



Midwestern State University
Gordon T. & Ellen West College of Education

Course Title: Advanced Counseling Skills and Techniques
Course Number: COUN 5283
Semester Credits: 3

Professor: R.Patrice Dunn, Doctoral Candidate, LPC-S
Office: Online
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Office Hours: Online

Semester: Summer 2023 10 Weeks
Classroom: Online
Class Format: Online

In this Syllabi you will find:

- Content areas
- Knowledge and skills outcomes
- Methods of instruction
- Required text or reading
- Student performance evaluation criteria and procedures
- A disability accommodation policy and procedure statement

Instructor Response Policy:

Feel free to contact me at patrice.dunn@msutexas.edu. I will usually respond within 24 hrs. I do not respond to messages during holidays most weekends.

The MSU Clinical Mental Health and School Counseling programs require at least a B average. C's are unacceptable, and more than 2 C's will put you in danger of being removed from the program. Please consult the Student Handbook for more information.

COVID-19: Scientific data shows that being fully vaccinated is the most effective way to prevent and slow the spread of COVID-19 and has the greatest probability of avoiding serious illness if infected in all age groups. Although MSU Texas is not mandating vaccinations in compliance with Governor Abbott's executive orders, we highly encourage eligible members of our community to get a vaccination. If you have questions or concerns about the vaccine, please contact your primary care physician or health care professional. Given the recent rise in cases, individuals are also strongly encouraged to wear facial coverings when indoors among groups of

people, regardless of vaccination status. Although MSU Texas is not currently requiring facial coverings, they have been an effective strategy in slowing the spread.

I. COURSE DESCRIPTION

Competency-based course with experience emphasis. The student is required to demonstrate proficiency in counseling concepts and techniques before proceeding to COUN 5293. May require you to repeat the course as needed.

Prerequisites: Must have completed 24 hours, including COUN 5203, COUN 5243, COUN 5263, COUN 5273, COUN 5303, COUN 5363, and COUN 6013.

II. COURSE RATIONALE

Each student will integrate and apply the knowledge and techniques learned from previous counseling coursework to identify one's guiding theory of counseling and begin applying it in the process of counseling a peer, thereby ensuring both competence and facilitating maximal performance in Practicum.

III. REQUIRED TEXTBOOK

Erford, B. T. (2020). *45 techniques every counselor should know*. Hoboken: Pearson Education.

Ivey, A., Ivey, M., & Zalaquett, C. (2023). *Intentional Interviewing and counseling* (10th ed.). Boston, MA: Cengage.

IV. COURSE OBJECTIVES

Knowledge and Skill Learning Outcomes: CACREP Standards

Upon successful completion of this course, students will learn:

Section 2: 1.c. counselors' roles and responsibilities as members of interdisciplinary community outreach and emergency management response teams

Section 2: 1.i. ethical standards of professional counseling organizations and credentialing bodies, and applications of ethical and legal considerations in professional counseling KPI

Section 2: 1.j. technology's impact on the counseling profession

Section 2: 1.k strategies for personal and professional self-evaluation and implications for practice KPI

Section 2: 3.h. a general framework for understanding differing abilities and strategies for differentiated interventions KPI

Section 2: 3.i. ethical and culturally relevant strategies for promoting resilience and optimum development and wellness across the lifespan

Section 2: 5a theories and models of counseling KPI

Section 2: 5.c. theories, models, and strategies for understanding and practicing consultation

Section 2: 5.d. ethical and culturally relevant strategies for establishing and maintaining in-person and technology-assisted relationships

Section 2: 5.e. the impact of technology on the counseling process

Section 2: 5.f. counselor characteristics and behaviors that influence the counseling process

Section 2: 5.g. essential interviewing, counseling, and case conceptualization skills KPI

Section 2: 5.h. developmentally relevant counseling treatment or intervention plans

Section 2: 5. j. evidence-based counseling strategies and techniques for prevention and intervention KPI

Section 2: 5.k. strategies to promote client understanding of and access to a variety of community-based resources

Section 2: 5.l. suicide prevention models and strategies

Section 2: 5.n. processes for aiding students in developing a personal model of counseling

Section 2: 7.b. methods of effectively preparing for and conducting initial assessment meetings

Section 2: 7.c. procedures for assessing risk of aggression or danger to others, self-inflicted harm, or suicide

Section 2: 7.d. procedures for identifying trauma and abuse and for reporting abuse

Section 5C: 1.b. theories and models related to clinical mental health counseling KPI

Section 5C: 2.f. impact of crisis and trauma on individuals with mental health diagnoses

Section 5C: 2.l. legal and ethical considerations specific to clinical mental health counseling

Section 5C: 3.a. intake interview, mental status evaluation, biopsychosocial history, mental health history, and psychological assessment for treatment planning and caseload management

Section 5C: 3.b. techniques and interventions for prevention and treatment of a broad range of mental health issues KPI

Section 5C: 3.e. strategies to advocate for persons with mental health issues

Learning Objectives

1. Students will demonstrate essential interviewing, counseling, and case conceptualization skills through role play.
2. Students will demonstrate use of their chosen theory and techniques through counseling role play.
3. Students will demonstrate ethical decision making and multicultural competence through in-class discussion, activities and role-play.
4. Students will demonstrate an understanding of risk assessment, child protection reporting and emergency management through in-class role play and discussion.
5. Students will learn strategies for personal and professional self-evaluation and implications for practice.

V. COURSE EXPECTATIONS

The Clinical Mental Health Counseling Program, its faculty, and its students adhere to the University Code of Conduct, State of Texas licensure laws and regulations, and the American

Counseling Association's Code of Ethics (2014). The program has a professional responsibility to ensure that all students display ethical, professional, and personal behaviors that comply with these guidelines. Students are strongly encouraged to review, and consult the [American Counseling Association website](#) for details related to these guidelines.

