

St. Petersburg College



HUS 3335

**Advanced Counseling & Interviewing Skills Social and
Behavioral Sciences Department
Online format**

Welcome to Advanced Counseling & Interviewing Skills!

I look forward to supporting you through during this term. Please take a few moments and review my video welcome, located in the Begin Here Module of the course. View the [Syllabus Addendum](#), which provides relevant information, such as information about student success and the academic calendar.

Instructor: Dr. LaDonna N. Butler, LMHC-QS, CDWF

Email: butler.ladonna@spcollege.edu

Please ensure that you cc: lbutler@thewellforlife.org on all correspondences.

Phone: (727)-251-0743

Office Hours: I am available via email Monday-Thursday, and will reply to emails within **24-48** hours. I am also available for individual meetings over the phone or through Zoom by appointment. Please email me to schedule a time if you would like a meeting.

Office Location: Virtual Office

Academic Department

Human Services Program Director II: Dr. LaTresha Moore

Office Location: Gibbs/Midtown/Downtown

Office Phone Number: (727) 497-5015

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Social and Behavioral Sciences Website

URL: <https://www.spcollege.edu/future-students/degrees-training/social-and-behavioral-sciences-and-human-services>

Course Information

Course Description:

This course builds essential counselor skills by identifying crucial elements of effective counseling. Students will develop proficiency in case conceptualization by studying and practicing techniques and strategies from major counseling theories while exploring the efficacy of treatment techniques and the role cultural issues may play in the application of these approaches.

Learning Outcomes and Objectives:

1. Students will apply counseling skills, which include the following techniques: observational skills, attending skills, feedback skills, paraphrasing/summarizing, questioning, and reflecting feeling by:
 - a. comparing/contrasting the challenges/benefits with using teletherapy and other technologies with clients.
 - b. roleplaying through assigned clinical vignettes where the student will demonstrate an emotional presence with the role-play client, respond appropriately to role-play client's presenting concerns, and foster the role-play client's problem-solving skills free from advice giving.
 - c. implementing feedback provided by the instructor and/or classmates.
2. Students will demonstrate the ability to differentiate between clients' problems versus clients' cultural influences by:
 - a. applying cultural competency techniques when assessing clients' presenting problems.
 - b. exploring how their own values, attitudes, biases effect the counseling process.
3. Students will examine at least five theoretical approaches to counseling from the following: psychodynamic, humanistic, person-centered, cognitive, behavioral, positive psychology, and/or existential by:
 - a. determining at least two intervention techniques from each theory to a clinical vignette.
 - b. exploring the most appropriate intervention by analyzing the empirical literature on treatment efficacy.
4. Students will examine the structure of the counseling process across at least four sessions by:
 - a. distinguishing between the presenting problem, treatment goals, use of appropriate techniques, and closure.
 - b. directing the phases of a counseling session, including opening and closing the session.

5. Students will author written summations of clients using multiple sources of data by:
 - a. creating a case note.
 - b. authoring a biopsychosocial evaluation.
 - c. demonstrating skill in the management of clinical and administrative documentation.
6. Students will evaluate a crisis model for addressing clients in crisis by:
 - a. critiquing at least six high risk factors/behaviors when assessing the likelihood of suicide.
 - b. judging intervention options ranging from those that are least to most restrictive.
 - c. finding at least three local community resources for suicide prevention.
 - d. applying skills of referral, advocacy, and triage in crisis intervention.

Criteria Performance Standard:

1. Upon successful completion of the course the student will, with a minimum of 70% accuracy, demonstrate mastery of each of the above stated objectives through classroom measures as indicated.

Requisites: Admission to: HUMSVC-BS. Proficiencies in Word; credible web research; and Library or Library Online scholarly research are needed. The instructor will assist students as needed in further developing this skill set.

Availability of Course Content: The MyCourses Calendar Tab provides students with a semester-wide overview of the due dates for the entire semester. The News Tab provides students with a week-by-week narrative of the assignments due each week. Students interested in working ahead can do so by one module unless otherwise notified by the instructor.

Textbook

Note: MindTap is a requirement for this course, even if you have already have a text. All of our quizzes, feedback, midterm, and final are taken in Mindtap for this course. The readings and quizzes, and tests will be transferred from MindTap into our course Gradebook in MyCourses.

Please register for MindTap within your course in MyCourses. You will not need an access code as the link is directly related to our course. See **Textbook Information** in Course Content and in **Begin Here** to access MindTap for this course.

