



**FAMILY STUDIES 2235  
INTRODUCTION TO COUNSELLING 2013-2014**

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**Instructor:** Professor Mary Kay Arundel  
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**Phone Number:**  
**Office hours:** By appointment  
  
**Class time/room:** 6:00-9:00 BR-302

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### **CALENDAR DESCRIPTION**

This course introduces students to the basics of counselling within the context of the study of Family Studies. Students will learn about the history of the counselling professions, will gain an understanding of various approaches, skills, and work settings utilized in counselling, and will consider the role of counselling among diverse populations, including adolescents, couples, and families. Topics include ethical and legal aspects, assessment, individual and group counseling, research, use of technology, and multicultural issues related to counselling.

### **COURSE OBJECTIVES**

1. Appreciate the historical development of counseling theory and approaches.
2. Demonstrate an understanding of the purpose and objectives of counseling.
3. Develop and understand the principals and values of ethical practice.
4. Develop an understanding of the therapeutic relationship and therapeutic process.
5. Explore the various counselling specialties and applicable client populations.

### **PREREQUISITE**

Family Studies 1020

### **REQUIRED TEXT**

**Text:** Gladding, S. & Alderson, K. (2011). *Counselling: A Comprehensive Profession, First Canadian Edition*. Pearson Canada.

**Additional readings and resources may be assigned in class and/or posted electronically for many topics in this course. These readings and resources are to be accessed by the students independently (online or in the library).**

## **COURSE POLICY**

The teaching methods used in this course may include lectures, discussions, presentations, group activities, online assignments, and videos. Students are expected to prepare for classes by doing the reading assigned before the class meeting. You are strongly advised to attend every class and to participate actively in class activities and discussions. Given the nature of the course, there will be a mark for class participation and attendance will be monitored.

OWL will be used in this course. Lecture material will be posted on OWL before class. This material is intended only as a guide to the class/course content and should not be considered as a substitute for class attendance.

During the first meeting of the class a discussion will occur to review the expectations for classroom etiquette (i.e. being late, use of electronic devices, confidentiality...). It is intended that this will facilitate an optimum learning environment for all class members. **Please note that given the nature of this course and disclosure of personal issues, recording devices will not be allowed for any portion of the lectures.**

Students, who fail to appear for an examination/quiz/test as indicated in the timetable, will not be allowed to write the examination/quiz/test unless the steps detailed below for academic accommodation have been followed.

Similarly, missed assignments/presentations and/or in-class/online activities may not be made up later and may result in the reduction of marks where legitimate exceptions such as illness, death in the family etc. have not been documented. There will not be any make-up examinations or extra work for the purpose of improving grades. There may be a deduction of marks for late assignments.

The instructor will be available outside of class time for consultation. Please request a meeting with the instructor (personally or via email) and a mutually agreed upon time will be set for consultation. When you do so, please use your UWO email account and provide your class code in the subject area. Email will be accepted for simple questions/issues, however, if the question/issue is lengthy, an appointment may be necessary.

**Changes in information that appear in this course outline will be discussed in class prior to being implemented.**

## **COURSE REQUIREMENTS AND GRADING STRUCTURE**

<u>Course Requirements</u>	<u>Weight</u>
Participation	5%
In-Class Short Test Term 1	15%
Group Assignment Presentations	25%
In-Class Short Test Term 2	15%
Reflection Journal	10%
Final exam	30%

### **Mid-Term Short Tests (15% each)**

The format of the short mid-term tests may include short answer and multiple choice questions based on any course-related material such as readings, lectures, class/online discussion, presentations, and/or videos.

### **Group Assignment Presentations (25%)**

This will be a case study on material covered in the first term. Students will be assigned randomly to small groups. A handout for this assignment will be provided after the mid-term test.

### **Reflection Journal (10%)**

Students will be expected to complete weekly journals related to course content. The journals are to be submitted weekly for review.

### **Exam (30%)**

There will be **NO** mid-term exams for this course. The final exam may include multiple choice, short-answer and essay questions. For the final exam, the emphasis will be on second term course material but some recall of important information and concepts from the first term will be expected.

