

- Lesson 7: Reflection of Feeling
- Lesson 8: The Five-stage Interview Structure and Review
- Lesson 9: Confrontation
- Lesson 10: Focusing
- Lesson 11: Reflection of Meaning
- Lesson 12: Influencing Skills and Strategies
- Lesson 13: Skill Integration, Personal Style, and Review

COURSE ACTIVITIES:

Lesson Plans

The entire course is divided into “Lessons” that cover specific topics and learning objectives in the class. The Lessons are listed in the Course Outline above. Each Lesson introduces you to specific subject matter and asks you to engage in a number of activities. These may include reading, exploring the web, researching, participating in online discussions, quizzes (multiple choice, short answer, and essay questions), and assignments (written work submitted as an attached document in a “drop box”)

Each Lesson consists of:

- A Lesson Plan that outlines the content and provides detailed instructions as to any assignments
- Direct links to any Discussions, Assignments, or Quizzes that go along with that Lesson.

All the Lessons are located in the “Lessons” folder. Click on the Lessons link in the course Menu.

Online Discussions

Online discussions form the backbone of an online class. It is very important for you to participate actively and fully in these discussions. These discussions will be graded and will be available for a specified amount of time (Monday morning until Sunday night on a given week in the course). You are required to participate in these discussions following the instructions that will be provided to you in the online Lessons.

Grading of the online discussions will be done in accordance to this grading rubric:

Criteria	Levels of Achievement		
	Non Performance	Needs Improvement	Meets Expectations
Main Post	0 Points No participation or main post does not address the prompt in the instructions	20 Points Main post is present but does not go into sufficient depth, is missing particular components, or simply repeats what others have already posted...when applicable, facts are not substantiated with a reference.	40 Points Main post adds substance to the discussion and meets all the requirements of the prompt in the instructions...when applicable, facts are substantiated with a reference.
Reply Post	0 Points No participation or response posts are surface and do not contribute to the discussion	20 Points Does not meet the total requirement for the number of response postings	40 Points Reply posts exist in the expected number and quality
Mechanics	0 Points No participation or post is written with unacceptable spelling, grammar, and/or syntax errors	10 Points Errors in mechanics are minor, but are somewhat distracting from the message	20 Points No substantial errors in spelling, grammar, and/or syntax

You are, of course, encouraged to post many times through the week. You are also encouraged to post EARLY

in the week so that you can benefit from others' responses to your post and so that others may benefit from your responses).

Please review the online document titled "Course Expectations and Policies"

Lesson Quizzes

These quizzes will consist of questions related to activities I assign in the class, the content of the discussions, or information you gather from research or from your interview (see below).

Within each Lesson outlined you will be provided with a lists of ALL the questions in the specific quiz. You should prepare your answers ahead of time and then enter these answers into the appropriate online quiz.

Quizzes must be completed by the end of the week in which they are assigned. You may be able to work ahead on some of these quizzes as well.

Extensions on the due dates for Assessments may be allowed with sufficient reason; however, I reserve the judgment to not grant an extension. If you anticipate needing extra time it is best to get in touch with me PRIOR to the due date.

Special Assignments

The following assignments are those that have been incorporated into this class to not only teach you course content, but to also enable you to demonstrate learning associated with the KVCC General Education Outcomes. (See the section on General Education Outcomes at the beginning of this syllabus)

- Ethical Reasoning Assignment
- Inquiry and Analysis Assignment

It is critical that you review the information I have provided for each of these assignments in the course website. While the assignments are not particularly complicated, they are certainly complex, requiring planning and time management to complete them by their due dates.

The Clinic

In order to best learn the art of interviewing and counseling it is important that you practice these skills with others who can provide you with feedback on how well you are performing the skills.

In the online portion of this class I have created a section called "The Clinic". In this section of the course you will be utilizing video-conferencing technology to engage a fellow student in practice sessions. Each of you will be responsible for submitting 5 videos of you engaged as the "Counselor". You may be the "Client" as many times as you wish.

