

**FAMILY STUDIES AND HUMAN DEVELOPMENT 2235  
INTRODUCTION TO COUNSELLING 2019-2020**

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**Office hours:** By appointment  
**Class time/room:** Wednesdays 6:00-9:00 p.m. Room: St James Building-304

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**CALENDAR DESCRIPTION**

This course introduces students to the basic foundations of counselling within the context of the study of Family Studies. Students will learn about the history of the counselling professions, will gain an understanding of various approaches, skills, and contexts that utilize counselling, and will consider the role of counselling among diverse populations, including adolescents, couples, and families. Topics include ethical and legal aspects, assessment, individual and group counseling, research, use of technology, and multicultural issues related to counselling.

**COURSE OBJECTIVES**

1. Appreciate the historical development of counseling theory and approaches.
2. Demonstrate an understanding of the purpose and objectives of counseling.
3. Develop an understanding of the principals and values of ethical practice.
4. Develop an understanding of the therapeutic relationship and therapeutic process.
5. Explore the various counselling specialties and applicable client populations.
6. Understand and develop self-care strategies for professional practice.

**LEARNING OUTCOMES**

This course is designed to create a learning environment in which you will develop competency in the following areas:

1. Demonstrate an understanding of selected foundation theories that guide the practice of counselling. *Inquiry and Analysis- Level 3*
2. Demonstrate an appreciation of the importance of communication (verbal/non-verbal), cultural sensitivity, and diversity in interpersonal helping and social interaction. *Communication- Level 3*
3. Demonstrate basic competency in articulating the procedural and ethical components involved in the counselling relationship. *Valuing/Critical Thinking- Level 2*
4. Understand the role of counselling in various contexts (education, justice, community, health etc.). *Critical Thinking- Level 2*

5. Develop a basic understanding of the importance of research and evaluation with respect to ensuring evidence based/informed practice. *Inquiry and Analysis- Level 2*
6. Demonstrate competency in application of counselling skills, ethics, communication, theoretical approaches, and the importance of context through creation of a client case file. *Critical Thinking- Level 3/Problem Solving- Level 2*
7. Develop increased awareness of self and others within a group context in order to better understand case consultation models of interprofessional practice and team-based collaboration. *Self-awareness and Development/Social Awareness and Engagement.- Level 2*
8. Develop an awareness of self and related coping techniques to foster healthy self-care practices imperative for ethical practice as a professional clinician. *Self-awareness and Development/Social Awareness and Engagement.- Level 2*

## PREREQUISITE

Any Family Studies 1000-level course or permission of the instructor.

## REQUIRED TEXT

**Text:** Gladding, S. & Alderson, K. (2011). *Counselling: A Comprehensive Profession, First Canadian Edition*. Pearson Canada.

**Additional readings and resources may be assigned in class and/or posted electronically for topics in this course. These readings and resources are to be accessed by the students independently (online or in the library).**

## COURSE POLICY

The teaching methods used in this course may include lectures, discussions, presentations, group activities, online assignments, and videos. Students are expected to prepare for classes by doing the assigned readings. You are strongly advised to attend every class and to participate actively in course activities and discussions.

OWL will be used in this course. Lecture material will be posted on OWL before class. This material is intended only as a guide to the class/course content and should not be considered as a substitute for class attendance.

During the first meeting of the class, a discussion will occur to review the expectations for classroom etiquette (i.e. being late, use of electronic devices, confidentiality...). It is intended that this will facilitate an optimum learning environment for all class members. **Please note that given the nature of this course and disclosure of sensitive information, recording devices will not be allowed for any portion of the lectures.**

Students, who fail to appear for an examination/quiz/test as indicated in the timetable, will not be allowed to write the examination/quiz/test unless the steps detailed below for academic accommodation have been followed.

Similarly, missed assignments/presentations and/or in-class/online activities may not be made up later and may result in the reduction of marks where legitimate exceptions such as illness, death in the family etc. have not been documented. There will not be any make-up

examinations or extra work for the purpose of improving grades. There may be a deduction of marks for late assignments.

The instructor will be available outside of class time for consultation. Please request a meeting with the instructor (personally or via email) and a mutually agreed upon time will be set for consultation. When you do so, please use your UWO email account and provide your class code in the subject area. Email will be accepted for simple questions/issues; however, if the question/issue is lengthy, an appointment may be necessary.

## **COURSE REQUIREMENTS AND GRADING STRUCTURE**

<u>Course Requirements</u>	<u>Weight</u>
In-Class Test Term 1	20%
In-Class Test Term 2	20%
In Class Team Assignment	25%
Final Exam	35%

### **Mid-Term Tests (20% each)**

The format of the mid-term tests may include short answer and multiple choice questions based on any course-related material such as readings, lectures, class/online discussion/activities, presentations, and/or videos.

