will be listed on the Moodle page.	15,21	
5	Section III, The Helping Relationship II: The Counselor Working in Systems Chapter 6: Couples and Family Counseling, Chapter 7: Group Work, and	Reading: Chapter 6 Chapter 7 Chapter 8 All Weekly Assignments will be listed on the Moodle page.	,10,11, 12,13,16,21	

	Chapter 8: Consultation and Supervision			
6	Section IV: Development of the Person Chapter 9: Development Across the Lifespan, Chapter 10: Abnormal Development, Diagnosis, and Psychopathology, and Chapter 11: Career Development: The Counselor and the World of Work	Reading: Chapter 9 Chapter 10 Chapter 11 All Weekly Assignments will be listed on the Moodle page.	5,6,7,13,14,21	Personal Reflection Paper Due
7	Section V: Research, Program Evaluation, and Assessment Chapter 12: Testing and Assessment, and Chapter 13: Research and Evaluation	Reading: Chapter 12 Chapter 13 All Weekly Assignments	6,7,18-20	
8	Section VI: Social and Cultural Foundations in Counseling Chapter 14: Theory and Concepts of Multicultural Counseling, and Chapter 15: Knowledge and Skills of Multicultural Counseling	Reading: Chapter 14 Chapter 15 All Weekly Assignments will be listed on the Moodle page.	7,21	Interview with Professional Counselor Due
9	Final Exam Completed Friday midnight of Week 9		1-21	Complete Final Exam
10	Course Wrap-up with a look toward the future.			

GRADING CRITERIA:

Weekly Discussion/Questions/Assignments (averaged)	75%
Interview with Professional Counselor	5%
Personal Reflection Paper	5%
Final Exam	15%

Graduate

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

GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:

Students should review instructor feedback provided through Moodle or Amberton CampusWeb Portal. Final grades are processed after the session and may be viewed through the student portal. Grades will not be released by phone or through unsecured channels.

Incomplete Grades

An "I" (Incomplete) grade is granted only at the professor's discretion for emergencies or illness.

Students have 30 days from the end of the session to complete the course requirements. If the conditions are not met within this 30-day window, the "I" automatically converts to an "F".

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 delivered through Moodle. Students are expected to have reliable internet access, basic computer skills, the ability to upload/download files, use Amberton email, and submit assignments in the required format. Students needing assistance should use the Amberton SSO support/ticket process.

HOW TO ACCESS YOUR COURSE:

SINGLE SIGN-ON (SSO) INSTRUCTIONS FOR AMBERTON UNIVERSITY

Students should access Amberton systems through the Single Sign-On portal at <https://sso.amberton.edu>. After logging in, students can access Moodle, Amberton email, CampusWeb, and other assigned applications. Students who need help accessing SSO should submit a support request through the SSO support option or contact support@amberton.edu.

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

Students are expected to use their Amberton email account and Moodle for course communication. Students should check Amberton emails regularly for course and university notices.

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 must be submitted through the appropriate Moodle assignment link unless otherwise directed by the instructor. Students are responsible for submitting files in the format required by the instructor.

INSTRUCTOR/COURSE EVALUATION:

Students will have the opportunity to complete an anonymous course and instructor evaluation near the end of the session. Instructions and dates will be provided through Moodle and/or Amberton email.

RESEARCH RESOURCES:

The **Amberton Library** provides access to full-text articles, peer-reviewed databases, and research tools, with options like Interlibrary Loan (ILL) and TexShare for items outside its collection. For research assistance, students can connect with library staff during operating hours via email (Library@amberton.edu), phone (972-279-6511 ext. 185), "How-to" videos, live online chat, or in person at the Garland campus.

MICROSOFT OFFICE 365 EDUCATION:

Amberton University students may access Microsoft 365 Education resources as provided by the university.

GOOGLE WORKSPACE FOR EDUCATION:

Amberton students are assigned a Google Workspace for Education account, including Amberton Gmail, Google Drive, Google Docs, Sheets, and Slides. Students should use their Amberton Google account for course-related work when required.