HR 5463-101: Counseling Skills in Human Relations

Course Description:
This course emphasizes skills training in counseling approaches utilized by human relations practitioners. The course is organized according to basic counseling theories including psychoanalytic, adlerian, cognitive-behavioral, existential, person-centered, gestalt, reality, and feminist therapy approaches. All approaches will be examined from a multicultural perspective. Concepts and skills will be studied through the readings and in-class discussions, lectures, demonstrations, written exercises, and in-class role-playing (where the student practices being a counselor as well as the one being counseled). Emphasis will be placed upon understanding the nature of the helping process in a practical and applied way. Note: This is only a survey of the foundational counseling skills as more time and training is required to master these skills than can be acquired in a one-week course.

Note on class process and performance feedback: Self-exploration and some level of self-disclosure are required, inasmuch as effective counseling requires the ability to understand oneself and to articulate personal feelings. Furthermore, feedback about your style of interacting and your counseling skills is an essential part of counselor/helper development. Thus, you will receive periodic interpersonal and skills feedback from the instructor and your peers based on practice exercises in class, class discussions, and videotaped sessions.

Class Dates, Location and Hours:
- Dates: October 21 – 27, 2019
- Location: Army Education Center, building 9230, 8150 Marne Road, Fort Benning, Georgia.
- Hours: Monday - Friday 6:00 p.m.-9:30 p.m.; Saturday 8:00 a.m.-4:30 p.m.; Sunday 8:00 a.m.-12:00 p.m.
- Last day to enroll or drop without penalty: September 22, 2019

Site Director:
Email: apftbenning@ou.edu. Phone: (706) 780-1183.

Professor Contact Information:

**Course Professor:** Robert Moore MHR, LPC  
**Telephone Number:** (405) 650-6028  
**Email Address:** Robert.M.Moore-2@ou.edu  
**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 Bookstore Website at [https://ou.textbookx.com/institutional/index.php](https://ou.textbookx.com/institutional/index.php). There is no longer a physical bookstore, the store will remain, but textbooks will not be stocked. The website has book selling, renting, buying, returning, and order tracking capabilities. If you need help with an order, or if you have any questions contact the toll-free phone at 1-(855)-790-6637, agents are available from 9a – 5p (EST) Monday – Friday. For more
information or questions about textbooks, feel free to contact apsyllabi@ou.edu. Text prices are available online.


**Course Objectives:**
- To expand the application of counseling theory to HR practice.
- To acquire an advanced understanding of counseling theories, approaches, and techniques.
- To understand the major forces of psychotherapy from a theoretical and practice-oriented perspective.
- To investigate the common and specific factors in the therapeutic change process.
- To develop interviewing competencies.
- To increase self-knowledge related to being an effective human relations professional.
- To increase knowledge of ethics, multicultural understanding, and gender sensitivity as these relate to counseling and psychotherapy.

**Course Outline:**
The focus of the first part of the week will be on reviewing counseling theories, practice and skills of providing therapy. During this segment, you should select theoretical base(s) that you would like to use during the counseling practice for a demonstration. The weekend will be devoted to individual counseling sessions demonstrated by each student, with constructive critiques by peers and the instructor. The final day will be test on textbook material.

**Instructional Strategies:** Students will use written materials, lecture information, demonstrations, visuals, practice activities, and small and large group discussions and projects.

**Assignments, Grading and Due Dates:**

**Initial Theory Paper: Due Date: First Class [20 Points]**
This will be a 4-6 page (not including cover page and references) APA-style paper (i.e., cover page, abstract, references, proper citations and formatting) about the counseling theories or approaches you are most familiar with, that inform your current theoretical orientation, and the one(s) you are most interested in studying/learning more about among those assigned for this course. Discuss why you tend toward these approaches (i.e., how do they reflect your personal worldview, values, etc.). Be sure to cite references and include a reference page.

**Active Participation/In-Class Exercises (20 points), Due Date: Every class**
Attendance is required for all classes because your ability to learn to be an effective helper depends on being present to learn and practice the skills. Further, the feedback you receive from your peers and the instructor will benefit your development as a helper tremendously.

You are expected to participate actively in the counseling skills training sessions. This entails practicing the particular skills of the exercise being studied at the given time and trying to do your best to master the skill. When doing role-plays, it is often tempting to get off track in general conversations, or to talk about the exercise rather than to practice the skill, or to fall back on previously learned skills. The key to active participation when doing role-plays and class exercises is to stay focused on the assignment in an energetic and creative manner and to realize that avoidance of the skills training is usually a defense mechanism.

**Issues Paper: Due Date: Final Day of Class [20 Points]**
This will be a 5-7-page (not including cover page and references) APA-style paper (i.e., cover page, abstract, references, proper citations and formatting). Read and review the section in the text on **Issues Faced by Beginning Therapists**. Examine each of the issues and apply them to yourself, describing honestly where you stand personally on each issue. I do not want a description of the issues, but a self-
assessment of yourself in regard to each issue. This paper is, of course, confidential and will not be read by anyone but myself. Be sure to cite references and include a reference page.

**Counseling Practice Session: Due Date: Last two to three days of class [20 Points]**

Each student will conduct a counseling session with a volunteer student or the professor. This will last approximately 20-30 minutes with a 10-minute feedback session (varying with how many people are in the class). Select a theoretical approach, state the approach you will utilize, and demonstrate this modality in the practice session.

**Comprehensive Final Test: Due Date: Last day of class [20 Points]**

On the last day of class there will be a multiple-choice test over the material covered in the textbook and in class. The test will contain fifty questions, with each question worth ½ point.

**Grading:**

This is a letter-graded course: A, B, C, D, or F. A = 90-100, B = 80-89, C = 70-79, D = 60-69, F = Below 60

All assignments are due at midnight CST on the date listed. Late assignments will receive 0 points. Deviations from this requirement on any one of the assignments must be coordinated with me in advance for approval. Exceptions will be made only for documented Provost-approved University-sponsored activities or legally required activities such as emergency military service, jury duty, or documented serious illness or emergency and then only after discussion with me. Contact me by telephone or email if an emergency situation occurs.

If a student has not completed at least half of the required assignments, a final grade of AW (Administrative Withdrawal) will be assigned with no grade or credit.

**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

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 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/oo.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
Robert Moore MHR, LPC

Education
- Master of Human Relations, University of Oklahoma
- Bachelor of Science in Human Resources, Southern Nazarene University

Current Positions
- Adjunct Professor, University of Oklahoma, Human Relations, Norman, OK
- Licensed Professional Counselor and LPC Supervisor, Norman Psychiatry, Norman, OK
- Founder, Author and Director, My Body…My Life…Programs, Norman, OK
- Licensed Professional Counselor for Debriefing and Trauma Related Incidents, Norman, Ok

Past Positions
- Sergeant, Norman Police Department, Norman, OK
- (Defensive Tactics Instructor, Gang Investigator, Street Crimes Unit, PSR, CIT)
- School Resource Officer, Norman Public Schools, Norman, OK

Major Areas of Teaching and Research Interest
- Growth and Development
- Crisis Intervention
- Dating, Domestic and Gender Violence
- Cultural Diversity
- Juvenile Justice and Delinquency
- Marriage/Family Counseling

Representative Publications and Presentations

Representative Honors and Awards Received
- Oklahoma Community Policing Officer Award
- Oklahoma Crime Prevention Officer of the Year
- Oklahoma Gang Investigator of the Year
- 2013 National School Safety Award
- Oklahoma Governor’s Commendation
- Oklahoma House of Representatives Citation
- 2013 Norman Human Rights Award

Major Professional Affiliations
- Oklahoma Counseling Association