



COLLEGE OF EDUCATION

CLINICAL MENTAL HEALTH COUNSELING

Preparing diverse, ethical, reflective, and clinically skilled counselors to be multicultural and social justice leaders and advocates.

Fundamental Counseling Skills

SYLLABUS | Summer 2023

Course Description

Graduate Bulletin Description: Focus on basic counseling skills training and counseling ethics through intensive small group practice. Includes practice and development of chemical dependency counseling techniques focused on motivation to change.

Registration Restriction(s): *School and Clinical Mental Health majors only.*

Course Purpose: To prepare students to demonstrate understanding and application of established and emerging counseling theories through effective use of empowerment techniques for working with diverse populations.

Course information

Course code: COUNO 5100
Credits: 4
Location: Hybrid

Instructor information

Instructor: XX
Phone: 206-296-XX
Email: XX@seattleu.edu
Office Hours: XX

Text & Materials

Required Texts, Reading Materials, and Technology

Young, M. E. (2021). *Learning the Art of Helping: Building Blocks and Techniques* (7th ed). Pearson.
ISBN-13: 9780136912293

Other Readings:

Additional readings assigned by the professor are made available on Canvas

Technology:

Students must have a laptop/desktop as well as access to the internet. All students are expected to be proficient with technology. This includes the ability to use Microsoft Office (e.g., Word, PowerPoint, and Excel), email, CANVAS (SU's learning management system), Zoom, and the internet. Contact the Office of Information Services (OIT) Help Desk at (206) 296-5571, e-mail servicedesk@seattleu.edu or visit <http://www.seattleu.edu/its/> for assistance with SU technology.

Course Rationale: Professional Standards

CACREP Standards

SECTION 2: PROFESSIONAL COUNSELING IDENTITY

F1. PROFESSIONAL COUNSELING ORIENTATION AND ETHICAL PRACTICE

- j. technology's impact on the counseling profession

F2. SOCIAL AND CULTURAL DIVERSITY

- c. multicultural counseling competencies

F5. COUNSELING AND HELPING RELATIONSHIPS

- a. theories and models of counseling
- d. ethical and culturally relevant strategies for establishing and maintaining in-person and technology-assisted relationships
- e. the impact of technology on the counseling process
- f. counselor characteristics and behaviors that influence the counseling process
- g. essential interviewing, counseling, and case conceptualization skills
- j. evidence-based counseling strategies and techniques for prevention and intervention
- n. processes for aiding students in developing a personal model of counseling

SECTION 5: ENTRY-LEVEL SPECIALTY AREAS

C.1. FOUNDATIONS

- a. history and development of clinical mental health counseling

- b. theories and models related to clinical mental health counseling

C.2. CONTEXTUAL DIMENSIONS

- a. roles and settings of clinical mental health counselors
- c. mental health service delivery modalities within the continuum of care, such as inpatient, outpatient, partial treatment and aftercare, and the mental health counseling services networks
- h. legislation and government policy relevant to clinical mental health counseling
- i. cultural factors relevant to clinical mental health counseling
- j. professional organizations, preparation standards, and credentials relevant to the practice of clinical mental health counseling

C.3. PRACTICE

- a. intake interview, mental status evaluation, biopsychosocial history, mental health history, and psychological assessment for treatment planning and caseload management
- b. techniques and interventions for prevention and treatment of a broad range of mental health issues

Washington Administrative Code (WAC)

WAC 246-811-030 Educational Requirements.

2. (k) Individual counseling;
2. (r) Substance use disorder confidentiality;
2. (s) Professional and ethical responsibilities

Course Objectives and Key Performance Indicators

- *Students will be introduced to, demonstrate, and apply culturally appropriate counseling skills to work with diverse populations.*
- Students will be introduced to the fundamental counseling skills of established and emerging counseling theories
- Students will gain understanding of technology's impact on the counseling profession
- Students will learn ethical and culturally relevant strategies for establishing and maintain in-person and technology-assisted relationships
- Student will be introduced to the multicultural counseling competencies
- Students will gain experience in the process of receiving and giving feedback
- Students will be introduced to substance use disorder counseling techniques focused on motivation to change
- Students will learn about the characteristics and behaviors that impact the counseling relationship
- Students will be introduced to evidence-based interviewing, counseling, and case conceptualization skills

Office Hours

Office Hours are on Tuesdays from ____.

Office Hours are on **Zoom** and can be accessed through the Zoom link in our Canvas course. Please note that this is the time I will have a Zoom meeting open for drop-ins but if you need to schedule another time, please email me.

Response Times

The best way to reach me is to use **[preferred email]**. I will check my Seattle University email regularly. You can email me at any time. You can expect a response within 2 business days.