### **Team Assignment (25%)**

There will be the requirement to build and present a counselling case on material covered in the course. Students will be assigned randomly to small teams. A handout for this assignment will be provided with assignment of teams the second class. If you miss the assignment of teams it will be your responsibility to connect with the professor to be assigned to a team by the fourth class.

### **Final Exam (35%)**

The cumulative final exam may include multiple choice, short-answer and essay questions. For the final exam, the emphasis will be on course material not previously tested but some recall of important information and concepts overall will be expected. There will be **NO** mid-term exam in December for this course

## **COURSE OUTLINE**

### **FIRST TERM - 2019**

**In order to offer a rich learning experience, supplementary course material may include guest speakers and videos to enhance topics. The dates listed below are to be used as a guideline noting there may be changes due to availability of guest speakers. This will be communicated in advance in class and via OWL.**

<b>Week</b>	<b>Date</b>	<b>Topic</b>	<b>Readings</b>
1	Sep.11, 2019	Introduction & Orientation	No Chapter

		Review of Course Outline & Expectations	
2	Sep.18, 2019	History of and Trends in Counselling Team Assignments and Project Explanation	Chapter 1
3	Sep. 25, 2019	Professional Self-Care & Wellness	No Chapter
4	Oct. 2, 2019	Personal & Professional Aspects of Counselling	Chapter 2
5	Oct. 9, 2019	Building Counselling Relationships	Chapter 6
6	Oct. 16, 2019	Ethical & Legal Aspects of Counselling	Chapter 3
7	<b>Oct. 23, 2019</b>	<b>In Class Term 1 Test based on the first 6 classes covered</b>	
8	Oct. 30, 2019	Working in a Counselling Relationship	Chapter 7
	<b>Nov 4-8, 2019</b>	<b>Fall Study Break – No Classes</b>	
9	Nov. 13, 2019	Counselling in a Multicultural Society Counselling with Diverse Populations	Chapter 4 Chapter 5
10	Nov. 20, 2019	Brief Solution Focused Therapy <b>Guest</b>	<b>No Chapter</b>
11	Nov. 27, 2019	Theories of Counselling – <b>I will provide more direction on what to cover in the chapters</b>	Chapter 9 Chapter 10 Chapter 11 Chapter 12
12	Dec. 4, 2019	<b>Team Presentations</b>	
		<b>Exam Period – There is NO exam</b>	

## SECOND TERM – 2020

Week	Date	Topic	Readings
13	Jan. 8, 2020	Groups in Counselling	Chapter 13
14	Jan. 15, 2020	Counselling- Economically Disadvantaged in Canada – <b>Guest</b>	Chapter 21
15	Jan. 22, 2020	Evaluation & Research Career Counselling Over the Life Span	Chapter 15 Chapter 17
16	Jan. 29, 2020	Counselling and Autism – <b>Guest</b>	No Chapter
17	Feb. 5, 2020	<b>In-Class Term 2 Test based on the first 4 <u>classes</u> covered in second term</b>	
18	Feb. 12, 2020	Testing, Assessment, & Diagnosis in Counselling Continued - <b>Guest– focus will be on Testing &amp; Diagnosis</b>	Chapter 16
	<b>Feb. 17-21, 2020</b>	<b>Family Day and Reading Week – No Classes</b>	
19	Feb. 26, 2020	Testing , Assessment, & Diagnosis in	Chapter 16

		Counselling – focus will be on Assessment	
20	Mar. 4, 2020	Marriage, Couple, and Family Counselling <b>Team Projects Due</b>	Chapter 18
21	Mar. 11, 2020	Mental Health Counselling: Abuse, Addictions, & DisAbilities	Chapter 20
22	Mar. 18, 2020	Counselling for Grief & Loss – <b>Guest</b>	No Chapter
23	Mar. 25, 2020	Counselling Children, Adolescents, and Young Adults – <b>Guest</b>	Chapter 19
24	Apr.1, 2020	Termination and Course Wrap Up	
		<b>Final Exam Period – Final Exam TBD</b>	

## 2019-20 BRESCIA UNIVERSITY COLLEGE ACADEMIC POLICIES AND REGULATIONS

### 1. POLICY REGARDING ACADEMIC ACCOMMODATION

The complete policy regarding [Accommodation for Illness - Undergraduate Students](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12) can be found at [http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_12](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12).