Ivey, A. E., Ivey, M. B., & Zalaquett, C. P.. Intentional interviewing and counseling: Facilitating client development in a multicultural society., 9 ed. Cengage Learning, 2017

You can select a loose leaf version of the text (please purchase a binder to keep your text organized) or you can choose the e-book option. The ISBNs are listed below:

For the e-book access code, the ISBN is:

For the loose leaf printed book with the e-book access code, the ISBN is:

As an optional addition, you may purchase a binder to hold the loose leaf pages.

(Textbook affordability is an important issue to me. Please choose the textbook option that fits your needs.)

Other Recommendations: Access to a computer and the internet Library:

<http://www.spcollege.edu/central/libonline/>.

Learner Support

The Office of Accessibility Services is available to assist you if you have a documented disability or think that you may have a disability. Please make an appointment with the Learning Specialists on your campus or online. Registering with Accessibility Services is especially important if you are on campus and need assistance during an emergency classroom evacuation. For contact information, please see the Accessibility Services website at the following link: [Accessibility Services](#).

SPC offers a full-range of support services. SPC offers *free* tutoring to all degree-seeking students to help review core concepts, tackle tough homework assignments, and prepare for tests. From one-on-one tutoring to online resources, SPC offers tools to help you succeed. For more information, please consult the following links: [Academic Support](#) site, [On-Campus and Online Support](#) site, and [Student Services](#) site.

SPC Titans Care: As an SPC student it's vital that you know Titans Care. You can access resources through SPC's [Student Assistance Program \(SAP\)](#), a collaborative resource for students with mental health or general life issues. SAP provides help and education in suicide prevention, mental health, substance abuse awareness and more. It is SPC's belief that supporting mental wellness is everyone's charge and that one loss as a result of substance abuse, mental illness, or suicide is one too many. If you or a loved one are considering suicide, please call the National Suicide Prevention Lifeline at 1-800-273-8255.

Information about other services, including the SPC Rides PSTA for Free program, SPC Food Pantries, and other resources are available on our [Life Resources page](#).

If you have an interest in serving your community, please review St. Petersburg College's community partners at the following link: [Civic Engagement](#).

Important Dates: Please visit the SPC calendar for updates

<https://www.spcollege.edu/academic-calendar>

For **Financial Aid Dates**, please view the [Financial Aid](#) site, and for additional information, please view the [Academic Calendar](#) site.

Discipline Specific Information

Important Websites:

Library: <http://www.spcollege.edu/central/libonline/>

Social and Behavioral Science

Department: http://www.spcollege.edu/tsc/department_SocialBehavioralSciences.html

Ethical Principles Of Psychologists And Code Of

Conduct: <http://www.apa.org/ethics/code2002.html>

American Psychological Association: <http://www.apa.org/>

Attendance

Instructor will verify that students are in attendance once each week throughout the semester. Students classified as "No Show" for both of the first two weeks will be administratively withdrawn. Immediately following the 60 percent point in the term, the instructor will verify which students are actively participating.

Active participation is defined as completing the weekly attendance activity or activities assigned each week. The attendance activity or activities may be an online discussion, written assignment, quiz, and/or test. If you do not complete the attendance activity or activities by the weekly due date, you will be counted as absent. Two or more consecutive absences may result in inactive participation. Students classified with inactive participation may be administratively withdrawn with a "WF."

If illness or other emergencies prevent your active participation, please notify the instructor immediately to determine an academic plan.

Students will be able to withdraw themselves at any time during the semester. However, requests submitted after the 60 percent deadline will result in a "WF." Students and the instructor will automatically receive an email notification to SPC email whenever a withdrawal occurs.

Excused absences that have been communicated with the instructor and documented accordingly will not count against you. Frequent communication with the instructor is highly recommended.

For additional information, please view the college-wide attendance policy in the [Syllabus Addendum](#).

Grading

Your grade is based on the following categories:

MindTap (quizzes, exams, etc.)

700 points

Civic/Clinical Engagement Project	200 points
Final Exam	100 points

Total Points Possible: 1,000 points

GRADING SCALE

The student's final grade in this course is determined on the basis of his/her accumulated points:

A = (90 – 100%) / 900 – 1000 pts.

B = (80 – 89.9%) / 800 – 899 pts.

C = (70 – 79.9%) / 700 – 799 pts.

D = (60 – 69.9%) / 600 – 699 pts.