Department of Counseling students are expected to demonstrate appropriate classroom behavior, consistent with their counselor-in-training roles. Counselors-in-training are expected to convey attentiveness and respect in all professional and classroom settings.

Online Etiquette: All students are expected to be respectful in their written and spoken language when corresponding online with the professor and other students. You will be asked to keep your camera on during the Zoom session.

Diversity: Each of the students taking this course brings an array of different experiences and knowledge to the course. The course instructor expects that within each class session, students conduct themselves in a manner that is respectful of diversity, gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture.

Confidentiality: Upholding confidentiality is a major responsibility of the student. Anything discussed during supervision, online in this class, or shared by individual students about themselves is considered confidential. Please do not share any information shared to you by other students.

Academic Dishonesty: Students at Midwestern State University are an essential part of the academic community and enjoy substantial freedom within the framework of the educational objectives of the institution. The freedom necessary for learning in a community so rich in diversity and achieving success toward our educational objectives requires high standards of academic integrity. Academic dishonesty has no place in an institution of advanced learning. It is each student's responsibility to know what constitutes academic dishonesty and to seek clarification directly from the instructor if necessary. Examples of academic dishonesty include, but are not limited to:

- Submission of an assignment as the student's original work that is entirely or partly the work of another person.
- Failure to appropriately cite references from published or unpublished works or print/non-print materials, including work found on the World Wide Web.
- Observing or assisting another student's work.
- Multiple Submission - Submitting a substantial portion or the entire same work (including oral presentations) for credit in different classes without permission or knowledge of the instructor.

Statement of Disability: Disability Support Services (DSS) provides services to students with disabilities to insure accessibility to university programs. DSS offers information about

accommodations and disability, evaluation referral, adaptive technology training and equipment, and interpreter services for academically related purposes.

If you suspect you have a disability that is impacting your academic performance or have been previously documented as a person with a disability, you will need to apply and provide documentation of that disability to the Disability Support Services. This documentation must be supplied by a qualified professional who is licensed or certified to diagnose the disability in question.

The Disability Support Services office is located in Room 168 of the Clark Student Center. If you need assistance, you can also contact them at (940) 397-4140.

Attendance: You will be responsible for posting to the discussion board and responding to a classmate's post weekly. Your post will require 3 paragraphs with a minimum of 5 sentences per paragraph. This is seen as your weekly attendance in class and failure to post and reply will be reflected in your grade.

Late Work: All papers and assignments are expected to be submitted on the due date. **No exceptions.** If there is an emergency, please let me know as soon as possible. Any late papers will be **lowered 10% per week, at a minimum**, and must be submitted prior to the due date of the next assignment. In some cases, a doctor's note may be required. Please note that missing assignments will lower your grade. Please begin planning your semester schedule accordingly.

V. SEMESTER COURSE OUTLINE

Class Dates	Class Topics	Assignments/Reading
<p>1. June 5-11</p>	<ul style="list-style-type: none"> • READ BEFORE CLASS • Review your Syllabus • Class instructions on the discussion board. • Intentional Interviewing/Ethics/Multicultural Competence • Listening/Attending/Empathy/Observation Skills • How to give peers feedback (feedback training). <p>Erford Section Three</p> <ul style="list-style-type: none"> • <i>Mandatory Group Meeting</i> <p><i>Please come to Zoom Class prepared to discuss readings and questions about the syllabus/Assignments</i></p>	<ul style="list-style-type: none"> • Read Ivey: Ch. 1 -3 • Read Erford Section 1-3 • Discussion Board • Group Meetings Begin

<p>2. June 12-18</p>	<ul style="list-style-type: none"> • Listening/Attending/Empathy/Observation Skills • How to give peers feedback (feedback training). • Erford Section Three • Mandatory Group Meeting • Work on assignments. • Questions in Counseling • Erford Section 4 • Work on Assignments 	<ul style="list-style-type: none"> • Read Ivey Ch. 4-6 • Read Erford Section 4 • Do Discussion Board Post, and reply • Mandatory Zoom
<p>3. June 19-25</p>	<ul style="list-style-type: none"> • Questions in Counseling • Erford Section 5 • Work on Assignments • Mandatory Group meeting • Encouraging/Paraphrasing/Summarizing. / Start Reflection of Feeling • Observation and Reflection Feelings: Empathetic Understanding 	<ul style="list-style-type: none"> • Read Ivey Ch. 7-8 • Read Erford Section 5 • Discussion Board (mini-video) Post video by Wednesday 11:59 and Reply to 1 Peer (pick one that hasn't received feedback) by Sunday. • Group meeting/video filming
<p>4. June 26-July 2nd KPI: 2.5a, 2.5g, 2.5j, 5C.1b</p>	<ul style="list-style-type: none"> • The Five Stage Interview: Integrating Skills for Creative Change • Focusing the Counseling Session 	<ul style="list-style-type: none"> • Ready Ivey Ch. 9-10 • Read Erford Section 6 • Discussion Board • Group Meeting • <u>Turn in Theories and Techniques Paper Appendix C to Tk20 and D2L</u>
<p>5. July 3rd-9th</p>	<ul style="list-style-type: none"> • Observation and Reflection Feelings: Empathetic Understanding • Reflection of Meaning/Reframing/Action Skills • Erford section 6 • Work on assignments • Group Meeting 	<ul style="list-style-type: none"> • Read/Review Ivey Ch. 11&12 • Read Erford Section 7 • Do Discussion Mini Video Recording; Video submission due Wednesday; feedback due Sunday • Group: Skills Practice