Students who have long-term or chronic medical conditions which may impede their ability to complete academic responsibilities should seek Academic Accommodation through Student Accessibility Services ([http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&SelectedCalendar=Live&ArchiveID=#Page\\_10](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&SelectedCalendar=Live&ArchiveID=#Page_10)).

Personal commitments (e.g., vacation flight bookings, work schedule) which conflict with a scheduled test, exam or course requirement are **not** grounds for academic accommodation.

Students who experience an illness or extenuating circumstance sufficiently severe to temporarily render them unable to meet academic requirements may submit a request for academic consideration through the following routes:

1. Submitting a **Self-Reported Absence** form provided that the conditions for submission are met;
2. For medical absences, submitting a **Student Medical Certificate (SMC)** signed by a licensed medical or mental health practitioner;
3. For non-medical absences, submitting **appropriate documentation** (e.g., obituary, police report, accident report, court order, etc.) to their Academic Advisor. Students are encouraged to contact their Academic Advisor to clarify what documentation is acceptable.

#### Requests for Academic Consideration Using the Self-Reported Absence Portal

Students who experience an unexpected illness or injury or an extenuating circumstance of 48 hours or less that is sufficiently severe to render them unable to meet academic requirements should self-declare using the online Self-Reported Absence portal. This option should be used in situations where the student expects to resume academic responsibilities within 48 hours. Note that the excused absence includes all courses and academic requirements within the up to 48 hours, it is not intended to provide an excused absence from a single course while students fulfill their academic responsibilities in other courses during that time.

The following conditions are in place for self-reporting of medical or extenuating circumstances:

1. Students will be allowed **a maximum of two self-reported absences** between September and April and one self-reported absence between May and August;
2. The duration of the absence will be for a maximum of 48 hours from the time the Self-Reported Absence form is completed through the online portal, or from 8:30 am the following morning if the form is submitted after 4:30 pm;
3. The excused absence will terminate prior to the end of the 48 hour period if the student undertakes significant academic responsibilities (writes a test, submits a paper) during that time;
4. Self-reported absences will **not** be allowed for scheduled final examinations; midterm examinations scheduled during the December examination period; or for final lab examinations scheduled during the final week of term;
5. Self-report absences may **not** be used for assessments worth more than 30% of any course;
6. Any absences in excess of 48 hours will require students to present a Student Medical Certificate (SMC), or appropriate documentation;
7. Students **must** communicate with their instructors **no later than 24 hours after the end of the period covered by the Self-Reported Absence form** to clarify how they will fulfil the academic expectations they may have missed during the absence.

### **Request for Academic Consideration for a Medical Absence**

When a student requests academic accommodation (e.g., extension of a deadline, a makeup exam) for work representing 10% or more of the student's overall grade in the course, it is the responsibility of the student to provide acceptable documentation to support a medical or compassionate claim. All such requests for academic accommodation **must** be made through an Academic Advisor and include supporting documentation.

Academic accommodation for illness will be granted only if the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete their academic responsibilities. Minor ailments typically treated by over-the-counter medications will not normally be accommodated.

The following conditions apply for students seeking academic accommodation on medical grounds:

1. Students must submit their Student Medical Certificate (SMC) along with a request for relief specifying the nature of the accommodation being requested no later than two business days after the date specified for resuming responsibilities. An SMC can be downloaded from [http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf) ;
2. In cases where there might be an extended absence or serious issue, students should submit their documentation promptly and consult their Academic Advisor for advice during their recovery period;
3. Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, scheduled tests or examinations, and other academic requirements;
4. Students **must** communicate with their instructors **no later than 24 hours** after the end of the period covered by the SMC to clarify how they will fulfil the academic expectations they may have missed during the absence;
5. Appropriate academic accommodation will be determined by the Dean's Office/Academic Advisor in consultation with the course instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements, arranging Special Exams (make-ups), re-weighting course requirements, or granting late withdrawal without academic penalty.

The [full policy on requesting accommodation due to illness](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12) can be viewed at:  
[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_12](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12)

## 2. ACADEMIC CONCERNS

If you feel that you have a medical or personal challenge that is interfering with your work, contact your instructor and Academic Advisor as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. Retroactive requests for academic accommodation on medical or compassionate grounds are not normally considered.

If you think that you are too far behind to catch up or that your work load is not manageable, you should consult your Academic Advisor. If you consider reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines; please refer to the [Registrar's website](http://brescia.uwo.ca/academics/registrar-services/), <http://brescia.uwo.ca/academics/registrar-services/> or the list of official sessional dates in the Academic Calendar (<http://www.westerncalendar.uwo.ca/SessionalDates.cfm?SelectedCalendar=Live&ArchiveID=>).

