Professional Counseling Program
Middle Tennessee State University
1301 East Main Street
Murfreesboro, TN 37132
http://www.mtsu.edu/edu_leadership/professional_counseling/

COUN 6110 INTRODUCTION TO PROFESSIONAL COUNSELING SEMESTER

Instructor:	Office:
Email:	Office Hours: *
Office Phone:	
Cell Phone:	*Appointment suggested
Class Location:	Meeting dates:

Course Description: An introductory study of the counseling profession. Information is provided about the basic educational, historical, philosophical and psychological foundations of counseling as well as specific traits and skills of professional counselors. The course is also designed to provide beginning level concepts and skills required for certification and licensure.

Textbook

American Psychological Association (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: APA.

Sangganjanavanich, V. F., & Reynolds, C. A. (2015). *Introduction to professional counseling.* Thousand Oaks, CA: Sage. ISBN: 978-1-4522-4070

Objectives

✓ Students will demonstrate an understanding of historical and philosophical foundations of the counseling profession
✓ Students will examine the ethical codes that govern the counseling profession
✓ Students will gain exposure to professional organizations related to the counseling profession
✓ Students will become familiar with the various roles and functions of a counselor
✓ Students will develop an understanding of program evaluation and assessment in counseling
✓ Students will gain an understanding of models of consultation related to counseling

Evaluation	
Class Attendance	50 points
Participation/Weekly Assignments	200 points
Quizzes	600 points
Literature Review/Research Paper	250 points
Presentation	150 points
Counseling Portfolio	250 points
TOTAL POINTS	**1500 POINTS**

COUN 6110 Introduction to Professional Counseling 2009 CACREP Standards			
#	**Core Curricular Category**	**Standard**	**Assignment/Assessment**
II-G-1-a	Professional Orientation and Ethical Practice	History and philosophy of the counseling profession	lecture, exam questions
II-G-1-b	Professional Orientation and Ethical Practice	Professional roles, functions, and relationships with other human service providers, including strategies for interagency/interorganization collaboration and communications	Discussion Board, class lecture/discussion
II-G-1-f	Professional Orientation and Ethical Practice	Professional organizations, including membership benefits, activities, services to members, and current issues;	Exam questions, discussion board, joining professional organizations
II-G-1-j	Professional Orientation and Ethical Practice	Professional credentialing, including certification, licensure, and accreditation practices and standards, and the effects of public policy on these issues;	Student video clip, practice questions, final exam
II-G-1-j	Professional Orientation and Ethical Practice	Ethical standards of professional organizations and credentialing bodies, and applications of ethical and legal considerations in professional counseling.	Exam questions, case studies, internet activities, discussion boards
II-G-5-g	Helping Relationships	Crisis intervention and suicide prevention models, including the use of psychological first aid strategies.	Internet Activity (podcast); speaker reflection
#	**Clinical Mental Health**	**Standard**	**Assignment/Assessment**
CMHC-A-1	Foundations–Knowledge	Understands the history, philosophy, and trends in clinical mental health counseling	Exam questions; discussion boards; internet activities
CMHC-A-2	Foundations– Knowledge	Understands ethical and legal considerations specifically related to the practice of clinical mental health counseling	Exam questions; Internet Activities
CMHC-A-3	Foundations - Knowledge	Understands the roles and functions of clinical mental health counselors in various practice settings and the importance of relationships between counselors and other professionals, including interdisciplinary treatment teams	Exam questions; discussion boards; internet activities
CMHC-C-5	Prevention, and Intervention - Knowledge	Understands the range of mental health service delivery—such as in-patient, out-patient, partial treatment and aftercare—and the clinical mental health counseling services network	Exam questions; speaker
CMHC-C-6	Prevention, and Intervention - Knowledge	Understands the principles of crisis intervention for people during crises, disasters, and other trauma-causing events	Exam questions; speaker reflection; internet activities
CMHC-C-9	Counseling, Prevention, and Intervention - Knowledge	Understands professional issues relevant to the practice of clinical mental health counseling	Exam questions; speaker reflection
CMHC-D-4	Counseling, Prevention, and Intervention – Skills and Practices	Applies effective strategies to promote client understanding of and access to a variety of community resources	Portfolio
CMHC-F-1	Diversity and Advocacy – Skills and Practices	Maintains information regarding community resources to make appropriate referrals	Portfolio
Standard #	**School Counseling**	**Standard**	**Assignment/Assessment**

