



**KENNEBEC VALLEY COMMUNITY COLLEGE
FAIRFIELD & HINCKLEY, MAINE**

Approval Date: 5/19/15

Rotation: Fall

Year: 2017

COURSE NUMBER: MHT110
COURSE TITLE: Interviewing and Counseling
CREDIT HOURS: 3
CLOCK HOURS: 45

PREREQUISITES: None
CO-REQUISITES: None

INSTRUCTOR: Mark Kavanaugh
VOICE MAIL: xxx
E-MAIL ADDRESS: xxx
OFFICE: xxx
OFFICE HOURS: xxx

TEXTS:

Kavanaugh, M.H. & St. Pierre, W. (2017). Interviewing and Counseling (1st Ed). MHK Creations, Skowhegan, ME.

(see course materials in Blackboard for download instructions)

OTHER MATERIALS:

N/A

COURSE DESCRIPTION:

This is an introductory class focusing on the skills that are fundamental to professional interviewing and to different psychological approaches to counseling. Ethical issues and professional growth will be discussed. Students will read the required textbook and participate in small-group exercises designed to help develop and enhance counseling skills.

COURSE OBJECTIVES:

Upon successful completion of this course, the student should be able to:

1. Describe the methodology of counseling and therapy.
2. Discuss special counseling contexts, with a focus on individuals and issues of diversity.
3. Demonstrate role-playing the part of a counselor.
4. Discuss professional ethical issues, especially the boundaries of the client-therapist relationship.
5. Discuss issues of professional growth and development, including networking, supervision, and burnout.
6. Demonstrate proficiency in ethical reasoning**.
7. Demonstrate proficiency in inquiry and analysis**.

8. Demonstrate proficiency in interpersonal communication (ELO)*.

** Essential Learning Outcomes demonstrate skills and knowledge related to general education learning outcomes as defined by the college. Specific rubrics within the course are used to assess these outcomes.*

COURSE CONTENT:

Course material can be found in either the custom CourseBook or in Blackboard. See below.

Initial Blackboard Content

Lesson 1: Introduction to the Course

Lesson 2: Understanding the Signature Assignments

CourseBook Content

Chapter 1: Interviewing and Counseling

Chapter 2: Ethics and Multicultural Competence

Chapter 3: Motivational Interviewing and Treatment Planning

Chapter 4: MI: Engaging

Chapter 5: MI: Focusing

Chapter 6: MI: Evoking

Chapter 7: MI: Planning

Chapter 8: Motivational Interviewing in Groups

Chapter 9: Emotions and Motivation

Chapter 10: Confrontation

Chapter 11: Termination

Chapter 12: Self-Care

CourseBook Signature Assignments

Ethical Reasoning

Inquiry and Analysis

CourseBook Lab Manual

Lab 1 – Informed Consent and OARS

Lab 2 – Focusing and Evoking

Lab 3 – Motivational Interviewing and Treatment Planning

Lab 4 – Motivational Interviewing – Follow up and Termination

Lab 5 – Final Session

Collectively these Labs meet the assessment criteria for the Interpersonal Communications learning outcome.

COURSE ACTIVITIES:

Lesson Plans and CourseBook Chapters

The entire course is divided into “Lessons” and “Chapters” that cover specific topics and learning objectives in the class. These are listed in the Course Outline above. Each Lesson/Chapter 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/Chapter consists of:

- Outline of the content and provides detailed instructions as to any assignments
- Direct links to any Discussions or Assignments that go along with that Lesson.

The Lessons are found in Blackboard, the Chapters refer to parts of the CourseBook.

Attendance (Face-to-Face Classes)

Attendance is graded very simply in this class, either you are there (score = 100) or you are not (score = 0). I will be taking attendance each session we meet and I will simply average all these scores together to formulate this part of your grade.

Attendance in this class is critical as we will be going over Lesson material pertinent to you completing the Lesson Quizzes...we will also be doing in-class activities to help facilitate your learning of the material.

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

Graded Online Discussions (Online/Hybrid Classes)

If you are taking your class in Online or Hybrid format you will be expected to participate in graded Online Discussions.

Each discussion will be posted in Bb with a prompt composed by your Instructor. You are required to post your own reply to that prompt and to reply to at least two of your peers' posts for full credit on the discussion. Specific expectations for these discussions will be included in the course.

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).

Chapter Assignments

For many of the Chapters you will encounter specific written assignments. These assignments will need to be completed using your word processor (MS Word) and uploaded to a specified drop box in the iTunes U Companion course for this class.

Using the iTunes U drop box allows a much more seamless integration of the iPad for assignment submission.

Be sure that you practice good writing standards on all assignments. Watch for grammar, spelling, punctuation, and APA format when it is appropriate.

Extensions on the due dates for Assignments 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.

- 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 in a folder called Special Assignments. While the assignments are not particularly complicated, they are certainly complex, requiring planning and time management to complete them by their due dates.

Labs

To best learn the art of interviewing and counseling it is important that you practice these skills with a skilled individual who can provide you with feedback on how well you are performing the skills you need to acquire in this class. More information and details on this aspect of the course are covered in the online course materials.

You will be recording several videos for these Labs and Sessions. In addition, you will also be writing Treatment Plans and other assignments. Links to your videos (you will post them online) and your written assignments for each of the Labs will be submitted to a specified drop box in iTunes U.

GRADING:

Attendance/Online Graded Discussions	25%
Chapter Assignments	20%
Signature Assignments.....	15%
Labs 1-4	25%
Lab 5 – Final Session.....	15%

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.

ATTENDANCE POLICY:

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

COURSE REQUIREMENTS:

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

INSTRUCTOR POLICIES:

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

STUDENTS WITH DISABILITIES (2016/2017)

Kennebec Valley Community College welcomes students with disabilities, and in accordance with state and federal laws, KVCC is committed to assisting students with disabilities to achieve their educational goals.

In order to receive reasonable accommodations for this course:

- Students must contact the Director of Learning Commons at 453.5084 or cjohnson2@kvcc.me.edu
- Students must provide current, appropriate documentation of their disability
- Students must make a timely request for accommodation to the Director of Learning Commons
- Accommodations will not be provided until the faculty member receives a letter requesting accommodations. This letter is created with the director of learning commons and is supported by the documentation of stated disability
- Requests for accommodation(s) must be renewed each semester for each course

To begin this process, please contact Christy Johnson, Director of Learning Commons at cjohnson2@kvcc.me.edu or 207.453.5084

NOTICE OF NON-DISCRIMINATION (2017):

Kennebec Valley Community College is an equal opportunity/affirmative action institution and employer. KVCC 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 the Director of the Learning Commons, Lunder Library, phone: 453-5084

Complaints about College decisions related to disability accommodations or discrimination must be forwarded to the Dean of Student Affairs, Enrollment Services Center, 92 Western Avenue, Fairfield, ME 04937, phone: 453-5822.