F = (0 – 59.9%) / 0 – 599 pts.

Content Discussions

The purpose of content discussions is to facilitate content-based communication between classmates. **Content Discussions are due on due dates as listed in the Calendar in MyCourses.** Please follow instructions listed in each forum. On average, your posts should be minimum of 300 words in length **unless otherwise instructed**. Be sure to read the instructions carefully. All of your discussion posts should cite (in APA format) relevant content from either the textbook and/or from other scholarly sources found through SPC's library online database or Google Scholar. Internet/web resources should be scholarly in nature (*if no author or publication date is listed, it is probably not a scholarly source.*) Do not cite Wikipedia, WebMD, or other popular sources. Be sure to provide references for all cited material. References should also be completed in APA format. For assistance with APA format requirements, please review the APA Assistance folder in MyCourses under Course Content.

After posting to a discussion forum, you should also review your classmate's posts, and reply to at least one classmate. Your reply to your classmate should be at least 50-60 words in length and should add depth to the discussion. Replying to a classmate is very important because it helps promote communication amongst students within the class..

Following are some guidelines to be used in grading discussion posts and replies:

1. This is a college level course, and college level writing is required in all of your discussion posts and writing assignments. This means that you should proof read your posts before submitting them. Any sloppy posts will be graded accordingly. No slang, no misspelled words, and no fragmented sentences are allowed. Please proof read!
2. Discussion posts must be relevant to the specific questions being discussed.
3. Original posts need to demonstrate an understanding of the discussion topic with reference to the textbook or other scholarly sources, and/or additional material provided

in the discussion directions. Students need to be sure to support their assertions with concrete examples as gleaned from their readings and/or other scholarly sources

4. Please be respectful of other opinions at all times. Critiques of other positions are acceptable as long as they are supportive and do not become personal attacks.

5. Avoid personal disclosures. Because of Florida's broad public records laws, anything you post in MyCourses is archived.

Forums will be graded on the following criteria:

-Reaching required minimum word count (300 words for original post, and at least 50-60 words for replies to classmates)

-Depth of Thought (explain your response and elaborate when needed)

-Quality of Content... be sure to cite at least one scholarly source in APA format (use parenthetical within text citations in your post, and provide a proper full reference at the end of your post) to support your discussion

-Quality of Writing (proofread!)

-Quality of your reply to a classmates (A proper "reply" carefully considers the classmate's post and provides a thorough response.

Critical thinking is key.)

****ALWAYS save your work on a flash drive and/or the cloud and remember where you save it so that you are able to reproduce it if need be.* Do not just save an assignment on your desktop, because if your computer fails, you will lose your work. Loss of work due to computer failure is not considered an excuse for missing a due date. SAVE your work. Email it to yourself. Do something so that you have stored and backed up your work in several places.***

You are encouraged to seek assistance from the Learning Support Centers (Clearwater Campus), Academic Resource Centers (Downtown and St. Petersburg-Gibbs) and Information Commons (Seminole and Tarpon Campuses) for free tutoring and assistance. Consult the web page of these centers for hours and services at www.spcollege.edu.

SPC provides FREE online tutoring services. You can access free tutoring a many subjects (including writing) by clicking on the Student Tools link on the course homepage.

NOTE: Check the calendar or course modules for due dates on assignments.

Late Policy: Please monitor the Calendar tab and course modules for assignment due dates.

Please contact "Tech Support" to make sure that you have all necessary technical requirements and that you are using the proper internet browser before you begin a test. Tech Support contact information can be found at: <http://www.spcollege.edu/helpdesk/> Tech Support is open from

7:00 am to 12:00 am (Midnight) 7 days a week. If you have any trouble while you are taking a quiz or exam, please contact Tech Support immediately for assistance.

Assignment Due Dates: Please check the course modules for due dates. If you find yourself falling behind, please contact your instructor to determine a plan to stay on track.

Required Interaction

When communicating, please be careful to:

- treat everyone with respect in each communication.
- use clear and concise language.
- remember that college level communication should use correct grammar, whether written or spoken.
- use correct spelling and avoid text abbreviations and slang.
- avoid using the caps lock feature as it can be interpreted as yelling online.
- be cautious when using humor or sarcasm as tone is sometimes lost in an email, written assignment, or discussion post/reply.
- be cautious with personal information.

