Course specification

Description: Interview Dynamics and Professional Communication

<table>
<thead>
<tr>
<th>Subject</th>
<th>Cat-nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
<th>Campus</th>
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<td>30468</td>
<td>1, 2004</td>
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Academic group: FOSCI
Academic org: FOS005
Student contribution band: 1
ASCED code: 090513

STAFFING
Examiner: Des Coates
Moderator: Paul Bramston

RATIONALE
There are competencies that students are required to have mastered adequately before commencing supervised counselling practice. This course will allow students to explore and begin to develop the assumptions, values and interpersonal skills that they will take into their professional practice.

SYNOPSIS
This course focuses on basic interview and interpersonal communication skills required of students before commencing supervised counselling placements. Students will examine the assumptions, values and skills that they bring into their counselling work. Building on these, students will practise interviewing and communication skills with support, modelling and feedback from the examiner.

OBJECTIVES
On successful completion of this course students will be able to:

- establish effective rapport with clients in an interview;
- use the mental state examination;
- use the DSM-IV-TR interview schedule;
- use counselling microskills eg., reflective listening, empathy;
- show a capacity to establish professional relationships and an understanding of issues in a counselling relationship;
- demonstrate a knowledge of service provisions boundaries and ethical and legal regulations within the ethical codes;
- display an ability to communicate effectively with clients and other professionals, verbally and using written reports;
• prepare an effective, dynamic presentation on a professional issue.

TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. The intake interview</td>
<td>20.00</td>
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<tr>
<td>2. Specialised interviews: - Mental State Examination - DSM-IV-TR Interview</td>
<td>20.00</td>
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<tr>
<td>3. Understanding and working with resistant clients</td>
<td>20.00</td>
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<tr>
<td>4. Educational and psychological report writing</td>
<td>20.00</td>
</tr>
<tr>
<td>5. Relationship Ethics</td>
<td>15.00</td>
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<tr>
<td>6. Workplace Expectations of Students on Placement - overview of practicum requirements - roles and responsibilities of students in organisations - setting goals, objectives and criteria for success - the art of being supervised and supervising</td>
<td>5.00</td>
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TEXT and MATERIALS required to be PURCHASED or ACCESSED:

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at http://bookshop.usq.edu.au click 'Semester', then enter your 'Course Code' (no spaces).


REFERENCE MATERIALS:

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.


STUDENT WORKLOAD REQUIREMENTS:

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>Directed Study</td>
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<td>Private Study</td>
<td>122.00</td>
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<td>Tutorial</td>
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ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wtg(%)</th>
<th>Due date</th>
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<tbody>
<tr>
<td>VIDEO TAPE VIEW AT RES SCH</td>
<td>10.00</td>
<td>10.00</td>
<td>02 Mar 2004</td>
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<tr>
<td>CLINICAL LETTER</td>
<td>40.00</td>
<td>40.00</td>
<td>17 May 2004</td>
</tr>
<tr>
<td>ESSAY</td>
<td>50.00</td>
<td>50.00</td>
<td>07 Jun 2004</td>
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</table>

NOTES:
1. Due date for the videotaped interview is at the end of the residential school.

IMPORTANT ASSESSMENT INFORMATION

1. Attendance requirements:
   To maximize their chances of satisfying the objectives of the practical component of the course, students should attend and actively participate in the Residential School in the course. Attendance is compulsory. This residential school will involve supervised practice of interview skills.

2. Requirements for students to complete each assessment item satisfactorily:
   To complete each of the assignments satisfactorily, students must obtain at least 50% of the marks available for each assignment.

3. Penalties for late submission of required work:
   If students submit assignments after the due date without prior approval then a penalty of 10% of the total marks available for the assignment will apply for each working day late.

4. Requirements for student to be awarded a passing grade in the course:
   To be assured of receiving a passing grade a student must achieve at least 50% of the available weighted marks for the summative assessment items.

5. Method used to combine assessment results to attain final grade:
   The final grades for students will be assigned on the basis of the weighted aggregate of the marks obtained for each of the summative assessment items in the course.

6. Examination information:
   There is no examination in this course.

7. Examination period when Deferred/Supplementary examinations will be held:
There will be no Deferred or Supplementary examinations in this course.

8 University Regulations:
Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL http://www.usq.edu.au/corporateservices/calendar/part5.htm or in the current USQ Handbook.

ASSESSMENT NOTES

9 Students must retain a copy of each item submitted for assessment. This must be produced within 24 hours if required by the Examiner.

10 The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the Examiner.

11 In accordance with University Policy, the examiner of a course may grant an extension of the due date of an assignment in extenuating circumstances.

12 Students will require access to email and internet access to USQConnect for this course.

13 VideoTape: In this course students are required to develop a minimum of five 30-minute videotapes of initial interviews EACH with a new client. Any one of these tapes should be brought to the Examiner at the start of the residential school. Tapes will be watched and discussed but not graded. Full credit will be given to each student who presents a tape at the residential school.

14 Clinical Letter: Students are required to write a referral letter to a doctor requesting a check-up for a hypothetical client. There is no need to use APA writing style but students are required to express themselves clearly, concisely and grammatically and to present the letter in a professional format.

15 Students are required to submit an essay of no more than 1500 words on what they learned about their own skills and attitudes during the initial interviews they conducted. Students need to demonstrate that they have assessed their own interviewing strengths and weaknesses and an awareness of what skills they have improved during the course and which ones need further practice.