



COUN 301.01W Orientation to the Counseling Profession

COURSE SYLLABUS: Summer 1 2023
Web-based

INSTRUCTOR INFORMATION

Instructor: Brad Chilcote, MS, MBA, CPCC

Office Location: Virtual

Office Hours: By Appointment

Office Phone: 214-906-4810 (cell)

University Email Address: brad.chilcote@tamuc.edu

Preferred Form of Communication: E-mail with "COUN 412" in the subject line & your name and best contact phone number in the body of the e-mail

Communication Response Time: Within 36 hrs. M-F (excluding school holidays)

COURSE INFORMATION

Textbook(s) Required

Granello, D.H. & Young, M.E. (2018). Counseling today: Foundations of professional identity (2nd ed.). NY, NY: Pearson.

American Counseling Association (2014). 2014 ACA Code of Ethics. Alexandria, VA. Retrieved from www.counseling.org/docs/default-source/ethics/2014-code-of-ethics.pdf?

Title 32 (Examining Boards) Texas Administrative Code Part 30, Chapter 681: Rules relating to the Licensing and Regulation of Professional Counselors. Retrieved from [texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=4&ti=22&pt=30&ch=681](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=22&pt=30&ch=681)

Optional Texts and/or Materials

American Psychological Association Publication Manual (7th ed.) Washington, D.C: American Psychological Association

COURSE DESCRIPTION

This course provides a structure and environment for learning. That learning will occur through 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

1. Create an insight to understand the inner workings of the counseling profession, its history, development, and the role of the counselor in various settings.
2. Develop an understanding of the relationship between counselors and other mental health professionals.
3. Provide information to help students 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, class activities, and sharing personal observations and opinions.
2. Become familiar with professional peer-reviewed counseling journal publications and the 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 use pre-recorded lectures and online discussions. Articles, videos, and other methods to enhance the learning experience may also be used. The instructor may offer Zoom meet-ups throughout the semester to review material and offer support students desire. Experiential learning activities will be required in the class. All activities can be completed remotely.

Faculty Responsibilities

Engage students in the learning process by structuring an environment conducive to learning. Incorporate essential content, discipline-related experience, behaviors, and creative exploration in the use of that environment. As core values of providing instruction; define and utilize professional interaction and involve students in the process of participative learning. Paramount in the instructor's approach to orienting the counseling profession; infuse the learning experience with real-life current examples of the profession, facilitating their use for learning and application. Provide ongoing feedback to students to ensure they are aware of their progress in the course.

The syllabus/schedule are subject to change.

Student Responsibilities

As learners, you are expected to participate and contribute to learning. That is primary and essential. You must be present and prepared, to do so. Learning includes outlining chapters, reading all class materials, and being prepared to actively participate in learning for the course. Active participation can be defined as listening and giving thoughtful responses. You are entering a profession; therefore, professional behavior is required for this class. During class discussions it is necessary that each student be respectful and polite to one another. The nature of the course and its topics, necessitates that sensitive topics may be discussed, and students may choose to share personal information. **Please remember that what is said in the classroom should be kept confidential.**

Discriminatory, rude, and/or inappropriate language cannot 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 and face university disciplinary action. Disruption of class or inconsiderate behavior will not be tolerated, as it negatively impacts learning. If the student continues to repeat these behaviors, the instructor reserves the right to refer the matter to the appropriate university official for disciplinary action up to and including dropping the student from the course. Please read the student handbook regarding student conduct, and the disciplinary process.

Communication with Instructor

The best way to communicate with me is by email. **Please use “COUN 301” in the subject of your email.** In the content of your email be sure to include your **first and last name and the best phone number** at which I can contact you. I usually respond to my emails daily Mon-Fri, but do not always respond on the weekend or holidays. I am more than happy to meet with you if needed. Contact me so that we can set up a convenient time and location. ****If you have questions about an assignment, do not wait until the day it is due to request assistance.**

COURSE ASSIGNMENTS AND GRADING

Discussion Board Posts: (120 points)

All students are required to be active in this course. Since we do not meet in person, discussion posts are important as they can help you learn more about the material as other students' thoughts and ideas are discussed. For each discussion, I will post a conversation starter. A total of 8 written discussion boards will require your response to reading material, class discussions or videos. Two initial posts (9 points each) are due each week by Tuesday at 10:00pm and Thursday at 10pm. You should respond to 2 classmates for each discussion (a total of 4 responses worth 3 points each) by Sunday at 10:00pm. Initial posts should consist of at least 300 words and each response should consist of at least 100 words.

