



PSY 3313, D10
Introduction to Counseling Psychology
Fall 2019; August 26 – October 18

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Phone Conference: by Scheduled Appointment

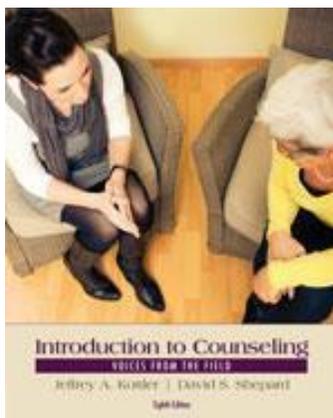
Online Availability: M-F 3:00-5:00 pm; other times by appointment.

I check my email several times a day. You are welcome to contact me via email any time. All course announcements will be posted in Blackboard and sent by email.

Course Information: This class will be conducted entirely online through Blackboard. Please review the following course folders: **Announcements, Syllabus & Due Dates, My Professor, Chapter Outlines, Study Guide for Exams, Videos, Task Preview, Examinations, Discussions, Writing Assignment, Help with Blackboard, MyGrades, and other Resources.**

Location: The Blackboard website for this class is located at: <http://blackboard.angelo.edu>.

Required Textbook:



Introduction to counseling: Voices from the field (8th edition)

by Jeffrey A. Kottler & David S. Shepard

ISBN-10: 1-285-08476-4

ISBN-13: 978-1-285-08476-3

Belmont, CA: Wadsworth, Cengage Learning

Course Overview: This online course provides an introduction to the history and profession of counseling and a survey of the major counseling theories. At the undergraduate level, no hands-on experience in using counseling theories or techniques will be provided due to ethical restraints; however, students will be required to view short videos of counseling in action.

Goals and Objectives: Specific objectives of the course are

- (1) gaining knowledge about terminology, classifications, and trends;
- (2) learning fundamental principles, generalizations, and theories; and
- (3) learning to apply course material (to improve thinking problem solving, and decisions).

Student Learning Outcomes: Upon successful completion of Introduction to Counseling at the Angelo State University, students will be able to

- (1) have a basic knowledge about the development of counseling as a profession,
- (2) have a basic understanding of the professional issues and characteristics of an effective counselor,
- (3) have a basic knowledge about the major theories of counseling and concepts,
- (4) have a basic understanding about the use of selected techniques based on the counseling theories,
- (5) become familiar with the therapy in action by watching assigned videos, and
- (6) enumerate ethical and legal considerations involved in counseling.

Method of Assessing Learning Outcomes: Learning outcomes will be assessed via exams, writing assignment, and discussion participation.



*Hey, are you looking for
Blackberry? Keep looking because
I am not Blackberry. Good Luck!*

Competencies Needed: It is most important that you know the terms of the syllabus of this course and have a good working knowledge of the Blackboard. Therefore, a “Know-the-Course Test” is required of everyone that will cover the syllabus, Blackboard map, and important requirements of this course. You will lose 20 points toward your grade if you miss this test. The online course format requires access to a fully functional PC and a lot of self-discipline for the timely completion of exams, discussions, and writing assignments.

Tentative Topic Schedule

Week	Date	Topic
1	Semester long Discussion 8/26-30	Semester Long Discussion: Student Lounge {Objective: student-student interaction and networking; discussion of topics prior to exams.}
		Discussion: Getting-to-Know-You (from 8:00 am on 8/26, Mon to 5:00 pm on 9/1, Sun) {Objective: Student-teacher and student-student interaction, networking, and getting acquainted with the teacher and classmates.} Know-the-Course Test on the syllabus, contents of the Blackboard buttons, & finding Blackberry, Dr. Singg’s cat lost in the course (from 8:00 am on 8/26, Mon to 5:00 pm 9/1, Sun). {Objective: Students will become familiar with the game plan of the course and contents of different folders of Blackboard.}
2	9/2-6	Read Ch. 1 - What Counseling is and How it Works {Objective: Students will learn to identify different motives for choosing counseling as a profession and learn about the characteristics of counselors that make them effective.} Read Ch. 2 - Foundations of Counseling {Objective: Students will learn about the historical foundations of counseling and distinctions between counselors and other allied mental health professionals.}
3	9/9-13	Exam 1 - Chs. 1 & 2 (from 8:00 am 9/7-Sat to 5:00 pm 9/13-Fri) ***Watch Videos***

		<p>Read Ch. 5 - Insight-Oriented Approaches {Objective: Students will become familiar with concepts and techniques of Adlerian therapy, psychoanalysis, person-centered therapy, gestalt therapy, and existential therapy.}</p> <p>***Watch Videos***</p>
4	9/16-20	<p>Exam 2 - Ch. 5 (from 8:00 am 9/14-Sat to 5:00 pm 9/20-Fri)</p> <p>Read Ch. 6 - Action-Oriented Approaches {Objective: Students will become familiar with concepts and techniques of action-oriented therapies such as behavioral counseling, cognitive behavioral therapy, rational emotive behavior therapy, solution-focused therapy, multimodal counseling, reality therapy and new issues in counseling.}</p>
5	9/23-27	<p>Exam 3 - Ch. 6 (from 8:00 pm 9/21-Sat to 5:00 pm 9/27-Fri)</p> <p>Read Ch. 4 - The Therapeutic Relationship for Major Discussion {Objective: Students will learn about the therapeutic relationships.}</p> <p>Writing Assignment is due from 8:00 am on 9/21-Sat to 5:00 pm 9/27-Fri.</p>
6	9/30-10/4	<p>Major Discussion - (from 8:00 am 9/28-Sat to 5:00 pm 10/4-Fri)</p>
7	10/7-11	<p>Read Ch. 9 - Group Counseling {Objective: Students will learn about different types of groups, advantages and disadvantages of group counseling, stages of group process, and specialized skills of group work.}</p> <p>Read Ch. 14 - Ethical and Legal Issues for Bonus Discussion {Objective: Students will learn about professional codes, areas of ethical difficulty, and making ethical decisions.}</p> <p>Ch. 14 - Bonus Discussion (from 8:00 am 10/5-Sat to 5:00 pm 10/11-Fri)</p>
8	10/14-18	<p>Exam 4 - Ch. 9 (from 8:00 am 10/12-Sat to 5:00 pm 10/17-Thu)</p>

