Description: Skills and Issues in 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>
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<tbody>
<tr>
<td>PSY</td>
<td>4030</td>
<td>63137</td>
<td>1, 2007</td>
<td>ONS</td>
<td>1.00</td>
<td>Toowoomba</td>
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Academic group: FOSCI
Academic org: FOS005
Student contribution band: 1
ASCED code: 090513

STAFFING
Examiner: Des Coates
Moderator: Nola Passmore

REQUISITES
Pre-requisite: Students must be enrolled in Program BSCH in Psychology major (12302)

RATIONALE
This course is designed to provide a solid foundation in the basic skills and concepts needed to pursue a career in counselling, and it comprises the counselling practice component of the program. Other professional issues specifically related to counselling practice, including cross-cultural sensitivity and awareness, are also covered in this course in order to ensure that students are aware of the parameters of appropriate professional practice.

SYNOPSIS
This course provides students with a thorough understanding of the counselling process. The focus of the course is practical with reference to previously learnt counselling theory. Students will develop the basic foundation skills of counselling, as well as the ability to formulate, plan and evaluate therapy. Professional issues pertaining to all aspects of counselling will be covered in detail, as well as contextual issues impacting upon the client and the therapeutic process. These issues include gender and cross-cultural issues. There is an emphasis on both personal and professional self-exploration and development. This course will be offered via two compulsory workshops on-campus, each of two days’ duration, and by self-directed study, readings, assignments and web-based discussion groups.

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

1. demonstrate a capacity for planning and conducting professional counselling to individuals presenting with a variety of problems (Assessment 1, 2 & 3);
2. demonstrate a sound knowledge and understanding of the relevant professional skills and issues associated with counselling practice (Assessment 3, 4 & 5);
3. demonstrate an understanding of and sensitivity toward cross-cultural issues in counselling diverse populations (Assessment 4 & 5).

**TOPICS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td><strong>1. Week/Module One: THE COUNSELLOR: PERSONAL AND PROFESSIONAL</strong>&lt;br&gt;- what is counselling?&lt;br&gt;- counsellors in therapy&lt;br&gt;- the counselling relationship&lt;br&gt;- issues faced by beginning counsellors&lt;br&gt;- ethical and professional issues related to professional practice</td>
<td>10.00</td>
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<tr>
<td><strong>2. Week/Module Two: THE CLIENT IN CONTEXT</strong>&lt;br&gt;- contextual issues that impact upon the client and the counselling process&lt;br&gt;- multicultural issues in counselling&lt;br&gt;- gender issues in counselling&lt;br&gt;- developmental/lifespan issues in counselling</td>
<td>10.00</td>
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<tr>
<td><strong>3. Week/Module Three: BASIC COUNSELLING SKILLS</strong>&lt;br&gt;- attending skills and behaviour&lt;br&gt;- empathic listening</td>
<td>10.00</td>
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<tr>
<td><strong>4. Week/Module Four: BASIC COUNSELLING SKILLS, cont'd</strong>&lt;br&gt;- use of questions and language&lt;br&gt;- opening communication&lt;br&gt;- timing in therapy</td>
<td>5.00</td>
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<tr>
<td><strong>5. Week/Module Five: BASIC COUNSELLING SKILLS, cont'd</strong>&lt;br&gt;- client observation skills&lt;br&gt;- individual styles and perception</td>
<td>5.00</td>
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<tr>
<td><strong>6. Week/Module Six: BASIC COUNSELLING SKILLS, cont'd</strong>&lt;br&gt;- encouraging, paraphrasing and summarising&lt;br&gt;- helping clients tell their story</td>
<td>10.00</td>
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<tr>
<td><strong>7. Week/Module Seven: BASIC COUNSELLING SKILLS, cont'd</strong>&lt;br&gt;- reflection of clients' feelings</td>
<td>10.00</td>
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<td><strong>8. Week/Module Eight: INTEGRATION OF BASIC COUNSELLING SKILLS</strong>&lt;br&gt;- structuring the overall counselling process&lt;br&gt;- establishing rapport&lt;br&gt;- gathering information and defining the problem&lt;br&gt;- determining goals&lt;br&gt;- exploring alternatives&lt;br&gt;- generalisation and transfer of learning</td>
<td>10.00</td>
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<tr>
<td><strong>9. Week/Module Nine: ADVANCED COUNSELLING SKILLS</strong>&lt;br&gt;- use of confrontation&lt;br&gt;- working with grief and loss</td>
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<td><strong>10. Week/Module Ten: ADVANCED COUNSELLING SKILLS, cont'd</strong>&lt;br&gt;- focussing&lt;br&gt;- the genogram</td>
<td>5.00</td>
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<td><strong>11. Week/Module Eleven: ADVANCED COUNSELLING SKILLS, cont'd</strong>&lt;br&gt;- eliciting and reflecting meaning&lt;br&gt;- exploring clients' values and beliefs</td>
<td>5.00</td>
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<tr>
<td><strong>12. Week/Module Twelve: ADVANCED COUNSELLING SKILLS, cont'd</strong>&lt;br&gt;- interpersonal influencing skills and strategies&lt;br&gt;(interpretation, feedback, advice, self-disclosure, directives)</td>
<td>5.00</td>
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13. Week/Module Thirteen: SKILL INTEGRATION - planning and evaluation 5.00
14. Week/Module Fourteen: SKILL INTEGRATION, cont'd - developing personal style - self-care 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>Examinations</td>
<td>2.00</td>
</tr>
<tr>
<td>Private Study</td>
<td>98.00</td>
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<tr>
<td>Workshops</td>
<td>32.00</td>
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ASSESSMENT DETAILS

