



Counseling Skills - HSWR 103
Human Service Work Specialty
Child, Youth and Family Studies Program

Course Outline

COURSE IMPLEMENTATION DATE:	Pre 1998
OUTLINE EFFECTIVE DATE:	September 2020
COURSE OUTLINE REVIEW DATE:	March 2025

GENERAL COURSE DESCRIPTION:

This course introduces students to introductory interviewing and counselling skills that are needed for developing rapport, trust, and empathy in relationships with the clients they serve. Students develop skills in using invitational strategies, reflecting feelings and content, summarizing information, challenging perceptions, conducting assessments, and goal setting. Throughout the course there is an emphasis on self-reflection and self-evaluation.

Program Information: This course is required for completion of the Child, Youth and Family Studies Program, Human Service Worker Specialty Certificate.

Delivery: This course is delivered in a hybrid format (45 hours face-to-face and 15 hours online) and in a fully online format.

COTR Credits: 4

Hours for this course: 60 hours

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	30
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Other Contact Hours	30
Total	60

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	N/A
Formal Work Experience	N/A
Other	N/A
Total	

Course Outline Author or Contact:

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Signature

APPROVAL SIGNATURES:

Department Head
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Department Head Signature

Dean Signature

EDCO

Valid from: September 2020 – March 2025

Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

Prerequisites: Minimum 65% in either English 12, English Studies 12, English First Peoples 12, ENGL 090, or equivalent (refer to Course Equivalency information on the College website) CYFS 101 or PSYC 151

Corequisites: None

Flexible Assessment (FA):

Credit can be awarded for this course through FA Yes No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio, Challenge Exam. Contact an Education Advisor for more information.

Transfer Credit: For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Students should also contact an academic advisor at the institution where they want transfer credit.

Prior Course Number: N/A

Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

Young, M. E. (2013). *Learning the art of helping: Building blocks and techniques (5th ed.)*. Boston: Pearson.

Haig, J., Raikes, G., & MacMillan, V. (2010). *Cites & sources: An APA documentation guide (3rd ed)* Toronto, Ontario: Nelson Publishing.

Please see the instructor's syllabus or check COTR's online text calculator <http://go.cotr.bc.ca/tuition/tCalc.asp> for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

Upon the successful completion of this course, students will be able to

- demonstrate an awareness of your personal value system – beliefs, values, opinions and ethics – which influence how you form helping relationships;
 - identify and critique your own basic communication style, identifying areas of strength and areas in need of development;
 - identify and demonstrate non-verbal behaviours and skills which indicate therapeutic attending;
 - provide effective and constructive feedback on the skills of your peers and instructor, and receive feedback in kind;
 - demonstrate appropriate use of information-giving and self-disclosure within the learning environment;
 - integrate effective and therapeutic questions into your unique personality style;
 - effectively apply emotional vocabulary to accurately paraphrase and summarize client's concerns and feelings;
 - use observational skills to assess client's verbal and nonverbal behaviour; and
 - conduct a complete interview using only active listening skills.
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COURSE TOPICS:

- Introduction to Interviewing and Counseling
- Attending Behaviour
- Questions
- Client Observation Skills
- Encouraging, Paraphrasing and Summarizing
- Noting and Reflecting Feelings
- Selecting and Structuring Skills to Meet Client Needs
- Confrontation
- Focusing
- Eliciting and Reflecting Meanings
- Special Issues in Counseling

See instructor's syllabus for the detailed outline of weekly readings, activities and assignments.

EVALUATION AND ASSESSMENT:

Assignments	% Of Total Grade
Video Assignment #1	15%
Video Assignment #2	25%
Video Assignment #3	35%
In Class or Online Activities	<u>25%</u>
Total	100%

Please see the instructor's syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments, and use of electronic aids.

EXAM POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

COURSE GRADE:

Course grades are assigned as follows:

Grade	A+	A	A-	B+	B	B-	C+	C	F
Mark (Percent)	≥ 90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	< 60

ACADEMIC POLICIES:

Late Policy: Assignments received up to one week past their due date will receive a penalty of 10%. Assignments received after the first week late will not be marked and the student will receive a zero for that assignment. Weekly discussion forums must be completed in the designated week and late postings will not be marked. Note that no assignments will be accepted after the last day of the semester.

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor endeavours to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.