

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY  
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: COUNSELLING SKILLS I  
Code No.: CCW 309-2  
Program: CHILD CARE & ADOLESCENT WORKER  
Semester: FIRST  
Date: SEPTEMBER, 1985  
Author: JEFFREY ARBUS, C.C.W., M.A.

New: \_\_\_\_\_ Revision: X

APPROVED: *N Koch* *Sept. 11, 1985*  
Chairperson Date

COUNSELLING SKILLS I  
Course Title

CCW 309-2  
Course Number

INSTRUCTOR: JEFFREY ARBUS  
Office E 465  
Phone: 949-2050, Ext. 293

MEETING TIMES: Monday, 7 - 10 p.m.  
Sept. 9, DEC. 1985 (10 meetings)

ROOM: E 323

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. The application of counselling skills in various formal and informal settings will be stressed.

GOALS AND OBJECTIVES:

The primary goal of this course is to introduce the student to the basic counselling 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 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 and legal implications around this as well as other areas of counselling.
6. Develop a beginning understanding of counselling theory as presented by Egan.

LEARNING RESOURCES:

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

Provided by the student: Each student must obtain 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.

Also required: Each student must have access to a portable audio tape recorder and a blank audio cassette (60 min. minimum, good quality).

METHODOLOGY:

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 on practicing basic helping skills. Classes will look more like workshops or labs than



METHODOLOGY Cont'd:

anything else. Students will be expected to be prepared for each class (readings and exercises completed, skills practised, etc.) for most of the class time will be spent practising. Video and audio tape will be used extensively to allow the students to analyze their improving skills.

This class is not a therapy session for students. However, students must be prepared to share of themselves, within the context of practice-helping sessions. The emphasis is on learning helping/counselling skills and theory.

Role play may be used as well.

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. 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 members, according to a set format. In the final class, tapes and critiques will be submitted for grading. This will be explained further.

REMEMBER: PUT YOUR NAME ON YOUR CASSETTE BEFORE YOU SUBMIT IT.  
LATE TAPES WILL NOT BE ACCEPTED.

Further details will be provided in class.

- b. Test on material in the texts and on material studied in class. DATE: To be announced (one week notice of test will be provided).
  - c. As noted above (under Methodology), requirements include a high degree of class participation from the students. Due to the nature of videotaping, punctuality is an absolute must. Readings, etc. must be thoroughly completed on time, as assigned. This is each student's responsibility. Attendance is crucial (100% minimum for students who qualify for an "A" grade; 90% for those who qualify for a "B"; 80% for those who qualify for a "C" i.e. passing grade).
- \* \* Students must be 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.

(Hint: You will be more effective if you relax. If you are nervous about being observed, let's talk about it - it can be overcome).



REQUIREMENTS FOR GRADING Cont'd:

- d. One-day workshop on counselling (optional - will be discussed in class).

GRADING SYSTEM:

Test	25%
Final Tape	30%
Critique	5%
Involvement and Skill Development (c. on previous page)	40%
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TOTAL =	100%

A letter grade will be assigned for the final tape assignment. At the end of the course the instructor will calculate the final grade. Students will have the opportunity to self-evaluate, and this will be taken into account by the instructor.

Generally, the grades will translate as follows:

- over 84% = A
- 72 - 84% = B
- 60 - 72% = C
- below 60% - R (repeat course)

The "X" grade will be assigned in the event of incomplete requirements, provided the reasons for this are substantial and justifiable in the instructor's opinion.