SC-A-1	Foundations - Knowledge	Knows history, philosophy, and trends in school counseling and educational systems	Exam questions; internet activities; discussion boards
SC-A-3	Foundations - Knowledge	Understands ethical and legal considerations specifically related to the practice of school counseling	Exam questions; Discussion Board; internet activities
SC-A-4	Foundations - Knowledge	Knows professional organizations, preparation standards, and credentials that are relevant to the practice of school counseling	Exam questions; Discussion Board; internet activities
SC-A-5	Foundations - Knowledge	Understands current models of school counseling programs (e.g., American School Counselor Association [ASCA] National Model) and their integral relationship to the total educational program	Internet activity
SC-H-4	Assessment – Skills and Practices	Makes appropriate referrals to school and/or community resources	Portfolio
SC-K-1	Academic Development - Knowledge	Understands the relationship of the school counseling program to the academic mission of the school	Internet activity

Assignments

1. Class Attendance

2. Participation

Students will be required to participate in weekly activities that will be submitted either via Desire2Learn or submitted in class. Weekly assignments may include internet activities, journal entries, and discussion boards.

> ➢ *Assignments*
> ➢ *Article Reviews*
> ➢ *Discussion Board*

3. Examinations

4. Literature Review/Research Paper

All students will be required to submit a scholarly paper on a specific topic related to the counseling profession. Literature review/research papers must be written in APA style (6th edition), double-spaced, well organized (with headings and subheadings as appropriate), referenced, and indicate clarity of thought. Papers should be a minimum of 8 pages (not including your title and reference pages), and have a minimum of 10 references, only 3 of which may be websites. References must include refereed journal articles. Students may visit http://www.apa.org/journals/faq.html for additional information on APA style. In addition, students may utilize the MTSU Writing Lab for assistance in preparing their papers. More information will be provided on D2L.
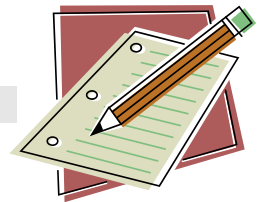
This paper must be prepared for this course. In other words, you may not submit the same paper you have written for another course you are taking. If you believe that your topics are similar, and may meet the requirements for both courses, you may use the same topic. If you choose to use the same topic, you MUST clear it with BOTH instructors first. However, the papers submitted MUST NOT be the same. Any violation of this policy will be considered plagiarism, will result in a grade of zero for the assignment, and will be reported.

All papers should include the following sections:
- Introduction
- Review of Relevant Literature
- Implications for Counselors
- Conclusion

5. Presentation

All students will be required to make an online presentation on the specific topic of the literature review/research paper. The presentation should include a PowerPoint presentation, which will be used to share information with the class. The presentation must include recorded voice segments for each PowerPoint slide. Presentations will be graded on quality of presentation, content, and style of presentation. More information will be provided in class.
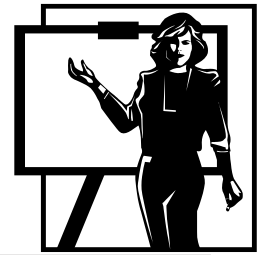
6. Counseling Portfolio

Students will be required to develop a counseling portfolio. This portfolio should contain the following sections and information:

a.   Personal Counseling Plan: This project is designed to prepare the student for future employment as a counselor. The plan should include the following:

b.   Counselor Interviews: Interview with a two (2) counselors who are employed in a school or agency setting.   The   interview should include the following

c.   Observation hours:

d.   Community Resource manual: Information about fifteen (15) schools or community agencies.

Students can submit the portfolio one of two ways:

1. **Organized Notebook** – The portfolio can be submitted in an organized notebook. The notebook should contain labeled sections. Consider appearance if you choose this method to submit your work.

2. **Electronic document** – The portfolio can be submitted electronically via D2L. If submitting the portfolio electronically, it will require that all documents are scanned. In addition, the portfolio must be one document and not many separate documents. The document must also contain scanned images of any brochures or pamphlets from the agencies you discussed.   If you have questions about this method, feel free to ask.

Technology Requirements/Computer Usage

A reliable computer with a CD-ROM drive and Internet connection are necessary to successfully take an online or hybrid course. Students who do not have a computer may access their courses at the MTSU Walker Library (with an MTSU ID), MTSU open computer labs (see http://www.mtsu.edu/infotech/ for links to hours of operation) or at a local public library (Note: Some public libraries block certain web addresses; student should verify with the library's IT support if unable to access.)

Computer Software Requirements

Microsoft Word is generally recommended for completion of papers and assignments. Professors may, however, recommend specific software for certain courses. Please review your course syllabus for information about required software.

Browser Information
-Internet Explorer - Windows: 6.0 SP2 or higher; MAC: 5.2.3 (OS X) or higher
-Netscape Communicator - Windows: 7.1 or higher; MAC 7.1 or higher for OS X
PipelineMT does not support AOL, Safari or other browsers

Make certain that, whichever browser you choose, it is Java and JavaScript enabled. This usually requires checking a box or choosing this capacity in an options box under the tools or properties menu.