Midwestern State University
COUN 5283 Advanced Counseling Skills and Techniques

<p>6. July 10th-16th</p> <p>KPI: 2.5a, 2.5g, 2.5j, 5C.1b</p>	<ul style="list-style-type: none"> • Integrating Skills and Theory for Effective Practice • Erford Section 8-9 • Group Meeting 	<ul style="list-style-type: none"> • Ready Ivey Ch. 13-14 • Read Erford • Group Meeting
<p>7. July 17th-23rd</p> <p>KPI: 2.1k, 2.3h, 2.5a, 2.5g, 2.5j, 5C.1b</p>	<ul style="list-style-type: none"> • Strategies for Client Responses • Erford Section 9 • Group Meeting 	<ul style="list-style-type: none"> • Read Ivey Appendix I-IV • Read Erford Section 10 • Group Meeting • <u>Session Video and Skills Evaluation Form</u> submit to d2l & tk20 (once feedback received from instructor). • <u>Recorded Session Due Transcript Due in D2L</u>
<p>8. July 24th-30th</p> <p>2.1k, 2.5c, 2.5f, 2.5n, 5C.1b, and 5C.3b</p>	<ul style="list-style-type: none"> • Group Meeting 	<ul style="list-style-type: none"> • Read Erford Section 11 Discussion Board Due • Group Meeting • <u>Reflection Paper and Evaluation Appendix F</u> turn in to TK 20 and D2L

Midwestern State University
COUN 5283 Advanced Counseling Skills and Techniques

<p style="text-align: center;">9. July 31st-August 6th</p> <p style="text-align: center;">KPI: 2.1k, 2.3h, 2.5a, 2.5g, 2.5j, 5C.1b 5C.3 2.1c, 2.1i, 2.1j, 2.1k, 2.3h, 2.3i, 2.5a, 2.5c, 2.5d, 2.5f, 2.5g 2.5h, 2.5j, 2.5k, 2.5n, 2.7b, 2.7c, 2.7d, 5C.1b, 5C.2f, 5C.2l, 5C.3a, 5C.3b</p>	<p style="text-align: center;">Theoretical Techniques</p>	<ul style="list-style-type: none"> • Group Meeting/Video Feedback • Do Discussion Board Post, and reply • <u>Tentative Individual Student Post Conference</u>
<p style="text-align: center;">10. August 7th-10th</p>	<p style="text-align: center;">Skill/Techniques Wrap Up</p>	<ul style="list-style-type: none"> • Discussion Board Post, and reply

VII. EVALUATION AND ASSIGNMENTS

**** ALL WRITTEN ASSIGNMENTS MUST BE SUBMITTED VIA D2L AND ALL WORK MUST BE COMPLETED USING APA 7 EDITION STYLE****

Online Assignments and Comments: (20 pts.) Students are required to answer questions or complete assignments regularly related to the weekly reading. Almost every week students will be required to answer questions about the reading or be asked to reflect on a particular topic for that week. Students may also be required to engage in short creative projects instead of questions about the readings. If there is a discussion, students are required to participate and comment on at least one other person's thread. **The assignments and weekly comments are due by Sunday at 11:59 pm at the end of the week except for the last week.** Follow directions to get full points each week. Late work will not be accepted (See Appendix A). 2.1c, 2.1i, 2.1j, 2.1k, 2.3h 2.3i, 2.5a, 2.5c, 2.5d, 2.5e, 2.5f, 2.5g, 2.5h, 2.5j, 2.5k, 2.5l, 2.5n, 2.7b, 2.7c, 2.7d, 5C.1b, 5C.2f, 5C.2l, 5C.3a, 5C.3b and 5C.3e.

Note: Online mini videos. Every other week, your discussion post will consist of a 5–7-minute mini-video recording of a counseling session that displays the learned skills. You must give feedback to one peer including *one* thing they did well and *two* corrections. In your feedback, you must identify the skills you used and then submit the correct/better skill.

Theories and Techniques Paper: (16 pts.) Students will write and demonstrate the knowledge gained from the textbook, other textbooks, and academic articles throughout the course. Students must use the foundational theory they will utilize during their recorded mock counseling session. Students must appropriately describe the role of the counselor, the importance of self-awareness, and how to manage themselves within the counseling role. Students must also demonstrate knowledge of how to appropriately observe and assess the client and how to appropriately choose empirical evidence-based techniques. Students must understand the stages of the counseling process based on their theory of choice. Students must demonstrate an understanding of case conceptualization and how to assess and work with the client to create and accomplish goals. *Papers must be in APA style and include a minimum of 5 peer-reviewed references.*

This assignment will be uploaded to TK20 and D2L (See Appendix C) KPI: 2.5a, 2.5g, 2.5j, 5C.1b

Session Video and Skills Evaluation Form: (20 pts.) Students, please review the counseling session outline. Students will record themselves via Zoom doing a **20-minute** counseling session with a peer from class. Students must fill out and sign the clinical video or observation consent form for themselves and their mock clients. This is to get into the habit of doing it for practicum

and internship semesters. This form is located D2L within the Advanced Counseling Templates and Guides section. Students must complete and sign the skills evaluation form on themselves. This is a packet and must be turned in as a packet. You may use a digital signature or print, sign, and scan. For this semester, you will need a site supervisor to sign your evaluation form. Students will address informed consent before beginning the session. The student and mock client must maintain professionalism throughout the session. The content of the session is fictional and needs to be agreed upon before recording the session. Being students, neither one of you is qualified to give actual counseling assistance, so try to avoid topics such as abuse, trauma, etc. *Students will turn in their clinical video or observation consent form, and their skills evaluation packet with their parts filled out and their signature to D2L and TK20.* Again, students must make sure that there is a beginning with mentioning informed consent, actual theory and technique usage during the session, and usage of open-ended questions (not just closed-ended aka yes or no questions). Please refer to the grading rubric to see all that needs to be addressed during the session. ***This assignment will be uploaded to TK20 and D2L*** (See Appendix D). **KPI:2.1k, 2.3h, 2.5a, 2.5g, 2.5j, 5C.1b, 5C.3b**

