



Master of Arts in Counseling

Course Syllabus

Course Information

COUN538 – CONTINUATION OF SKILLS
Fall and Spring
1 Semester Hour

Location/Date/Time

Online
bi-weekly beginning September 1

INSTRUCTOR'S INFORMATION:

Cheree Hammond & Michael Horst:

Email: cheree.hammond@emu.edu; michael.horst@emu.edu

Office Phone: 540.432.4228; 540.432.4244

Office Hours: by appointment

COURSE DESCRIPTION:

The purpose of this course is to meet individualized needs in advanced counseling skills for students not in field placement or those who are actively seeking to forward their skill development.

COURSE GOALS AND OBJECTIVES:

The objectives of this course are to help you:

- deepen listening skills;
- broaden understanding of client conceptualization;
- demonstrate an ability to be present with clients;
- demonstrate advanced counseling skills, including: confrontation, immediacy, pacing, and goal setting along with follow-through

Syllabus Disclaimer:

This syllabus is not a contract. The instructor reserves the right to alter the course requirements, schedule, and/or assignments based on new materials, class discussions, or other legitimate objectives. Students will be given notice of relevant changes in class or via e-mail.

Technology:

- **Please turn cell phones off and please do not text during class as it is disruptive and takes away from the focus of the class.** Inadvertently, we all forget to turn them off and that's okay. If for some reason you need to have your cell phone on, please let me know prior to class.
- Students are asked to refrain from surfing the net and/or managing email during class time. When the class is engaged in interactive conversation (e.g. large or small group discussion) laptop computers should be closed so as to remove the relational barrier they create.

REQUIRED TEXTS AND OTHER RESOURCES:

- **Goals.** During our first class session you will be asked to determine two or three goals for yourself that can be attained over the course of the year. At the mid-term and end of each semester, we will check in on progress.
- **Readings.** Readings will be decided on an individual basis and as appropriate to the issues or skills you are working on.
- **Presentation.** Each student will choose a book to read for the class and will share what they learned with their classmates.

· **Experiential Learning.** Our class will be set up as a group; therefore we will be creating group guidelines and expectations collaboratively.

NOTE: If you are taking this class for credit you are required to write a paper at the end of each semester:

· **Final Integrative Analysis.** At the end of each semester you are required to turn in an integrative analysis of the group meetings and experiences. The format for the final report should follow the guidelines suggested in the Publication manual of the American Psychological Association (6th Edition). Your work will be evaluated based on your performance on several criteria:

1. **Comprehensiveness.** The analysis must be a thorough reflection of this class experience. It must include references to readings.
2. **Relevance.** You must relate the project to the counseling profession in significant ways. For example, you may discuss the implications of your results for the practice of counseling.
3. **Originality.** You must offer a contribution that is based on your own ideas and experiences. Your report must be more than a summary of the thoughts and efforts of others – it must have the distinction of presenting your individual experiences, observations, ideas and conclusions.
4. **Quality of writing.** Your report must be grammatically correct, clear, and well written.
5. **Organization.** The presentation of your report must be well-organized and coherent.
6. **Achievement of goals.** The most fundamental criterion is the extent to which you are successful in accomplishing your goals.

The paper should be 2-3 pages in length and will include items such as:

- Salient points from the course,
- Reflections on personal and professional growth
- Identification of growth areas and goals for continued growth.

Evaluation: This course is a pass/fail course and we will honor a collaborative evaluation model. Please take an active role in considering the progress you are making on your own goals.

University Policies

Writing Guidelines:

EMU has adopted a set of writing [guidelines](#) for graduate programs that include six sets of criteria: content, structure, rhetoric and style, information literacy, source integrity, and conventions.

Academic Integrity Policy (AIP):

EMU faculty and staff care about the integrity of their own work and the work of their students. They create assignments that promote interpretative thinking and work intentionally with students during the learning process. Honesty, trust, fairness, respect, and responsibility are characteristics of a community that is active in loving mercy and doing justice. EMU defines plagiarism as occurring when a person presents as one's own someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source (adapted from the Council of Writing Program Administrators). This course will apply [EMU's AIP](#) to any events of academic dishonesty. If you have doubts about what is appropriate, [Indiana University's Plagiarism Tutorials and Tests](#) may be a useful resource.

Moodle:

[Moodle](#) is the online learning platform that EMU has chosen to provide to faculty, administrators and students. Students will have access to course information within Moodle for any class they are registered for in a given term. The amount of time a student has access to information before and after the class is somewhat dependent on the access given to students by the individual faculty member. However, please note that courses are not in Moodle permanently – after two years the class will no longer be accessible. Please be sure to download resources from Moodle that you wish to have ongoing access to.

