



COUN 301.51E Orientation to Counseling Profession

COURSE SYLLABUS: Fall 2017

TR 4:30-7:10 pm Location: CHEC - McKinney

INSTRUCTOR INFORMATION

Instructor: Melissa McCarthy, M.A., LPC, NCC, Doctoral Student

Office Location: CHEC/McKinney

Office Hours: Schedule as needed.

Office Phone: 214-945-4460

Office Fax: 903-886-5991

University Email Address: melissa.mccarthy@tamuc.edu

Preferred Form of Communication: University Email Address with Student Name and Class Name in the subject line.

Communication Response Time: Most cases within 48 hrs.

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required

1.) Granello, D.H. & Young, M.E. (2012). Counseling today: Foundations of professional identity. Upper Saddle River, NJ. ISBN: 978-0-13-098536-1

2.) ACA Code of Ethics

3.) Title 22 (Examining Boards) Texas Administrative Code Part 30 Chapter 681: Rules relating to the Licensing and Regulation of Professional Counselors

Software Required

N/A

Optional Texts and/or Materials

N/A

Course Description

This course will provide an overview and orientation to the counseling profession including general professional issues such as ethics, history, credentialing, professional associations and the role of counselors in various settings.

Goals/Rationale of the Course

- Create an insight for the students to understand the inner workings of the counseling profession, its history, development, and the role of the counselor in various settings.
- Develop an understanding of the relationship between counselors and other mental health professionals.
- Provide students with information to help them better determine how congruent the discipline of counseling is with their future academic and professional goals.

Student Learning Outcomes

The student will:

1. Be an active and engaged participant in discussions by analyzing, constructing/creating, and evaluating information presented within the textbook, external readings/resources, student research, and class activities and sharing personal observations and opinions.
2. Become familiar with professional peer-reviewed Counseling journal publications and APA style of writing
3. Differentiate between counselors and other mental health professionals
4. Identify basic counseling theoretical orientations and their founders
5. Understand the history of the counseling profession and the fundamentals of the credentialing processes.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Using the learning management system, using Microsoft Word and PowerPoint, using presentation and graphics programs, etc.

Instructional Methods

Lecture by teacher, class discussion, discussion groups, group activities, reading assignments, open textbook study, problem solving and case studies, video presentations, exams, outside of class assignment, and other methods as deemed necessary by the instructor.

Student Responsibilities or Tips for Success in the Course

Attend class on time, read assigned reading, complete all assignments on time, active class participation, cell phones on silent, laptops closed, contact instructor if you fall

behind or struggling with work PRIOR to the due date (I cannot help you if you wait until the due date), respective of instructor and classmates, communicate with instructor if there is a problem and other tips that might be included by the instructor.

Respect confidentiality!

Confidentiality is a necessity. Students might volunteer to share personal information during class discussions or demonstrations. This is an important part of the learning experience and the student's right to privacy must be respected by all. Being actively involved in the class sessions and the small groups entails some level of personal self-disclosure. Because of the nature of the vulnerability, trust, and openness needed to learn about counseling, it is extremely important that confidentiality be maintained. Revealing personal information about others outside of the classroom is a breach of confidentiality. If you wish to share with others outside of the classroom, please reveal only your own reactions and understanding and avoid using names or identifying features of your classmates. It is expected that anyone who participates in a demonstration of either an individual session in this course will have his or her confidentiality respected.

Please do not record any lectures, discussions, or demonstrations. Recording parts of class sessions could well pose problems with respect to confidentiality and privacy. Please make sure to turn all cell phone and electronic devices off before entering the classroom. Again, no recording of any aspects of the course is allowed. I also request that you not bring your laptops to the class sessions.

GRADING

Final grades in this course will be based on the following scale:

A = 360-400

B = 320-359

C = 280-319

D = 240-279

F = <240

Participation	100
ACA Code of Ethics	100
Ethics Presentation	100
Counselor Identity	100

Assessments

1. Participation (100 points)

Participation includes being fully prepared for class including all readings and assignments completed prior to class time. Students are required to interact with the professor, presented information, and in-class discussions to obtain full credit. Being late or missing class can negatively impact the student's participation grade.

2. ACA Code of Ethics (100 points) - Due 11/19/18 Beginning of Class

Students will review the ACA code of ethics and write about what they have learned from it. Was there anything in the code that surprised you? Did you have a reaction to a certain code? How will these codes impact you as a therapist? Please cite relevant codes when discussing ethics.

3. Counselor Identity Paper: (100 points) – Due 9/24/18 Beginning of Class

You will complete a counselor identity paper regarding your beliefs about the helping professions (psychology, counseling, social work, etc.). You will use the guidelines below in preparing your paper. The purpose of this paper is for you to consider your personal beliefs regarding the helping professions and the professional practice of counseling. Please answer the following questions in conjunction with your desired career goals in the helping fields (psychology, counseling, social work, etc). This is a personal reflection paper, not a research paper. Therefore, your responses to the questions will be in your own words, without reference to other authors/sources.