Recorded Session Transcript: (24 pts.) Students will complete a transcript of **7-minutes** of video of their **20-minute** recorded session. Students need to use the template to see how this is to be accomplished for this assignment. Students will need to identify which counseling skills they utilized during the exchanges. Students will evaluate their use of counseling skills and techniques using the rubric. They will correct their video transcript and use the format shown in the transcript example. (See Appendix E) **2.1k, 2.5c, 2.5f, 2.5n, 5C.1b, and 5C.3b** ***Turn in to D2L.***

Reflection Paper and Evaluation (20 pts.): Students will use the template within D2L to reflect on their semester. Students will introduce the assignment, discuss the counseling relationship, explore personal reactions, discuss the rationale, highlight ethics, legality, and crisis issues, reflect on their counseling session, explore multicultural and diversity issues, reflect on counseling skills, develop a professional development plan, and provide a summary of their semester. ***This assignment will be uploaded to TK20 and D2L*** (See Appendix F). **KPI 2.1i and 5C.1b**

1. Online Assignments and Comments	20
2. Theories and Techniques Paper TK20 and D2L	16
3. Session Video and Skills Evaluation Form TK20 and D2L	20
4. Recorded Session Transcript D2L	24
5. Reflection Paper and Evaluation TK20 and D2L	20
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Total Points	100

Grade Classifications:

1. A = 90-100
2. B = 80-89
3. C = 70-79
4. D = 60-69
5. F = 59 or Below

VIII. DEPARTMENT OF COUNSELING STATEMENT OF EXPECTATIONS

The counselor education program is charged with the dual task of nurturing the development of counselors-in-training and ensuring quality client care. In order to fulfill these dual responsibilities, faculty must evaluate students based on their academic, professional, and personal qualities. A student's progress in the program may be interrupted for failure to comply with academic standards or if a student's interpersonal or emotional status interferes with training-related requirements. For example, in order to ensure proper training and client care, a counselor-in-training must abide by relevant ethical codes and demonstrate professional knowledge, technical and interpersonal skills, professional attitudes, and professional character. These factors are evaluated based on one's academic performance and one's ability to convey warmth, genuineness, respect, and empathy in interactions with clients, classmates, staff, and faculty. Students should demonstrate the ability to accept and integrate feedback, be aware of their impact on others, accept personal responsibility, and be able to express feelings effectively and appropriately. For further clarification on student review and retention please refer to the handbook.

Classroom Behaviors: Department of Counseling students are expected to demonstrate appropriate classroom behavior, consistent with their counselor-in-training roles. Counselors-in-training are expected to convey attentiveness and respect in all professional and classroom settings. Specifically, these include:

- Avoiding tardiness and late arrival to class.
- Being alert, attentive, and participative in class and online.
- Not using cell phones and text messaging during class.
- Not surfing the web, emailing, tweeting, or using instant messaging (IM) during class.
- Minimizing eating and disruptive snacking during class.
- Avoiding personal conversations with students during class, which are disruptive to fellow students and the learning environment.

IX. STUDENT ETHICS AND OTHER POLICY INFORMATION

Ethics: For further information about Midwestern State University's policies regarding student ethics and conduct, please contact 940-397-4135 (Student Support Services).

Special Notice: Students whose names do not appear on the class list will not be permitted to participate (take exams or receive credit) without first showing proof of registration (Schedule of Classes and Statement of Account).

Campus Carry: Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University's webpage at: [Campus Carry](#). As this is an online class, this policy should not apply, but please familiarize yourself with this and other campus policies.

Limited Right to Intellectual Property: By enrolling in this course, the student expressly grants MSU a “limited right” in all intellectual property created by the student for the purpose of this course. The “limited right” shall include but shall not be limited to the right to reproduce the student’s work product in order to verify originality and authenticity, and for educational purposes.

Midwestern State University Mission Statement: MSU is a leading public liberal arts university committed to providing students with rigorous undergraduate and graduate education in the liberal arts and professions. Through an emphasis on teaching, augmented by the opportunity for students to engage in research and creative activities alongside faculty and to participate in co-curricular and service programs, Midwestern State prepares its graduates to embark upon their careers or pursue advanced study. The university’s undergraduate education is based upon a comprehensive arts and sciences core curriculum. The understanding that students gain of themselves, others, and the social and natural world prepares them to contribute constructively to society through their work and through their private lives.

Midwestern State University Counseling Program Objectives:

- Reflect current knowledge and projected needs concerning counseling practice in a multicultural and pluralistic society
- Reflect input from all persons involved in the conduct of the program, including counselor education program faculty, current and former students, and personnel in cooperating agencies
- Address student learning
- Written so they can be evaluated

*Please refer to your **Clinical Mental Health student handbook**, and or your **practicum and internship manual** located within the **D2L** shell for review.*

Desire-to-Learn (D2L): This course involves extensive use of the MSU **D2L** program. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into **D2L** through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Important Dates:

Last day for term schedule check date on [Academic Calendar](#).

Deadline to file for graduation check date on [Academic Calendar](#).

Last Day to drop with a grade of “W” check date on [Academic Calendar](#). Refer to: [Drops, Withdrawals & Void](#)

Online Computer Requirements: Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. *Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered a reason for the instructor to allow students extra time to submit assignments, tests,*

or discussion postings. Computers are available on campus in various areas of the buildings as well as the Academic Success Center. **Your computer being down is not an excuse for missing a deadline!!** There are many places to access your class! Our online classes can be accessed from any computer in the world that is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

Change of Schedule: A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the [Schedule of Classes](#) each semester.

