The University of Southern Queensland

Course specification

Description: Introduction to Educational Counselling

<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>
</tr>
</thead>
<tbody>
<tr>
<td>EDU</td>
<td>8332</td>
<td>30742</td>
<td>1</td>
<td>EXT</td>
<td>1.00</td>
<td>TWMBA</td>
</tr>
</tbody>
</table>

Academic group: FOEDU
Academic org: FOE002
Student contribution band: 1
ASCED code: 070113

STAFFING
Examiner: Patrick O'Brien
Moderator: Don Rice

RATIONALE
The Master in Educational Counselling program is designed specifically for students who wish to pursue a career in guidance and counselling, or as an educational psychology professional in educational and other settings. The intensive skill development component of this course prepares counsellors to apply their conceptual and theoretical knowledge for the effective conduct of their professional duties. Professional and ethical issues specifically related to school and counselling practice are also covered to ensure students are aware of appropriate professional practice. Note that this course is developed in the Australian cultural context and may have limited transferability to other cultural contexts. A compulsory residential school is scheduled to facilitate skill development.

SYNOPSIS
This course provides students with a thorough understanding of the counselling process and introduces the foundation skills of counselling. Professional and ethical issues pertaining to aspects of counselling in educational settings will be discussed. Consultation processes with parents and school personnel will also be examined. The role of the school counsellor/guidance officer will be addressed and contextual issues impacting on the client, the school counsellor, the school setting, and the therapeutic process will be explored. There is an emphasis on both personal and professional self-exploration and development.

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

- demonstrate an understanding of the ethical and professional issue associated with counselling practice in educational settings;
- demonstrate competence in basic micro-counselling skills; and
• demonstrate a personal development and professional awareness of the role of the school counsellor/guidance officer.

TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction to counselling</td>
<td>10.00</td>
</tr>
<tr>
<td>2. Counselling in context</td>
<td>10.00</td>
</tr>
<tr>
<td>3. Introductory counselling skills</td>
<td>10.00</td>
</tr>
<tr>
<td>4. Basic counselling skills</td>
<td>10.00</td>
</tr>
<tr>
<td>5. Enhancing the quality of the counselling relationship</td>
<td>15.00</td>
</tr>
<tr>
<td>6. Integration of counselling skills</td>
<td>15.00</td>
</tr>
<tr>
<td>7. The counselling process - an overview</td>
<td>15.00</td>
</tr>
<tr>
<td>8. The role of the school counsellor</td>
<td>15.00</td>
</tr>
</tbody>
</table>

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>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment</td>
<td>42.00</td>
</tr>
<tr>
<td>Private Study</td>
<td>100.00</td>
</tr>
<tr>
<td>Residential Schools</td>
<td>18.00</td>
</tr>
</tbody>
</table>
ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wtg(%)</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOURNAL A</td>
<td>20.00</td>
<td>20.00</td>
<td>26 Mar 2004</td>
</tr>
<tr>
<td>ROLE PLAY/VIDEO TAPE 1</td>
<td>10.00</td>
<td>10.00</td>
<td>15 Apr 2004</td>
</tr>
<tr>
<td>ROLE PLAY/VIDEO TAPE 2</td>
<td>15.00</td>
<td>15.00</td>
<td>15 Apr 2004</td>
</tr>
<tr>
<td>GROUP WORK/PARTICIPATION</td>
<td>15.00</td>
<td>15.00</td>
<td>23 Apr 2004</td>
</tr>
<tr>
<td>ASSIGNMENT</td>
<td>20.00</td>
<td>20.00</td>
<td>11 Jun 2004</td>
</tr>
<tr>
<td>JOURNAL B</td>
<td>20.00</td>
<td>20.00</td>
<td>11 Jun 2004</td>
</tr>
</tbody>
</table>

NOTES:
1. Students please refer to the Introductory Book for information about assessments.

IMPORTANT ASSESSMENT INFORMATION

1 Attendance requirements:
   Participation in Residential School group work is compulsory. It is the students' responsibility to attend and participate appropriately in all activities (such as lectures, tutorials, laboratories and practical work) scheduled for them, and to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.

2 Requirements for students to complete each assessment item satisfactorily:
   To complete the practical component satisfactorily, students must submit all practical reports and obtain at least 50% of the marks available (or at least a grade of C-) for each report submitted.

3 Penalties for late submission of required work:
   If students submit assignments after the due date without prior approval then a penalty of 5% 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 a passing grade, students must demonstrate, via the summative assessment items, that they have achieved the required minimum standards in relation to the objectives of the course by satisfactorily completing all 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 (or grades) 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.
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

1. 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.

2. Students must retain a copy of each item submitted for assessment. This must be produced within five days if required by the Examiner. The student must retain this copy until the grade for this course has been finalised.

3. The examiner may grant an extension of the due date of an assignment in extenuating circumstances.

4. In the event that a due date for an assignment falls on a local public holiday in their area, such as a Show holiday, the due date for the assignment will be the next working day. Students are to note on the assignment cover the date of the public holiday for the Examiner's convenience.

5. Students who have undertaken all of the required assessments in a course but who have failed to meet some of the specified objectives of a course within the normally prescribed time may be awarded the temporary grade: IM (Incomplete - Make up). An IM grade will only be awarded when, in the opinion of the examiner, a student will be able to achieve the remaining objectives of the course after a period of non-directed personal study.

6. Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or to sit for an examination at the scheduled time may apply to defer an assessment in a course. Such a request must be accompanied by appropriate supporting documentation. One of the following temporary grades may be awarded IDS (Incomplete - Deferred Examination); IDM (Incomplete Deferred Make-up); IDB (Incomplete - Both Deferred Examination and Deferred Make-up).

7. When there is more than one marker for a single item of assessment, the distributed patterns and means for the different markers will be compared and marks adjusted if necessary.

8. The Faculty will normally only accept assessments that have been written, typed or printed on paper-based media.

9. Marking criteria are provided in course material as mark sheets/guides or as part of assignment specifications.

10. All assessment items must be submitted and passed.


12. Journal and exercises to be submitted twice throughout the semester.
13 Videotape of counselling practice will be conducted and evaluated as part of the residential school.

14 Participation in tutorial groups and residential school group work is compulsory.

OTHER REQUIREMENTS

1 Students will require access to e-mail and Internet access to USQConnect for this course.

2 Students are to use a recognised referencing system as specified by the course examiner.