



COURSE OUTLINE		
<b>TERM:</b> Fall 2020	<b>COURSE NO:</b> MT 380	
<b>INSTRUCTOR:</b>	<b>COURSE TITLE:</b> Counselling and Interpersonal Skills	
<b>OFFICE:</b> <b>LOCAL:</b> <b>E-MAIL:</b>	<b>SECTION NO(S):</b>	<b>CREDITS:</b> 1.5
<b>OFFICE HOURS:</b>		
<b>COURSE WEBSITE:</b>		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

## COURSE FORMAT

2 instructional hours per week for 15 weeks, including two weeks of final exams.

## COURSE PREREQUISITES/CO-REQUISITES

None

## CALENDAR DESCRIPTION

This course is an introduction to verbal counselling techniques. Students will develop basic counselling techniques, examine their relationship and interpersonal skills, work through models of communication, and improve feedback and confrontation skills. Students will explore attending behaviour, paraphrasing, empathy, transference and countertransference through readings, classroom discussion and in-class role-plays.

## REQUIRED TEXTS AND/OR RESOURCES

Shebib, B. (2020). Choices: Interviewing and counselling skills for Canadians (7<sup>th</sup> ed.). Toronto: Pearson

## COURSE STUDENT LEARNING OUTCOMES

**On successful completion of this course, students will be able to do the following:**

1. Articulate the purpose and intent of verbal counselling;
2. Describe the interplay between knowing who you are and the effective utilization of introductory counselling skills;
3. Apply introductory counselling skills and strategies;
4. Demonstrate active listening, paraphrasing and empathy;
5. Describe perception checking, feedback strategies, and constructive confrontation
5. Summarize concepts and issues related to multiculturalism in counselling practice; and
6. Begin to integrate introductory counselling concepts into their emerging therapist identity.

**COURSE CONTENT**

<b>Week</b>	<b>Topics</b>	<b>Readings</b>	<b>Assignments</b>
1	No Classes		
2	Course Overview Course Paper Overview Being the therapist		
3	Skills of a Counsellor: Self-Awareness Establishing Rapport	Ch. 1 Ch. 2	Assignment #1
4	The Counselling Relationship Transference Practice Groups	Ch. 3	Paper, Part I
5	Paraphrasing Brief History of Counselling Ethics in Counselling	Ch. 4	
6	Using Questions in Counselling	Ch. 5	
7	Practice Sessions		Term Paper, Part II
8	<b>Midterm Exam</b> Giving and Receiving Feedback		
9	Empathy The practice of Counselling Issues in Practice Sessions	Ch. 6	
10	Empowerment and change	Ch. 7	Assignment #2
11	Therapeutic Alliance Reframing Personality influences	Ch. 8	
12	Johari Window Therapist transparency Disclosure as a therapist	Hanson Handout (Johari Window)	
13	Resistance in therapy Cultural Intelligence Course review	Ch. 10	
14-15	<b>Final Exam Period</b>		

**EVALUATION PROFILE**

Assignment (forum post)	5%
Assignment (reflection on being the therapist)	15%
Paper Part I	5%
Paper Part II	25%
Midterm Exam	15%
Final Exam	25%
Professionalism	10%
<b>TOTAL</b>	<b>100%</b>

**ASSIGNMENTS:**

Students will experience an interactive classroom learning environment where they can practice, often in dyads, beginning counselling skills. There are two reflective assignments related to being the therapist, a library research paper on a subtopic relating to counselling skills, and two exams. All of the assignments are outlined on the course website.

**Professionalism**

The professionalism mark will reflect consistent attendance, punctuality and involvement during lecture, class discussions and the rest of the class. Punctuality includes returning from breaks on time. Involvement includes frequency and relevance of student's comments and questions, including attentiveness, demonstrating insight and inquiry into topic being discussed and an attitude of professionalism. Preparing the readings will support a student's ability to participate and present a professional manner.

**GRADING PROFILE**

<b>A+</b> = 90-100%	<b>B+</b> = 77-79%	<b>C+</b> = 67-69%	<b>D</b> = 50-59%
<b>A</b> = 85-89%	<b>B</b> = 73-76%	<b>C</b> = 63-66%	<b>F</b> = 0-49%
<b>A-</b> = 80-84%	<b>B-</b> = 70-72%	<b>C-</b> = 60-62%	

**Incomplete Grades**

Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

**Late Assignments**

Marks will be deducted for the late submission of assignments. The penalty for the late submission of an assignment is .5 of a mark per day. After one week, late assignments will not be accepted.

**Missed Exams/Quizzes/Labs etc.**

Students will be allowed to make-up exams and quizzes only under the following conditions: if a doctor's certificate of illness is provided; if, in the case of the death of a close family member, a death certificate is provided; if prior approval of the instructor has been obtained.

**Attendance**

Attendance is essential. Students missing more than two classes can expect a faculty review and may receive no credit.

**English Usage**

English usage must be clear and grammatically correct.

**Electronic Devices**

Students may use electronic devices during class for note-taking only.

**On-line Communication**

Outside of the classroom, instructors will (if necessary) communicate with students using their preferred email address. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

**UNIVERSITY OPERATIONAL DETAILS****Tools for Success**

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <https://www.capilanou.ca/student-life/>

**Capilano University Security:** download the [CapU Mobile Safety App](#)

**Policy Statement (S2009-06)**

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

**Academic Integrity (S2017-05)**

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information: <https://www.capilanou.ca/about-capu/governance/policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

**Academic dishonesty** is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

**Cheating:** Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

**Fraud:** Creation or use of falsified documents.

**Misuse or misrepresentation of sources:** Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing

aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

**Plagiarism:** Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

**Self-Plagiarism:** Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

**Prohibited Conduct:** The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

### **Sexual Violence and Misconduct**

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page <https://www.capilanou.ca/about-capu/governance/policies/>).

**Emergencies:** Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.

### **PROGRAM OPERATIONAL DETAILS**

Continuance in the Music Therapy program is contingent upon a successful level of completion in academic, clinical and personal areas, as jointly assessed by faculty each term. Consult the Coordinator or the Student Handbook for more information.