Refund and Repayment Policy: A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. However, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Smoking/Tobacco Policy: College policy strictly prohibits the use of tobacco products in any building on campus. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy: To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Grade Appeal Process: Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

Notice: Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

X. RESOURCES

American Counseling Association. (2014). *2014 ACA Code of Ethics*. Retrieved from <https://www.counseling.org/resources/aca-code-of-ethics.pdf>

American Psychiatric Association. (2013). *Diagnostic and statistical manual of mental disorders (5th ed.)*. Author.

American Psychiatric Association. (2022). *Diagnostic and statistical manual of mental disorders (5th ed. TR)*. https://www.appi.org/desk-reference-dsm-5-tr?utm_source=gam&utm_medium=ad&utm_campaign=sidead

American Psychological Association. (2020). *2020 APA Publication Manual*. Retrieved from <https://apastyle.apa.org/products/publication-manual-7th-edition-spiral>

Council for Accreditation of Counseling and Related Educational Programs. (2016). *2016 CACREP Standards*. Retrieved from <https://www.cacrep.org/for-programs/2016-cacrep-standards/>

United States National Library of Medicine, & National Institutes of Health. (n.d.). *National Center for Biotechnology Information*. Retrieved from <https://www.ncbi.nlm.nih.gov/pmc/>

XI. APPENDENCIES

Appendix A

Online Assignments and Comments (10 pts.)

CACREP Standards Addressed: 2.1c, 2.1i, 2.1j, 2.1k, 2.3h, 2.3i, 2.5a, 2.5c, 2.5d, 2.5e, 2.5f, 2.5g, 2.5h, 2.5j, 2.5k, 2.5l, 2.5n, 2.7b, 2.7c, 2.7d, 5C.1b, 5C.2f, 5C.2l, 5C.3a, 5C.3b, and 5C.3e.

Rubric of Online Assignments and Comments (Possible 10 Pts.)

<u>Points Earned</u>	<u>Week</u>	<u>Comments</u>
_____	Week 1 (1 pt)	
_____	Week 2 (1 pt)	
_____	Week 3 (2 pt)	
_____	Week 4 (1 pt)	
_____	Week 5 (2 pt)	
_____	Week 6 (1 pt)	
_____	Week 7 (1 pt)	
_____	Week 8 (1 pt)	
_____	Week 9 (1 pt)	
_____	Week 10 (1 pt)	
_____	Week 11 (2 pt)	
_____	Week 12 (1 pt)	
_____	Week 13 (1pt)	
_____	Week 14 (1pt)	
_____	Week 15 (1pt)	
_____	Week 16/17 (1pt)	

Total Points Earned _____ / 10 point

Appendix B

Theories and Techniques Paper: (16 pts.) Turn in to D2L and Tk20.

CACREP Standards Addressed:

KPI: 2.5a, 2.5g, 2.5j, and 5C.1b

Grading Rubric for Theories and Technique Paper (Possible 16 pts.)

Criteria	1 Improvement Needed	2 Developing	3 Proficient	4 Accomplished	Pts
Appropriately describes role of the counselor, the importance of self-awareness, and how to manage self in the counseling role. 5C.1b	Student inaccurately describes the importance of self-awareness or demonstrates boundary violations in depiction of the counseling role.	Appropriately describes role of the counselor, the importance of self-awareness, and how to manage self in the counseling role, but lacks detail or ways to maintain self-awareness.	Appropriately describes an ethical, self-aware approach to counseling that is ethical and multicultural in nature. Student describes multiple ways to maintain self-awareness in the counseling role.	Student demonstrates an exceptional understanding of self-awareness by stating a variety of ways to maintain self-awareness, how a lack of self-awareness can hurt the counseling relationship, and demonstrates commitment to a professional, ethical, multicultural approach.	
Demonstrates knowledge of how to appropriately observe and assess the client and understands how to appropriately choose empirically supported techniques. 2.5.j	Student did not give Does not demonstrate knowledge of how to appropriately observe and assess the client or the importance of choosing empirically supported techniques. any feedback to peers.	Demonstrates knowledge of how to appropriately observe and assess the client and understands the importance of appropriately choosing empirically supported techniques, but parts are missing or incomplete.	Demonstrates knowledge of how to appropriately observe and assess the client and understands the importance of appropriately choosing empirically supported techniques.	Describes thorough and specific ways of appropriately observing and assessing the client and understands the importance of appropriately choosing empirically supported techniques, providing examples of techniques that they would choose using their theory.	
Student clearly understands the stages of the counseling process based on their theory of choice. 2.5.a	Student is missing major stages of the counseling process based on their theory of choice or does not understand steps in their theory of choice.	Student is missing some stages of the counseling process based on their theory of choice.	Student clearly describes the stages of the counseling process based on their theory of choice.	Student clearly describes the stages of the counseling process based on their theory of choice and integrates intake assessment procedures, assessment, case conceptualization, and empirically supported techniques.	
Student demonstrates an understanding of case conceptualization and how to assess and work with the client to create and accomplish goals. 2.5.g	The student does not have an adequate understanding of appropriate intake process, assessment, or case-conceptualization to help the client accomplish goals.	The student describes appropriate intake processes, and has a clear understanding of client conceptualization, but parts are missing or inadequate to help clients create and accomplish goals.	The student demonstrates an understanding of case conceptualization and how to assess and work with the client to create and accomplish goals.	The student demonstrates a detailed and accurate understanding of case conceptualization and how to assess and work with the client to create and accomplish goals.	
Total points out of 16					

Appendix C

Session Video and Skills Evaluation Form: (20 pts.)

Turn in to Tk 20 and D2L.

