

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

COURSE OUTLINE

Course Title: COUNSELLING SKILLS I

Code No.: CCW 309-3

Program: CORRECTIONAL WORKER

Semester: THIRD

Date: SEPTEMBER 1992

Professor: SANDY MACDONALD

APPROVED: *Kitty DeRosario*
Kitty DeRosario, Dean
Human Sciences and Teacher Ed.

DATE: *aug. 17/92*



COURSE OUTLINE - CCW 309-3 (Counselling Skills)
Correctional Worker Program (Professor: Sandy MacDonald)

PRE-REQUISITE: CCW 127-3 - Introduction to Human Relations
or equivalent as approved by instructor

NATURE OF COURSE:

This course is an introduction to helping and counselling competencies. 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, in keeping with the role of the Correctional Worker.

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.

Objectives include:

1. Developing systematic skills in clarifying client communication and in responding accurately and sensitively, on a cognitive, affective and physical level.
2. Responding to client needs and goal planning with clients.
3. Developing self-awareness and understanding in the counsellor.
4. Developing an ability to analyze and evaluate interviews and counsellor performance (including self-analysis).
5. Further an understanding of ethical and legal implications in helping and counselling.
6. Increasing self-confidence and ability to think clearly in emotionally-charged situations.
7. Learn to recognize and identify client strengths and resources as well as areas of concern and lack of resources.

COURSE OUTLINE - CCW 309-3 (Counselling Skills I) Cont'd
Correctional Worker Program (Professor: Sandy MacDonald)

LEARNING RESOURCES:

Provided by the College: VTR resources
LRC resources
Handouts (as relevant)
Articles related to the subject matter of the
course (as relevant)

Provided by the student: Each student must obtain a copy of the following:

Brammer, L.M. (1988) The Helping Relationship: Process and Skills
(4th ed.), Toronto: Prentice-Hall.

Evans, D.R., Hearn, M.T., et. al. (1989) Essential Interviewing. Monterey,
California: Brooks-Cole, 1975.

Also required: Each student must have access to a portable audio tape
recorder and a blank audio cassette of 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.
Students will be expected to be prepared for each class (readings and
exercises completed, skills practiced, etc.) for much of the class time
will be spent practising. Video and audio tape will be used 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 and demonstrating
helping/counselling skills and theory.

Role play may be used as well.

COURSE OUTLINE - CCW 309-3 (Counselling Skills I) Cont'd
Correctional Worker Program - (Professor: Sandy MacDonald)

REQUIREMENTS FOR GRADING:

- a) Students will be responsible for submission of an audio cassette tape of an actual helping session. The session may be done with anybody except a student in the CYW Program or in second year of the Correctional Worker Program. The purpose of the tape is for the students to demonstrate skills developed and discussed in the course. This will be due on the 4th class in November. At that time, tapes will be exchanged and critiqued by other class members, according to a set format. In the next class tapes and critiques will be submitted for grading. This will be explained further. Length of tape: 10 minutes minimum, 15 minutes maximum.

REMEMBER: PUT YOUR NAME ON THE CASSETTE BEFORE YOU SUBMIT IT. Depending on circumstances, late tapes may not be accepted. Tapes submitted on time will be eligible for full grading consideration.

Further details will be provided in class.

- b) Tests will be on material in the texts and on material studied in class.

TENTATIVE DATES: 4th Class in October
2nd Class in December

- c) As noted above (under methodology), requirements include a high degree of class participation from the students. Due to the nature of the course, punctuality is an absolute must. Readings, etc. must be thoroughly completed on time, as assigned. This is **each student's responsibility**. Attendance is crucial (90% minimum for students who qualify for an "A" grade; 85% for those who qualify for a "B"; 80% for those who qualify for a "C" ie. passing grade). Students must be in attendance in order to practice and demonstrate skills.

**Students must be prepared in each class to demonstrate their acquired helping skills. The instructor is responsible for grading the student's progress, and cannot do so if skills are not seen. Students will receive formal and informal feedback and supervision in the class. (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.) Various assignments must be completed on time if they are to be considered in grading.

COURSE OUTLINE - CCW 309-3 (Counselling Skills) Cont'd
Correctional Worker Program (Professor: Betty Brady)

GRADING SYSTEM:

Test #1	20%
Test #2	25%
Final Tape	20%
Critique	5%
Involvement and Skill Development ([c] above)	30%
Total	<u>100%</u>

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.

COLLEGE GRADING SYSTEM

- A+ = 90 - 100%
- A = 80 - 89%
- B = 70 - 79%
- C = 60 - 60%
- R = Below 60%

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.

SPECIAL NEEDS NOTE

Students with special needs (eg. physical limitations, visual impairments, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the instructor.

Your instructor reserves the right to modify the course as he/she deems necessary to meet the needs of students.