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## **COURSE OUTLINE**

### **FIRST TERM - 2013**

**In order to offer a rich learning experience, supplementary course material may include guest speakers and videos to enhance topics.**

<b>Week</b>	<b>Date</b>	<b>Topic</b>	<b>Readings</b>
1	Sept. 11, 2013	Introduction & Orientation Review of Course Outline & Expectations	
2	Sept. 18, 2013	History of and Trends in Counselling	Chapter 1
3	Sept. 25, 2013	Personal & Professional Aspects of Counselling	Chapter 2

4	Oct. 2, 2013	Ethical & Legal Aspects of Counselling	Chapter 3
5	Oct. 9, 2013	Counselling in a Multicultural Society Counselling with Diverse Populations	Chapter 4 Chapter 5
6	Oct.16, 2013	<b>Term 1 Short Test will be administered the first hour of class based on the first 5 chapters covered</b> Building Counselling Relationships	Chapter 6
7	<b>Oct. 23, 2013</b>	Working in a Counselling Relationship	Chapter 7
8	Oct. 30, 2013	Termination of Counselling Relationships	Chapter 8
9	Nov. 6, 2013	Behavioural & Cognitive Theories of Counselling - <b>Guest Lecture</b>	Chapter 10
10	Nov. 13, 2013	Psychoanalytic, Psychodynamic, & Humanistic Theories of Counselling	Chapters 9/11
11	Nov. 20, 2013	Postmodern Theories of Counselling & Crisis Counselling	Chapter 12
12	<b>Nov. 27, 2013</b>	<b>Case Study Group Assignment Presentations</b>	
13	<b>Dec. 4, 2013</b>	<b>Case Study Group Assignment Presentations</b>	
	<b>Dec. 9-19, 2013</b>	<b>Exam Period – There is NO exam for this term</b>	

## SECOND TERM – 2014

Week	Date	Topic	Readings
14	Jan 8, 2014	Groups in Counselling	Chapter 13
15	Jan. 15, 2014	Consultation	Chapter 14
16	Jan. 22, 2014	Evaluation & Research	Chapter 15
17	Jan. 29, 2014	Testing , Assessment, & Diagnosis in Counselling <b>Guest Lecture</b>	Chapter 16
18	Feb 5, 2014	Testing, Assessment, & Diagnosis in Counselling Continued	Chapter 16
19	Feb. 12, 2014	Professional Self Care	
	<b>Feb. 17-21, 2014</b>	<b>Family Day and Reading Week</b>	
20	<b>Feb. 26, 2014</b>	<b>Term 2 Short Test will be administered the first hour of class based on the first 5 chapters covered Second term.</b> Career Counselling Over the Life Span	Chapter 17
21	Mar. 5 , 2014	Marriage, Couple, and Family Counselling	Chapter 18
22	Mar. 12, 2014	Counselling Children, Adolescents, and Young Adults <b>Guest Lecture</b>	Chapter 19
23	Mar. 19, 2014	Counselling Children, Adolescents, and Young Adults Continued Guest Lecture	Chapter 19
24	Mar. 26, 2014	<b>Course Evaluations – first 20 minutes of class</b> Counselling- Economically Disadvantaged in Canada	Chapter 21

25	Apr. 2, 2014	Mental Health Counselling: Abuse, Addictions, and Disabilities <b>Reflection Journals Due</b>	Chapter 20
	<b>Apr.11- 30, 2014</b>	<b>Final Exam Period – Date TBD</b>	

## BRESCIA UNIVERSITY COLLEGE ACADEMIC POLICIES AND REGULATIONS

### 1. POLICY REGARDING MAKEUP EXAMS AND EXTENSIONS OF DEADLINES

When a student requests academic accommodation (e.g., extension of a deadline, a makeup exam) for work representing 10% or more of the student’s overall grade in the course, it is the responsibility of the student to provide acceptable documentation to support a medical or compassionate claim. All such requests for academic accommodation **must** be made through an Academic Advisor and include supporting documentation. Academic accommodation on medical grounds will be granted only if the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete her academic responsibilities. Appropriate academic accommodation will be determined by the Dean’s Office in consultation with the student’s instructor(s). Please note that personal commitments (e.g., vacation flight bookings, work schedule) which conflict with a scheduled test, exam or course requirement are not grounds for academic accommodation.

A UWO Student Medical Certificate (SMC) is **required** if a student is seeking academic accommodation on medical grounds. This documentation should be obtained at the time of the initial consultation with the physician/nurse practitioner or walk-in clinic. A SMC can be downloaded under the Medical Documentation heading of the following website: <https://studentservices.uwo.ca/secure/index.cfm>. If it is not possible to have an SMC completed by the attending physician/nurse practitioner, the student must request documentation sufficient to demonstrate that her ability to meet academic responsibilities was seriously affected. Please note that under University Senate regulations documentation stating simply that the student “was seen for a medical reason” or “was ill” is **not** adequate to support a request for academic accommodation. All documentation is to be submitted to an Academic Advisor.