You should consult with the course instructor and the Academic Advisor who can help you consider alternatives to dropping one or more courses. *Note that dropping a course may affect OSAP eligibility and/or Entrance Scholarship eligibility.*

## 3. ABSENCES

**Short Absences:** If you miss a class due to a minor illness or other problems, check your course outline for information regarding attendance requirements and make sure you are not missing a test or assignment. Cover any readings and arrange to borrow notes from a classmate. Contact the course instructor if you have any questions.

**Extended Absences:** If you have an extended absence, you should contact the course instructor and an Academic Advisor. Your course instructor and Academic Advisor can discuss ways for you to catch up on missed work, and arrange academic accommodations if appropriate and warranted.

It is important to note that the Academic Dean may refuse permission to write the final examination in a course if the student has failed to maintain satisfactory academic standing throughout the year or for too frequent absence from the class or laboratory ([http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=5&SelectedCalendar=Live&ArchiveID=#SubHeading\\_68](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=5&SelectedCalendar=Live&ArchiveID=#SubHeading_68) ).

## 4. SCHOLASTIC OFFENCES

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence at: [http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_20](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_20).

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences. Note that such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. Students are advised to consult the section on Scholastic Discipline for Undergraduate Students in the Academic Calendar.

If you are in doubt about whether what you are doing is inappropriate or not, consult your instructor, the Academic Dean's Office, or the Registrar. A claim that "you didn't know it was wrong" is not accepted as an excuse.



The penalties for a student guilty of a scholastic offence (including plagiarism) include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

#### **Plagiarism:**

Students must write their essays and assignments in their own words. Whenever students take an idea or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence.

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>).

#### **Computer-marked Tests/exams:**

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating. Software currently in use to score computer-marked multiple-choice tests and exams performs a similarity review as part of standard exam analysis.

## **5. PROCEDURES FOR APPEALING ACADEMIC EVALUATIONS**

All appeals of a grade must be directed first to the course instructor. If the student is not satisfied with the decision of the course instructor, a written appeal is to be sent to the School Chair. If the response of the Chair is considered unsatisfactory to the student, they may then submit a written appeal to the Office of the Dean. If the student is not satisfied with the decision of the Dean, they may appeal to the Senate Review Board Academic (SRBA), if there are sufficient grounds for the appeal and if the matter falls within the jurisdiction of the SRBA. For information on academic appeals consult your Academic Advisor or see the Student Academic Appeals – Undergraduate in the Academic Calendar

[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_14](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_14).

Note that final course marks are not official until the Academic Dean has reviewed and signed the final grade report for the course. If course marks deviate from acceptable and appropriate standards, the Academic Dean may require grades to be adjusted to align them with accepted grading practices.

## **6. PREREQUISITES**

Unless you have either the prerequisites for a course or written special permission from the Dean to enroll in it, you will be removed from the course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisite(s).

## **7. SUPPORT**

### **Support Services**

The Brescia University College Registrar's website, with a link to Academic Advisors, is at <http://brescia.uwo.ca/academics/registrar-services/>. Students can access supports through Brescia's



Student Life Centre (<http://brescia.uwo.ca/life/student-life/>) and Learning Skills Services at Western (<https://www.uwo.ca/sdc/learning/>)

### **Mental Health and Wellness**

Students may experience a range of issues that can cause barriers to your learning, such as increased anxiety, feeling overwhelmed, feeling down or lost, difficulty concentrating and/or lack of motivation. Services are available to assist you with addressing these and other concerns you may be experiencing. You can obtain information about how to obtain help for yourself or others through **Mental Health & Wellness at Brescia** (<http://brescia.uwo.ca/life/mental-health-wellness/>) and **Health and Wellness at Western**, [http://uwo.ca/health/mental\\_wellbeing/index.html](http://uwo.ca/health/mental_wellbeing/index.html).

### **Sexual Violence**

All members of the Brescia University College community have a right to work and study in an environment that is free from any form of sexual violence. Brescia University College recognizes that the prevention of, and response to, Sexual Violence is of particular importance in the university environment. Sexual Violence is strictly prohibited and unacceptable and will not be tolerated. Brescia is committed to preventing Sexual Violence and creating a safe space for anyone in the Brescia community who has experienced Sexual Violence.

If you or someone you know has experienced any form of Sexual Violence, you may access resources at <http://brescia.uwo.ca/life/sexual-violence/>.

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Portions of this document were taken from the Academic Calendar, the Handbook of Academic and Scholarship Policy and the Academic Handbook of Senate Regulations. This document is a summary of relevant regulations and does not supersede the academic policies and regulations of the Senate of the University of Western Ontario.

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