Methods of Instruction

Change in Delivery of Instruction

SU reserves the right to change the delivery of instruction for courses without prior notice due to COVID-19 or other events.

This course is delivered in an asynchronous format. Asynchronous online learning allows students to view course material at any time. All course activity is done online. There are no required face-to-face sessions within the course and no requirements for on-campus activity except for COUNO 5100 (Fundamental Counseling Skills), COUNO 5170 (Group Counseling), and the practicum and internship courses. It includes class discussion boards, video content, reading content, and interactive elements. Viewing all asynchronous material is essential for success in the course. Additionally, a group project will require small group interaction among group members.

Digital Delivery Expectations

Seattle University utilizes Canvas as the learning management system for all courses in the program. There are digital learning expectations that students must adhere to on Canvas. These include the following:

- Students must sign onto Canvas 4 out of 7 days of the week
- Student discussion postings are professional and respectful of others
- Student discussion posting are in-depth, meaningful, and contribute to the learning environment.
- All student assignments must be submitted on Canvas
- All student communication on course with faculty must occur through Canvas

Assignments

All assignments information can be found in the Canvas course. To get a sense of what is expected throughout the course, I strongly suggest you look at the **Modules** list, which can be accessed through the left navigation. This will give you an overall view of due dates and point values. Clicking into an assignment from the Modules list will give you all the details you will need to complete the assignment. In addition, I have reminders about what is due on the first page of each module.

Student Performance Evaluation Criteria and Procedures

Assignment	CACREP Standard	Points Possible
CMHC Observation and Interview Summative Assignment	2.F.1.j.; 2.F.2.c.; 2.F.5.a.,d-g.,j.; 5.C.1.b.; 5.C.2.j., 5.C.3.b	100 pts
Journal reflections	2.F.1.j.; 2.F.2.c.; 2.F.5.a.,d-g.,j.; 5.C.1.b.; 5.C.2.j., 5.C.3.b	40 pts
Residency Participation	2.F.1.j.; 2.F.2.c.; 2.F.5.a.,d-g.,j.; 5.C.1.b.; 5.C.2.j., 5.C.3.b	60 pts

Point scale	Letter grade	Point scale	Letter grade
94% and higher	A	74% - 76%	C
90% - 93%	A-	70% - 73%	C-
87% - 89%	B+	67% - 69%	D+
84% - 86%	B	66% - 63%	D
80% - 83%	B-	60% - 63%	D-
77% - 79%	C+	0% 59%	F

A grade of 'B' or better is required to pass a course. Students who earn less than a 'B' will be required to repeat the course. Repeating a course may delay a student's program of study.

SCHEDULE OF COURSE ACTIVITIES

Date	Topics	Readings and Assignments	CACREP STANDARD	Evaluation Method
Week 1	The Art of Helping: Who Am I and How do I Want to Help Others	<ul style="list-style-type: none"> • Read Young Chp 1-2 • Week 1 DB 	F.5.f	Discussion board
Week 2	Come On In: Mastering Basic Invitational Skills	<ul style="list-style-type: none"> • Read Young Chp 4 	F.1.i, F.5.d, C.3.j., C.3.b	Journal reflection
Week 3	What I heard you say is: Paraphrasing like a Boss	<ul style="list-style-type: none"> • Read Young Chp 5 	F.5.f, F.5.g	Journal reflection
Week 4	You Feel : Understanding and Reflecting Feeling	<ul style="list-style-type: none"> • Read Young Chp 6 	F.5.f, F.5.g, C.3.b.	Journal reflection
Week 5	Time to Go Deeper: Developing Reflection of Meaning and Summarizing Skills	<ul style="list-style-type: none"> • Read Young Chp 7 	F.5.f, F.5.g, F.5.j, F.5.n, C.3.b	Journal reflection
Week 6	Let's Walk the Talk: Practical Application at Residency	<ul style="list-style-type: none"> • Attend Residency • Submit journal to instructor at residency 	F.5.f, F.5.g, F.5.j, F.5.n, C.3.b	Residency skills practice and application
Week 7	Facilitating Change	<ul style="list-style-type: none"> • Read Young Chp 10 and 11 	F.5.f, F.5.g, F.5.j, F.5.n, C.3.b	

Date	Topics	Readings and Assignments	CACREP STANDARD	Evaluation Method
Week 8	It's so Hard to Say Goodbye: Evaluating Outcomes and Termination	<ul style="list-style-type: none"> • Read Young Chp 12 • Summative Assignment due Thursday 	F.5.d, F.5.f, F.5.g, F.5.j, F.5.n, C.3.a, C.3.b	Summative assignment

Formatting & Submitting Assignments

All work will be submitted via the Canvas course. Details about submission type are included in the assignment descriptors. Typically, it will be a document submission that is limited to doc and docx documents. Further details will be in the assignment descriptors.