When you send an email to your instructor, department chair, dean, or classmates, please be careful to:

- please do not remove or delete the course code that automatically populates in the subject line of your reply.
- Type a brief description of the purpose of your email in the subject line to describe the reason of the email (type this after the course code).
- put attachments in Word, RTF, or PDF format to ensure they can be opened.
- be clear, concise, and courteous.

Students should expect feedback on written assignments and discussion forums within one week of the due date.

Participation, Conduct, and Netiquette

Unlike a traditional classroom-based course, you do not need to show up to class at a specific time every day. Instead, you need to complete the module's readings and assignments by the due dates specified by your instructor.

For more information, please view the following: [Online Student Participation and Conduct Guidelines](#).

Academic Honesty

Academic Honesty is expected. By enrolling at SPC, you agree to obey all of the standards of academic honesty and integrity. Academic dishonesty may result in academic and disciplinary action, up to and including expulsion from the College. As members of the College community, you also have an ethical obligation to report violations of the SPC academic honesty policies you may witness.

For more information, please view the following: [Academic Honesty Policy](#), which describes details regarding the following academic honesty violations:

- Cheating.
- Bribery.
- Misrepresentation.
- Conspiracy.
- Fabrication.
- Collusion.
- Duplicate submissions.
- Academic misconduct.
- Improper calculator, computer or online use.

Netiquette

The objective in an online discussion is to be collaborative, *not* combative. Please proofread your responses carefully before you post them to make sure they will not be offensive to others. Use discussions to develop your skills in collaboration and teamwork. Treat the discussion areas as a creative environment where you and your classmates can ask questions, express opinions, revise opinions, and take positions just as you would in a more traditional classroom setting. Please be sure to proofread your submissions, submit college-level work, and avoid text language or slang.

SPC has outlined expectations for student behavior and interaction for online discussions, email, and other forms of communication. For more information, please view [Netiquette Expectations](#) in the Syllabus Addendum.

Turnitin

The instructor of this course may require use of Turnitin as a tool to promote learning. The tool flags similarity and mechanical issues in written work that merit review. Use of the service enables students and faculty to identify areas that can be strengthened through improved paraphrasing, integration of sources, or proper citation. Submitted papers remain as source documents in the Turnitin database solely for the purpose of detecting originality. Students retain full copyright to their works. Please review the [Turnitin Usage Agreement](#). Students who do not wish to submit work through Turnitin must notify their instructor via course email within the first seven days of the course. In lieu of Turnitin use, faculty may require a student to submit copies of sources, preliminary drafts, a research journal, or an annotated bibliography.

Student Survey of Instruction

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

Technology

Please view the following: [MyCourses Minimum Technology Requirements.](#)

Students should know how to navigate the course and use the course tools. Dropbox-style assignments may require attachments in either Microsoft Word (.doc or .docx), Rich Text Format (.rtf), or PDF format so they can be properly evaluated. If an attachment cannot be opened by the instructor, students will be required to re-format and re-submit an assignment so that it can be evaluated and returned with feedback.

MyCourses tutorials are available to students and are located at the beginning of the course. Most features on MyCourses are accessible on mobile devices, although it is recommended that you use a computer for quizzes, tests, and essay assignments.

Accessibility of Technology

Please click on the following link to learn about equal access to education: [MyCourses \(Brightspace by Desire2Learn\) Accessibility Statement.](#)

Privacy

Please view the MyCourses privacy statement at the following link: [MyCourses \(Brightspace by Desire2Learn\) Privacy Statement.](#)

Technical Support

Technical support is available to assist you via the [Technical Support Desk.](#)

Instructional Continuity Plan - Emergency Preparedness Policy

The St. Petersburg College website at www.spcollege.edu is the official source of college information regarding the status of the institution. Other important information will be communicated via SPC Alert, local media outlets, and the college toll-free phone number 866-

822-3978. All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or his/her designee. The College realizes that it is possible for a significant natural disaster to compromise SPC campus facilities sufficiently to disrupt the delivery of classes on campus/campuses for an extended period of time, and is planning ways our operations can continue following such an emergency.

Civic Engagement

Students, faculty, staff and administrators at St. Petersburg College actively serve our community. To create a record of your service hours, please input your hours at the following link: <https://blog.spcollege.edu/civic-engagement/>. Under Resources, click Register Hours. Your efforts make a difference!

Registration for Next Semester

If you have questions about next semester's registration and selection of courses, please reach out to your professor or academic advisor. To view registration dates for next semester, please click on the following link: <https://www.spcollege.edu/academic-calendar> and scroll to "Registration Dates."