<table>
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<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wtg(%)</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATTENDANCE AT TWO WORKSHOPS</td>
<td>1.00</td>
<td>0.00</td>
<td>06 Mar 2007</td>
</tr>
<tr>
<td>ONLINE DISCUSS PARTICIPATION</td>
<td>1.00</td>
<td>0.00</td>
<td>23 Apr 2007</td>
</tr>
<tr>
<td>VIDEOTAPE/SELF-EVALUATION</td>
<td>90.00</td>
<td>30.00</td>
<td>04 May 2007</td>
</tr>
<tr>
<td>ONLINE DISCUSS FOLIO/SUMMARY</td>
<td>20.00</td>
<td>20.00</td>
<td>15 Jun 2007</td>
</tr>
<tr>
<td>2 HR RESTRICTED EXAMINATION</td>
<td>100.00</td>
<td>50.00</td>
<td>END S1</td>
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NOTES

1. Attendance at two on-campus workshops is required according to the Honours Workshop Schedule.
2. Weekly participation in online discussions is required over the course of the semester, with a minimum of 10 weekly original submissions.

3. The two hour, restricted examination will be given at the end of the semester according to the published timetable. The exam will consist of a series of short answer questions based on counselling case studies similar to those presented in the textbook and during the workshops, as well as an essay question.

IMPORTANT ASSESSMENT INFORMATION

1 Attendance requirements:
   It is the students’ responsibility to attend and participate appropriately in the two, two-day compulsory workshops held on-campus, where the skills components of this course will be taught and where students will engage in several required assignments. It is also the students' responsibility to participate weekly in the online discussion groups. Further, it is the students' responsibility to study all material provided to them or required to be accessed by them in order to maximise their chances of meeting the objectives of the course and to be well-informed of necessary course-related activities and relevant administrative information. If circumstances prevent a student from attending any portion of a workshop, the student must contact the examiner IN ADVANCE, if at all possible. The student must also contact the examiner in order to arrange an alternative activity. This could be a written assignment based on the material covered in the missed workshop. Attendance at and participation in the two workshops and/or completion of one or more alternative activities at a standard judged to be appropriate by the examiner is required before the one mark for the workshops can be awarded.

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 gained by the student for the assignment will apply for each working day late. Late weekly submissions to the online discussion will not be accepted. A minimum of 10 weekly original submissions is required.

4 Requirements for student to be awarded a passing grade in the course:
   To be assured of receiving a passing grade, students must demonstrate that they have achieved the required minimum standards in relation to the objectives of the course. To do so, students must complete each of the assessment items and must gain at least 50% of the available marks for those items. Students who do not qualify for a Passing grade may, at the discretion of the Examiner, be awarded a Supplementary Examination and/or assigned additional work to demonstrate to the Examiner that they have achieved the required standard. It is expected that such students will have gained at least 45% of the total marks available for all summative 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:
   Students of a non-English speaking background may bring translation dictionaries only (not discipline-specific glossaries) into the examination. These will be checked by the Exam Supervisor prior to the commencement of the exam.

7 Examination period when Deferred/Supplementary examinations will be held:
Any deferred examinations for this course will be held at a date and time determined by
the examiner after consultation with the students involved. There will be no 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 are required to contribute to weekly online discussions throughout the semester
beginning in week one of the course. While it is understandable that a week or two may
be missed during the semester, a minimum of 10 weekly original submissions is required
and late submissions will not be accepted. Topics for discussion will involve the counselling
skills and techniques and broader counselling issues covered in the course. An ‘original’
contribution will consist of a 100-300 word reflection on or critical appraisal of course
material and/or related topics, though students are also expected to ask questions and to
respond to the contributions and ideas of their fellow students. At the end of the semester,
students must select and submit a folio of five of their own original contributions along
with a brief summary 500-1000 words), addressing each of the contributions separately,
of the relevance of those contributions to the overall objectives of the course. The summary
should be written in APA style.

10 Students must submit a 15-20 minute videotape of a role-played counselling session where
the student, in the role of the counsellor, uses the skills learned in the course. For purposes
of this exercise, a volunteer recruited by the student will take the role of the client. The
issue(s) discussed in the role-play are of the student’s choosing and are not relevant to the
assessment. The videotaped session is to be evaluated by the student according to the
format provided in the Introductory Book and both the tape and the self-evaluation are to
be submitted to the examiner. Students will be marked only on their self-evaluation and
not on the videotaped session itself. Thus, they are assessed on the basis of their appraisal
of their performance and not on their actual performance. However, where a skill or
technique may not have been used during the session, the student is still expected to
demonstrate understanding of that concept and its application.

11 The due date for an assignment is the date by which a student must despatch an 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 DATED RECEIPT FROM THE POST
OFFICE WHEN POSTING ASSIGNMENTS.

12 Students must retain a copy of each item submitted for assessment. This must be despatched
to the USQ within 24 hours of receipt of a request to do so.

13 In accordance with University Policy, the examiner may grant an extension of the due
date of an assignment in extenuating circumstances. STUDENTS MUST CONTACT
THE EXAMINER DIRECTLY, IN ADVANCE, IN ORDER TO OBTAIN AN
EXTENSION.

14 The Faculty of Sciences will NOT accept submission of assignments by facsimile.

15 The two hour, closed examination will be given at the end of the semester according to
the published timetable. The exam will consist of a series of short answer questions based
on counselling case studies similar to those presented in the textbook and during the
workshops, as well as an essay question. Students may bring only writing materials into
the closed examination.

OTHER REQUIREMENTS
1 Students will require regular access to e-mail and internet access to USQConnect for this
course.