CR COLLEGE OF THE REDWOODS

Syllabus for Intro to Counseling Skills

Course Information

Semester & Year: F2022
Course ID & Section #: ADCT 15- E4325
Instructor's name: Stuart Altschuler
Location: HU 217
Course units: 3

Instructor Contact Information

Office location or *Online: TBD
Office hours: By Appointment
Phone number: 707 786-9890
Email address: stuart-altschuler@redwoods.edu

Catalog Description

A presentation of the theoretical concepts of counseling for individuals, families, and groups. Processed role-plays help students to develop effective core counseling skills. Personal values, ethical, legal, and crisis intervention issues are also addressed

Course Student Learning Outcomes *(from course outline of record)*

1. Engage other students (client) in developing basic life skills, establishing goals, and encouraging beneficial actions in their achievement.
2. Individualize counseling strategies selected from appropriate models to facilitate client knowledge and attitudes to maintain treatment and prevent relapse.
3. Facilitate individual and group sessions utilizing concepts and techniques leaned in class and lab sessions.
4. Adhere to established codes of ethics to maintain professional standards and safeguard clients and classmates

Prerequisites/co-requisites/ recommended preparation

ADCT 10 Pre/Co-requisite

Accessibility

College of the Redwoods is committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or Disability Services and Programs for Students (DSPS). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1ˢᵗ floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

If you are taking online classes DSPS will email approved accommodations for distance education classes to your instructor. In the case of face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed accommodation so that necessary

arrangements can be made. Last minute arrangements or post-test adjustments usually cannot be accommodated.

Face Masks Strongly Encouraged but Optional

> *As the College transitions back to normal, wearing face masks at CR will be strongly recommended but optional indoors and outdoors beginning Sunday, May 15, 2022. N95 and surgical masks will still be available for free to the campus community. The vaccine mandate will remain in place until further notice. The College will continue to monitor emerging data and make policy and guideline adjustments as necessary.*

Student Support

Good information and clear communication about your needs will help you be successful. Please let your instructor know about any specific challenges or technology limitations that might affect your participation in class. College of the Redwoods wants every student to be successful.

Evaluation & Grading Policy

Class Participation 10%
Intake interview 10   90-100= A
ASAM Intake and Summary 10   80-89= B
Motivational Interviewing 20   70-79= C
Treatment Planning 10   60-69= D
Case Notes 10   Below 60=F
Aftercare Planning and Discharge Summary 10
Therapy Class Presentation 10
Observation Form 10

Admissions deadlines & enrollment policies

Fall 2022 Dates
- *Classes begin: 8/20/22*
- *Last day to add a class: 8/26/22*
- *Last day to drop without a W and receive a refund: 9/02/22*
- *Labor Day Holiday (all campuses closed): 09/05/22*
- *Census date: 9/06/22 or 20% into class duration*
- *Last day to petition to file P/NP option: 09/16/22*
- *Last day to petition to graduate or apply for certificate: 10/27/22*
- *Last day for student-initiated W (no refund): 10/28/22*
- *Last day for faculty-initiated W (no refund): 10/28/22*
- *Veteran's Day (all campuses closed): 11/11/22*
- *Fall Break (no classes): 11/21/22 – 11/25/22*
- *Thanksgiving Holiday (all campuses closed): 11/23/22 – 11/25/22*
- *Final examinations: 12/10/22 – 12/16/22*
- *Semester ends: 12/16/22*
- *Grades available for transcript release: approximately 01/06/23*

Academic dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the College Catalog and on the College of the Redwoods website.

Disruptive behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the College Catalog and on the College of the Redwoods website.

Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

Setting Your Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact Admissions & Records to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. This does not change your legal name in our records. See the Student Information Update form.

Canvas Information

If using Canvas, include navigation instructions, tech support information, what Canvas is used for, and your expectation for how regularly students should check Canvas for your class.
Log into Canvas at https://redwoods.instructure.com
Password is your 8 digit birth date
For tech help, email its@redwoods.edu or call 707-476-4160
Canvas Help for students: https://webapps.redwoods.edu/tutorial/
Canvas online orientation workshop: Canvas Student Orientation Course (instructure.com)

Community College Student Health and Wellness

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges [Health & Wellness website](#).

[Wellness Central](#) is a free online health and wellness resource that is available 24/7 in your space at your pace.

Students seeking to request a counseling appointment for academic advising or general counseling can email counseling@redwoods.edu.

Emergency procedures / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones. Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor https://webadvisor.redwoods.edu and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions. For more information see the [Redwoods Public Safety Page](#).

In an emergency that requires an evacuation of the building anywhere in the District:
- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities.

