

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



Sault College

**COURSE OUTLINE**

**COURSE TITLE:** Counselling Skills II  
**CODE NO. :** CYW234 **SEMESTER:** 4  
**PROGRAM:** Child and Youth Worker  
**INSTRUCTOR:** Sandy MacDonald, CCW, B.A., M.A. (CYC Cert)  
Ext. 2439 sandy.macdonald@saultcollege.ca  
**DATE:** Jan. 2009 **PREVIOUS OUTLINE DATED:** Jan. 2008  
**APPROVED:** “Angelique Lemay”

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**CHAIR, COMMUNITY SERVICES**

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**DATE**

**TOTAL CREDITS:** 3  
**PREREQUISITE(S):** HSC200  
**HOURS/WEEK:** 15 Weeks

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School of Health and Community Services  
(705) 759-2554, Ext. 2603

## I. COURSE DESCRIPTION:

As a follow up to Counselling Skills I, this course is designed to promote further development of dimensions of helping. New skills in supporting and motivating clients toward their identified goals will be built onto the existing framework of attending skills. Client-centered skills are examined but the focus also will be on “intentional” dimensions. Special areas to be introduced include: skills in crisis situations; helping skills in separation and loss situations; cultural issues in helping; influencing skills. Philosophically the course follows a ‘strength/solution’ focus.

The emphasis on the student’s self-awareness and skill development will be central to this course. Students **must** be willing to take personal risks; however, it is **not intended** to be a therapy group for participants, and no-one will be expected or required to share beyond what is appropriate to the learning goals of the course. The nature of the helper’s role will be examined from very personal viewpoints. Consistent commitment to personal growth and respect will be rewarded. Mistakes lead to learning; risk leads to growth: each student can be prepared to encounter both, with the guidance, feedback and support of the instructor and encouragement from fellow students.

Practice and self-directed learning with video feedback will be featured. Applications of the skills in work with children and adolescents will be reviewed in an ongoing and experiential manner.

## II. LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE

Upon successful completion of this course, the student will demonstrate the ability to:

1. *Engage in therapeutic relationships with children, youth, adults and/or families to promote growth and development*

### **Elements of the Performance:**

- a. Listen and communicate clearly, by using attending skills to promote understanding and trust with the “client”;
- b. Assess the strengths and needs of the “client”, using a holistic view of the “client”;
- c. Reflect respect for and sensitivity to diversity issues;
- d. Model and engage in therapeutic relationships with “clients” by using “influencing” skills and “giving and taking feedback”;
- e. Evaluate interactions and progress with the “client”, on an ongoing basis, making adaptations as required;
- f. Explain the unique demands on the counsellor posed by crisis situations;

**II. LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE (CONT.)****2 *Employ effective intervention strategies and/or direct service to meet the needs and goals of children, youth, their families and relevant others.*****Elements of the Performance:**

- a. Explain eclectically-based theoretical framework for counselling;
- b. Identify and assess the behavioural, developmental and psycho-social strengths and needs of “clients” in relation to their current environments;
- c. Negotiate reasonable and realistic goals with “clients”;
- d. Collaborate and consult with others for counselling approaches that effectively respond to needs of “clients”;
- e. Evaluate the results of processes, skills and strategies used.

**3 *Engage in professional relationships to enhance the quality of service for children, youth, adults and/or families.*****Elements of the Performance:**

- a. Participate effectively as a team member;
- b. Consult with relevant others to gain an integrated understanding of the client/situation

**4 *Engage in ongoing self-assessment and self-care to promote awareness and enhance professional performance.*****Elements of the Performance:**

- a. Set and maintain professional boundaries with “clients”;
- b. Access and utilize formal and informal supervision and ongoing feedback;
- c. Establish reasonable and realistic goals for self to enhance work performance;
- d. Maintain confidentiality within the limits described by program policy, legislation; and professional ethics;
- e. Apply organizational and time management skills.
- f. Demonstrate physical, emotional, cognitive ‘readiness’ to work with others (centeredness, attentiveness).

**5 *Identify and access professional development resources and activities to promote professional growth.*****Elements of the Performance:**

- a. Determine, through self-assessment and in collaboration with others, current skills and knowledge;
- b. Identify areas for professional development;
- c. Integrate skills of self-directed learning as demonstrated by preparedness for class (assignments completed; attitudinally prepared).

### III. TOPICS AND METHODOLOGY

Each week the class will be in two parts. The first will consist of mini-lecture, review of assigned readings, study of counselling theory, discussion and demonstration.

In the second part, the students will be in groups for practice sessions. Occasionally, role play may be incorporated into the practice sessions, but the primary focus will be on non-role play interactions between student helper and student “client”. The professor will outline the practice objectives each week. Students are advised to prepare for the demands of the practice sessions. Student progress and skill acquisition will be observed, evaluated, and monitored during these practice sessions. Video feedback is used.

