



## Course Syllabus: Personal Wellness & Professional Practice West College of Education and Professional Studies

**COUN 3003**

Spring 2026

Online

### **Contact Information**

Instructor: Elizabeth Ivey, LPC-S

Office Hours: Tuesday from 11:00 - 12:00 or by appointment

Office: O'Donohoe 132

Class Meets: Online

Email: [elizabeth.ivey@msutexas.edu](mailto:elizabeth.ivey@msutexas.edu)

### **Instructor Response Policy**

During the week (Monday – Friday), I will respond to emails within 48 hours. Do not expect a response from me on holidays and weekends. As professionals, it is important that we implement boundaries around home and work and model good self-care. Please try to ask your questions before the weekend.

### **Textbook & Instructional Materials**

Corey, G., Muratori, M., Austin, J. T., & Austin, J. A. (2024). Second Edition Counselor Self-Care. American Counseling Association.

The viewpoint of the text does not embody the viewpoint of Midwestern State University. If you notice something within your text that you feel is biased or incorrect, please reach out to the publisher with your concerns in hopes that they may be reflected within future editions.

### **Course Description**

Explores models and principles of stress management and wellness.

#### **Course Objectives/Learning Outcomes/Course Competencies**

1. Students will be able to understand the importance of self-care for substance abuse counselors.

2. Students will be able to identify and implement self-care practices and strategies for managing stress in their daily life.
3. Students will be able to create a realistic self-care plan.
4. Students will be able to discuss ways to set and maintain professional and personal boundaries with clients.
5. Students will understand that self-care is mandated for counselors according to the American Counseling Association code of ethics.

## **Student Handbook**

Refer to: [Student Handbook](#)

## **Academic Misconduct Policy & Procedures**

**Academic Dishonesty:** Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given).

Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. [Office of Student Conduct](#)

**Online Etiquette:** It is expected that students use formal, professional language when corresponding online. It is expected that you use complete sentences, address one another with respect, follow the American Counseling Association (ACA; 2014) Code of Ethics, and treat all members of the class with respect.

**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 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 or AI

- Failure to appropriately cite references from published or unpublished works or print/non-print materials, including work found on the World Wide Web or generated through AI.
- 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.
- Artificial Intelligence (AI): Written assignments will be run through plagiarism and AI checkers. If at any point it is identified that a student used AI to complete an assignment (such as ChatGPT, etc.), an automatic grade of zero will be given to the assignment.

### **Grading/Assessment**

**\*ALL WRITTEN ASSIGNMENTS MUST BE SUBMITTED VIA D2L AND ALL WORK MUST BE COMPLETED USING THE LATEST APA EDITION STYLE.**

**Online Discussion Posts and Comments:** (16 pts.) Students are required to answer questions or complete assignments regularly related to the weekly reading. 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. You will be required to post at least three academic paragraphs made up of 5 sentences each in each week's discussion board post (at least 200 words). You are also required to reply to at least one other student's discussion board post (at least 150 words). It is expected that you reflect on your peer's discussion post and that you make a thoughtful response that responds to the post they have written. \*You should not be copying and pasting each week's post, and doing so will result in loss of points. Each original post should include at least three academic paragraphs. An academic paragraph consists of a paragraph with at least five sentences in it.

**\*The assignments and weekly comments are due by Sunday at 11:59 pm at the end of the week. Follow directions to get full points each week. Late work will not be accepted.**

**Mid-term Exam (20 pts):** Students will complete their mid-term exam covering Chapters 1 through 4 on D2L Brightspace. Students may attempt the exam twice with their highest grade being kept. Students will have 120 minutes to take the exam. Students will only be able to access the exam while it is open. There is NO

late work for exams. Exams feature multiple choice, and true/false questions. There will be 10 questions worth 2 points each.

Final Exam (20 pts): Students will complete their final exam covering Chapters 5 through 9 on D2L Brightspace. Students may attempt the exam twice with their highest grade being kept. Students will have 120 minutes to take the exam. Students will only be able to access the exam while it is open. There is NO late work for exams. Exams feature multiple choice, and true/false questions. There will be 10 questions worth 2 points each.

Self-Care Challenge Log (15pts.) and Video (15 pts.): Students will choose one self-care activity to implement for 30 minutes a day for four weeks. Examples include exercising, meditating, eating healthy, drinking water, sleeping, detoxing from social media, praying, counseling, etc. Students will keep a log where they use scaling to identify how they felt before and after the self-care activity each day. Scaling is a solution-focused brief counseling technique where clients rate themselves on a scale of 1 to 10, where 1 represents feeling the worst and 10 represents feeling the best. Students will turn in a five-minute video in which they share their successes, challenges, and reflections about the experience.

\*The video can be turned into D2L as an attachment or contact the instructor directly if you have issues. \*Please use the log and rubric located within D2L for this assignment under Content, Week ?????.

Self-Reflection (15 pts): Student will write a 2-page double space self-reflection on what they have learned about themselves when it comes to self-care using the concepts from this class and future plans to implement self-care personally and professionally. This should be a reflection of self and not an attempt to "find the right answer." Question to consider, but should not be limited to: What was self-care like before this class? What are the areas you continue to struggle in? Where do you see issues arising in the future? What are short-term and long-term techniques you can use moving forward? How can you help others in these areas as a professional or as a friend? How will you create a self-care plan you can implement before burnout gets the best of you? Any other major takeaways?