CACREP Standards Addressed: KPI: 2.1k, 2.3h, 2.5a, 2.5g, 2.5j, 5C.1b, 5C.2b

**Session Video and Skills Evaluation Form
(Form for the Professor)**

	Counseling Skills	# of Times Demonstrated	Comments
1	Positive Regard/Genuine /Empathy		
2	Minimal Encouragers/Accents		
3	Eye Contact/Body Posture/Listening		
4	Active Listening		
5	Silence		
6	Restatements		
7	Verbal Following		
8	Validation		
9	Reflection of Feeling		
10	Reflection of Content/Meaning		
11	Limited Use of Closed Questions		
12	Minimal Use of Open-ended Questions		
13	Sharing-Feedback/Here-and-Now		
14	Requests for Clarification		
15	Paraphrase		
16	Summarization		

Midwestern State University
COUN 5283 Advanced Counseling Skills and Techniques

17	Acknowledge Nonverbal Bx		
18	Selective Attention		
19	Culturally Appropriate Behavior		
20	Pacing		
21	Considering Alternatives		
22	Observing Themes/Patterns		
	Theory	# of Times Demonstrated	Comments
23	Assessment Using Theory		
24	Use of Techniques w/ Theory		
25	Managing Session Using Theory		
	Inappropriate Items	# of Times Demonstrated	Comments
26	Sympathy/Reassuring		
27	Advising		
28	Judging		
29	Educating/Teaching		
30	Going for the Solution		
31	Interrogating		
33	Lengthy Descriptive Statements		
34	“Why” questions		
35	Too many “How does that make you feel?”		
36	Shifting Topics		
37	Third Person Counseling - Someone not in session		
38	Not giving yourself time to think		
39	Getting ahead of client		
40	Poor balance of reflections/ questions/ restatements		

Session Video and Skills Evaluation Form

(Form for the Student)

Please self-evaluate yourself as to how you did during your counseling session.

<i>Counseling Skills</i>	Comments
<i>Positive Regard/Genuine /Empathy</i>	
<i>Minimal Encouragers/Accents</i>	
<i>Eye Contact/Body Posture/Listening</i>	
<i>Active Listening</i>	
<i>Silence</i>	
<i>Restatements</i>	
<i>Verbal Following</i>	
<i>Validation</i>	
<i>Reflection of Feeling</i>	
<i>Reflection of Content</i>	
<i>Minimal Closed Questions</i>	
<i>Open-ended Questions</i>	
<i>Sharing-Feedback/Here-and-Now</i>	
<i>Requests for Clarification</i>	
<i>Paraphrase</i>	
<i>Summarization</i>	
<i>Acknowledge Nonverbal Body language</i>	
<i>Selective Attention</i>	
<i>Culturally Appropriate Behavior</i>	
<i>Pacing</i>	
<i>Considering Alternatives</i>	
<i>Observing Themes/Patterns</i>	

Midwestern State University
COUN 5283 Advanced Counseling Skills and Techniques

Theory	Comments
<i>Assessment Using Theory</i>	
<i>Use of Techniques w/ Theory</i>	
<i>Managing Session Using Theory</i>	
Inappropriate Items	Comments
<i>Sympathy/Reassuring</i>	
<i>Advising</i>	
<i>Judging</i>	
<i>Educating/Teaching</i>	
<i>Going for the Solution</i>	
<i>Interrogating</i>	
<i>Lengthy Descriptive Statements</i>	
<i>“Why” questions</i>	
<i>Too many “How does that make you feel?”</i>	
<i>Shifting Topics</i>	
<i>Third Person Counseling - Someone not in session</i>	
<i>Not giving yourself time to think</i>	
<i>Getting ahead of client</i>	
<i>Poor balance of reflections/ questions/ restatements</i>	
Supervision	Comments
<i>Open, positive discussion</i>	
<i>Emotionality in supervision</i>	
<i>Receptivity to feedback</i>	
<i>Participation in supervision (bring content)</i>	
<i>Submission of all materials</i>	
<i>Adherence to procedures</i>	
<i>Fulfillment of supervision tasks</i>	

Grading Rubric for Session Video (Possible 20 Pts.)

(Form for the Professor)

Skill	0	1	Pts
Goes over informed consent			
Establishes rapport with the client			
Explores problem(s)			
Attends to basic needs of the client			
Congruent verbal and nonverbal behavior			
Uses active listening			
Minimal Use of closed-ended questions			
Uses open-ended questions			
Is able to summarize what the client is saying			
Introduces Theoretical technique			
Has empathic attunement			
Has positive body language and posture			
Confronts the client when needed			
Uses self-disclosure appropriately			
Times using interventions appropriately			
Shows counselor confidence			
Shows multicultural understanding			
Adheres to ethical and legal standards			
Summarizes session before wrapping up			
Maintains professionalism throughout session			
Total points out of 20			

Appendix D

Recorded Session Transcript: (20 pts.): Please Use the Transcript Packet to complete this assignment. Turn in to D2L.

CACREP Standards Addressed: 2.1k, 2.5c, 2.5f, 2.5n, 5C.1b, and 5C.3b

Recorded Session Transcript Grading Rubric (Possible 24 pts.)

Criteria	1 Improvement Needed	2 Developing	3 Proficient	4 Accomplished	Pts
Student provided transcript for the their session.	Student provided an incomplete transcript.	Student provided a transcript with major errors.	Student provided a transcript with minor errors.	Student provided a transcript with no errors.	
Student provided counselor, client, and skill identification.	Student provided one of the three necessary (counselor, client, and skill).	Student provided two of the three necessary (counselor, client, and skill).	Student provided all of the three necessary (counselor, client, and skill).	Student provided all of the three necessary (counselor, client and skill), with minor errors of template usage.	
Student showed insight into skill Identification by correcting skills into higher order skills.	Student only identified some skill identifications.	Student identified all skills identifications with major errors.	Student identified all skills identifications with moderate errors.	Student identified all skills identifications with minor errors.	
Student identified theory and technique utilized.	Student identified theory or technique, but not both, and was incorrect.	Student identified theory or technique, but not both, and was correct.	Student identified theory and technique, but was incorrect.	Student identified theory and technique, and was correct.	
Student followed the Example provided	Student did not follow the template.	Student had major errors throughout assignment.	Student had moderate errors throughout the assignment.	Student had minor errors throughout the assignment.	
Total points out of 24					

Appendix E

Reflection Paper and Evaluation (10 pts.)

