The University of Oklahoma  
College of Continuing Education  
Advanced Programs – Course Syllabus

Course Title:  
Counseling Skills in Human Relations

Course Number:  
HR 5463-221

Course Description:  
This course emphasizes basic and specialized skills necessary to function effectively in a helping relationship. Concepts and skills will be learned through the readings and class discussions, lectures, demonstrations, case studies, written exercises, videos and in-class role playing in which students practice being a counselor and counselee. Emphasis will be placed upon understanding the nature of the helping process in a practical and applied way. Various levels of communication skills will be practiced and different approaches to problem-solving and thinking about the counseling process will be studied. The helping model which develops will be one which promotes positive helping relationships, strategic planning and action-oriented outcomes. Self-exploration and some level of self-disclosure are required inasmuch as effective counseling requires the ability to understand oneself and to articulate personal feelings.

Class Dates, Location and Hours:  
Dates: October 30-November 4, 2012  
Location: Ansbach, Germany. Education Center.  
Hours: Tue-Fri 6:00-9:30 p.m.; Sat-Sun 8:30 a.m.-4:30 p.m.  
Last day to enroll or drop without penalty: October 1, 2012

Site Director:  
Carla Miller. Assistant: Esther Otis. Phone DSN 467-3325, FAX DSN 467-2376, CIV 011-49-9802-83-3325. Email: apansbach@ou.edu

Professor Contact Information:  
Course Professor: Joan Phillips, PhD  
Telephone Number: (405) 364-2008  
Fax: (405) 364-4496  
E-mail Address: joanphillips@ou.edu  
Professor availability: The professor will be available via e-mail to students before and after the class sessions. On-site office hours are half an hour before and after each class session, by appointment.

Textbook(s) and Instructional Materials:  
Student materials are available at the Follett/AP Bookstore located in the Oklahoma Memorial Union, 900 Asp Ave., Norman, OK. Orders can be placed online at www.oklahomauion.bkstr.com or by telephone at 866-369-9713 (toll free in the U.S.) or 405-325-5960 (outside the U.S.). E-mail orders may be sent to oklahomauion@bksr.com. Representatives are available from 8 a.m. to 6 p.m. CST Monday through Thursday and 8 a.m. to 5 p.m. CST on Friday. Summer hours: 8 a.m. to 4 p.m. CST. Faxed orders may be placed 24 hours a day to 866-223-5607 (toll free in the U.S.) or 405-325-7140 (outside the U.S.).


Note: The Follett/AP Bookstore is the Advanced Programs contractual textbook provider. Should text changes become necessary after publication of the course syllabus, Advanced Programs will facilitate text returns/refunds only for texts purchased through the Follett/AP Bookstore.

Course Objectives:
The objectives of this course are for students to:

- learn basic and specialized skills in counseling within the human relations field;
- acquire an advanced understanding of counseling as an active helping process;
- practice various communication skills in order to gain a working familiarity with counseling techniques;
- develop a thorough understanding of how to set counseling objectives that are outcome oriented;
- examine the counseling process critically and strategically;
- increase self-knowledge related to being an effective human relations professional; and
- enhance the ability to self-monitor as a human relations counselor.

Assignments, Grading and Due Dates:

Paper #1: background and issues you bring to counseling

On the first day of class, a paper is due based on information in the Perry text Basic Counseling Techniques. Discuss questions 3,9,10 and 13 (pp.31-33) as well as question 9 from Chapter 2 (p.49). Provide both description and self-analysis of the issues presented in those questions. In addition, write up three issues you are willing to work on during in-class role plays, briefly identifying background, feelings, thoughts and behaviors linked to these issues. These issues are to be real and relevant. This paper should be 5-6 pages long, APA style. Only include personal information you feel comfortable discussing in your paper and/or in practice counseling sessions in class.

Paper #2: Yalom’s Love’s Executioner & Other Tales of Psychotherapy

A second paper is due a week after the class is finished and should be e-mailed to the instructor as an attachment in word format, to joanphillips@ou.edu

After reading Yalom’s book, and a minimum of two other sources relating to counseling, write an 8-10 page paper, APA style, consisting of the following parts:

Part one: Discuss the importance for counseling theory of what Yalom describes as the four existential givens (p. 5, Prologue). Explain how the “seeds of wisdom and redemption” are present in these existential realities.

Part two: Briefly discuss 5 of the 10 cases Yalom presents. Summarize the case; point out seminal ideas that Yalom develops and comment on their relevance; and identify ways that the case can help you be a better counselor.

Part three: Summarize some of your own ideas on the meaning and purpose of counseling and psychotherapy.

Active participation in class activities

You are expected to participate actively in the counseling skills training sessions and any in-class experiential learning activities. This entails practicing the particular skills of the exercise being studied at the given time and trying to do your best to master the skill. When doing role-plays, it is often tempting to get off track in general conversations, or to talk about the exercise rather than to practice the skill, or to fall back on previously learned skills. The key to active participation when doing role-plays and class exercises is to stay focused on the assignment in an energetic and
creative manner and to realize that avoidance of the skills training is usually a defense mechanism.

