Counseling 315: Philosophy of the Helping Relationship
Course Syllabus, Spring 2024

INSTRUCTOR INFORMATION

Instructor: Dr. Shenequa C. Miller
Office Hours: M & W 10am-11am
University Email Address:
Shenequa.Miller@tamuc.edu
Preferred Method of Communication: Email
Communication Response Time: Within
24 hours
Location/Meeting Time: Online Only

COURSE INFORMATION

Textbook(s) Required:
Brammer, L.M., & MacDonald, G. (2003). The helping relationship: Process and skills (8th ed.).
    Boston, MA: Allyn and Bacon.

Optional Texts and/or Materials:
American Psychological Association Publication Manual (6th ed). Washington, DC: Author.

Course Description
This course is designed to create an understanding of helping relationships. It includes a study of
basic communication skills such as active listening, responding, and interviewing.

Goals/Rationale of the Course
- Examine motivations for wanting to become a helper.
- Explore attitudes and beliefs about helping.
- Identify and apply the seven helping skills.
- Recognize the steps in problem solving and decision-making models.
- Explore and understand theories of helping and ethical standards.

COURSE REQUIREMENTS

Instructional Methods
This course will utilize lectures, class discussions, and collaborative projects; in addition, structured role-playing, videos, and other methods that enhance the learning experience may be used.

Faculty Responsibilities
To engage students in the learning process by structuring an environment conducive to learning. To incorporate essential content, discipline-related experience, behaviors, and creative exploration in the use of that environment. Defining and utilizing professional interaction, and involving students in the process of participative learning, will be core values of the instruction provided. To infuse this learning experience with real-life current examples of the profession, facilitating their use for learning and application, will be paramount in this instructor's approach to orientation to the counseling profession. The faculty should provide ongoing feedback to students to ensure they are aware of their progress in the course.

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 must 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.

Electronics
When appropriate, the instructor may utilize technology to teach or enhance the learning experience. Otherwise, texting and the use of social media during class is not appropriate and a disruption to the process of learning. All electronics must be put away and phones must be on silent before class begins.

COURSE ASSIGNMENTS AND GRADING

Discussion Posts/Class Participation (130 points):

A discussion prompt will be posted each week, related to the text material from the previous week. There will be discussion posts every week of the course. The discussions will be covering the material from each chapter of the previous week. In order to receive full credit for the discussion, each student will need to post her or his initial post, between 500 – 1,000 words, and respond to at least 1 classmate in a minimum of at least 1 paragraph. The response must entail the following: 1. do you agree or disagree with the post, 2. If you disagree with the post, what are your thoughts or opinions about the topic, (remember this is not a debate or an argument, no one is right or wrong) and 3. what is most interesting to you about this post. All students must follow APA format when completing discussion posts and must have complete sentences in order to receive full credit. 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. 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.

Process Papers (80 points):

Part of the helping/counseling process is knowing yourself and reflecting on your thoughts and beliefs. Eight process papers will be assigned throughout the semester, valued at 10 points each. The papers should be between 1-2 pages, double-spaced, and 12 point Times New Roman or Arial font. Please make sure your name and the chapter you are writing about are at the top of the page. The purpose of each paper is to reflect upon how the chapter or certain parts of the chapter relate to your personal life. Students who connect the chapter content to their personal lives will receive full credit. Students who discuss the topic but fail to tie it back to their personal lives will receive half of the points. Zero points will be given to those who plagiarize* their papers or write only about their personal lives and fail to tie it in with their chapter. All papers must be written in APA format and must have cited sources/references (such as the textbook). Process Papers are due by 11:59PM on SUNDAYS.

*Undergraduate Academic Dishonesty 13.99.99.R0.03

Exams (200 points):

Eight exams that are worth 25 points each will be given. Each exam will consist of 25 questions that may contain true/false, multiple-choice, matching, or short answer questions. Notes, or the book will be used on some exams, but may not be used on others. The instructor will inform you when and if they may be used.

FINAL GRADES

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

A = 360-410
B = 320-359
C = 280-319
D = 240-279
F = 278 or Below

Late Assignment Policies
It will be essential that you are present, participating in classroom learning, and completing all assignments at the time they are due. Therefore, it is not really possible to turn in assignments late or make up for content/participation missed. Late assignments cannot be accepted. (If you have missed content, or assignment deadlines, you must either have prior approval of the instructor, or written documentation of an excused absence approved by the instructor, for any consideration or partial or optional credit). If you have any questions about missed work, it is your responsibility to obtain clarification from the instructor.

COMMUNICATION AND SUPPORT

The best way to communicate with me between classes is email. Please use "Counseling 315" in the subject of your email. In the content portion of your email, be sure to include your first and last name and the best email and 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. Note my regular office hours posted above.

TECHNOLOGY REQUIREMENTS (For Courses Taught On-Line)

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.

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. 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.

LiveChat

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/

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&MCommerce 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/34Safet
yOfEmployeesAndStudents/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:	Course Overview/Syllabus Chapter 1: Helping: What Does it Mean?	Complete Introduction Discussion
Week 2:	Chapter 1: Helping: What Does it Mean?	Read Chapter 2 Process Paper #1 Due in D2L
Week 3:	Chapter 2: Characteristics of Helpers	Read Chapter 3 Process Paper #2 Due in D2L
Week 4:	Chapter 3: The Helping Process	
Week 5:	Chapter 3: The Helping Process	Read Chapter 4 Process Paper #3 Due in D2L
Week 6:	Chapter 4: Helping Skills for Understanding	
Week 7:	Chapter 4: Helping Skills for Understanding	Process Paper #4 Due in D2L
Week 8:	Chapter 5: Helping Skills for Loss and Crisis	Read Chapter 5
Week 9:	Midterm Review	MIDTERM
Week 10:	Chapter 5: Helping Skills for Loss and Crisis	Read Chapter 6 Process Paper #5 Due in D2L
Week 11:	Chapter 6: Helping Skills for Positive Action and Behavioral Change	Process Paper #6 Due in D2L
Week 12:	Chapter 7: Ethical Issues in Helping	Process Paper #7 Due in D2L

Week 13:	Happy Thanksgiving!!	
Week 14:	Chapter 8: Thinking About the Helping Process	Process Paper #8 Due in D2L
Week 15:	Review for Final Exam	
Week 16	Final Exam	Final Exam Due in D2L