Technology Requirements and Communication (if joining a class by zoom):

Communication will largely be accomplished via the Moodle platform utilized by EMU and your EMU email. Check both frequently during the semester

Graduate & Professional Studies Writing Center:

Please utilize the [writing program](#)! They offer free individual tutoring from a [graduate student tutor](#). Please visit the website to schedule an appointment.

Institutional Review Board (IRB):

All research conducted by or on EMU faculty, staff, or students must be reviewed by the [Institutional Review Board](#) to assure participant safety.

Library

The [Hartzler Library](#) offers research support (via email, chat, phone, or SSC campus). The library home page offers subject guides to help start your research.

Office of Academic Access:

If you have a physical, psychological, medical, or learning disability that may impact your work in this course, it is your responsibility to contact the [Office of Academic Access](#) in the Academic Success Center on the third floor of the Hartzler Library. They will work with you to establish eligibility and to coordinate reasonable accommodations. All information and documentation is treated confidentially.

Course Extensions and Outstanding Grades:

For fall and spring semesters, all coursework is due by the end of the semester. If a student will not be able to complete a course on time, the student must submit a request one week before the end of the semester for an extension (up to 6 months), by emailing the instructor, academic advisor and the Academic Program Coordinator. If the request is granted the student will receive an “I” (incomplete) for the course which will later be replaced by a final grade when the work has been turned in on the agreed upon date. If the request for an extension is denied, the student will receive a grade for the work that has been completed up until the time the course was expected to have been completed. If no work has been submitted, the final grade will be an F (or W under unusual circumstances and with permission of the Program Director). Extensions will be given only for legitimate and unusual situations. Extensions are contracted by the student with the program for up to a maximum of 6 months after the deadline for the course work. *PLEASE NOTE: Grades for coursework submitted late may be reduced at the instructor’s discretion and in line with their course policy on turning in coursework after the due date. If the extension deadline is not met, the instructor will submit the final grade based on what has been received to date.*

Inclusive, Community-Creating Language Policy:

Eastern Mennonite University expects its faculty, staff, and students to adopt [inclusive written and spoken language](#) that welcomes everyone regardless of race or ethnicity, gender, disabilities, age, and sexual orientation. We will use respectful and welcoming language in all our official

departmental documents and correspondence, including those put forth by way of Internet communication, and throughout all academic coursework, inclusive of classroom presentations and conversations, course syllabi, and both written and oral student assessment materials.

Classroom Climate:

The free discourse of ideas should be expected in this class. The classroom is a space that thrives on the open exchange of ideas, thoughts, emotions, and convictions. You may find that some of the class readings and/or discussions challenge your views and theoretical frameworks. As your instructor, I expect you to be open to differences and maintain a willingness to analyze issues from frameworks that may or may not be quite feel comfortable for you. I have opinions, which I may express from time to time. I invite you to respectfully express either agreement or disagreement without fear of consequences. While we in this class may challenge your views, be assured that you will experience no adverse consequences for disagreeing with me as your instructor. If you feel that I am violating this commitment, please make an appointment to meet outside of class so that we can discuss the issue.

Similarly, please be sensitive in your class participation by not unfairly dominating discussions. Be aware of others' right to speak and welcome questions from your classmates. My sincere goal is to create a safe space in which everyone feels that they can participate in scholarly dialogue that values thinking, study, and professionalism. (*Adapted from Margaret Sallee and Kathryn Roulston*)

Title IX:

*The following policy applies to any incidents that occur (on or off campus) while you are a student registered at EMU. It does not apply if you are talking about incidents that happened **prior to your enrollment at EMU**.*

It is important for you to know that all faculty and staff members are required to report known or alleged incidents of sexual violence (including sexual assault, domestic/relationship violence, stalking). That means that faculty and staff members cannot keep information about sexual violence confidential if you share that information with them. For example, if you inform a faculty or staff member of an issue of sexual harassment, sexual assault, or discrimination, they will keep the information as private as possible. However, they are required to bring it to the attention of the institution's Title IX Coordinator Rachel Roth Sawatzky. Rachel can be reached at 540-432-4133 or rachel.roth.sawatzky@emu.edu. You can also report incidents or complaints through the [online portal](#). You may confidentially report incidents of sexual violence if you speak to Counseling Services counselors, Campus Ministries' pastors, or Health Services personnel providing clinical care. These individuals, as well as the Title IX Coordinator, can provide you with information on both internal and external support resources. Please refer to the [Student Handbook](#) for additional policies, information, and resources available to you.

Academic Program Policies:

For EMU graduate program policies, please see the complete [graduate catalog](#).

Writing Standards –Graduate Level

https://emu.edu/writing-program/docs/Graduate_rubric.ProvostCouncil.Feb22.2017.pdf