FALL 2012 SYLLABUS
Counseling 315
The Philosophy of the Helping Relationship

Instructor: Bobbie Jacobs, MS, LPC-S,
Office Location: SS 124
Office Hours: Monday and Wednesday, 9:30 a.m. to 10:45 a.m.
Office Phone: 
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COURSE INFORMATION

Course Text
Required:

Optional:

Course Description
COUN 315 is designed to create an understanding of helping relationships. Basic communication skills (such as active listening, responding and interviewing skills) for building helping relationships are developed.

Objectives
The student will:

- Examine their motivations for wanting to become a helper
- Identify characteristics of an effective helper
- Explore their attitudes and beliefs about helping
- Identify and apply the seven helping skills
- Describe strategies for coping with stress and crisis
- Recognize the steps in problem solving and decision making models
- Examine the ACA Code of Ethics
- Explore theories of helping
FLEXIBLE COURSE REQUIREMENTS

Method of Instruction

This course will utilize lecture, class discussions, video demonstrations, role plays and experiential activities to achieve the learning objectives.

I see this class as a chance for each of you to explore within yourself the reason you have chosen Counseling, the area in which you would like to develop your expertise (Community or School Counseling), and the specific characteristics you have developed over the years which will be beneficial to you as a helper, and what characteristics you need to develop in your journey to become a helper (counselor).

It is my opinion that your inner-strengths will be greater served by writing assignments that are focused on developing a greater sense of yourself and how you will fit into your role as a helper than taking tests and quizzes. That being said, if I see that your writing assignments are not up to the standards expected and discussed in class, or there is not sufficient class participation, I will adjust the Course Requirements to include quizzes and tests.

In grading your written assignments I will be looking at three areas:

- The degree to which you completed all aspects of the assignment
- To what degree were you engaged in self-exploration
- To what degree was your paper in line with APA format

FLEXIBLE COURSE REQUIREMENTS

Attendance/participation (100 points) – Refer to Course and University Procedures and Policies.

Grading
Total possible points for the semester = 300
<table>
<thead>
<tr>
<th>Attendance/Participation</th>
<th>100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Assignments</td>
<td>100</td>
</tr>
<tr>
<td>Presentation</td>
<td>100</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>300</strong></td>
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A 270 - 300 points
B 240 - 269 points
C 210 – 239 points
D 180 – 209 points
F 179 points or below

**Late Assignment Policies**

All assignments are due, on the given assignment date, at the beginning of class. **NO LATE PAPERS WILL BE ACCEPTED.** Computer problems are not an excuse for missed/late assignments. In certain circumstances, some assignments may be emailed to me (doc files only, not docx). Do not email assignments to me unless you have discussed the situation with me and I have given you permission via email to send the document. **Remember the subject line should read “Counseling 315”.**

**COMMUNICATION AND SUPPORT**

The best way to communicate with me between classes is email. Please use “Counseling 315” in the subject of your email. In the content part of your email be sure to include your first and last name and the best phone number in which I can contact you, if necessary. I respond to my emails daily. If you do not hear from me within 24 hours, please contact me at 903-274-9901, leaving your first and last name and, again, the best way I can contact you. Also, I will be more than happy to meet with you on campus. Contact me so that we can set up a convenient time.

**COURSE AND UNIVERSITY PROCEDURES/POLICIES**

**Academic Integrity**

Academic integrity is the pursuit of scholarly work free from fraud and deception and is an educational objective of this institution.

Texas A&M University-Commerce has explicit rules and regulations governing academic dishonesty and academic misconduct. As the
University states, “All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.” These policies are stated in detail in the Student’s Guide Handbook. Each student is expected to read this document and abide by the contained policies. These university policies will be followed in this class. The minimum penalty for an act of academic dishonesty will be the assignment grade of “0” on the homework assignment. The maximum penalty is expulsion from the University.