**Counseling demonstration**

You will be asked to role play a counseling intervention. You will be in the role of counselor and a fellow student will be given a scenario (or utilize their own) and serve as a “client” for your demonstration. As counselor, you will demonstrate various skills and strategies learned in class. Examples of skill sets that you may demonstrate include (but are not limited to) exploring feelings, confronting, taking a strength’s perspective, goal setting, developing an action plan, identifying core messages, examining irrational beliefs or building rapport and empathy. More details regarding the role play will be provided by the instructor during the class time.

Your role play should last about 5 minutes and will be conducted on the last day of class. At the end of your role play, you will be asked to describe what you were trying to accomplish and receive feedback on strengths and weakness from your “client”, the instructor and classmates. Every student will demonstrate skills as a therapist as well as participate by being the “client” for someone during this exercise. Full engagement in the process as well as willingness to critically examine the encounter will be the keys in assessing your participation in this demonstration.

**Writing Style and Scholarly Effort:**

All of your written work for this course should be carefully edited before submission. Your papers should be well organized, free of grammatical errors, thoughtful and give evidence of scholarly work. If you cite other writers, APA style should be used in the citations and reference list. The papers should have a cover sheet.

**Grading:**

This is a letter-graded course: A, B, C, D, or F. Grades will be determined as follows: A = 90 – 100; B = 80 – 89; C = 70 - 79

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Paper #1: background and issues you bring to counseling</td>
<td>25 points</td>
</tr>
<tr>
<td>Paper #2: case studies from Yalom’s Love’s Executioner</td>
<td>25 points</td>
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<tr>
<td>Active participation in class activities</td>
<td>25 points</td>
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<tr>
<td>Final counseling demonstration</td>
<td>25 points</td>
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NOTICE: Failure to meet assignment due dates could result in a grade of I (Incomplete) and may adversely impact Tuition Assistance and/or Financial Aid.
POLICIES AND NOTICES

Attendance/Grade Policy

Attendance and participation in interaction, individual assignments, group exercises, simulations, role playing, etc. are valuable aspects of any course because much of the learning comes from discussions in class with other students. It is expected that you attend all classes and be on time except for excused emergencies.

Excused absences are given for professor mandated activities or legally required activities such as emergencies or military assignments. Unavoidable personal emergencies, including (but not limited to) serious illness; delays in getting to class because of accidents, etc.; deaths and funerals, and hazardous road conditions will be excused.

If you are obtaining financial assistance (TA, STAP, FA, VA, Scholarship, etc.) to pay all or part of your tuition cost, you must follow your funding agency/institution’s policy regarding “I” (Incomplete) grades unless the timeline is longer than what the University policy allows then you must adhere to the University policy.

Students who receive Financial Aid must resolve/complete any “I” (Incomplete) grades by the end of the term or he/she may be placed on “financial aid probation.” If the “I” grade is not resolved/completed by the end of the following term, the student’s Financial Aid may be suspended make the student ineligible for further Financial Aid.

Students are responsible for meeting the guidelines of Tuition Assistance and Veterans Assistance. See the education counselor at your local education center for a complete description of your TA or VA requirements.

Academic Honesty

Honesty is a fundamental precept in all academic activities and ... [you] have a special obligation to observe the highest standards of honesty. Academic misconduct in any form is inimical to the purposes and functions of the University and is therefore unacceptable and is rigorously proscribed. Academic misconduct includes:

- cheating (using unauthorized materials, information, or study aids in any academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student’s academic performance or achievement; assisting others in any such act; or attempting to engage in such acts.

All acts of academic misconduct will be reported and adjudicated as prescribed by the student code of the University of Oklahoma. All students should review the “Student’s Guide to Academic Integrity” found at http://www.ou.edu/provost/integrity

Accommodation Statement

The College of Continuing Education [Advanced Programs] is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your OU Site Director.

Course Policies

Advanced Programs policy is to order books in paperback if available. Courses, dates, and professors are subject to change. Please check with your OU Site Director. Students should retain a copy of any assignments that are mailed to the professor for the course. Advanced Programs does not provide duplicating services or office supplies.

Copyright

Any and all course materials, syllabus, lessons, lectures, etc. are the property of professor teaching the course and the Board of Regents of the University of Oklahoma and are protected under applicable copyright.

For more information about Advanced Programs, visit our website at: http://www.goou.ou.edu/
INSTRUCTOR VITA

Joan Phillips, Ph.D.
LMFT, LPC, ATR-BC

Current Positions
Professor Phillips has been in private practice and agency work doing art therapy, counseling and marriage and family therapy for over 30 years. She is a frequent lecturer in the field of art therapy locally, regionally, and internationally. She has contributed chapters to several books and focuses her work on ethics and professional issues; child and family therapy; and abuse and trauma.

Frequently Taught Advanced Programs Courses
- HR 5100 Applications of Art Therapy
- HR 5110 Professional & Ethical Issues in Art Therapy

Major Areas of Teaching and Research Interest
- Basic Counseling,
- Non-verbal behavior
- Diagnosis and Assessment in art therapy
- Developmental art therapy