



TYNDALE

• SEMINARY •

Course Syllabus

FALL 2017
PRE-INTERNSHIP COUNSELLING SKILLS LAB I
COUN 0601
Section 01

SEPTEMBER 13 – DECEMBER 6, 2017
WEDNESDAYS: 11:15 AM – 2:05PM

INSTRUCTOR: DR. SUSAN ELLFELDT, D.MIN

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To access your course material, please go to <http://classes.tyndale.ca>. Course emails will be sent to your @MyTyndale.ca e-mail account. For information how to access and forward emails to your personal account, see <http://www.tyndale.ca/it/live-at-edu>.

I. COURSE DESCRIPTION

An on-site weekly three-hour training intensive focusing on the learning and development of counselling skills through lecture, video and role-playing experiences.

Prerequisites: COUN 0574 and COUN 0677. Prerequisite (Clinical Track only): COUN 0674. Pre- or corequisite (Clinical Track only): COUN 0772. COUN majors only or with permission of instructor

Students must take Skills Lab I and II consecutively in the same academic year.

Please be aware that a first level **Focusing seminar is required** in the second semester (Lab II) and will require a Friday and Saturday from 9 am-4 pm sometime in February, 2018.

II. LEARNING OUTCOMES

At the end of the two semesters, students should be able to:

- Demonstrate competence in using 24 micro-skills related to the counselling process
- Demonstrate skill in integrating the micro-skills into the counselling process
- Demonstrate beginning competence in effective and appropriate use of self in the therapist role
- Demonstrate beginning competence with common counselling issues
- Demonstrate beginning competence in integrating counselling skills with therapeutic orientations
- Demonstrate ability to manage an intake counselling session by identifying client concerns, exploring client context, applying an appropriate therapeutic orientation to the client situation and mutually setting goals with the client for future work.
- Demonstrate in the second semester beginning competence in applying appropriate and effective interventions from a selected therapy model to move the client toward goals.

III. COURSE REQUIREMENTS

A. REQUIRED READINGS

Ivey, A. and Ivey, M, Zalaquett, C. (2010). *Intentional interviewing and counselling: Facilitating client development in a multicultural society* (7th Ed.). Pacific Grove, CA: Brooks/Cole. ISBN-10: 0495601233 ISBN-13: 9780495601234

Required Assessment Instruments: (Directions for ordering will be given first week of class)

1. Kolb Learning Style Inventory – available on-line Version 3.1
2. Myers-Briggs Type Indicator – available on-line (59.95 version)

Other Requirements

1. Students **are required** to bring and use a video or audio recording device to class each week.

B. ASSIGNMENTS AND GRADING

1. Weekly Homework: 0% of final grade

Homework is assigned weekly to aid students in preparing for class participation and skill acquisition. *Due October 11th Self-Assessment and Personal Reflection work sheets.*

2. Instruments: Due September 20th; 0% of final grade

These two assessment tools must be taken and handed in by the second week of class.

3. First Demonstration of Skills Tape, Transcript and Paper: Due Nov. 8th; 35% of final grade.

At a midpoint in the semester, the student will record a 10 to 15 minute interview using a fellow student as “client”, and provide a recording and a verbatim transcript of this interview.

The student will also write a 3 to 4 page paper evaluating the interview and identifying areas for improvement. This assignment is meant to provide feedback at mid-semester to the student regarding skill mastery in this class. Grade will be based on smoothness and clarity of language, correct use of micro skills, as well as appropriate use of empathy and avoidance of bias and judgment.

4. Final Demonstration of Skills Tape, Transcript, Rewritten Transcript, and Self-reflection Paper: Due Dec. 13th; 55% of final grade.

The student will be expected to record a 15 to 20 minute interview with a “client” (a fellow classmate in role-play), produce a recording and verbatim written transcript of the interview, analyze the interview for effective use of various skills, and rewrite the interview, replacing poor usage of the skills with appropriate usage. The student is then to write a 2 to 3 page reflection paper on the development and progress made this semester on use of counselling skills. Scoring of transcripts will be related to the student’s ability over 5 areas:

- Clarity, smoothness, and professionalism of language which includes effective transitions and explanations
- Appropriate use of micro-skills in the interview process
- Sense of direction and goals
- Appropriate expression of empathy, positive regard, and warmth which includes absence of obvious bias, judgments and leading questions

5. Small Group Work: 10% of final grade

Small group role plays as therapist and client is evaluated weekly. Each student is expected to practice the roles of counsellor and client in the small group practice sessions weekly or as often as possible to ensure skill acquisition and development. The student is responsible for bringing a recording device to class and reviewing that recording at home. Care must be taken of any sensitive materials on these tapes. Each week the student will also observe other students practicing skills and will give feedback. This feedback may be added to other self-awareness information accumulated by each student throughout the year and can be used to prepare the final Reflection paper. TA’s supervising these small groups will record a weekly rating (1-10) for each student that will be averaged at the end of the semester to give each student points for the quality of their small group work.

