



# Master of Arts in Counseling

## Course Syllabus

### Course Information

COUN538 – CONTINUATION OF SKILLS  
Fall and Spring  
1 Semester Hour

### Location/Date/Time

SB010  
bi-weekly beginning September 4

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### INSTRUCTOR'S INFORMATION:

**Teresa J. Haase, PhD, LPC, ACS**

Email: [teresa.haase@emu.edu](mailto:teresa.haase@emu.edu)

Office Phone: 540.432.4248

Office Hours: by appointment

### COURSE DESCRIPTION:

The purpose of this course is to meet individualized needs in advanced counseling skills for students not in field placement or those who are actively seeking to forward their skill development.

### COURSE GOALS AND OBJECTIVES:

The objectives of this course are to help you:

- deepen listening skills;
- broaden understanding of client conceptualization;
- demonstrate an ability to be present with clients;
- demonstrate advanced counseling skills, including: confrontation, immediacy, pacing, and goal setting along with follow-through

### Syllabus Disclaimer:

This syllabus is not a contract. The instructor reserves the right to alter the course requirements, schedule, and/or assignments based on new materials, class discussions, or other legitimate objectives. Students will be given notice of relevant changes in class or via e-mail.

### Technology:

- **Please turn cell phones off and please do not text during class as it is disruptive and takes away from the focus of the class.** Inadvertently, we all forget to turn them off and that's okay. If for some reason you need to have your cell phone on, please let me know prior to class.
- Students using laptop computers for note taking are asked to refrain from surfing the net and/or managing email during class time. When the class is engaged in interactive conversation (e.g. large or small group discussion) laptop computers should be closed so as to remove the relational barrier they create.

### REQUIRED TEXTS AND OTHER RESOURCES:

- **Goals.** During our first class session you will be asked to determine two or three goals for yourself that can be attained over the course of the year. At the mid-term and end of each semester, we will check in on progress.
- **Readings.** Readings will be decided on an individual basis and as appropriate to the issues or skills you are working on.
- **Presentation.** Each of you will be asked to bring case material to process.
- **Experiential Learning.** Our class will be set up as a group; therefore we will be creating group guidelines and expectations collaboratively.

- **Shadowing/Counseling practice.** Each of you will be either shadowing a practitioner or practicing in the field.

- **Individual meetings**

NOTE: If you are taking this class for credit you are required to write a paper at the end of each semester:

- **Final Integrative Analysis.** At the end of each semester you are required to turn in an integrative analysis of the group meetings and experiences. The format for the final report should follow the guidelines suggested in the Publication manual of the American Psychological Association (6th Edition). Your work will be evaluated based on your performance on several criteria:

1. **Comprehensiveness.** The analysis must be a thorough reflection of this class experience. It must include references to readings.
2. **Relevance.** You must relate the project to the counseling profession in significant ways. For example, you may discuss the implications of your results for the practice of counseling.
3. **Originality.** You must offer a contribution that is based on your own ideas and experiences. Your report must be more than a summary of the thoughts and efforts of others – it must have the distinction of presenting your individual experiences, observations, ideas and conclusions.
4. **Quality of writing.** Your report must be grammatically correct, clear, and wellwritten.
5. **Organization.** The presentation of your report must be well-organized and coherent.
6. **Achievement of goals.** The most fundamental criterion is the extent to which you are successful in accomplishing your goals.

**Evaluation:** This course is a pass/fail course and we will honor a collaborative evaluation model. Please take an active role in considering the progress you are making on your own goals.

## University Policies

- **Writing Guidelines:**

*Writing* will be a factor in evaluation: EMU has adopted a set of writing guidelines for graduate programs that include four sets of criteria: content, structure, conventions and style (see below). It is expected that graduates will be able to write at least a “good” level with 60% writing at an “excellent” level. All written work must conform to APA writing style standards.

- **Academic Integrity Policy (AIP):**

Good academic work must be based on honesty. The attempt of any student to present as his/her own work, that which he or she has not produced, is regarded by the faculty and administration as a serious offense. Students are considered to have cheated, for example, if they copy the work of another, or use unauthorized notes or aides during an examination or turn in their own paper or an assignment written, in whole or in part, by someone else. Students are guilty of plagiarism, intentionally or not, if they copy material from books, magazines, or other sources without identifying and acknowledging those sources or if they paraphrase ideas from such sources without acknowledging them. Students guilty of, or assisting others in cheating or plagiarism on any assignment, quiz, or examination may receive a grade of F for the course involved and a report of this incident will be filed in the dean’s office. Repeated violations will invoke a disciplinary process.

