



Counseling 315-01E
Philosophy of Helping Relationships
Course Syllabus, Spring 2025

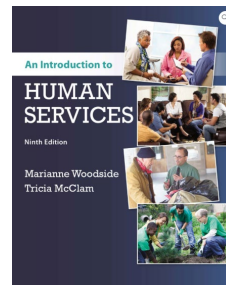
INSTRUCTOR INFORMATION

Instructor: Rusty Fox, Ph.D., Assistant Professor, Department of Counseling and Coordinator of Human Services
Office Hours: Tuesdays & Thursdays 1:00p-2:00p & 3:15-4:45p, and Fridays by Appointment
University Email Address: Rusty.Fox@tamuc.edu
Preferred Method of Communication: E-Mail/Zoom
Communication Response Time, during work week: 24 hrs
Class Location: BA 140, Tues/Thurs 11:00-12:30p

COURSE INFORMATION

Textbook(s) Required:
Woodside, M., McClam, T. (2019) *Introduction to Human Services. 9th Edition.*

ISBN: 9781337915403



Course Description

Philosophy of the Helping Relationship. Three semester hours. (1, 2) This course is designed to create an understanding of helping relationships. Basic communication skills (such as active listening, responding, and interviewing skills) for building helping relationships are developed.

Instructional Methods

This course consists of lecture, discussion, experiential, reading and writing assignments, guided practice and role-plays, in-class activities, and other experiential activities. Self-reflection, self-evaluation, and offering and receiving feedback are also important instructional methods in this course.

Student Responsibilities or Tips for Success in the Course

Attend. Be present. Outline each chapter, first. Read chapter and review outline before assigned class time. Review outline and reconstruct core content daily for each discussion and activity. Actively participate in class. Ask questions.

Goals/Rationale of the Course

- Create an insight for you the student, to understand the inner workings of the professional field of Human Services and its direct connection to the Counseling profession, as well as related fields of helping in various settings.
- Develop an understanding of the relationship between Human Services professionals, counselors, and other mental health professionals.
- Provide students with information to help them better determine how congruent the discipline of counseling, and the field of human services are with their future academic and professional goals.

Student Learning Outcomes

The student will:

1. Demonstration of understanding of key theory and concepts.
2. Evidence of ability to apply newly acquired skills.
3. Skillful and appropriate use of discipline-specific vocabulary.
4. Demonstration of professionalism, and understanding of ethics and legal components of this academic field.
5. Practice of college-level academic writing, and ability to integrate content learned of this professional field of study with general content knowledge of Human Services.

COURSE REQUIREMENTS

Instructional Methods

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

Faculty Responsibilities

To actively engage students in the learning process by structuring a creative 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, just as it would not be in our professional environments. 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, and is pivotal skill in our profession. 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 withdrawal. 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.

GRADING

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

A = 90%-100%
B = 80%-89%
C = 70%-79%
D = 60%-69%
F = 59% or Below

Weights of the assessments in the calculation of the final letter grade.

Assignments	35%
Discussions	35%
Project or Paper	10%
Midterm Exam	10%
Final Exam	<u>10%</u>

TOTAL	100%
-------	------

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 “COUN 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. Those are specifically designed for meetings with students.

Academic Integrity

Academic Integrity is paramount! Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. **Be certain you are familiar with University policy and procedures regarding academic integrity. It is a core value of higher education, and failure to comply can result in consequences from a failing grade on an assignment, to failure of a course, to dismissal from the institution.** Use of Artificial Intelligence presented as your own work is not allowed. Be certain to ask questions and seek help from the Writing Center on proper citation and quoting on all submitted assignments. For more details and the definition of academic dishonesty, see the following procedures:

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 for any major written/research assignment 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 315. Plagiarism is also a violation of the Student Code of Conduct, and subject to those consequences as well.

Undergraduate Students Academic Integrity Policy and Form

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

<https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Undergraduate Student Academic Dishonesty Form](#)

<https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

Graduate Students Academic Integrity Policy and Form

[Graduate Student Academic Dishonesty](#)

<https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10.pdf>

[Graduate Student Academic Dishonesty Form](#)

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

COMMUNICATION AND SUPPORT

I am genuinely interested and invested in your success in this class, and our program. The best way to communicate with me between classes is email. Please use “Counseling 301” 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. However, I am also eager to meet with you in person when that is your need or preference. Please reach out to me so we can set up a convenient time and location. Note my regular office hours posted above. Those are specifically designed for meetings with students.

COURSE CALENDAR

(subject to modifications as needed,
with written notification by the instructor)

Week	Class Content and Activity	Assignments
Week 1: 1/14 – 1/16	Course Overview/Syllabus Chapter 1	
Week 2: 1/21-1/23	Assignments and Due Dates will be published during the first two weeks of class.	
Week 3: 1/28-1/30		

Week 4: 2/4-2/6		
Week 5: 2/11-2/13		
Week 6: 2/18-2/20		
Week 7: 2/25-2/27		
Week 8: 3/4-3/6		
Week 9: Spring Break 3/11-3/13 (Mar 10 th – 14 th)	Spring Break – Have a relaxing week!	

Week 10: 3/18-3/20		
Week 11: 3/25-3/27		
Week 12: 4/1-4/3		
Week 13 4/8-4/10		
Week 14: 4/15-4/17		
Week 15 4/22-4/24		
Week of 4/29-5/1	<p style="text-align: center;">“Dead Week” A week for preparation for Finals</p>	Use this week to study and prepare!
Week of 5/3-5/9 Final Exams	<p style="text-align: center;">See Final Exam Schedule And confirm with all instructors.</p>	

TECHNOLOGY REQUIREMENTS (applies to on-line offerings of this course)

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	<p>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.</p> <p>Chrome: Latest version for the iOS browser.</p>
-------	------	----------------	--

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](https://get.adobe.com/flashplayer/) (version 17 or later)
- [Adobe Shockwave Player](https://get.adobe.com/shockwave/) or [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.
Rusty.Fox@tamuc.edu

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/>

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/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.