Texas A&M University-Commerce does not tolerate plagiarism and other forms of academic dishonesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. “Academic dishonesty” includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one’s own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse, (destruction, defacing or removal of resource material.

**COURSE AND UNIVERSITY PROCEDURES/POLICIES**

If you are unsure what constitutes plagiarism and how to avoid it, visit the following websites:

http://www.plagiarism.org/
http://www.unc.edu/depts/weweb/handouts/plagiarism.html
http://www.indiana.edu/~wts/pamphlets/plagiarism.html

**Attendance and Participation** Students are expected to attend all scheduled classes. More than 3 absences (excused or unexcused) will negatively affect your grade. Participation in class activities, including discussion groups and in-class assignments, is a component of attendance. Failure to prepare and participate effectively will negatively impact the learning processes devised for the class. “All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment” (Student Guide Book, pp. 67-73).
Arrive to class on time and **do not pack up early**. If you know ahead of time you will be late or will need to leave early please notify me by email at least a day in advance.

Contributions, on a regular basis, to class discussions are expected.

Reading assigned work and course material is expected.

**Turn off all cell phones.** Students who fail to do so may be asked to leave the class. *It is inappropriate and disrespectful to “surf” the web, check email or text during class.*

Students may choose to use their laptop computers for note taking (if necessary).

**If students choose to use their laptop or other electronic device for internet access** during class time they will be asked to turn off the device and put it away. *Once the student has been found accessing the internet during class time they will not longer be allowed to use their laptop or other electronic devise during class.* If use of the internet persists students may be asked to leave the class.

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**COURSE AND UNIVERSITY PROCEDURES/POLICIES**

**Late Assignment Policies**
All assignments are due, on the given assignment date, at the beginning of class. **NO LATE PAPERS WILL BE ACCEPTED.** In certain circumstances, some assignments may be emailed to me (doc files only, **not docx**). Do not email assignments to me unless you have discussed the situation with me and I have given you permission via email to send the document. **Remember the subject line should read “Counseling 315”***.

**Withdrawal Policy**
Every student has the right to drop the course without penalty until the drop-date. Students dropping the course during this period will be given a DP (drop while passing). A grade of DP is GPA neutral, but a grade of DF counts as an F on your transcript. If you choose to stop attending class, you may be dropped from the course due to excessive absences. If you are not satisfied with your grade in the course and wish to drop, it is YOUR responsibility to drop the course. Once the grade of DP or DF has been
registered, I will not be able to change it. A student may drop a course by
logging into their myLEO account and clicking on the hyperlink labeled
“Drop a class” from among the choices found under the myLEO section of
the web page.

**ADA Statement**
The Americans with Disabilities ACT (ADA) is a federal anti-discrimination
statute that provides comprehensive civil rights protection for persons with
disabilities. Among other things, this legislation requires that all students
with disabilities be guaranteed a learning environment that provides for
reasonable accommodation of their disabilities. *If you have a disability
requiring an accommodation, please contact:*

**Office of Student Disability Resources and Services**
Texas A&M University-Commerce
Gee Library 132
Phone (903) 886-5152 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamu-commerce.edu

**Student Disability Resources & Services**

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**COURSE AND UNIVERSITY PROCEDURES/POLICIES**

**Student Conduct**
Polite and civil interactions with all members of the class is expected.
(“All students enrolled at the University shall follow the tenets of common
decency and acceptable behavior conducive to a positive learning
environment.” (See Student’s Guide Handbook, Policies and Procedures,
Conduct). All students are expected to conduct themselves in a professional
manner at all times.

- All pagers, cell phones, electronic games, radios, CD players, or
  other devices must be turned off when you enter the classroom.

- I expect every student to have the utmost respect for their peers in
class, especially when discussing experiences of a sensitive or
personal nature. Students are reminded disclosures in the
classroom setting are to be kept confidential.
• Discriminatory, rude and inappropriate language will not be tolerated in this class and the student(s) choosing to act in a discriminatory or rude manner or use inappropriate language will be asked to leave the class. Disruption of class or inconsiderate behavior will not be tolerated. If the student continues to act in the same manner during future classes, the instructor reserves the right to drop the student from the course.