C. GENERAL GUIDELINES FOR THE SUBMISSION OF WRITTEN WORK

1. The reflection papers should demonstrate the student’s ability to process his/her internal responses personally and professionally. The ability to reflect upon and process feelings and thoughts is an important skill in counselling work.
2. Title page and documentation: The title page should include the name of the course, name of the instructor, title of the paper/assignment, student’s name, and the date due. Students are expected to honestly reflect use of materials other than their own. Tyndale does not tolerate plagiarism in any form. Any sources used in the paper should be properly

documented using the format provided by the Publication Manual of the American Psychological Association.

3. Papers must be typed, double spaced, and written using inclusive language. Students are required to retain a copy of all assignments in hard copy or electronic form. Graduate level spelling, grammar and style are expected, and grades will be lowered if written expression is poor.
4. Tyndale Seminary's [policy on late assignments](#) will be followed. For each week late, the grade will be reduced by 1 letter grade. Extensions will be considered if the circumstances are extreme. No final assignments or examinations will be accepted later than 5:00 p.m. on December 15th.

Academic Integrity

Integrity in academic work is required of all our students. Academic dishonesty is any breach of this integrity, and includes such practices as cheating (the use of unauthorized material on tests and examinations), submitting the same work for different classes without permission of the instructors; using false information (including false references to secondary sources) in an assignment; improper or unacknowledged collaboration with other students, and plagiarism. Tyndale University College & Seminary takes seriously its responsibility to uphold academic integrity, and to penalize academic dishonesty.

Students should consult the current Academic Calendar for academic policies on Academic Honesty, Gender Inclusive Language in Written Assignments, Late Papers and Extensions, Return of Assignments, and Grading System. The Academic Calendar is posted at <http://tyndale.ca/registrar/calendar>.

D. SUMMARY OF ASSIGNMENTS AND GRADING

First Demonstration of skills, tape, transcript	35%
Final Demonstration of skills tape, transcript, etc.	55%
Weekly Small Group Work	10%
Total	100%

E. COURSE EVALUATION

Tyndale Seminary values quality in the courses it offers its students. End-of-course evaluations provide valuable student feedback and are one of the ways that Tyndale Seminary works towards maintaining and improving the quality of courses and the student's learning experience. Student involvement in this process is critical to enhance the general quality of teaching and learning.

Before the end of the course, students will receive a MyTyndale email with a link to the online course evaluation. The evaluation period is 2 weeks; after the evaluation period has ended, it cannot be reopened.

Course Evaluation results will not be disclosed to the instructor before final grades in the course have been submitted and processed. Student names will be kept confidential and the instructor will only see the aggregated results of the class.

IV. COURSE SCHEDULE, CONTENT, AND REQUIRED READINGS

<u>Date & Topic</u>	<u>Reading and Assignments Due</u>
<p><u>Session 1 Sept 13</u> Introduction to course Self-Assessment/Self Reflection work sheets Instruments (MBTI, Kolb) Intentional interviewing & counselling Use of self in counselling</p>	<p>Read: Ivy Chapters 1 & 2</p>
<p><u>Session 2 Sept 20</u> Review instruments Record 10 minute interview Assign and hand out DCT Attending Behaviour</p>	<p>Read: Ivy Chapter 3 Due: Kolb & MBTI (taken & scored) Bring recording device</p>
<p><u>Session 3 Sept 27</u> Encouragers, Paraphrasing, Summarizing</p>	<p>Read: Ivy Chapter 6 Practice competency exercises Due: DCT (taken and scored)</p>
<p><u>Session 4 Oct 4</u> Questions Transitions</p>	<p>Read: Ivy Chapter 4 Practice competency exercises</p>
<p><u>Session 5 Oct 11</u> The interview process Observation skills Goal setting</p>	<p>Read: Ivy Chapter 5 Practice competency exercises5 Due: Self-Assessment and Self Reflection worksheets</p>
<p><u>Session 6 Oct 18</u> Emotions Reflection of feelings DCT</p>	<p>Read: Ivy Chapter 7 Practice competency exercises</p>
<p><u>Reading Week Oct 25</u></p>	

Session 7 Nov 1

Integrating listening skills & setting goals

Read Ivy Chapter 8, pp199-203, 209-227

Record for first transcript

Session 8 Nov 8

Empathy

Read: Ivy Chapter 8 pp203-209

Practice competency exercises

Due: First Recording, Transcript and Paper

Session 9 Nov 15

Confrontation

Read: Ivy Chapter 9

Practice competency exercises

Session 10 Nov 22

Reflection of meaning

Read: Ivy Chapter 11, pp292-307

Practice competency exercises

Session 11 Nov 29

Focusing the interview

Read: Ivy Chapter 10

Practice competency exercises

Session 12 Dec 6

Record 20 min. interview

None assigned

Final Recording, Transcript, and Rewrite due December 13th

No assignments accepted after 5pm on Dec 15th