

*“The mission of Tyndale Seminary is to provide Christ-centred graduate theological education for leaders in the church and society whose lives are marked by intellectual maturity, spiritual vigour and moral integrity, and whose witness will faithfully engage culture with the Gospel.”*

<b>Course</b>	<b>PRE-INTERNSHIP COUNSELLING SKILLS LAB 1</b> COUN 0601 SECTION 2
<b>Date and Time</b>	SEPTEMBER 16 – DECEMBER 9, 2020 WEDNESDAYS: 11:15 AM – 2:05 PM
<b>Instructor</b>	<b>Lyndsay Thompson M.Div., RP</b> Email: <a href="mailto:lthompson@tyndale.ca">lthompson@tyndale.ca</a>
<b>Class Information</b>	The classes will be <b>on Wednesdays 11:15AM – 2:05PM</b>  Livestream office hours: Available for consultation <b><u>by appointment only</u></b>
<b>Course Material</b>	Access course material at <a href="http://classes.tyndale.ca">classes.tyndale.ca</a> Course emails will be sent to your @MyTyndale.ca e-mail account only. <a href="#">Learn how to access and forward emails to your personal account.</a>

## I. COURSE DESCRIPTION

An interactive (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 January or February, 2021. Detail to be provided.

## II. LEARNING OUTCOMES

At the end of the course, students will be able to:

1. Demonstrate competence in using 24 micro-skills related to the counselling process
2. Demonstrate skill in integrating the micro-skills into the counselling process
3. Demonstrate beginning competence in effective and appropriate use of self in the therapist role
4. Demonstrate beginning competence with common counselling issues
5. Demonstrate beginning competence in integrating counselling skills with therapeutic orientations
6. 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.
7. 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 READING

Ivey, A. and Ivey, M., Zalaquett, C. (2018). *Intentional interviewing and counselling: Facilitating client development in a multicultural society* (9<sup>th</sup> ed.). Pacific Grove, CA: Cengage Learning. ISBN: 978-1-305-86578-5 or ISBN: 978-1-337-27776-1

*These texts are available through Tyndale bookstore*

#### Required Assessment Instruments:

1. Kolb Learning Style Inventory (Version 3.1) – available for purchase from: <https://store.kornferry.com/stores/kornferry/en/category/ef431283-ff8a-4579-a893-88e74c8c9f0b> (\$35 USD)
2. Myers-Briggs Type Indicator – available on-line <https://www.mbtionline.com/en-US/Products/For-you> (\$49.95USD)

#### Other Requirements

1. Students **are required** to review practices session after each class.

### B. INTERACTIVE LIVESTREAM AND/OR HYBRID COURSE REQUIREMENTS

- Livestream attendance at announced times

- Headphones (preferred), built-in microphone, and web-camera
- Well-lit and quiet room
- Stable high-speed internet connection, preferably using an Ethernet cable over Wi-Fi

## C. 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. While there is no grade for this, completing homework assignments and reviewing weekly recordings is highly recommend and directly correlates to improvement of counselling skills and competence.

*This assignment is related to learning outcomes #'s: 1-partly, 3, 4, 6.*

### 2. Self-Assessment and Personal Reflection work sheets: Due September 23; 0% of final grade

Self-Awareness and SEUS (Safe and Effective Use of Self) are critical to ethical and effective counselling. Students are required to complete the Kolb Learning Style, Myers-Briggs and DCT assessments. Upon completion, each student will fill out a Self-Awareness and Personal Reflection Note Book (posted on course page). This notebook will be referred to throughout the semester.

To be emailed to professor at [lthompson@tyndale.ca](mailto:lthompson@tyndale.ca) and titled Notebook and your last name (e.g.: Notebook Thompson)

*This assignment is related to learning outcomes #: 3.*

### 3. First Demonstration of Skills Tape, Transcript and Paper: Due Nov. 11th; 35% of final grade.

At a midpoint in the semester, the student will record a 10 to 12-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.

*This assignment is related to learning outcomes #'s: 1-partly, 2, 3, 4, 6-partly.*

### 4. Final Demonstration of Skills Tape, Transcript, Rewritten Transcript, and Self-reflection Paper: Due Dec. 16th; 55% of final grade.

The student will be expected to record a 10 to 12 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

*This assignment is related to learning outcomes #'s: 1-partly, 2, 3, 4, 6-partly.*

**5. Small Group Work:** 10% of final grade: Due weekly as per attendance record

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.