Discussion posts/responses require thoughtful reactions, demonstrating your professionalism and contributing to the understanding of the topic. These must be more than “I agree. Great post”. To demonstrate your learning, you must demonstrate your new knowledge and contribute to the learning of others. Modeling the professionalism of your field, consider the broadness of others' beliefs and avoid using language/which is insensitive or could be offensive. Disagreement is acceptable and at times instructive, but we each must do so in a manner that reflects dignity and respect. Your responses are reflective, so you are encouraged

to consider and plan before you write. Therefore, on this mode of learning, you need not worry with utilizing APA format.

Initial posts that are submitted late will have 4 points deducted for each day late (maximum deduction of 8 points). I WILL NOT ACCEPT ANY RESPONSES AFTER SUNDAY AT 10:00 PM. Posts less than the minimum word count or that do not address the topic adequately will also have points deducted.

Quizzes (30 points, 5 points each)

Six quizzes will be administered, each covering two chapters from the textbook. Each quiz will consist of 5 multiple-choice questions worth one point per question; and will be timed for 15 minutes. Open books and open notes are allowed; however, the time limit will restrict the amount of searching you will have for answering questions.

Counselor Identity Paper in APA Format (150 points)

Knowing how to write in the APA format is essential to the field of Counseling. To enhance your knowledge of APA style, this paper will require APA formatting without APA references. The instructor will give more details about facets of APA graded in this paper, and encourages you to utilize the University's Librarians and campus labs, early in the session to become familiar with this writing style.

You will complete a counselor identity paper regarding your knowledge and thoughts about the helping professions (psychology, counseling, social work, etc.), using the guidelines below. The purpose of this paper is for you to consider your learning about the field of counseling, and demonstrate how your beliefs regarding it apply or have been impacted. Please answer the following questions in conjunction with your desired career goals in the helping fields (psychology, counseling, social work, etc.). Each question should be addressed under a separate APA heading. Though this is a personal reflection paper, you should demonstrate learning. Include facts, content, and theory influencing your thoughts about the helping profession. Your responses to the questions will be in your own words (no APA references required), but must demonstrate content learned as well.

1. How do you define the role/job of a professional helper? Define this in your own words. Include how your definition has changed based on participation in this class.
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 be most productive? 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 it important to be role models in the community, even outside their daily work environment and work setting. Are there 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 vital component of this profession and required to ensure the quality of service you provide others. How do you plan to take care of yourself and prevent professional burnout should you go into a helping profession?

ABSOLUTELY NO LATE ASSIGNMENTS WILL BE ACCEPTED.

Note: The University considers the act of plagiarism as a severe lack of academic integrity, and one of academia’s most severe offenses. This means claiming someone’s work as your own, is unacceptable. To that end, I will ask you to utilize a plagiarism checker, such as Turnitin to review your written projects for evidence of plagiarism or poor citation, and attach that report to your paper. Work determined to have been plagiarized will be assigned a grade of 0, and, could result in a final grade of “F” in COUN 301. Plagiarism is also a violation of the Student Code of Conduct, and subject to those consequences as well.

Ethics Presentation: (150 points)

In groups of four to six, students will create/imagine an ethical dilemma within the counseling field. The instructor must approve of the topic first (email me by 6/18). As a group, students will prepare a PowerPoint presentation with video overlay regarding their ethical issue. The presentation must have APA cited sources which include at least three journal articles. Creativity is highly encouraged. Evaluation will be based on content provided, demonstration of knowledge, professionalism of topic chosen, and how it is presented.

ABSOLUTELY NO LATE ASSIGNMENTS WILL BE ACCEPTED.

