

# The University of Oklahoma

## College of Continuing Education

### Advanced Programs – Course Syllabus

**Course Title:**

Advanced Counseling Skills

**Course Number:**

HR 5633-101

**Course Description:**

Individuals choose professional counseling careers for many different reasons, with the goal of helping people in need. Despite having good intentions to make a positive difference, prospective counselors have a responsibility to develop the knowledge, skills, attitudes and self-awareness necessary to effectively impact their client's lives.

This course offers students an opportunity to develop advanced counseling skills. We will address the components of the counseling process and will explore the impact of this work on those who provide counseling services. Other topics addressed include counseling theories, ethics, legal issues, confidentiality, values and biases and multicultural competencies.

The degree to which we can effectively help others is connected to our knowledge and understanding of ourselves. As a result, the class provides a "learning laboratory" for self-exploration. Through the use of lecture, videos and small group practice sessions, students will be able to assess their strengths and assets as a counselor and identify specific areas that they want to enhance or change.

**Class Dates, Location and Hours:**

Dates: January 13-15 & 20-22, 2017

Location: OCCE, Norman, Oklahoma. Classes are held at the Thurman White Forum Building of OCCE, 1704 Asp Avenue.

Hours: Friday 5:30-9:30 p.m.; Saturday 8:30 a.m.-4:30 p.m.; Sunday 1:00-5:00 p.m.

Last day to enroll or drop without penalty: December 15, 2016

**Site Director:**

Email: [apnorman@ou.edu](mailto:apnorman@ou.edu). Phone: 405-325-3333.

**Professor Contact Information:**

Course Professor: Ellen Donaldson, M.H.R., LMFT, LADC

Mailing Address: Midtown Plaza  
330 W. Gray, #100-6C  
Norman, OK 73069

Telephone Number: 405-360-3191

Email Address: [ellen.donaldson@cox.net](mailto:ellen.donaldson@cox.net)

Website: [www.ellendonaldson.marriage-family.com](http://www.ellendonaldson.marriage-family.com)

Professor Availability: The professor will be available via email to students before and after the class sessions. On-site office hours are half an hour before and after each class session, by appointment.

**Textbook(s) and Instructional Materials:**

Student materials are available at the OU Follett Bookstore located at 1185 Asp Avenue; Norman, OK, and can be ordered online, by phone, by email, or by fax. Ordering online at <http://www.bkstr.com/oklahomastore/home> is strongly recommended – students can track the status of their order within 48 hours. If an order has not been shipped within three days, students can contact the Follett textbook manager by phone (405) 325-3511, (800) 522-0772 (toll-free) or email [0831mgr@fhg.follett.com](mailto:0831mgr@fhg.follett.com). Phone orders (ask for the textbook manager and identify yourself as an

Advanced Programs student) can be placed 8 a.m. to 6 p.m. Monday through Thursday; 8 a.m. to 5 p.m. on Friday; 10 a.m. to 4p.m. on Saturday (CST). Summer hours: 9 a.m. to 5 p.m. Monday through Friday (CST). Fax orders can be placed 24 hours a day at (405) 325-7770. Text prices are available online.

Egan, G. (2014). *The skilled helper: A problem-management and opportunity development approach to helping* (10<sup>th</sup> ed.). Florence, KY: Brooks /Cole. ISBN 9781285065717.

Note: Follett is the Advanced Programs contractual textbook provider. Should text changes become necessary after publication of the course syllabus, Advanced Programs will facilitate text returns/refunds only for texts purchased through Follett.

### **Course Objectives:**

Upon completion of this course, students should:

- be able to adapt and apply the three stages of the Egan model to a variety of counseling settings;
- be able to describe and appropriately utilize a variety of techniques from several major counseling theories;
- be able to articulate specific ethical and boundary considerations in the therapeutic process;
- be able to articulate and apply the provisions of the HIPAA Privacy Policy regarding client confidentiality;
- have gained personal insight regarding their strengths and areas of competence and those they want to expand, change and/or enhance; and
- be able to identify and understand cultural specific issues relating to the counseling process.

### **Assignments, Grading and Due Dates:**

#### **Term paper: (25 points)**

**Due the first day of class. Use 12 font with 1.25 margins, double-spaced. 6 – 8 pages, Late papers automatically lose 5 points.**

From *The Skilled Helper* textbook you are asked to write a comprehensive, narrative summary of the three stages of the Egan model, APA style, citing the Egan text.

You may include questions or comments regarding specific content/steps in the model but your paper will be graded on your detailed narrative summary.

