



TEXAS A&M UNIVERSITY
COMMERCE

Counseling 301: Orientation to the Counseling Profession
Course Syllabus, Fall 2019
Monday/Wednesday/Friday, 9:00-9:50 am

INSTRUCTOR INFORMATION

Instructor: Jovaria Baig, MS, LPC, LCDC

Office Hours: By Appointment Only

University Email Address: jbaig@leomail.tamuc.edu

Preferred Method of Communication: email

Communication Response Time: 24 hours, Monday-Friday

COURSE INFORMATION

Textbook(s) Required:

Granello, D.H. & Young, M.E. (2012). *Counseling today: Foundations of professional identity*.
Pearson: Upper Saddle River, NJ.

American Counseling Association. (2014). *ACA Code of Ethics*. Alexandria, VA: Author.

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

Optional Texts and/or Materials:

American Psychological Association Publication Manual (6th ed). Washington, DC: Author.

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 process.

COURSE REQUIREMENTS

Instructional Methods

This course will utilize mainly lectures and class discussions; however, role-plays, videos, and other methods that help enhance the learning experience may be used.

Student Responsibilities

As learners, you are expected to read all assigned materials and actively participate in the course. Active participation can be defined as listening and giving thoughtful responses. During class discussions, it is expected that each student be respectful and polite to one another when interacting. Sensitive topics may be discussed, and students may share personal information.

Please remember that what is said in the classroom should be kept confidential.

Discriminatory, rude, and/or inappropriate language will not be tolerated in this class, and any student(s) choosing to (1) act in a discriminatory or rude manner or (2) use inappropriate language will be asked to leave the class. Disruption of class or inconsiderate behavior will not be tolerated. **If the student continues to act in the same manner during future classes, the instructor reserves the right to drop the student from the course.** Please read the student handbook regarding student conduct.

Electronics

Texting and the use of social media during class is disrespectful and distracting to others. All electronics must be put away and phones must be on silent.

COURSE ASSIGNMENTS AND GRADING

Attendance/Class Participation (120 points):

Active participation is defined as (1) arriving to class on time, (2) being prepared for the day's lesson, (3) participating in in-class activities, and (4) remaining in class for the entire class period. Absences will be excused for those specific reasons stated in the Student's Guidebook (pg. 36-37) **with written documentation**. Students will be permitted to make up missed activities, tests, etc. within a week for unforeseen excused absences. For any predetermined absences or unexcused absences (oversleeping, work conflicts, taking care of a sick child, etc.) students must submit assignments on or before the assigned due date to avoid penalty. If you are more than 5 minutes late, it will count as an absence. **It is up to the student to find out what was missed and obtain those notes/handouts so he/she will not fall behind. Please read [Procedure 13.99.99.R0.01](#)** in the student handbook for more information about student attendance.

APA Writing Assignment (100 points):

Knowing how to write in APA format is important. To enhance your knowledge of APA style, a short APA assignment will be given. The instructor will give more details about the assignment.

Quizzes (10 points each total 80 points):

To check for understanding of course content, there will be a quiz on D2L on several Fridays throughout the semester. There are 8 in total. See Flexible Course Calendar for specific dates.

Ethics Presentation (100 points):

Students will select their own groups and come up with an ethical dilemma within the counseling field. The instructor must approve of the topic first. As a group, students will compose a presentation, give handouts, and lead a discussion over their ethical issue. Handouts and presentation must have APA cited sources. Creativity is highly encouraged. Evaluation will be based on information content, student knowledge, and level of discussion. The grading rubric will be given beforehand.

Counselor Identity Paper (100 points):

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. Please do not plagiarize anything on your paper. It will be run through the school's plagiarism website.

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)?
5. What two or more personality characteristics do you believe may serve as personal strengths in your role as a helping professional?
6. What two or more personality characteristics 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?

FINAL GRADES

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 = 278 or Below

Late Assignment Policies

All assignments are due on the given assignment date. Late assignments will not be accepted (except for excused absences with instructor approval). All assignments must be uploaded and submitted to D2L. Emailed assignments will not be accepted.

COMMUNICATION AND SUPPORT

The best way to communicate with me between classes is email. Please use “Counseling 301” in the subject of your email. In the content part of your email, be sure to include your first and last name and the best phone number to reach you (if necessary). I respond to my emails daily. Also, I will be more than happy to meet with you if needed. Please reach out to me so we can set up a convenient time and location.

TECHNOLOGY REQUIREMENTS

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products. Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest

Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or point release of that major version) and the previous major version of iOS (the latest minor or point release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR

- 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
- 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.
- 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/) o [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.

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.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

University-Specific Procedures

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](#)

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/)
<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.

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.

FLEXIBLE COURSE CALENDAR
(subject to change at the discretion of the instructor)

Week/Date	Class Activity	Assignment
Week 1:		

8/24	Course Overview/Syllabus	Complete Introduction Discussion Read Chapter 2
8/26	Chapter 1: Who Are Counselors?	
8/28		
Week 2:		
8/31	Chapter 2	Read Chapter 3
9/2	APA Style	Quiz #1 on D2L Due 9/4 @ 11:59 pm
9/4		
Week 3:		
9/7	Chapter 3: How Are Counselors Trained and Regulated?	Read Chapter 4
9/9		Quiz #2 on D2L Due 9/11 @ 11:59 pm
9/11		
Week 4:		
9/14	Chapter 4: How Do Counselors Integrate Personal and Professional Identity?	Read Chapter 12
9/16		APA Assignment Due 9/18 @ 11:59 pm in D2L
9/18		
Week 5:		
9/21	Chapter 12: How Do Counselors Make Legal and Ethical Decisions?	Read Chapter 6
9/23		Quiz #3 on D2L Due 9/25 @ 11:59 pm
9/25		
Week 6:		
9/28	Chapter 6: How Do Counselors Use Theories?	Read Chapter 7
9/30		Quiz #4 on D2L Due 10/2 @ 11:59 pm
10/2		
Week 7:		

10/5 10/7 10/9	Chapter 7: How Do Counselors Use Research?	Read Chapter 8 Quiz #5 on D2L Due 10/9 @ 11:59 pm
Week 8: 10/12 10/14 10/16	Chapter 8: What Happens in a Counseling Session?	Read Chapter 9
Week 9: 10/19 10/21 10/23	Chapter 9: Where Does Counseling Take Place?	Read Chapter 10 Quiz #6 on D2L Due 10/23 @ 11:59 pm
Week 10: 10/26 10/28 10/30	Chapter 10: Social Justice and Culturally Competent Counseling	Read Chapter 11 Quiz #7 on D2L Due 10/30 @ 11:59 pm
Week 11: 11/2 11/4 11/6	Chapter 11: Collecting and Using Assessment Information	Read Chapter 13 Quiz #8 on D2L Due 11/6 @ 11:59 pm
Week 12: 11/9 11/11 11/13	Chapter 13: Wellness/Self-Care	Counseling Identity Paper Due 11/13 @ 11:59 pm
Week 13:		

11/16 11/18 11/20	Work on Ethics Presentations	
Week 14: 11/23 11/25 11/27	No Class This Week Happy Thanksgiving!	
Week 15: 11/30 12/2 12/4	Ethics Presentations	
Week 16 12/7 12/9 12/11	Ethics Presentations	Ethics Presentations Due in D2L 12/9 @ 11:59pm