Turn in to TK 20 and D2L.

CACREP Standards for the assignment: KPI 2.1i, 5C.1B

Use template in D2L.

Rubric for how you will evaluate yourself.

**Live Interview Evaluation Rubric
 Clinical Mental Health Counseling, Version 1.2**

Date: _____

Counselor: _____

Evaluator/Instructor: _____

Level of Clinical Training:

- Pre-clinical training; coursework only
 0-12 months 12-24 months 2+ years

Rating Scale

- 1= Outstanding:** Strong mastery of skills and thorough understanding of concepts
.75=Mastered Basic Skills at Developmental Level: Understanding of concepts/skills evident
.5= Developing: Minor conceptual and skill errors; in process of developing
.25= Deficits: Significant remediation needed; deficits in knowledge/skills
NA=Not Applicable: Unable to measure with given data (do not use to indicate deficit)

Student Self-Evaluation Rubric

Criterion	1 Outstanding	.75 Mastered Basic Skills	.50 Developing	.25 Deficits	NA	Points Awarded
Counseling Relationship	Able to develop strong counseling relationship with client, able to successfully engage participant in treatment process. Conveys clear sense of respect for all perspectives.	Able to develop working counseling relationship; able to engage participant in majority of treatment process. Conveys respect for all perspectives.	Minor problems developing counseling relationships and connecting with client. Struggles with communicating with client different from self, including	Significant problems with forming counseling relationships. Unable to identify and/or navigate significant diversity issues. Weakness of relationship		

Midwestern State University
COUN 5283 Advanced Counseling Skills and Techniques

			culture, age, SES, education, etc.	makes progress unlikely.		
Attention to Client Needs and Diversity	Thoughtful matching of treatment to client needs; thoughtful ability to adapt treatment to most areas of diversity and need, including education, age, culture, religion, SES, sexual orientation, ability, larger system.	Able to match treatment to client needs; adapts treatment to one or more areas of diversity and need, including education, age, culture, religion, SES, sexual orientation, ability, larger system.	Minor problems attending to client needs and/or diversity issues.	Significant problems attending to client needs and/or diversity issues; counseling progress not likely due to problems in these areas.		
Explain Practice Policies	Skillful explanation of practice setting rules, fees, rights, confidentiality and its limits; uses opportunity to establish working relationship; good use of self; clearly understands practice policies.	Explains basic practice setting rules, fees, rights, confidentiality and its limits; uses opportunity to build basic rapport; understands major practice policies.	Minor problems explaining practice setting rules, fees, rights, confidentiality; nervousness may deter from forming relationship; understands most practice policies.	Significant problems explaining practice setting rules, fees, rights, and confidentiality; significant problems connecting with client; misunderstands numerous practice policies.		
Consent to Treatment	Skillful job explaining counseling process in words client can understand in order to obtain consent to treat; uses opportunity to enhance counseling relationship.	Explains basic counseling process in words client can understand in order to obtain consent to treat.	Minor problem explaining counseling process in order to obtain consent to treat. Vague word choice or misses minor information.	Significant problems with obtaining consent. May not use words client understands and/or misses significant information that is necessary for client to be fully informed.		
Client Assessment	Thoughtful assessment of client and	Clear assessment of client and system, including	Minor problems with assessment of	Significant problems with assessment of		

Midwestern State University
COUN 5283 Advanced Counseling Skills and Techniques

	system, including biopsychosocial history, mental health history, family history; thoughtful adaptation to development level; obtains problem description from each involved party.	biopsychosocial history, mental health history, family history; adapts to development level; obtains problem description from each involved party in room.	client and system, missing 1-2 areas: biopsychosocial history, mental health history, family history; does not adapt to development level; obtains problem description only from certain parties.	client and system, missing one or more areas: biopsychosocial history, mental health history, family history; ignores developmental level; obtains only one view of problem.		
Content VS Process	Thoughtful ability to distinguish content from process; able to track process while attending to content and developing at least one intervention that attends to process.	Able to distinguish content from process; able to track process while attending to content; does not begin to intervene on content when it is a process issue.	Sidetracked one or more times with content but at some point able to return focus to process	Mistakes content for significant process issue. Unable to track process and session loses impact due to focus on content.		
Time Management	Outstanding use of time management from beginning to end of session; no sense of rush.	Good use of time management from beginning to end of session; ends on time.	Minor problems with timing management; no more than 5 minutes over; may have minor feeling of rush.	Significant problems with time management; session more than 5 minutes over; feels rushed.		
Psychoeducation and Recovery Services	Outstanding delivery of psychoeducational information for client diagnosed with mental health and/or substance abuse disorder; provides appropriate knowledge of recovery services.	Able to provide basic psychoeducational information for client diagnosed with mental health and/or substance abuse disorder; knowledge of recovery services.	Minor problems with delivering psychoeducation and recovery information and/or insufficient information imparted.	Significant problems with delivering psychoeducation and recovery information; does not provide any information or provides incorrect information.		
Participation in Class Discussions	Consistently, actively supports, engages, listens and responds to	Makes an effort to interact with peers daily but does not take a	Some effort to interact with peers but does not take a	Limited interaction with peers and rarely participates in		