**(It is your responsibility to read the entire text, even though this paper focuses on the three-step model.)**

#### **Small group preparation:**

Please identify five issues or problems that are troublesome to you, which you would be willing to disclose in your three person small group practice sessions. The alternating roles will be counselor, client and observer.

#### **Quiz: (15 points)**

**There will be a multiple choice quiz the first Sunday of class, January 15, 2017.** This will include 15 questions addressing some of the **major** concepts in the *Skilled Helper* textbook.

**If you miss the quiz for any reason, you will be assigned a make-up research paper, due three weeks from the last class day. (No exceptions)**

#### **Journal: (35 points)**

**Due two weeks after the last class, typed and emailed to me by midnight, Sunday February 5th, 2017.**

Use 12 font with 1.25 margins, double-spaced. Minimum of 8 pages; there is no maximum. **Late papers automatically lose 5 points.**

**You will be graded on the quality of your submission and the degree of thought you include in your responses.** In your journal entries, state the date, and for Saturday class, whether your entry referred to the morning or afternoon session.

After each class, you are asked to write in your journal, addressing the following topics:

1. What information presented in class, was most interesting or helpful? Why? How could this information affect or influence you as a counselor?
2. If information was presented in class that did not resonate for you or that you did not agree with, please elaborate and explain why.
3. If class time included practice sessions, what did you learn about yourself as a result of the three roles you played in your small group?
4. Which role of counselor, client or observer was most comfortable or least comfortable for you? Why?
5. In what ways were your counseling skills enhanced?

**Final Exam: (25 points)**

**An open-book final exam will be given during the last day of class. It will be a narrative, analyzing a presenting client problem.**

- If you miss the final exam for any reason, you will be assigned a make-up research paper, due three weeks from the last class day. (No exceptions)
- The exam is designed for you to integrate the material from the Egan text, class discussions and class lectures.
- Please bring a self-addressed, stamped envelope if you want this paper returned to you. If I don't receive your envelope, I will contact you by email with your results.

**Grading:**

This is a letter-graded course: A, B, C, D, or F.

**Missed Deadlines:**

Any assignment not completed by the due date will result in a loss of five points, unless documentation is provided regarding medical or other emergency issues which caused you to miss the deadline.

**Attendance:**

Since this is an interactive class, attendance and participation will be important components. If you miss class for non-medical, non-emergency reasons, five points will automatically be deducted from your total point score. In order to avoid losing 5 points, you must provide medical or other supporting documentation when you return to class. Please understand that absences, whether excused or unexcused, could result in an I (Incomplete) grade and/or an additional assignment(s).

**Notice:** Failure to meet assignment due dates could result in a grade of I (Incomplete) and may adversely impact Tuition Assistance and/or Financial Aid.

## **POLICIES AND NOTICES**

### **Attendance/Grade Policy**

Attendance and participation in interaction, individual assignments, group exercises, simulations, role playing, etc. are valuable aspects of any course because much of the learning comes from discussions in class with other students. It is expected that you attend all classes and be on time except for excused emergencies.

Excused absences are given for professor mandated activities or legally required activities such as emergencies or military assignments. It is the policy of the University to excuse absences of students that result from religious observances and to provide without penalty for the rescheduling of examinations and additional required class work that may fall on religious holidays. Unavoidable personal emergencies, including (but not limited to) serious illness; delays in getting to class because of accidents, etc.; deaths and funerals, and hazardous road conditions will be excused.

If you are obtaining financial assistance (TA, STAP, FA, VA, Scholarship, etc.) to pay all or part of your tuition cost, you must follow your funding agency/institution's policy regarding "I" (Incomplete) grades unless the timeline is longer than what the University policy allows then you must adhere to the University policy. Students who receive Financial Aid must resolve/complete any "I" (Incomplete) grades by the end of the term or he/she may be placed on "financial aid probation." If the "I" grade is not resolved/completed by the end of the following term, the student's Financial Aid may be suspended make the student ineligible for further Financial Aid.

Students are responsible for meeting the guidelines of Tuition Assistance and Veterans Assistance. See the education counselor at your local education center for a complete description of your TA or VA requirements.

### **Academic Integrity and Student Conduct**

Academic integrity means honesty and responsibility in scholarship. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore all work and all grades should result from the student's own understanding and effort.