*This assignment is related to learning outcomes #'s: 1-partly, 2, 3, 4, 6-partly.*

#### **D. EQUITY OF ACCESS**

Students with permanent or temporary disabilities who need academic accommodations must [contact](#) the [Accessibility Services](#) at the [Centre for Academic Excellence](#) to [register](#) and discuss their specific needs. *New students* must self-identify and register with the Accessibility Office at the beginning of the semester or as early as possible to access appropriate services. *Current students* must renew their plans as early as possible to have active accommodations in place.

#### **E. SUMMARY OF ASSIGNMENTS AND GRADING**

Evaluation is based upon the completion of the following assignments:

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

## F. 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 (APA).
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 18<sup>th</sup>.

### 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 takes seriously its responsibility to uphold academic integrity, and to penalize academic dishonesty.

Students are encouraged to consult [Writing Services](#). Citation and other [tip sheets](#).

Students should also consult the current [Academic Calendar](#) for academic polices on Academic Honesty, Gender Inclusive Language in Written Assignments, Late Papers and Extensions, Return of Assignments, and Grading System.

## Research Ethics

All course-based assignments involving human participants requires ethical review and may require approval by the [Tyndale Research Ethics Board \(REB\)](#). Check with the Seminary Dean's Office ([aa@tyndale.ca](mailto:aa@tyndale.ca)) before proceeding.

## G. 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 link can also be found in the left column on the course page. 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

Week	Lecture Topic	Reading	Assignment Due
<b>Week 1</b> <b>Sept 16</b>	Introduction to course Introduction to Self-Awareness and SEUS Introduction to Counselling and Intentional Interviewing	Ivey and Ivey: Ch. 1-2	
<b>Week 2</b> <b>Sept 23</b>	<b>Skill: Attending Behaviour</b> <ul style="list-style-type: none"><li>In class demos</li><li>Small group practice</li></ul>	Ivey and Ivey: Ch. 3	Kolb and MBTI taken and scored

<b>Week 3</b> <b>Sept 30</b>	<b>Skill: Encouragers, Paraphrasing, Summarizing</b> <ul style="list-style-type: none"> <li>In Class Demo</li> <li>Small group practice session</li> </ul>	Ivey and Ivey: Ch. 6	DCT Taken and scored
<b>Week 4</b> <b>Oct 7</b>	<b>Skill: Questions and Transitions</b> <ul style="list-style-type: none"> <li>In class demo</li> <li>Small group practice session</li> </ul>	Ivey and Ivey: Ch. 4	
<b>Week 5</b> <b>Oct 14</b>	<b>Skill: The interview process, Observation skills, Goal setting</b> <ul style="list-style-type: none"> <li>In class demo</li> <li>Small group practice session</li> </ul>	Ivey and Ivey: Ch. 5	Self-Awareness Notebook Completed and Submitted to instructor via email
<b>Week 6</b> <b>October 21</b>	<b>Skill: Emotions and Reflection of Feeling</b> <ul style="list-style-type: none"> <li>In class demo</li> <li>Small group practice session</li> </ul>	Ivey and Ivey: Ch. 6	
<b>Week 7</b> <b>Oct 28</b>	<b>READING WEEK</b>		
<b>Week 8</b> <b>Nov 4</b>	<b>Record Mid-Term Skills Tape</b>		
<b>Week 9</b> <b>Nov 11</b>	<b>Skill: Empathy</b> <ul style="list-style-type: none"> <li>In class demos</li> <li>Small group practice</li> </ul>	Ivey and Ivey: Ch. 8	Mid-Term skills tape, transcript and reflection paper

<b>Week 10</b> <b>Nov 18</b>	<b>Skill: Confrontation</b> <ul style="list-style-type: none"> <li>In class demo</li> <li>Small group practice session</li> </ul>	Ivey and Ivey: Ch. 9	
<b>Week 11</b> <b>Nov 25</b>	<b>Skill: Reflection of Meaning</b> <ul style="list-style-type: none"> <li>In class demo</li> <li>Small group practice</li> </ul>	Ivey and Ivey: Ch. 11	
<b>Week 12</b> <b>Dec 2</b>	<b>Skill: Focusing the interview</b> <ul style="list-style-type: none"> <li>In class demo</li> <li>Small Group Practice</li> </ul>	Ivey and Ivey: Ch. 10	
<b>Week 13</b> <b>Dec 9</b>	<b>RECORD FINAL TEST</b>		
Dec 16	Final Skills Recording, Transcript and Re-Write Due No assignments accepted <b>after 5pm on Dec 18</b>		

## V. SELECTED BIBLIOGRAPHY

([Tyndale Library](#) supports this course with [e-journals, e-books](#), and the [mail delivery of books](#) and circulating materials. See the [Library FAQ page](#).)