

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

CHILD CARE AND ADOLESCENT WORKER PROGRAMME

CCW 309-2 - Counselling Skills I

INSTRUCTOR: Bob Metcalfe
Office: E 465
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MEETING TIMES: Monday 7 - 10 p.m.
Sept. 19 - Nov. 28, 1983 (10 meetings)

PRE-REQUISITE: CCW 127-3 - Introduction to Human Relations

NATURE OF COURSE: This course is an introduction to Counselling methodology. It is designed to introduce the student to the techniques of the helping interview. Emphasis will be on various types of interviews, variables in an interview, and the implications of self-awareness to a helping interview. Extensive practice will occur to reinforce the "skill" orientation of the course.

GOALS AND OBJECTIVES: The primary goal of this course is to introduce the student to the basic competencies and techniques of the helping interview. This course, and the follow-up course (Counselling Skills II) are intended to cover the competencies listed in Section 4 ("Interviewing and Counselling Skills") of the Child Care Worker Provincial Programme Guidelines (DACUM).

Objectives include:

1. Developing systematic skills in clarifying client communication and in responding accurately and sensitively.
2. Responding to client needs and goal planning with clients.
3. Developing self-awareness and understanding in the counsellor.
4. Developing an ability to analyse and evaluate interviews, including the counsellor's performance (including self-analysis).

5. Further an understanding of methods of note-taking and ethical implications around this as well as other areas of counselling.
6. Develop a beginning understanding of counselling theory as noted by Egan.

LEARNING RESOURCES:

Provided by the College: VTR resources, LRC resources, handouts etc.

Provided by the Student: Each student must obtain an audio tape player and cassette and a copy of the following:

Books: Evans, D.R., Hearn, M.T., et.al. Essential Interviewing. Monterey, Calif.: Brooks-Cole, 1979.

Egan, G. The Skilled Helper (2nd Edition). Monterey, Calif.: Brooks-Cole, 1975.

METHODOLOGY: This course will make use of Ivey and Gluckstern's video tape series. Students will have the opportunity of viewing effective and ineffective counselling. Theoretical approaches to counselling will be presented and discussed.

The major thrust of the course will be practicing basic helping skills. Classes will be more like workshops or labs than anything else. Students will be expected to be prepared for each class (readings and exercises completed, skills practiced etc.) for most of the class time will be spend practicing. Video and audio tape will be used extensively to allow the students to analyse their improving skills.

REQUIREMENTS FOR GRADING:

- a. Students will be responsible for submission of an audio cassette tape of an actual counselling session. The session may be done with anybody except a student in the CCW programme. There should be an element of goal setting involved. The purpose of the tape is for the students to demonstrate skills developed and discussed in the course. Thus, the emphasis is on demonstration of skills primarily and only secondarily on actual problem solving. This will be due on the second-last meeting date of the class. At that time, tapes will be exchanged and critiqued by other class

- a. members, according to a set format. In the final class, tapes and critiques will be submitted for grading. This will be explained further.
- b. There may be a requirement for a video tape submission as well. Details to be given at a later date.

REMEMBER: PUT YOUR NAME ON YOUR CASSETTE BEFORE YOU SUBMIT IT.
MUST BE SUBMITTED ON TIME TO BE GRADED.

Further details will be provided in class.

- c. Test on material in the texts and on material studied in class.
DATE: To be announced (one week notice of test will be provided).
- d. As noted above (under Methodology), requirements include a high degree of class participation from the students. Due to the nature of video-taping, punctuality is an absolute must. Readings etc. must be thoroughly completed on time, as assigned. This is each student's responsibility. Attendance is crucial (80% minimum for a passing grade).

Students must be willing and prepared to demonstrate their counselling skills. The instructor is responsible for grading the student's progress, and cannot do so if skills are not seen.

GRADING SYSTEM:

Test: 20%

Tape Submission(s): 30%

Critique: 10%

Involvement an
Skill Development
("c" above): 40%

Total 100%