Students will be expected to attend **all classes**, prepare readings diligently and participate **actively** in discussion and practice. Classes and practice will begin on time and task-related behaviour will be reflected in the professor’s final grading. The professor will provide ongoing feedback in the form of verbal comment (informally and formally). You can be evaluated only if you are here!

Demonstration of skills will be assessed at **all** times in this course (i.e. in and out of practice sessions). Students must be prepared **at all times** to demonstrate their skills. Reluctance will not be accepted, as a certain degree of risk taking is a necessary component of the learning experience.

### IV. REQUIRED RESOURCES/TEXTS/MATERIALS

- Shebib, D. Choices, 3<sup>rd</sup> ed. Toronto: Prentice-Hall.
- Evans, D., et al. Essential Interviewing. Monterey, CA: Brooks-Cole
- Plus access to audio recording equipment
- **Additional Resource Material available in the College Library:**

#### **Book Section:**

Various - look under “Counselling”

#### **Periodical Section:**

Various, including Canadian Journal of Counselling. Also, CYW oriented periodicals (e.g. Child Care Quarterly, Journal of Child Care) have articles on the subject of counselling approaches with youth.

#### **Audiovisual Section:**

There are many resources on this subject - seek them out!

**V. EVALUATION PROCESS/GRADING SYSTEM****A. Skill Acquisition and Participation:**

- assessed at all times in this course. Students must be prepared at all times to demonstrate their skills.

**B. Experiential Learning Day (Oral and Written Components – see attached)****C. Submission of Audio Recording:**

**Date:** \_\_\_\_\_ (announced in first class)

**Length:** 10 - 12 minutes.

**Subject:** Tape to be done with anyone **except** CYW, NSSW or SSW student. The student helper should endeavour to use the skills studied to date.

This should not be an 'introductory' interview. The submission should begin with a summarization of previous interview(s). In the submitted interview there should be elements of "Problem Definition and Goal Development". Goal setting should be one aim but whether the helper actually works on the "action stage" is optional. So, try to find someone who will let you **work** with him/her, in an objective fashion.

Set-up and audibility of the tape is crucial and is the student's responsibility. Adherence to confidentiality is expected, and guaranteed from the professor - the student counsellor must guarantee **on tape** his or her own adherence to confidentiality, and have this confirmed by the "client".

The "Permission Form" must be completed and submitted with the tape. The legal/ethical limitations to confidentiality will be reviewed in class.

**Late tapes may not be accepted, unless due to a verified emergency, and if accepted, will be subject to a grading penalty of 1 mark per calendar day. Tapes submitted without the name of the student may not be graded.**

**D. Discussion of Tape:**

**Due Date:** To be announced in first class - same date as the tape is due.

Each student is expected to review the first minute, a middle minute, and the final minute of his/her own tape. Following each of the three segments, write a paragraph or two describing what you, the helper, were trying to do in that segment, how you did or did not accomplish that and, if not, an alternative approach. In conclusion, write a paragraph or two with your reactions to the overall tape at that point.

Double Space. Note that **late submissions or papers submitted without the author's name may not be graded.**

**E. Mid-term Test and Final Examination**

## II. LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE (CONT.)

### Grading:

|  |      |
|--|------|
| Participation, skill acquisition, skill demonstration,<br>etc., as per "A" above | 25%  |
| Mid-Term Test  | 10%  |
| Final Exam   | 15%  |
| Tape   | 20%  |
| Discussion of Tape   | 10%  |
| Experiential Learning Day (oral and written assignments)                         | 20%  |
|  | 100% |

The following semester grades will be assigned to students in post-secondary courses:

| <u>Grade</u> | <u>Definition</u>  | <u>Grade Point Equivalent</u> |
|--------------|--|-------------------------------|
| A+           | 90 – 100%  | 4.00                          |
| A            | 80 – 89%   |                               |
| B            | 70 - 79%   | 3.00                          |
| C            | 60 - 69%   | 2.00                          |
| D            | 50 – 59%   | 1.00                          |
| F (Fail)     | 49% and below  | 0.00                          |
| CR (Credit)  | Credit for diploma requirements has been awarded.  |                               |
| S            | Satisfactory achievement in field /clinical placement or non-graded subject area.  |                               |
| U            | Unsatisfactory achievement in field/clinical placement or non-graded subject area.   |                               |
| X            | A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course. |                               |
| NR           | Grade not reported to Registrar's office.  |                               |
| W            | Student has withdrawn from the course without academic penalty.  |                               |

**Note:** For such reasons as program certification or program articulation, certain courses require minimums of greater than 50% and/or have mandatory components to achieve a passing grade.