It is recommended that the "browser checker" utility be completed (in its entirety) prior to accessing Desire2Learn (D2L) for the first time. The browser checker is located on the upper toolbar of the course and is used to verify that all browser settings are correct.

Desire2Learn Help: Students are encouraged to visit MTSU's D2L Student Support page at http://www.mtsu.edu/d2lsupport/students/index.shtml for more troubleshooting help.

If you experience problems logging into your course, timing out of your course, using your course web site tools, or other technical problems, please contact the MTSU Help Desk by calling (24/7) 1-615/898-5345, or by going to the website at your course web site tools, http://www.mtsu.edu/~itdsupp/helpdesk/.

Resources

MTSU has a variety of resources to help the student complete assignments:
- Libraries: www.mtsu.edu/libraries.
- Walker Library's Distance Learning site: http://ulibnet.mtsu.edu/distance.
- University Writing Center: Peck Hall 325, 326; 904-8237; www.mtsu.edu/~uwcenter; uwcenter@mtsu.edu

The University Writing Center (UWC) offers free writing assistance for any writing assignment in any class. The UWC staff, comprised of English graduate assistants, work with students to develop the skills necessary to become a confident, competent writer by providing one-to-one consultations and helpful handouts. The Writing Center offers many online services as well, including a Grammar hotline for quick questions, a learning environment system (LES) email drop box and chat room, and a website filled with helpful handouts, exercises, and resource links for individual work. The Center provides a free computer lab, located next door to the Center, which affords students the opportunity to immediately incorporate suggestions and assistance gained during their session. The Center is open Monday through Saturday, and access to online services is available 24/7.

SMARTTHINKING Online Tutoring Service: SMARTHINKING is the leading provider of online tutoring. Students connect to live tutors from any computer that has Internet access. SMARTHINKING is a virtual learning assistance center. It provides online tutoring 24 hours a day, 7 days a week. To use this service at www.smarthinking.com, access the site with the Username and Password below:
Username: full MTSU email address (example lmm2r@mtmail.mtsu.edu)
Password: MTSU

Reporting of Unofficial Withdrawals

Federal regulations require that students who cease class attendance but do not officially withdraw from the University must be reported so that future financial aid will cease and/or the student will be required to return funds. Therefore, during the semester I will be required to complete a roster indicating those students who have stopped attending class without officially withdrawing. Faculty members are not required to check attendance each day; however, project submission deadlines, exams, quizzes, advising appointments, or other methods I choose may be used to determine unofficial withdrawals.

Academic Honesty

It is expected that all work you complete for this course is your own. You are expected to include appropriate citations (when applicable) in all of your work for this course. The University policy for academic misconduct will be followed. Academic misconduct includes the following behaviors: plagiarism, cheating, fabrication, or

facilitating any such act. The following definitions apply:

- **Plagiarism** – the adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper acknowledgement.
- **Cheating** – using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.
- **Fabrication** – unauthorized falsification or invention of any information or citation in an academic exercise.
- **Facilitation** – helping or attempting to help another to violate a provision of the institutional code of academic misconduct.

Confidentiality

Being involved in class discussion and small groups usually entails some amount of personal self-disclosure. Because of the nature of vulnerability, trust, and openness needed to learn about counseling, it is extremely important that confidentiality be maintained. Revealing personal information others have shared is a breach of confidentiality and is unethical. If you would like to share with others regarding your experiences, please reveal only your own reactions and understandings, and avoid using names or identifying features of your classmates. It is expected that any person participating in a demonstration, role-play, or group activity will have their confidentiality respected.

MTSU Professional Counseling Program Dispositions

Students in the Professional Counseling Program are required to demonstrate program Dispositions (being collaborative, ethical, professional, reflective, self-directed, and critical-thinking students) in this class and in all other academic and professional endeavors. Information regarding demonstration of these dispositions may be communicated to program faculty to be used as a component of the faculty's continuous evaluation of student progress. (See Professional Counseling Program Handbook at http://www.mtsu.edu/edu_leadership/professional_counseling/resources.php for details).

If you have a disability that may require assistance or accommodations, or if you have any questions related to any accommodation for testing, note taking, reading, etc., please speak with me as soon as possible. You may also contact the Office of Disabled Services (615.898.2783) with any questions about such services.

In class etiquette

Please make sure that all cell phones are turned off or volume down during class! Please do not answer phone or text message during class.   Use only in case of emergencies.

Please do not use laptop computers for any purpose other than class participation. If I determine you are using the computer inappropriately (e.g., Facebook, etc.), you will lose points for participation and potentially lose a letter grade in the course. Thank you!