APA Style: For the online CMHC program it is expected that all your in-text citations and your list of references follow the *APA Publication Manual* (7th edition) since it is the standard referencing system for this discipline. It may be different from other systems you have used, so follow the Manual's citation guidelines carefully. This is an opportunity to demonstrate your attention to detail. To help you, you can use [Purdue University's Online Writing Lab \(OWL\)](#) pages on APA, and if you're having difficulty, arrange to meet with me and we can go over any trouble-spots together.

Academic Integrity Tutorial

Please familiarize yourself with the university's academic integrity policies by visiting the [Resources for Students](#) page in the university's Academic Integrity website where you will find the Academic Integrity Tutorial.

Assignment Deadline Policies

Assignments must be submitted by the set deadlines. Since professors block out times in their schedules specifically for grading your work, the program faculty have established a policy of not accepting late work. We also understand, however, how demanding your work and school

and life are as well. As such, we do allow late work to be accepted with a 10%/day grade reduction (including weekends). The deduction will be taken from the maximum number of points available on the assignment. Exceptions or extensions or modifications to these penalties may be made only in the event of rare and extenuating circumstances. Every effort should be made to let your professor(s) know about your extenuating circumstances before the assignment is due. Any assignment submitted three days after the due date will receive zero points.

Discussion Posting Deadline Policies

There will be a 10% deduction off the total discussion points possible (rounded to the nearest half point) for each day late on any submission of a main post or a response post. No credit will be given for main or response posts made three days after they are due.

Workload in this Course

Allow yourself at least 9 hours a week for this course for a.) taking in content such as readings, lectures, videos, website visits, etc. and b.) for the weekly activities such as assignments and discussions. I have tried to ensure that the workload is evenly distributed throughout the course but there will always be some variation. In weeks that are lighter, I suggest that you get a head start on upcoming large assignments. Reminders for these upcoming assignments are at the bottom of the first page in each module and I will remind you as well in my weekly wrap-ups. In acknowledgement of your busy lives, I do not hide upcoming work in this course, so please look ahead and plan accordingly.

Key Performance Indicators and Professional Counselor Dispositions

Key performance indicators are used to determine student knowledge and skills needed to prepare students to become effective social change agents for a just and humane world. Summative assignments are used determine students' ability to master key knowledge and skills. Students must earn scores of 3 or above to progress in the program on summative assignments and professional dispositions.

CACREP Curricular and Specialty Areas	Course/Exam	Summative Assignment	0	1	2	3	4
Professional Coun. Orn. & Ethical Practice	C5080	Ethical Decision-Making					
Social and Cultural Diversity	C5130	Cultural Interview/Immers					
Human Growth and Development	C5070	Final Paper					
Career Development	C5120	Career Assess. Interview					
Counseling and Helping Relationships	C5100	Clinical Assessment I					
	C5510	Clinical Assessment II					
Group Counseling and Group Work	C5170	Group Proposal					
Assessment and Testing	C5270	Test Interpretation					

Research and Program Evaluation	E5000	Research Design					
Foundations of CMHC	C5580	CMHC Observ. & Interview					
Contextual Dimensions of CMHC	C5650-5670	Advocacy Project					
Practice of CMHC	C5640 & 5650	Clinical Assessment III & IV					
Foundations of School Counseling	C5090	SC Observ. & Interview					
Contextual Dimensions of School Counseling	C5550-5570	Advocacy Project					
Practice of School Counseling	C5540 & 5550	Clinical Assessment III & IV					
CACREP Areas	Exam	CPCE					

Professional dispositions are used to determine a student’s fit for the profession. CACREP defines dispositions as “commitments, characteristics, values, beliefs, interpersonal functioning, and behaviors that influence the counselor’s professional growth and interactions with clients and colleagues” (CACREP, 2015). Students are evaluated along 12 professional dispositions to determine whether a student’s attitudes and behaviors are ethical, professional, and if they promote multiculturalism and social justice:

1. Self-Expression: Expresses self effectively and appropriately
2. Listening: Listens to others
3. Cooperativeness: Cooperates with others
4. Feedback: Able to receive and integrate feedback
5. Respect: Demonstrates respect for others in a non-judgmental way.
6. Self-awareness: Awareness of own impact on others
7. Conflict: Appropriately handles conflict with others
8. Personal responsibility: Takes personal responsibility
9. Professional: Attitudes and behaviors are professional and aligns with ACA Code of Ethics
10. Motivation: Takes initiative to complete tasks
11. Multiculturalism: Accepting of social and cultural diversity
12. Social Justice: Attitudes and behaviors promote a just world

Diversity, Equity, and Inclusion

The counseling program is dedicated to empowering leaders for a just and humane world. We value dignity, inclusion, and promote empowerment-based strategies. Students are encouraged to use language and communication that is affirming and culturally respectful to engage in reflection in our diversity-rich.