Final Exam: (50 points)

The final exam will consist of multiple-choice and true/false questions worth one point per question; and will be timed for 90 minutes. Open books and open notes are allowed; however, the time limit will restrict the amount of searching you will have for answering questions.

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

A =	90%-100%	450 – 500 Points
B =	80%-89%	400 – 449 Points
C =	70%-79%	350 – 399 Points
D =	60%-69%	300 – 349 Points
F =	59% or Below	Less than 300 Points

TECHNOLOGY REQUIREMENTS

D2L

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>
- 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/>
 - Adobe Flash Player (version 17 or later) <https://get.adobe.com/flashplayer/>
 - Adobe Shockwave Player <https://get.adobe.com/shockwave/> o Apple Quick Time <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.

The syllabus/schedule are subject to change.

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

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

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/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

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Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

TAMUC Attendance

For more information about the attendance policy please visit the Attendance webpage:

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

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:

13.99.99.R0.03 Undergraduate Academic Dishonesty

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

Undergraduate Student Academic Dishonesty Form

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

Graduate Student Academic Dishonesty Form

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

Students with Disabilities-- ADA Statement

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

Velma K. Waters Library Rm 162

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

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website:

<https://inside.tamuc.edu/campuslife/campusservices/StudentDisabilityServices/default.aspx>

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 consult your event organizer and refer to the Carrying Concealed Handguns on Campus document:

<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.

A&M-Commerce Supports Students' Mental Health

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

COURSE OUTLINE / CALENDAR

Updated 5/3/2023

This is a tentative course calendar; subject to change at the discretion of the professor.

Week/Date	Content Covered	Homework & Assignments Due
Week 1 Jun 5	Introductions Course Overview/Syllabus Chapter 1 – Who are Counselors? Chapter 2 – What do Counselors do? Chapter 3 – How are Counselors Trained and Regulated? APA Style Review Ethics Presentation Teams Assigned	<ul style="list-style-type: none"> • Post Introductions • Review Syllabus • Read chapters • Watch lecture on APA Style Review DB #1 Initial post Tuesday @ 10pm; Responses Sunday @ 10pm QUIZ #1 covering Chapters 1 – 2 DB #2 Initial post Thursday @ 10pm; Responses Sunday @ 10pm

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Week/Date	Content Covered	Homework & Assignments Due
Week 2 Jun 12	Chapter 4 – How do Counselors Integrate Personal and Professional Identity? Chapter 12 – How do Counselors Make Legal and Ethical Decisions? Chapter 6 – How do Counselors Use Theories?	<ul style="list-style-type: none"> • Read chapters • Prepare proposed ethics topic DB #3 Initial post Tuesday @ 10pm; Responses Sunday @ 10pm QUIZ #2 covering Chapters 3 – 4 DB #4 Initial post Thursday @ 10pm; Responses Sunday @ 10pm QUIZ #3 covering Chapters 12 & 6 Submit Ethics Topic for approval by Friday @ 10pm
Week 3 Jun 19	Chapter 7 – How do Counselors Use Research? Chapter 8 – What Happens in a Counseling Session? Chapter 9 – Where does Counseling Take Place?	<ul style="list-style-type: none"> • Read chapters DB #5 Initial post Tuesday @ 10pm; Responses Sunday @ 10pm QUIZ #4 covering Chapters 7 – 8 DB #6 Initial post Thursday @ 10pm; Responses Sunday @ 10pm Counseling Identity Paper Due – Sunday, Jun 25 at 10:00pm
Week 4 Jun 26	Chapter 10 – Social Justice and Culturally Competent Counseling Chapter 11 – Collecting and Using Assessment Chapter 13 – Wellness/Self-Care	<ul style="list-style-type: none"> • Read Chapters DB #7 Initial post Tuesday @ 10pm; Responses Sunday @ 10pm QUIZ #5 covering Chapters 9 – 10 DB #8 Initial post Thursday @ 10pm; Responses Sunday @ 10pm QUIZ #6 covering Chapters 11 – 13
Week 5 Jul 3	Please take the course survey	Ethics Presentation Due – Monday Jul 3 at 10:00 pm FINAL EXAM
	YOU DID IT!! Have a good break. Apply what you have learned!	