Academic misconduct is any act which improperly affects the evaluation of a student's academic performance or achievement. Misconduct occurs when the student either knows or reasonably should know that the act constitutes misconduct. Academic misconduct includes: cheating and using unauthorized materials on examinations and other assignments; improper collaboration, submitting the same assignment for different classes (self-plagiarism); fabrication, forgery, alteration of documents, lying, etc...in order to obtain an academic advantage; assisting others in academic misconduct; attempting to commit academic misconduct; destruction of property, hacking, etc...; intimidation and interference with integrity process; and plagiarism. All students should review the Student's Guide to Academic Integrity at [http://integrity.ou.edu/students\\_guide.html](http://integrity.ou.edu/students_guide.html)

Students and faculty each have responsibility for maintaining an appropriate learning environment. All students should review policies regarding student conduct at <http://studentconduct.ou.edu/>

### **Accommodation Statement**

The University of Oklahoma is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your local OU Site Director.

### **Adjustment for Pregnancy/Childbirth-Related Issues**

Should you need modifications or adjustments to your course requirements because of documented pregnancy-related or childbirth-related issues, please contact me as soon as possible to discuss. Generally, modifications will be made where medically necessary and similar in scope to accommodations based on temporary disability. Please see <http://www.ou.edu/content/eoo/faqs/pregnancy-faqs.html>.

## **Title IX Resources**

For any concerns regarding gender-based discrimination, sexual harassment, sexual misconduct, stalking, or intimate partner violence, the University offers a variety of resources, including advocates on-call 24/7, counseling services, mutual no-contact orders, scheduling adjustments, and disciplinary sanctions against the perpetrator. Please contact the Sexual Misconduct Office at [smo@ou.edu](mailto:smo@ou.edu) or (405) 325-2215 (8-5), or the Sexual Assault Response Team at (405) 615 -0013 (24/7) to report an incident. To learn more about Title IX, please visit the Institutional Equity Office's website at <http://www.ou.edu/content/eoo.html>

## **Course Policies**

Advanced Programs policy is to order books in paperback if available. Courses, dates, and professors are subject to change. Please check with your OU Site Director. Students should retain a copy of any assignments that are mailed to the professor for the course. Advanced Programs does not provide duplicating services or office supplies.

Any and all course materials, syllabus, lessons, lectures, etc. are the property of professor teaching the course and the Board of Regents of the University of Oklahoma and are protected under applicable copyright.

For more information about Advanced Programs, visit our website at: <http://www.goou.ou.edu/>

## INSTRUCTOR VITA

**Ellen Donaldson, M.H.R., L.M.F.T., L.A.D.C.**  
<http://www.ellendonaldson.marriage-family.com>

### Education

- 1980 University of Oklahoma, B.A. in Social Work
- 1984 University of Oklahoma, M.H.R. Master of Human Relations

### Current Positions

- Private Practice, Norman, OK
- Marriage and family therapy
- Assertiveness training, individuals / groups / businesses
- Chemical dependency / co-dependency counseling and relapse prevention counseling
- Chemical Dependency Interventions
- Group therapy – women's groups
- Eye Movement Desensitization and Reprocessing (EMDR)
- Adjunct Assistant Professor of Human Relations, University of Oklahoma
- Advanced Programs professor since 1995

### Frequently Taught Advanced Programs Courses

- HR 5110 Understanding Addictions
- HR 5113 Stress Management
- HR 5153 Human Emotions
- HR 5633 Advanced Counseling Skills in Human Relations

### Representative Publications and Presentations

- 1986 – Present, State and national workshop presentations:
- Challenging Learned Helplessness with Cognitive Interventions
  - Understanding Chemical Dependency
  - Women and Alcoholism
  - Compassion Fatigue: Getting Help for the Helper
  - Passivity Promotes Powerlessness: Communication in the Workplace
  - Beyond Words (workshop on couples' communication)
  - Families in Crisis (teaching the principles for conducting an intervention)
  - Recovery and Relapse Prevention
  - Coping with Stress: A Lifestyle Approach
  - You're Special (weekend workshop for recovering women)
  - Federal Confidentiality Regulations for Substance Abuse Programs

### Major Professional Affiliations

- Licensed Marital and Family Therapist, License #612
- Licensed Alcohol and Drug Counselor, License #262
- Master Addiction Counselor
- Certified in EMDR
- Clinical Fellow, American Association for Marriage and Family Therapy
- Full Member, EMDRIA, Eye Movement Desensitization and Reprocessing, (EMDR) International Association
- National Association of Alcoholism and Drug Abuse Counselors
- Board Member – Oklahoma Drug & Alcohol Professional Counselor Certification Board