Description: Counselling Ethics and Personal Awareness

Subject  Cat-nbr  Class  Term  Mode  Units  Campus
COU      8210    40433  1, 2005  EXT   1.00   Toowoomba

Academic group: FOSCI
Academic org: FOS005
Student contribution band: 1
ASCED code: 090513

STAFFING
Moderator: Graeme Senior

RATIONALE
There are a number of professional issues that are common to the various specialised fields of counselling practice. These issues include assessment and report writing, client and therapist relationship, personal insight and exposure to various clinical difficulties such as those found in DSMIV. Counsellors also need to be aware of ethical codes of conduct and how these guidelines affect professional practice. This course will provide the student with an awareness of these issues and the basic skills of counselling practice.

SYNOPSIS
This course is designed to introduce the student to a number of issues involved in the professional practice of counselling. Various issues such as assessment, personal awareness, counselling, working with minority groups and ethical guidelines and practice will be reviewed.

OBJECTIVES
On successful completion of this course students will be able to:
1. demonstrate an awareness of the issues that affect them in the professional counselling practice;
2. relate basic skills of counselling practice to underlying theory and to concepts of professionalism;
3. cite specific ethical principles affecting the conduct and behaviour of the professional counsellor.

TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. Counselling Report Writing</td>
<td>25.00</td>
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<tr>
<td>2. Therapeutic Interviewing Skills</td>
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3. Assessment and Treatment Planning 8.00
4. Ethics 25.00
5. Program Evaluation 8.00
6. Managing Change 8.00
7. Multidisciplinary Teams 8.00
8. Workshop Presentation Skills 8.00
9. Career Management 5.00

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>Assessment</td>
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<tr>
<td>Directed Study</td>
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<tr>
<td>Private Study</td>
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<td>Tutorials</td>
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ASSESSMENT DETAILS

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<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wtg(%)</th>
<th>Due date</th>
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<tbody>
<tr>
<td>ASSIGNMENT 1</td>
<td>10.00</td>
<td>10.00</td>
<td>01 Mar 2005</td>
</tr>
<tr>
<td>PSYCHOLOGICAL SELF-REPORT</td>
<td>35.00</td>
<td>35.00</td>
<td>01 Mar 2005</td>
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<tr>
<td>ASSIGNMENT 2</td>
<td>10.00</td>
<td>10.00</td>
<td>01 Mar 2005</td>
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<tr>
<td>ETHICS REPORT</td>
<td>35.00</td>
<td>35.00</td>
<td>01 Mar 2005</td>
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<tr>
<td>ASSIGNMENT 3</td>
<td>10.00</td>
<td>10.00</td>
<td>01 Mar 2005</td>
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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.

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 5% of the total marks available for the assignment will apply for each working day late, up to a maximum of 20% reduction.

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 each of the summative assessment items.

5 Method used to combine assessment results to attain final grade:
   As the only grade issued in this course will be pass or fail (P or F), a minimum of 50% must be achieved in each piece of assessment.

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

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