Academic Resources to Support Your Learning

I encourage you to explore the services below and to work on the assumption that you'll always be developing some new strategies that will help you become a more flexible learner. You can find many of the resources below on the [Library & Learning Commons](#) website.

- **Writing Center:** The [Seattle University Writing Center](#) supports SU students from all levels of writing expertise, voices, experiences, and writing practices to achieve their writing goals. We seek to provide an accessible, anti-oppressive, and collaborative space for learning and growth through one-on-one peer consultations. The peer consultants are also students who engage in intensive study and hands-on practice to provide thoughtful feedback and to share writing strategies. Consultations are available at any stage of the writing process, from brainstorming, organizing, and developing rough draft to revising and editing in later drafts. The Writing Center offers appointments in various modalities: in-person and online, synchronous, and asynchronous. You can schedule an appointment and select an available modality through <https://seattleu.mywconline.com/>
- **Learning Assistance Programs:** The [Learning Assistance Programs](#) (LAP) provides peer tutoring, facilitated study groups, and learning strategy development through scheduled workshops and individual consultation sessions with a learning specialist. They offer these in various modalities (in-person, synchronous, and asynchronous), depending on university policy and LAP staff availability. Please visit the website or e-mail them at learningassistance@seattleu.edu for the most updated information about accessing services.
- **Research Services:** Research help is available to students at any stage in the research process. Students can schedule a virtual consultation with our team of Research Services Librarians and Student Peer Research Consultants (SPRCs) to get help finding and assessing sources, learn database search skills, and develop research topics. To learn more, or for assistance via chat/phone/email, check out the [Ask a Librarian](#) page or book a [Virtual Consultation](#) online.
- **Math Lab:** The [Math Lab](#) offers one-on-one tutoring to students enrolled in lower division mathematics courses. Please visit the website for more information.
- **English Language Learning Center:** The [English Language Learning Center](#) (ELLC) offers free tutoring for all SU students who are non-native speakers of English. Experienced ELLC tutors can help you improve your English language skills and better understand American culture. We can help with any type of assignment: written essays, online discussions, oral presentations, interview practice, etc. For the schedule or to book a session please visit the website.

- **Support for Remote Learning:** Remember to review the [online tutorial](#) that the Center for Digital Learning and Innovation has created to support your remote learning experience.

University Policies

- **Support for Students with Disabilities:** Seattle University values diverse types of learners and is committed to ensuring that each student is afforded an equal opportunity to participate in learning experiences. Disability Services (DS) works with students with disabilities to provide reasonable accommodations to support their learning experiences. Disabilities include “invisible disabilities,” such as a learning disability, a chronic health problem, or a mental health condition. This could include any long-term effects of COVID, even after recovery (“long-COVID”), if a health care provider determines it is a chronic health problem. If you have, or suspect you may have, a disability that may interfere with your performance as a student in this course and have not yet been assessed by DS, please contact DS staff at DS@seattleu.edu or (206) 296-5740. Disability-based accommodations to course expectations can be made only through this process and must be approved by DS before implemented in a course. I am committed to working with you, so please consider meeting with me to discuss the logistics of implementing any accommodations approved by DS.
- **Notice Regarding Religious Accommodations:** It is the policy of Seattle University to reasonably accommodate students who, due to the observance of religious holidays, expect to be absent or endure a significant hardship during certain days of their academic course or program. Please see, *[Policy on Religious Accommodations for Students](#)*.
- **Office of Institutional Equity:** Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in educational programs or activities that receive Federal financial assistance. This prohibition includes sexual misconduct, which encompasses sexual harassment and sexual violence. Seattle U remains committed to providing a safe and equitable learning, living, and working environment. Seattle U offers emergency, medical, and other support resources, as well as assistance with safety and support measures, to community members who have experienced or been impacted by sexual misconduct. Seattle U requires all faculty and staff to notify the University’s Title IX Coordinator if they become aware of any incident of sexual misconduct experienced by a student. For more information, please visit the [Office of Institutional Equity](#). If you have any questions or concerns, you may also directly contact the Title IX Coordinator in the Office of Institutional Equity by email: oiie@seattleu.edu or phone: (206) 296-2824.

A full list of academic policies can be found on the Registrar’s [Academic Policies](#) page. Make sure you understand the following:

- **Academic Integrity Policy**
- **Academic Grievance Policy**
- **Professional Conduct Policy**