University closing due to weather
Check [http://www.tamu-commerce.edu](http://www.tamu-commerce.edu) regarding class cancellations. Also KETR radio on 88.9 FM and Channel 4, 5 and 8 (Channel 7 for Tyler and Longview area).
COURSE OUTLINE/CLAENDAR

Flexible Schedule

Monday, August 27  
Introductions.

Wednesday, August 29  
Syllabus. Discussion:  
“Why I am interested, or what has caused my interest in the helping  
professions”.  
Read Chapter 1 prior to next class.

Monday, September 3  
No class

Wednesday, September 5  
Discussion of Chapter 1.

Monday, September 10  
Guest Speaker – APA  
Counseling - Student Services  
Read Chapter 2, pages 26-35 prior to next  
Class.

HOMEWORK: Type a cover page APA Style

Wednesday, September 12  
Discussion of Chapter 2 assignment  
Class Activity  
Read Chapter 2, pages 35-47

TURN IN COVER PAGE AT THE BEGINNING OF THE CLASS

Monday, September 17  
Discussion of Chapter 2 assignment  
Class Activity

Wednesday, September 19  
Discussion of Writing Assignment  
Class Activity  
Read Chapter 8, pages 163 – 169

Monday, September 24  
Discussion of Chapter 8 assignment  
Read Chapter 8, pages 169-184

Wednesday, September 26  
Class Activity
Monday, October 1  Guest Speaker  
**Counseling at the CCC**  
Read Chapter 3, pgs 48-58

**HOMEWORK:** Type a Reference Page for a paper using a variety of references – journal articles, articles from websites, books, etc.

Wednesday, October 3  Discussion of Chapter 3, pgs. 48-58  
Class Activity  
Read Chapter 3, pgs. 58-69  
**TURN IN REFERENCE PAGE AT THE BEGINNING OF THE CLASS**

Monday, October 8  Discussion of Chapter 3, pgs. 58-69  
Class Activity  
Read Chapter 4, pgs. 70-82

Wednesday, October 10  Discussion of Chapter 4, pgs. 70-82  
Class Activity  
Read Chapter 4, pgs. 82-97

Monday, October 15  Discussion of Chapter 4, pgs. 82-97  
Class Activity  
Read Chapter 5, pgs. 98-110

Wednesday, October 17  Discussion of Chapter 5, pgs. 98-110  
Class Activity  
Read Chapter 5, pgs. 111-125

Monday, October 22  Discussion of Chapter 5, pgs. 111-125  
Class Activity  
Read Chapter 5, pgs. 126-138

Wednesday, October 24  Class Activity

Monday, October 29  Discussion of Chapter 5, pgs. 126-138  
Read Chapter 5, pgs. 138-151

Wednesday, October 31  Discussion of Chapter 5, pgs. 138-151
Monday, November 5  
GUEST SPEAKER  
Read Chapter 7, pgs. 152-162

Wednesday, November 7  
Discussion of Chapter 7, pgs. 152-162  
Code of Ethics for your area of interest, plus ACA Code of Ethics  
(Download a copy of the ACA Code of Ethics – [http://www.counseling.org](http://www.counseling.org))

Monday, November 12  
Class Activity

Wednesday, November 14  
RESEARCH DAY or TCA CONFERENCE

Monday, November 19  
Class Activity/Self-Care-Burn Out

Wednesday, November 21  
Class Activity

Monday, November 26  
Class Presentations

Wednesday, November 28  
COMBINED CLASSES Henderson 124

Monday, December 3  
Class Presentations

Wednesday, December 5  
Class Presentations

Monday, December 10  
TBA

Wednesday, December 12  
TBA