Details on this part of the class will be made available on Blackboard in the "The Clinic" section of the class.

Final Counseling Session and Treatment Plan

At the end of the semester each of you will have to arrange to meet with me and conduct one last session. In these sessions I will role-play the client and you will role-play the counselor.

The role-play will be a typical case management situation in which I will present a particular client problem and you will have to conduct the interview and establish a written treatment plan. The quality of your counseling

session and the quality of the written treatment plan will be used to determine your grade on this final assessment.

This session will ALSO take place in “The Clinic”

Additional information related to the Final Counseling Sessions and Treatment Plan can be found on the Blackboard website for the course.

Chapter Quizzes

In the course you will find links to multiple choice quizzes associated with the reading in the course. These are to assure that you are reading the background material that goes along with course lessons.

GRADING:

Grading for the course will be accomplished in the following manner (students must have grades in ALL aspects of the class in order to pass the class):

1. Online Discussions	20 %
2. Lesson Quizzes	20 %
3. Special Assignments	10 %
4. Clinic Sessions	20 %
5. Final Counseling Session/Treatment Plan	20 %
6. Chapter Quizzes	10 %

GRADING SCALE:

Letter Grades---Based on a final grade scale of 0-100, the following letter grades will be assigned:

95-100	A
90-94	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
Below 73	F

Please note that I will not be giving grades below a C. The rationale to this is that students who do not master more than 72% of the material in this class are not prepared to meet the expectations of future classes or programs that require this course. It simply means that you have not learned enough material to really say that you have “passed” the class.

Students who make arrangements for submitting work after the course is completed will be given a letter grade reflecting the work they HAVE done. I will not be submitting grades of “I” or “Incomplete”. When the student has completed the work that is missing I will then change the final grade accordingly. Considering the structure of this class I anticipate that I will be rarely making these sorts of accommodations and they will only be made under extreme circumstance.

ATTENDANCE POLICY:

Please review the online document titled “Course Expectations and Policies”

COURSE REQUIREMENTS:

In addition to the regular course outcomes, this course engages students to demonstrate their competence in a number of areas related to General Education Learning Outcomes. Specific assignments in the class are designed to not only teach about the course topics, but to demonstrate this general learning.

The following is an outline of these outcomes and their corresponding assignments:

- Students will demonstrate proficiency in ethical reasoning
 - *Ethical Dilemma Quiz*
- Students will demonstrate proficiency in inquiry and analysis
 - *Efficacy of Counseling Theory in Mental Health Presentation*

OTHER INFORMATION:

Please review the online document titled “Course Expectations and Policies”

STUDENTS WITH DISABILITIES (2011)

In accordance with state and federal law, this College is committed to assisting qualified students with disabilities achieve their educational goals.

If you are in need of an accommodation in this course:

- Students must contact the Dean of Students, Enrollment Services Center, Frye Building, 453-5019, knormandin@kvcc.me.edu
- Students must provide current, appropriate documentation of their disability.
- Students must make a timely request for accommodation to the Dean of Students.
- Accommodations will not be provided until the faculty member receives a request form for accommodations. This form is created with the Dean of Students and is supported by the documentation of said disability.
- Requests for accommodation must be renewed each semester for each course.

This document is available in enlarged print and on audio tape. Please contact the Dean of Students at 453-5019 or knormandin@kvcc.me.edu

NOTICE OF NON-DISCRIMINATION (2013):

Kennebec Valley Community College does not discriminate on the basis of disability in the admission to, access to, or operation of its programs, services or activities. Students requesting classroom accommodation should be forwarded to Director of the Marden Center, 130 King Hall, phone: 453-5084 or Dean of Students, Enrollment Service Center, Frye Building, 453-5019.

Complaints about College decisions related to disability accommodations or discrimination must be forwarded to Affirmative Action Officer and ADA Compliance Officer, KVCC Annex Building, 50 Eskelund Drive, Fairfield, ME 04937, phone: 453-5000.