**Syllabus/Course Information course ###**

**Basic Counseling Skills,**

**Fall XX**

|  |  |  |  |
| --- | --- | --- | --- |
| **INSTRUCTOR:** | **XX** | **E-MAIL:** | **XX** |
| **OFFICE:** | **XX** | **PHONE:** | **XX** |
| **OFFICE HOURS:** | **XX** | | |

**A. Communicating with your instructor:**

The preferred method of communicating with your instructor is telephone. I usually respond within 24 hours. If for any reason, I cannot be reached, you may call XXXX at XXXXXX

**B. Course Description**:

This course is designed to facilitate development of the basic communication skills necessary to develop an effective helping relationship with clients. Includes the utilization of special skills to assist individuals, families, or groups in achieving objectives through exploration of a problem and its ramifications of attitudes and feelings; consideration of alternative solutions; and decision making.

**C. Course Goals and Objectives:**

It is the goal of this course to provide the student with an understanding of the basic skills necessary to conduct a well- formed, meaningful client interview and to provide the student the opportunity to demonstrate proficiency.

This course will give the student the opportunity to conduct an interview using principles and interviewing methods learned in class. The student will work with students and other individuals on class assignments designed to provide the student with practice and feedback regarding their interviewing skills.

**Learning Objectives**:

The student will be able to conduct an interview that facilitates client development and measures client developmental change both during and after the interview. The student will be able to discuss and demonstrate basic listening and influencing skills necessary in an interview. The student will be able to conduct an interview using only listening skills. The student will be able to explain decisional counseling and assertiveness training as well as how it impacts the client. The student will be able to utilize attending and listening skills as a part of the treatment program for clients. The student will be able to discuss concepts and skills relative in a multicultural world and be able to use the concepts and adapt them to facilitate communication.

**D. Methodology:**

* Lecture
* Class discussion
* Experiential Learning Exercises
* Handouts

**E. Prerequisites**:

XXXXXX

**F. Class Attendance Policy:**

Attendance is required.

G. **Textbooks**:

**Required Text:**

### Intentional Interviewing and Counseling, Ivey, 7th Ed. Brooks/Cole, 2010.

**Recommended Reading:**

**TAP 21, Addiction Counseling Competencies: The Knowledge, Skills, And Attitudes of Professional Practice, Technical Assistance Publication Series 21, Center for Substance Abuse Treatment, U.S. Department of Health and Human Services, 1999,** [**www.samsha.gov**](http://www.samsha.gov)**, 2004, 1-800-729-6686. This manual is FREE at:** [**www.samsha.gov**](http://www.samsha.gov) **1-800-729-6686.**

**TAP 17, Treating the Alcoholic and Other Drug Abusers in Rural and Frontier Areas Technical Assistance Publication Series 17, Center for Substance Abuse Treatment, U.S. Department of Health and Human Services, 1999,** [**www.samsha.gov**](http://www.samsha.gov)**, 2004, 1-800-729-6686. This manual is FREE at:** [**www.samsha.gov**](http://www.samsha.gov) **1-800-729-6686.**

**H. Additional Materials:**

XXXXXX

**I. Assignments, Exams and Grading Summary:**

There will be two examinations of material taken from the lecture material and the assigned reading. The examinations are a combination of multiple choices, fill in the blank, and essay. There will be weekly quizzes over reading assignments. There will be an audio-taped interview required that demonstrates interview skills learned by the end of the course.

**J. Grading Scale:**

|  |  |
| --- | --- |
| **Points** | **Grade** |
| 100-90 | A |
| 89-80 | B |
| 79-70 | C |
| 69-60 | D |
| 59 or less | F |

***I.…..Incomplete.*** *No Incompletes or “I” grades will be given except for extreme circumstances. If an “I” grade is assigned and the course work is not completed by the pre-arranged time limit, this grade will convert to an “F”.*

***W….Withdrawal.*** *Students who file withdrawal requests by the published deadline will receive a grade of W.* *It is recommended that the student talk to the instructor before withdrawing. If a decision is made to withdraw, the student must start the process at the Enrollment Services Center, room A-100 or call them for information at 281-756-3531, by the deadline. Failure to withdraw may result in a grade of F.*

**K. Late Course Work Policy:**

Late course work accepted only with instructor’s prior approval.