Midwestern State University
COUN 5283 Advanced Counseling Skills and Techniques

	peers. Takes a leading role. Participates in a meaningful way in class discussions. Stays on task.	leading role. Some active participation in class discussions. Sometimes deviates from	leading role. Minimal participation in class discussions. Sometimes deviates from task	class discussions and/or does not stay on task.		
Writing Ability and APA	Demonstrates strong knowledge, well throughout ideas, succinct, cohesive, and in APA formatting.	Cohesive paper in mostly APA formatting	Student jumps around in formatting and content	Shows no knowledge of APA formatting		
Total Points Out of 10						

Rubric for How I will Evaluate You
Live Interview Evaluation Rubric
Clinical Mental Health Counseling, Version 1.2

Date: _____
Counselor: _____
Evaluator/Instructor: _____

Level of Clinical Training:
 Pre-clinical training; coursework only
 0-12 months 12-24 months 2+ years

Rating Scale

1=Outstanding: Strong mastery of skills and thorough understanding of concepts
.75=Mastered Basic Skills at Developmental Level: Understanding of concepts/skills evident
.5=Developing: Minor conceptual and skill errors; in process of developing
.25=Deficits: Significant remediation needed; deficits in knowledge/skills
NA=Not Applicable: Unable to measure with given data (do not use to indicate deficit)

Criterion	1 Outstanding	.75 Mastered Basic Skills	.50 Developing	.25 Deficits	NA	Points Awarded
Evaluation of Counseling	Outstanding evaluation of	Clear evaluation of counseling	Minor problems with evaluation	Significant problems with		

Midwestern State University
COUN 5283 Advanced Counseling Skills and Techniques

Relationship and Role	counseling relationship, counselor role, client responsiveness; attention to diversity issues and client acceptance of goals.	relationship, counselor role, client responsiveness; attention to key diversity issues and client acceptance of goals..	of relationship, client responsiveness; misses minor issues.	evaluation of relationship, client responsiveness; misses critical issues.		
Evaluation of Personal Reactions	Outstanding rationales for choice of intervention, theory, assessment approach. Thoughtful analysis of intervention consistency with model, congruency with client's cultural context.	Clear rationales for choice of intervention, theory, assessment approach. Clear analysis of intervention consistency with model, congruency with client's cultural context.	Vague or unclear rationales for choice of intervention, theory, assessment approach. Vague analysis of intervention consistency with model, congruency with client's cultural context.	Problematic or unsupportable rationales for choice of intervention, theory, assessment approach. Poor analysis of intervention consistency with model, congruency with client's cultural context.		
Evaluation of Legal & Ethical Issues	Outstanding analysis of attention to legal, ethical issues; able to identify points that could have been better dealt with; able to provide thoughtful rationales for ethical decisions.	Clear analysis of attention to legal, ethical issues; able to identify any major issues and how to manage better in future; able to provide rationales for ethical decisions.	Minor problems with analysis of attention to legal, ethical issues; unable to identify one or more problem areas; unclear rationales for ethical decisions.	Significant problems with analysis of attention to legal, ethical issues; unable to identify a critical problem area; poor rationales for ethical decisions.		
Evaluation of Socio-cultural and Equity Issues	Thoughtful understanding of diversity, equity and advocacy issues. Includes some proposed advocacy effort.	Clear understanding of diversity and equity and advocacy issues.	Minor problems or missed 1-2 issues related to diversity, equity, and/or advocacy.	One or more significant issues not addressed.		
Evaluation of Clinical Skill	Outstanding insight into own strengths, weaknesses, effectiveness in session, without over- or understating.	Clear insight into major strengths, weaknesses, effectiveness in session.	Vague or unclear description of strengths, weaknesses, effectiveness in session. Minor problems over- or understating.	Significant problems assessing own clinical ability or effectiveness. Unable to identify key issues.		
Plan and Priorities	Outstanding plan for improvement that is detailed; prioritizing of areas of improvement reveals clear insight into self and counseling process.	Clear plan for improvement that is sufficiently detailed; prioritizing of areas of improvement reveals useful insight into self and counseling process.	Minor problems with plan for improvement; prioritizing reveals some lack of insight into self and counseling process.	Significant problems with plan for improvement; prioritizing reveals significant lack of insight into self and		

Midwestern State University
COUN 5283 Advanced Counseling Skills and Techniques

				counseling process.		
Quality of Writing	Engaging professional writing style that is clear, concise, and smooth; maintains professional voice; minor and few grammatical errors.	Clear, concise professional writing; maintains professional voice; minor and few grammatical errors.	Minor problems with writing style and/or grammar; vague or wordy; does not maintain professional voice.	Significant problems with writing; ideas not clearly communicated due to writing ability; numerous grammatical errors.		
Participation in Class Discussions	Consistently, actively supports, engages, listens and responds to peers. Takes a leading role. Participates in a meaningful way in class discussions. Stays on task.	Makes an effort to interact with peers daily but does not take a leading role. Some active participation in class discussions. Sometimes deviates from	Some effort to interact with peers but does not take a leading role. Minimal participation in class discussions. Sometimes deviates from task	Limited interaction with peers and rarely participates in class discussions and/or does not stay on task.		
Professional Identity	Demonstrates vast understanding of self within professional identity and the complexities of boundaries.	Demonstrates basic understanding of self within professional identity and the complexities of boundaries.	Minor problems navigating professional identity, boundaries, and the self.	Limited ability to process professional identity, boundary issues, or self-awareness issues present.		
APA Format	No more than one or two minor APA errors; overall, follows general format.	Few and minor APA errors; overall, follows general format.	Numerous APA errors that are distracting; numerous inconsistencies.	Significant problem following APA style; numerous problems in several areas.		
Total Out of 10						

I have abided by the Midwestern State University Code of Academic Integrity on the above assignments.