Table 1: Points allocated to each assignment

Points Breakdown

<b>Assignments</b>	<b>Points</b>
Online Discussion Posts and Comments	16
Self-Care Reflection	15
Self-Care Challenge Video	15
Self-Care Challenge Log	15
Mid-term Exam	20

<b>Assignments</b>	<b>Points</b>
Final Exam	20
Total Points	101

Table 2: Total points for final grade.

<b>Grade</b>	<b>Points</b>
A	90-101
B	80-89
C	70-79
D	60-69
F	59 or Below

### **Extra Credit**

No extra credit will be given in this course.

### **Late Work/Make Up Work**

All papers, discussions, and assignments must be turned in on the day they are due. **\*No exceptions.** If you have an emergency, please let me know in advance, and/or email me your assignment the same day it is due.

Any late papers will be lowered by **\*10%.** Late papers can only be turned in before the deadline for the following assignments. Please observe that your assignments are worth a considerable number of points and skipping even one assignment will most likely significantly lower your grade. Please begin planning your semester schedule accordingly.

### **Important Dates**

Last day for term schedule changes: 01/23/26

Deadline to file for graduation: 02/16/26

Last Day to drop with a grade of "W": 03/18/26

-Confirm all dates on [Academic Calendar](#).

Refer to: [Drops, Withdrawals & Void](#)

### **Desire-to-Learn (D2L)**

Extensive use of the MSU D2L program is a part of this course. 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.

### **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 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 help desk 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](#).

### **Inclement Weather**

Inclement Weather- In the case of campus closure due to inclement weather, key decision-makers will monitor weather projections and communicate with local news agencies and WFISD leadership to make a delay or cancellation decision. Notification occurs through official campus channels and in communication with the local news networks. MSU channels include MSU Alert, MSU Safety app, Postmaster, and website headers. MSU Police and the Office of Marketing and Public Information. Information for all channels can be found at MSU Ready.

**\*This online course will continue as scheduled; however, if you have an issue because of the weather, contact the instructor as soon as possible.**

### **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) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

## **Services for Students with Disabilities**

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Student Wellness Center, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

## **College Policies**

### Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

### Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by MSU TEXAS. 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.

### Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

### Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [Safety / Emergency Procedures](#). Students are encouraged to watch the video entitled "*Run. Hide. Fight.*" which may be electronically accessed via the University police department's webpage: "["Run. Hide. Fight."](#)"

### Obligation to Report Sex Discrimination under State and Federal Law

Midwestern State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. State and federal law require University employees to report sex discrimination and sexual misconduct to the University's Office of Title IX. As a faculty member, I am required to report to the Title IX Coordinator any allegations, personally observed behavior, or other direct or indirect knowledge of conduct that reasonably may constitute sex discrimination or sexual misconduct, which includes sexual assault, sexual harassment, dating violence, or stalking, involving a student or employee. After a report is made, the office of Title IX will reach out to the affected student or employee in an effort to connect such person(s) with resources and options in addressing the allegations made in the report. You are also encouraged to report any incidents to the office of Title IX. You may do so by contacting:

Laura Hetrick  
Title IX Coordinator  
Sunwatcher Village Clubhouse  
940-397-4213  
[laura.hetrick@msutexas.edu](mailto:laura.hetrick@msutexas.edu)

You may also file an online report 24/7 at [Online Reporting Form](#)

Should you wish to visit with someone about your experience in confidence, you may contact the MSU Counseling Center at 940-397-4618. For more information on the University's policy on Title IX or sexual misconduct, please visit [Title IX Website](#)

### **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.

### **Course Schedule:**

<b>Week</b>	<b>Activities</b>	<b>Assignments/Exams</b>
Week 1 01/19-01/25	Class Introductions Review Syllabus Read Chapters 1 and 2 - Do Discussion Board Post & Comment on a Peer's Post	
Week 2 01/26-02/01	Read Chapter 3 - Do Discussion Board Post & Comment on a Peer's Post	- Start Self Care Challenge (Week 1)
Week 3 02/02-02/08	Read Chapter 4 - Do Discussion Board Post & Comment on a Peer's Post	- Self Care Challenge (Week 2)
Week 4 02/09-02/15	Read Chapter 5 - Do Discussion Board Post & Comment on a Peer's Post	- Self Care Challenge (Week 3) - Complete Mid-Term Exam
Week 5 02/16-02/22	Read Chapter 6 - Do Discussion Board Post & Comment on a Peer's Post	- End Self Care Challenge (Week 4)
Week 6 02/23-03/01	Read Chapter 7 - Do Discussion Board Post & Comment on a Peer's Post	- Submit Self Care Challenge Log and Video
Week 7 03/02-03/08	Read Chapter 8 - Do Discussion Board Post & Comment on a Peer's Post	- Submit Self-Reflection
03/09-03/15	Spring Break - Nothing due	- Practice Self Care
Week 8 03/16-03/20	Read Chapter 9 - Do Discussion Board Post & Comment on a Peer's Post	- Complete Final Exam - *Due date moved to Friday at 11:59pm