Whenever possible, requests for academic accommodation should be initiated in advance of due dates, examination dates, etc. Students must follow up with their professors and Academic Advisor in a timely manner.

The full statement of University policy regarding extensions of deadlines or makeup exams can be found at <http://www.westerncalendar.uwo.ca/2012/pg117.html>

### 2. ACADEMIC CONCERNS

If you feel that you have a medical or personal problem that is interfering with your work, contact your instructor and Academic Advisor as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of

occurrence rather than on a retroactive basis. Retroactive requests for academic accommodation on medical or compassionate grounds may not be considered.

If you think that you are too far behind to catch up or that your work load is not manageable, you should consult an Academic Advisor. If you consider reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines (refer to the Registrar's website, [www.registrar.uwo.ca](http://www.registrar.uwo.ca), for official dates). You should consult with the course instructor and the Academic Advisor who can help you consider alternatives to dropping one or more courses. *Note that dropping a course may affect OSAP eligibility and/or Entrance Scholarship eligibility.*

The Dean may refuse permission to write the final examination in a course if the student has failed to maintain satisfactory academic standing throughout the year or for too frequent absence from the class or laboratory.

### 3. ABSENCES

**Short Absences:** If you miss a class due to a minor illness or other problems, check your course outline for information regarding attendance requirements and make sure you are not missing a test or assignment. Cover any readings and arrange to borrow notes from a classmate. Contact the course instructor if you have any questions.

**Extended Absences:** If you have an extended absence, you should contact the course instructor and an Academic Advisor. Your course instructor and Academic Advisor can discuss ways for you to catch up on missed work and arrange academic accommodations, if appropriate.

### 4. POLICY ON CHEATING & ACADEMIC MISCONDUCT

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences. Students are urged to read the section on Scholastic Offences in the Academic Calendar. Note that such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. Students are advised to consult the section on Academic Misconduct in the Western Academic Calendar.

If you are in doubt about whether what you are doing is inappropriate or not, consult your instructor, the Student Services Centre, or the Registrar. A claim that "you didn't know it was wrong" is not accepted as an excuse.

The penalties for a student guilty of a scholastic offence (including plagiarism) include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

#### **Plagiarism:**

Students must write their essays and assignments in their own words. Whenever students take an idea or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or

citations. Plagiarism is a major academic offence (see Scholastic Offence Policy in the Western Academic Calendar).

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com.

#### **Computer-marked Tests/exams:**

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating. Software currently in use to score computer-marked multiple-choice tests and exams performs a similarity review as part of standard exam analysis.

### **5. PROCEDURES FOR APPEALING ACADEMIC EVALUATIONS**

All appeals of a grade must be directed first to the course instructor. If the student is not satisfied with the decision of the course instructor, a written appeal signed by the student must be sent to the Department Chair. If the response of the department is considered unsatisfactory to the student, she may then submit a signed, written appeal to the Office of the Dean. Only after receiving a final decision from the Dean may a student appeal to the Senate Review Board Academic. A Guide to Appeals is available from the Ombudsperson's Office, or you can consult an Academic Advisor. Students are advised to consult the section on Academic Rights and Responsibilities in the Western Academic Calendar.

### **6. PREREQUISITES AND ANTIREQUISITES**

Unless you have either the prerequisites for a course or written special permission from your Dean to enroll in it, you will be removed from the course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

Similarly, you will also be deleted from a class list if you have previously taken an antirequisite course unless this has the approval of the Dean. These decisions may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course because you have taken an antirequisite course.

### **7. SUPPORT SERVICES**

The Brescia University College Registrar's website, with a link to Academic Advisors, is at [http://www.brescia.uwo.ca/academics/registrar\\_services/index.html](http://www.brescia.uwo.ca/academics/registrar_services/index.html). The Western Registrar's website is at <http://www.registrar.uwo.ca/index.cfm>. The website for the Student Development Centre at Western is at <http://www.sdc.uwo.ca/>. Students who are in emotional/mental distress should refer to Mental Health @ Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.

Portions of this document were taken from the Academic Calendar, the Handbook of Academic and Scholarship Policy and the Academic Handbook of Senate Regulations. This document is a summary of relevant regulations and does not supersede the academic policies and regulations of the Senate of the University of Western Ontario.