Del Norte Campus Emergency Procedures

Please review the [Crescent City campus emergency map](#) for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information, see the [Redwoods Public Safety Page](#).

Eureka Campus Emergency Procedures

Please review the [campus emergency map](#) for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the [CR Police Department-Public Safety](#) It is the responsibility of College of the Redwoods to protect life and property from the effects of emergencies within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency has on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.

4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school community is notified.
5. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others if possible, cooperate with First Responders, etc.).
6. If safe to do so, notify key administrators, departments, and personnel.
7. Do not leave campus, unless it is necessary to preserve life and/or has been deemed safe by the person in command.

Klamath Trinity Campus Emergency Procedures

Please review the responsibilities of, and procedures used by, the College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to communicate to faculty, staff, students and the general public during an emergency. It is the responsibility of College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the effects of emergency situations within its own jurisdiction.

1. In the event of an emergency, communication shall be the responsibility of the district employees on scene.
   a. Dial 911, to notify local agency support such as law enforcement or fire services.
   b. If safe to do so, notify key administrators, departments, and personnel.
   c. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
   d. Contact 530-625-4821 to notify of situation.
   e. Contact Hoopa Tribal Education Administration office   530-625-4413
   f. Notify Public Safety 707-476-4111.
2. In the event of an emergency, the responsible district employee on scene will:
   a. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
   b. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
   c. Close all window curtains.
   d. Get all inside to safe location Kitchen area is best internal location.
   e. If a police officer or higher official arrives, they will assume command.
   f. Wait until notice of all is clear before unlocking doors.
   g. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
   h. Do not leave site, unless it has been deemed safe by the person in command. Student Support Services (required for online classes)

Student Support Services

The following online resources are available to support your success as a student:

- CR-Online (Comprehensive information for online students)
- Library Articles & Databases
- Canvas help and tutorials
- Online Student Handbook

Counseling offers assistance to students in need of professional counseling services such as crisis counseling.

Learning Resource Center includes the following resources for students

- Academic Support Center for instructional support, tutoring, learning resources, and proctored exams. Includes the Math Lab & Drop-in Writing Center
- Library Services to promote information literacy and provide organized information resources.
- Multicultural & Diversity Center

Special programs are also available for eligible students include

- Extended Opportunity Programs & Services (EOPS) provides services to eligible income disadvantaged students including: textbook award, career academic and personal counseling, school supplies, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in Eureka or in Del Norte
- The Veteran's Resource Center supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821

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ADCT 15-E4325
Introduction to Counseling Skills

Fall 2022

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Instructor: Stuart Altschuler, MFT

T/Th 6:05-8:35 pm   **Location: HU 217**

Email: stuart-altschuler@redwoods.edu   **Tel: 786-9890**

Catalogue Description

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Course Content

Concepts

1) **Confidentiality**

2) **Clients Rights**

3) **Group dynamics**

4) **Evaluation**

5) **Prevention and treatment modalities**

6) **Sponsorship**

7) **Intervention**

8) **Interdisciplinary teams**

9) **Reflection, Mirroring, Restatement, etc.**

10) **Open & Closed Questions**

11) **Code of Ethics**

12) **Information and Referrals**

13) **Collaboration**

14) **Life Skills**

15) **Therapeutic Intervention**

16) **Helping relationships**

Issues

1) Differentiating thoughts from feelings

2) Maintaining objectivity

3) Maintaining control of self, client, and group while in lab

4) Choosing proper responses while in interactive lab activities

5) Recognizing transference and counter-transference

6) Practicing individual and group counseling techniques while in lab activities, may bring up multiple personal issues.

Themes

1) Confidentiality

2) Client rights

3) Therapeutic conversation

4) Professional ethics

5) Interpersonal relations

6) Group dynamic

Skills

1) Communicate clearly verbally and in writing

2) Active Listening Skills

3) Maintain objectivity

4) Read college-level text

5) Document interactions accurately and concisely

6) ASAM Intakes and Assessments

7) Motivational Interviewing

Learning Activities

1) Participating in class discussions

2) Listening to lectures and guest speakers

3) Describing counseling methodology

2) Demonstrating interviewing of another student as the "client" in lab

3) Role playing counseling techniques with other students in lab

4) Facilitating different kinds of groups in lab setting

Representative Assessment Tasks include

1) Class participation

2) Weekly written assignments

3) Comprehensive exams

4) Group facilitation as demonstrated in lab

5) Role playing demonstrations of counseling techniques in lab

1. Check Canvas and your emails regarding a **class cancellation** by instructor. This will be posted by morning on day of class whenever possible.
2. **Office Hours:** I will be in the classroom at least 15-30 minutes before class starts and can stay after to talk about course related issues.