It is also important to note, that the minimum overall GPA required in order to graduate from a Sault College program remains 2.0.

## VI. SPECIAL NOTES:

### Disability Services:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

### Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

### Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

### Plagiarism:

Students should refer to the definition of “academic dishonesty” in the *Student Code of Conduct*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

### Course outline amendments:

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

## VII. TEST POLICY

All tests must be written at the assigned time. If you are unable to attend due to illness or an emergency, the professor must be notified prior to test time. A message can be left on voice mail if the professor is unavailable. Failure to follow these steps could result in a grade of R for the test.

**VIII. PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.



## **Experiential Learning Day Oral Assignment**

### **Subject for research:**

Students will undertake to define and describe the cultural and community influences that have shaped their own development to this point in their lives. Such influences may include, but are not limited to the following: family heritage, custom, life-style; locale (i.e. town, city, country); religious/spiritual; sub-cultural (i.e. recovering alcoholic, street culture, sports culture, school culture, etc.); ethnic; language; and so on. There may not be any limit on how many influences there may be - in this case students are asked to pinpoint the main ones, in their own subjective estimation. The focus may range from a discussion of generalities, to a discussion of individual events or people (i.e. models or heroes). **IDENTIFY THE VALUES YOU BRING TO CHILD AND YOUTH WORK AS A RESULT OF THESE INFLUENCES AND HOW THESE VALUES HELP OR HINDER YOU IN YOUR WORK WITH OTHERS.**

The outline is deliberately vague. Students will have to decide for themselves what the major influences have been. Depth and clarity of explanation will be viewed very favourably.

### **Purpose:**

This assignment was designed by the instructors of this program to serve as an introduction to the subject of cultural/community influences, from a counselling perspective. It is believed that by starting with the self, the student can better empathize and relate to the experiences of others. This concept follows from those proposed by various writers, including Freud, Rogers and Corey, who stressed the need for self-knowledge as a prerequisite to acquiring knowledge about others. By participating, the instructors will model the application of this concept.

### **Caution re: Assignment #1**

This assignment is not intended to be therapy for the participants. The aim is neither to feel a need to justify one's own existence or experience, nor is it to analyze, judge or accept as one's own the experiences of others. The aim, simply and concisely, is to understand the experiences of others, and to be able to apply that understanding in a professional fashion within the context of the helping relationship.

This is, in short, a learning exercise, not an analytic one.

### **Format:**

The results of the research must be presented orally. Students will need to be clear and endeavour to be sure the audience understands the presentation. There is no time limit; however, the instructors will guide the presentation length and will help to keep the students on track.

There may be extensive debriefing of the presentation content. All students must be prepared for this. As well, the discussion may be emotional and moving at times. This should be accepted within the limits outlined in the "caution" section above.

**Grading Criteria for Oral Self Presentation  
and Participation in All Activities Throughout the Day**

Student Name: \_\_\_\_\_

Degree to which students demonstrate skill and competence in each of the following areas:

Minimal Level of Skill and Competence - Lowest Scores  
 Expected Level of Skill and Competence - Middle Scores  
 Exceptional Level of Skill and Competence - Highest Scores

|  |   |   |     |   |     |
|--|---|---|-----|---|-----|
| Student defines and describes several cultural and/or community influences that have shaped his/her life to this point   | 0 | 1 | 1.5 | 2 | 2.5 |
| Student identifies the values he/she brings to child and youth work as a result of these influences and how these values help or hinder him/her in working with others | 0 | 1 | 1.5 | 2 | 2.5 |
| Student is able to demonstrate a reasonable level of trust and openness in this assignment, as indicated by the nature and substance of what is shared                 | 0 | 1 | 1.5 | 2 | 2.5 |
| Student actively participated in all aspects of the day  | 0 | 1 | 1.5 | 2 | 2.5 |

**MARK OUT OF**

**/10**

**Guidelines and Grading Criteria for Written Component****Written Analysis of Oral Self Presentations**

(a) As you listened to your classmates and teachers share their personal stories, what similarities and differences did you notice in the range of experiences that have brought each of them to the helping professions? What were some of the common threads, and where did their stories differ in significant ways? Without referring to the particular story of any individual member of the group, describe your own emotional reactions to what was shared? (5 marks)

1                      2                      3.5                      4                      5

(b) Describe your thoughts and feelings about having shared your own story with the group. Are you comfortable with what you shared, or do you now wish you had shared more or less, and why? What did you learn about the personal sharing process and/or about yourself as a result of having engaged in this exercise - and how might this awareness assist you in your work with clients? (5 marks)

1                      2                      3.5                      4                      5

Comments: