



**KENNEBEC VALLEY COMMUNITY COLLEGE  
FAIRFIELD, MAINE**

**Social Sciences Department**

**Approval Date: 11/17/10**

**Semester: Fall 2014**

<b>COURSE NUMBER:</b>	MHT110-OLA	<b>CREDIT HOURS:</b>	3
<b>COURSE TITLE:</b>	Interviewing and Counseling	<b>CLOCK HOURS:</b>	45
<b>PREREQUISITES:</b>	None		
<b>CO-REQUISITES:</b>	None		

<b>INSTRUCTOR</b>	<b>VOICE MAIL</b>	<b>OFFICE</b>	<b>E-MAIL ADDRESS</b>
Mark Kavanaugh	TBA	135 Averill	mkavanaugh@kvcc.me.edu

**OFFICE HOURS:** Office hours are by appointment.

**TEXTS:**

Ivey, A. and Ivey, M.B. (2013) *Intentional Interviewing and Counseling: Facilitating Client Development in a Multicultural Society* (8th Ed.). Thomson.

*I will not be testing you on material in the text, but it is VERY HIGHLY recommended reading to supplement what we will be doing in class.*

**OTHER MATERIALS:**

Working webcam and built-in or external microphone for video conferencing.

**COURSE DESCRIPTION:**

This is an introductory class focusing on the skills that are fundamental to professional interviewing and to different psychological approaches to counseling. Ethical issues and professional growth will be discussed. Students will read the required textbook and participate in small-group exercises designed to help develop and enhance counseling skills.

**COURSE OBJECTIVES:**

Upon successful completion of this course, the student should be able to:

1. describe the methodology of counseling and therapy.
2. discuss special counseling contexts, with a focus on individuals and issues of diversity.
3. demonstrate role-playing the part of a counselor.
4. discuss professional ethical issues, especially the boundaries of the client-therapist relationship.
5. discuss issues of professional growth and development, including networking, supervision, and burnout.

**COURSE CONTENT:**

The course is comprised of a series of Lessons which are outlined and scheduled across the semester. Detailed information on this Lessons are available in the course Bb website.

The Lessons are as follows:

- Lesson 1: Introduction and Orientation
- Lesson 2: Ethics, Multicultural Competence, and Wellness
- Lesson 3: Attending Behavior
- Lesson 4: Open and Closed Questions
- Lesson 5: Client Observation Skills
- Lesson 6: Encouraging / Paraphrasing / Summarizing
- Lesson 7: Reflection of Feeling
- Lesson 8: The Five-stage Interview Structure and Review
- Lesson 9: Confrontation
- Lesson 10: Focusing
- Lesson 11: Reflection of Meaning
- Lesson 12: Influencing Skills and Strategies
- Lesson 13: Skill Integration, Personal Style, and Review

## **COURSE ACTIVITIES:**

### **Lesson Plans**

The entire course is divided into “Lessons” that cover specific topics and learning objectives in the class. The Lessons are listed in the Course Outline above. Each Lesson introduces you to specific subject matter and asks you to engage in a number of activities. These may include reading, exploring the web, researching, participating in online discussions, quizzes (multiple choice, short answer, and essay questions), and assignments (written work submitted as an attached document in a “drop box”)

Each Lesson consists of:

- A Lesson Plan that outlines the content and provides detailed instructions as to any assignments
- Direct links to any Discussions, Assignments, or Quizzes that go along with that Lesson.

All the Lessons are located in the “Lessons” folder. Click on the Lessons link in the course Menu.

### **Online Discussions**

Online discussions form the backbone of an online class. It is very important for you to participate actively and fully in these discussions. These discussions will be graded and will be available for a specified amount of time (Monday morning until Sunday night on a given week in the course). You are required to participate in these discussions following the instructions that will be provided to you in the online Lessons.

Grading of the online discussions will be done in accordance to this grading rubric:

Criteria	Levels of Achievement		
	Non Performance	Needs Improvement	Meets Expectations
Main Post	<b>0 Points</b> No participation or main post does not address the prompt in the instructions	<b>20 Points</b> Main post is present but does not go into sufficient depth, is missing particular components, or simply repeats what others have already posted...when applicable, facts are not substantiated with a reference.	<b>40 Points</b> Main post adds substance to the discussion and meets all the requirements of the prompt in the instructions...when applicable, facts are substantiated with a reference.
Reply Post	<b>0 Points</b> No participation or response posts are surface and do not contribute to the discussion	<b>20 Points</b> Does not meet the total requirement for the number of response postings	<b>40 Points</b> Reply posts exist in the expected number and quality
Mechanics	<b>0 Points</b> No participation or post is written with unacceptable spelling, grammar, and/or syntax errors	<b>10 Points</b> Errors in mechanics are minor, but are somewhat distracting from the message	<b>20 Points</b> No substantial errors in spelling, grammar, and/or syntax

You are, of course, encouraged to post many times through the week. You are also encouraged to post EARLY in the week so that you can benefit from others' responses to your post and so that others may benefit from your responses).

Please review the online document titled "Course Expectations and Policies"

## Lesson Quizzes

These quizzes will consist of questions related to activities I assign in the class, the content of the discussions, or information you gather from research or from your interview (see below).

Within each Lesson outlined you will be provided with a lists of ALL the questions in the specific quiz. You should prepare your answers ahead of time and then enter these answers into the appropriate online quiz.

Quizzes must be completed by the end of the week in which they are assigned. You may be able to work ahead on some of these quizzes as well.

*Extensions on the due dates for Quizzes may be allowed with sufficient reason; however, I reserve the judgment to not grant an extension. If you anticipate needing extra time it is best to get in touch with me PRIOR to the due date.*

## MHRT/C Portfolio

This section of the course is under development. Assignments specific to the MHRT/C expectations for the class will be placed in here. For grading purposes they will be included in with the Lesson Quizzes.

These specific assignments, however, provide you the opportunity to document your own proficiency in the skills and knowledge to be an MHRT/C. Each will provide you an opportunity to download your work and begin to create a "Portfolio" representing your learning specific to the MHRT/C.

## Special Assignments

The following assignments are those that have been incorporated into this class to not only teach you course content, but to also enable you to demonstrate learning associated with the KVCC General Education Outcomes.

- Ethical Reasoning Assignment
- Inquiry and Analysis Assignment
- Interpersonal Communication Assignment

It is critical that you review the information I have provided for each of these assignments in the course website in a folder called Special Assignments. While the assignments are not particularly complicated, they are certainly complex, requiring planning and time management to complete them by their due dates.

### **Practice Counseling Sessions**

In order to best learn the art of interviewing and counseling it is important that you practice these skills with a skilled individual who can provide you with feedback on how well you are performing the skills you need to acquire in this class.

Throughout the class you will have opportunities to practice your skills. This is part of the attendance grade in the course. However, toward the end of the semester, I will require you to complete 5 recorded sessions using WebEx software. We will cover the details of this assignment in class and in the documents available in Blackboard.

The goal of each of these sessions is for you to practice the set of skills associated with particular lessons in the class.

### **Counseling Session Quizzes**

For each of the Counseling Sessions that you engage in you will complete an associated quiz. Again, see the instructions in Bb.

### **Final Counseling Session and Treatment Plan**

At the end of the semester each of you will have to arrange to meet with me and conduct one last session. In these sessions I will role-play the client and you will role-play the counselor.

The role-play will be a typical case management situation in which I will present a particular client problem and you will have to conduct the interview and establish a written treatment plan. The quality of your counseling session and the quality of the written treatment plan will be used to determine your grade on this final assessment.

*Additional information related to the Final Counseling Sessions and Treatment Plan can be found on the Blackboard website for the course.*

### **GRADING:**

Grading for the course will be accomplished in the following manner (students must have grades in ALL aspects of the class in order to pass the class):

1. Graded Discussions	20 %
2. 5 Recorded Counseling Session Quizzes	20 %
3. Lesson Quizzes / MHRT/C Portfolio	20 %
4. Special Assignments	20 %
5. Final Counseling Session/Treatment Plan	20 %

## **GRADING SCALE:**

Letter Grades---Based on a final grade scale of 0-100, the following letter grades will be assigned:

95-100	A
90-94	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
Below 73	F

Please note that I will not be giving grades below a C. The rationale to this is that students who do not master more than 72% of the material in this class are not prepared to meet the expectations of future classes or programs that require this course. It simply means that you have not learned enough material to really say that you have “passed” the class.

Students who make arrangements for submitting work after the course is completed will be given a letter grade reflecting the work they HAVE done. I will not be submitting grades of “I” or “Incomplete”. When the student has completed the work that is missing I will then change the final grade accordingly. Considering the structure of this class I anticipate that I will be rarely making these sorts of accommodations and they will only be made under extreme circumstance.

## **ATTENDANCE POLICY:**

Please review the online document titled “Course Expectations and Policies”

## **COURSE REQUIREMENTS:**

In addition to the regular course outcomes, this course engages students to demonstrate their competence in a number of areas related to General Education Learning Outcomes. Specific assignments in the class are designed to not only teach about the course topics, but to demonstrate this general learning.

The following is an outline of these outcomes and their corresponding assignments:

- Students will demonstrate proficiency in ethical reasoning
  - *Ethical Reasoning – To Friend or Not to Friend*
- Students will demonstrate proficiency in inquiry and analysis
  - *Inquiry and Analysis – Counseling Topics Presentation*
- Students will demonstrate proficiency in interpersonal communication
  - *Interpersonal Communication – Casual Interview*

## **OTHER INFORMATION:**

Please review the online document titled “Course Expectations and Policies”

## **STUDENTS WITH DISABILITIES (2014)**

In accordance with state and federal law, this College is committed to assisting qualified students with

disabilities achieve their educational goals.

***If you are in need of an accommodation in this course:***

- Students must contact the Dean of Students, Enrollment Services Center, Frye Building, 453-5019, [knormandin@kvcc.me.edu](mailto:knormandin@kvcc.me.edu)
- Students must provide current, appropriate documentation of their disability.
- Students must make a timely request for accommodation to the Dean of Students.
- Accommodations will not be provided until the faculty member receives a letter requesting accommodations. This letter is created with the Dean of Students and is supported by the documentation of said disability.
- Requests for accommodation must be renewed each semester for each course.

This document is available in enlarged print and on audio tape. Please contact the Dean of Students at 453-5019 or [knormandin@kvcc.me.edu](mailto:knormandin@kvcc.me.edu)

**NOTICE OF NON-DISCRIMINATION (2014):**

Kennebec Valley Community College does not discriminate on the basis of disability in the admission to, access to, or operation of its programs, services or activities. Students requesting classroom accommodation should be forwarded to the Dean of Students, Enrollment Service Center, Frye Building, phone: 453-5019 or the Director of the Learning Commons, Lunder Library, phone: 453-5084

Complaints about College decisions related to disability accommodations or discrimination must be forwarded to Affirmative Action Officer and ADA Compliance Officer, Dean of Academic Affairs, Enrollment Services Center, 92 Western Avenue, Fairfield, ME 04937, phone: 453-5822.