

The University of Oklahoma

College of Continuing Education

Advanced Programs – Course Syllabus

Course Title:

Advanced Counseling Skills

Course Number:

HR 5633-103

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: March 24 – 26 & 31 – April 2, 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: February 23, 2017

Site Director:

Email: apnorman@ou.edu. Phone: 405-325-3333.

Professor Contact Information:

Course Professor: Aimee Robillard-Rook, MHR, LPC, ATR

Mailing Address: Art Therapy Center
123 E. Tonhawa, Suite 108
Norman, OK 73069

Telephone Number: 405-364-2008

Email Address: Aimee.N.RobillardRook-1@ou.edu

Website: www.createpeaceok.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. 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.

1. Egan, G. (2014). *The skilled helper: A problem-management and opportunity development approach to helping* (10th ed.). Florence, KY: Brooks /Cole. ISBN 9781285065717.
2. Materials posted on the OU Canvas learning management system: Access Canvas at <https://oklahoma.instructure.com/>, enter your OU NetID and password, and select course to access material. Please contact your local Site Director if you require assistance.

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 TNR 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.)

Transcription: (15 points)

Plan to record and transcribe a 15 minutes session with someone (15 points)

Submit recording and transcription March 30, 2017.

Journal: (20 points total)

Two pages per activity in class such as small group activity/role play, video, presentations, etc. related to Egan's text, including what you understand (Advanced Empathy), what the boundaries are in the problems, what choices they may employ, and your potential bias and solution.

Due each Sundays, typed and emailed to me by midnight, Sunday March 26, and April 2, 2017.

Use TNR 12 font with 1.25 margins, double-spaced.

Late papers automatically lose 5 points.

Small group activity:

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

Regarding Small Group Activities, 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 activity. 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/Role Play: (25 points)

- Be prepared to role play a counseling session with a class mate to explore Egan’s model in problem-solving regarding a personal experience.
- If you miss the final exam for any reason, you will be assigned a 5 page make-up research paper, due three weeks from the last class day. Topic to be determined by professor. (No exceptions)

Attendance: 15 points

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).

Quiz: extra credit

There will be a multiple choice quiz the first Sunday of class, March 26, 2017. This will include 15 questions from lecture and text.

Grading:

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

Assignment	Due Date	Percent of Grade
Term Paper	First class session	25%
Transcription	March 30, 2017	15%
Journal	March 26 & April 2, 2017	20%
Small Group Activity	During class sessions	NA
Final Exam/Role Play	Last class session	25%
Attendance	During class sessions	15%

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.

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/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

Aimee Robillard-Rook, LPC, ATR, RYT

Education

Master of Human Relations specializing in Art Therapy, 1997

Current Positions

- Private Practice, Art Therapy Center, Licensed Professional Counselor, Art Therapist, Yoga Teacher
- President of the Art Therapy Association of Oklahoma, 2015-2017
- Adjunct Faculty, University of Oklahoma

Frequently Taught Advanced Programs Courses

- HR 5683 Working with Divorcing Families
- HR 5463 Counseling Skills in Human Relations

Major Areas of Teaching and Research Interest

- Individual and Family Therapy
- Trauma and Neuropsychology
- Art Therapy and Self-Regulation
- Yoga Therapy and Mental Health

Representative Publications and Presentations

- Yoga and Art Therapy, Art Therapy Association of Oklahoma 2016 Conference, Norman
- Art Therapy Strategies to Prevent Burnout, Center for Children and Families, 2015
- Art Therapy Strategies in Individual and Family Therapy, Norman Alcohol Information Center, 2013

Major Professional Affiliations

- ATA0- Art Therapy Association of Oklahoma
- AATA – American Art Therapy Association

Aimee Rook, LPC, ATR, RYT has been in private practice in Norman since 2001 at The Art Therapy Center while maintaining Counseling Guidance positions in public schools and local non-profit counseling agencies re parenting, self-regulation, divorce and therapy. Aimee Rook has also been teaching yoga since 2010 and presenting at conferences.