- 1.) How do you define the role/job of a professional helper? Define this in your own words. Be thorough in your response.
- 2.) What has led you to consider the helping fields?
- 3.) Based on your beliefs, experiences, etc., what are the 3 most important things a counselor does during a counseling session?
- 4.) Based on your beliefs, experiences, etc., what are the 3 most important things a counselor does not do during a counseling session (do not simply state the opposite of your response above)? Be thorough.
- 5.) What two or more personality characteristics of yours do you believe may serve as personal strengths in your role as a helping professional?
- 6.) What two or more personality characteristics of yours do you believe may serve as personal barriers in your role as a helping professional?
- 7.) With what client population do you think you would have the easiest time counseling? Explain thoroughly.
- 8.) With what client population do you think you would have the most difficult time counseling? How do you think you would deal with this when that particular client comes to you asking for help?
- 9.) How would you define the appropriate dress code for the setting in which you hope to work?

10.) Many helping professionals consider themselves to be role models in the community, even when they are not “on the clock” at their work setting. Are there any behaviors you believe helping professionals should expressly avoid doing, even when they have their “civilian hats” on? Explain them and your reasoning behind your opinion.

11.) Self-care is a particularly important task of the helping professional. How do you plan to take care of yourself and prevent professional burnout should you go into a helping profession?

Quality writing skills.

- Write directly and informally yet write in standard English.
- I encourage you to use personal examples and to support your points with these examples when appropriate.
- Make sure your essays reflect university-level writing skills: - Use complete sentences - Develop your paragraphs - Check your spelling - Put together a paper that reflects quality
- You might ask someone to proofread your paper.
- It is essential that you keep strictly within the established page limitations.

4. Ethics Presentation (100 points) – 12/03/2018 & 12/10/2018

Students will research and present a professional ethical issue relevant to the counseling field. The instructor must approve the professional ethical issue. The student will compose a presentation, provide handouts, and lead a discussion about the professional ethical issue. Handouts and presentation must have APA cited sources. Creativity is highly encouraged. Evaluation will be based on information content, student knowledge, level of class discussion accompanying the presentation and group evaluations.

TECHNOLOGY REQUIREMENTS

- To fully participate in online courses, you will need to use a current Flash enabled internet browser. For PC and Mac users the suggested browser is Mozilla Firefox.
- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
 - Sound card, which is usually integrated into your desktop or laptop computer

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- Speakers or headphones.
- *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site http://www.java.com/en/download/manual.jsp](http://www.java.com/en/download/manual.jsp)
- Current anti-virus software must be installed and kept up to date.
- Run a browser check through the Pearson LearningStudio Technical Requirements website. [Browser Check http://help.ecollege.com/LS_Tech_Reg_WebHelp/en-us/#LS_Technical_Requirements.htm#Browset](http://help.ecollege.com/LS_Tech_Reg_WebHelp/en-us/#LS_Technical_Requirements.htm#Browset)

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
 - [Adobe Reader https://get.adobe.com/reader/](https://get.adobe.com/reader/)
 - [Adobe Flash Player \(version 17 or later\) https://get.adobe.com/flashplayer/](https://get.adobe.com/flashplayer/)
 - [Adobe Shockwave Player https://get.adobe.com/shockwave/](https://get.adobe.com/shockwave/)
 - [Apple Quick Time http://www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/)
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.
- For additional information about system requirements, please see: [System Requirements for LearningStudio https://secure.ecollege.com/tamuc/index.learn?action=technical](https://secure.ecollege.com/tamuc/index.learn?action=technical)

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

Brightspace Support

Need Help?

Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words “[click here](#)” to submit an issue via email.



System Maintenance

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement

I will make every effort to respond to your correspondence in a reasonable timeframe, usually within 48 hrs. If you ask questions that need further assistance the response may be delayed. All exams and assignments will be returned and/or recorded within 7 days of the due date. If there is going to be a delay I will let you know prior to the 7 days.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Attendance sheets will be available every class period. It is the student's responsibility to sign in every class period. Students should contact the instructor, via email, prior to

class period regarding any absence or lateness. Excessive absences or lateness will impact your final grade.

Late work is not excepted unless specified by the instructor. This conversation **MUST** happen prior to the due date.

Missed Exams are not made up unless specified by the instructor. This conversation **MUST** happen prior to the due date.

Quizzes will be given if the class participation deems it necessary.

Extra credit is not accepted.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette](#)

<http://www.albion.com/netiquette/corerules.html>

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

ADA Statement

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library- Room 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: Rebecca.Tuerk@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

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For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

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Date	Topic	Reading Due	Assignment
08/27/18	Introduction, Syllabus, & Chapter 1	Chapter 1	
09/03/18	Chapter 2	Chapter 2	
09/10/18	Chapter 3	Chapter 3	
09/17/18	Chapter 4	Chapter 4	
09/24/18	Chapter 6	Chapter 6	Counselor Identity Paper Due Beginning of Class
10/01/18	Chapter 7	Chapter 7	
10/08/18	Chapter 8	Chapter 8	
10/15/18	Chapter 9	Chapter 9	
10/22/18	Chapter 10	Chapter 10	
10/29/18	Chapter 11	Chapter 11	
11/05/18	Chapter 12 & 13	Chapter 12 & 13	
11/12/18	TCA	TCA	
11/19/18	Chapter 14	Chapter 14	ACA Code of Ethics Paper Due Beginning of Class
11/26/18	Thanksgiving	Thanksgiving	
12/03/18	Presentations	Presentations	
12/10/18	Presentations	Presentations	