- **Turnitin:**

Students are accountable for the integrity of the work they submit. Thus, you should be familiar with EMU’s Academic Integrity Policy (see above) in order to meet the academic expectations concerning appropriate documentation of sources. In addition, EMU is using Turnitin, a learning tool and plagiarism prevention system. For more information about or to watch a demo of Turnitin, please see: [http://turnitin.com/en\\_us/features/demos](http://turnitin.com/en_us/features/demos).

- **Moodle:**

Moodle is the online learning platform that EMU has chosen to provide to faculty, administrators and students. Students will have access to course information within Moodle for any class they are registered for in a given term. The amount of time a student has access to information before and after the class is somewhat dependent on the access given to students by the individual faculty member. However, please note that courses are not in Moodle permanently – after two years the class is no longer accessible. Please be sure to download resources from Moodle that you wish to have ongoing access to.

- **Academic Support Center**

If you have a physical, psychological, medical or learning disability that may impact your work in this course, it is your responsibility to contact Office of Academic Access on the third floor of the Hartzler library, 540-432-4233. They will work with you to establish eligibility and to coordinate reasonable accommodations. All information and documentation is treated confidentially. <http://emu.edu/academics/access/>

Please refer to the Student Handbook, which can be found at <http://www.emu.edu/studentlife/student-handbook/> for additional policies, information, and resources available to you.

- **Institutional Review Board:**

All research conducted by or on EMU faculty, staff or students must be reviewed by the Institutional Review Board to assure participant safety: <http://www.emu.edu/irb/>.

The IRB requires all researchers submitting proposals to complete the online researcher training provided by NIH (the website requires the establishment of a no-cost account). This training covers basic concepts, principles, and issues related to the protection of research participants. When training is successfully completed, the researcher will receive a certificate. This certificate should be saved (as an image or pdf file) and kept on file – proof of training is required when submitting an IRB proposal."

- **Graduate Writing Center:**

Please take advantage of the free individual tutoring from graduate student tutors (see <http://www.emu.edu/writing-program/> for more information). To make an appointment, please access ASC Tutoring through the myEMU portal: <https://emu.mywconline.com/index.php>. See Academic Program Coordinator for more information about available services and tutoring times.

- **Course Extensions and Outstanding Grades:**

For fall and spring semesters, all coursework is due by the end of the semester. If a student will not be able to complete a course on time, the student must submit a request one week before the end of the semester for an extension (up to 6 months), by emailing the instructor, academic advisor and the Academic Program Coordinator. If the request is granted the student will receive an "I (incomplete) for the course which will later be replaced by a final grade when the work has been turned in on the agreed upon date. If the request for an extension is denied, the student will receive a grade for the work that has been completed up until the time the course was expected to have been completed. If no work has been submitted, the final grade will be an F (or W under unusual circumstances and with permission of the Program Director). Extensions will be given only for legitimate and unusual situations. Extensions are contracted by the student with the program for up to a maximum of 6 months after the deadline for the course work.

PLEASE NOTE: If the outstanding course work is received within the first 6 weeks of the extension, no grade reduction will be imposed; after 6 weeks any outstanding coursework will be reduced by ½ letter grade. If the extension deadline is not met, the student will receive a final grade based on the work completed.

## Academic Program Policies:

- **Title IX:**

*The following policy applies to any incidents that occur (on or off campus) while you are a student registered at EMU. It does not apply if you are talking about incidents that happened prior your enrollment at EMU.* It is important for you to know that all faculty members are required to report known or alleged incidents of sexual violence (including sexual assault, domestic/relationship violence, stalking). That means that faculty cannot keep information about sexual violence confidential if you share that information with them. For example, if you inform a faculty member of an issue of sexual harassment, sexual assault, or discrimination he/she will keep the information as private as he/she can, but is required to bring it to the attention of the institution's Title IX Coordinator. If you would like to talk to this office directly, Irene Kniss, Title IX Coordinator, can be reached at [540-432-4302](tel:540-432-4302) or [irene.kniss@emu.edu](mailto:irene.kniss@emu.edu). Additionally, you can also report incidents or complaints through our online portal at <http://emu.edu/safecampus/>. You may report, confidentially, incidents of sexual violence if you speak to Counseling Services counselors, Campus Ministries' pastors, and Health Services personnel providing clinical care. These individuals, as well as the Title IX Coordinator can provide you with information on both internal and external support resources.