**L. Exam Policy:**

If a student misses a major examination, the next major examination will count two times, once for the examination missed and once for the examination taken. Only one major examination may be missed.

**M. Classroom Protocol:**

It is the right of each student to participate in his or her learning, and it is the responsibility of each student to not interfere with the learning of other students. Policies governing the classroom are provided in the ACC student Handbook and students who repeatedly violate one or more of these policies will be subject to disciplinary action.

**N. Disclaimer:**

The instructor reserves the right to modify this syllabus as needed and will notify the students of any changes using e-mail or announcements.

**O*.* Expectations:**

1. *Students are expected to obtain a textbook.*
2. *Students are expected to allocate a minimum of 10 hours per week on textbook readings, interacting with course materials, participating in class discussions, and completing assignments, quizzes, exams, interviews.*
3. *Students are expected to practice each interview skill during class, at home, etc. to become proficient at interviewing techniques.*

**P. ACADEMIC SUCCESS AND SUPPORT SERVICES:**

1. Computers are available for use by all registered students in any of the 23 ACC/PCC computer labs, including the Cyber Lab, room A-173. Cyber Lab hours are: Mon-Thurs. 8:00am-8:00pm, Friday 8:00am-5:00pm and Sunday 4:00pm-8:00pm. ***Hours may vary for the summer session, please call in advance*** XXXXXXX for more information about all computer labs.

2. The Library website: <http://www.XXXX>

3. The Learning Lab and Writing Center, A-235, is for help with writing assignments, tutoring, exams, and additional computer access: <http://www.XXXXXX>

4. MyBlackboard -Any technical problems or issues with MyBlackboard should be directed to the Distance Education Department at de@alvincollege.edu. Include your first and last name, student ID number and a description of the problem. Students will not be penalized if there is an interruption in MyBlackboard service and the instructor is notified of such an issue by the Distance Education Department.

5. WEBACCESS, Passwords or Computer Labs- contact the IT Dept. Help Desk at XXXXXXXX.

**Q. AMERICANS WITH DISABILITIES ACT**:

ACC complies with ADA and 504 Federal guidelines by affording equal access to individuals who are seeking an education. Students who have a disability and would like classroom accommodations must register with the Office of Disability Services, XXXXXXX. Instructors are not able to provide accommodations until the proper process has been followed.

**R. CODE OF ACADEMIC INTEGRITY AND HONESTY**:

Students at XXXXXXX College are members of an institution dedicated to the pursuit of knowledge through a formalized program of instruction and learning. At the heart of this endeavor, lie the core values of academic integrity which include honesty, truth, and freedom from lies and fraud. Because personal integrity is important in all aspects of life, students at XXXXXXX College are expected to conduct themselves with honesty and integrity both in and out of the classroom. Incidents of academic dishonesty will not be tolerated and students guilty of such conduct are subject to severe disciplinary measures.

**S. Behavioral Intervention Team (BIT) – Letting someone know:**

The Behavioral Intervention Team (BIT) at XXXXXXX College is committed to improving community safety through a proactive, collaborative, coordinated, objective and thoughtful approach to the prevention, identification, assessment, intervention and management of situations that pose, or may reasonably pose, a threat to the safety and well-being to the campus community.

College faculty, staff, students and community members may communicate concerns to the BIT by email, [BIT@](mailto:BIT@alvincollege.edu)XXXXXX , or through an electronic reporting option located on the BIT page of the college website, [www.XXXXXXX](http://www.XXXXXXX).