Course Requirements

1. In order to successfully complete this course, you must visit the Blackboard course site on a regular basis and participate in all discussions and assignments. All course work has specific due dates specified in the syllabus and due dates document.
2. You are expected to check the BLACKBOARD and ASU email on a regular basis, preferably daily. Please complete reading assignments each week and meet all deadlines for submission of coursework. **Late work is not accepted in this course.**
3. There will be nine exams (**Know-the-Course Test and eight Text Exams**). Each text exam has 20 multiple-choice questions and is worth 20 points and the Know-the-Course test has 15 questions with one question on finding Blackberry, which is worth 6 points. Time limit for each exam is 1 hour. All exams (except the Final Text Exam-days) will be available in the Examinations folder of Blackboard for seven days including a Saturday and a Sunday.

 **There will be NO MAKE-UP EXAMS under any circumstances.** For emergencies such as hospitalization or accident, a special provision for completing the course will be made with documentation from the doctor recommending that student is unable to complete the course due to his/her condition.

Because all assignments are available for weekends and weekdays with an ample amount of time even for those who work full-time, there are no make-up provisions. The missed discussions cannot be made-up because they involve other students. However, you can participate in the Bonus Discussion to make-up for one missed major discussion.

 **Therefore, PLEASE DO NOT request to make-up any missed assignment unless you have a *bona fide* emergency. A doctor's note will be required stating that you were not in any condition to complete the assignment in allowed time. If you still make such a request, I will refer you to this statement that you are agreeing to accept by staying in this course.**

4. **Total points in the course = 140**
Five Exams = 100 points
One Writing Assignment = 20 points
One Major Discussion = 20 points.
5. **Bonus Discussion points = 16**
If you miss an assignment, these bonus points can be substituted.



6. **Know-the-Course Test** (on Syllabus, Blackboard, and finding Blackberry) = 20 points
This is a REQUIRED test contributing to your total score. The purpose is to orient you to this course and its requirements. **Missing this test will negatively affect your grade.**

7. **Instructions for taking exams through Respondus™ Monitor**

Access to exams will be through Respondus™ Lockdown Browser [see the handout for downloading under ROSPONDUS button on the Blackboard] and will be video recorded via Respondus™ Monitor [see **Other Required Materials** below for a list of needed equipment]. Use of another electronic device is prohibited.

There are two practice tests: a Webcam test and a short 10 question practice test over ASU trivia that are not graded. These tools will be available to you to assure accessibility. You are highly encouraged to go through these practice tests in advance of taking a graded exam. This process will allow you to become familiar with the technology associated with testing and improve the testing environment. **These tests, instructional videos, and more information regarding Respondus Monitor can be found under the Respondus Monitor Help tab in your Blackboard course.**

OTHER REQUIRED MATERIALS

- Computer with MAC or Windows Operating System
- High Speed Internet Access
- Ethernet adapter cable highly recommended (wireless connections can drop during test and Collaborate sessions)
- Webcam

Refer to **Angelo State University's Distance Education** website for further technology requirements: http://www.angelo.edu/distance_education

HELPFUL LINKS

Respondus Monitor is a companion tool to Respondus LockDown Browser. Monitor is a tool to proctor the online exam. Below are the two links for more information regarding Respondus LockDown Browser and Monitor:

<http://www.respondus.com/products/lockdown-browser/>
<http://www.respondus.com/products/monitor/index.shtml>

Stable Test Taking Experience: In order to have a stable test taking experience with the Lock Down browser, you should clear the temporary internet files and cookies before taking the test. You should also take the test on a **computer that is hard wired** to the network and not using a wireless network. Using computers on campus is an alternative if you continue experiencing issues with personal computers with the Respondus browser.



 **The exams are not set up to be taken on an iPad or a cell phone.**

Set aside the correct amount of time to complete an exam and save your answers as you progress through the exam. This will help preserve the answers should you lose Internet connection. If you do not save your answers, the answers will NOT be available.

 If you still have technical problems, please contact the **e-Learning Center at 486-6263 before 5:00 pm (M-F); DO NOT contact me for the technical problems.**

8. **One Writing Assignment = 20 points**
One writing assignment needs to be completed by the specified dates in the Tentative Topic Schedule. **Click on the Task Preview button for instructions.**
9. **One Major Discussion = 20 points**
Click on the Task Preview and Discussions buttons on the Blackboard for the instructions. If you miss a discussion, it cannot be made up.
10. **Introductory Discussion for Everyone:** You are **REQUIRED** to participate in the **Getting- to-Know-You** discussion, which is designed for class introduction. To access this and other discussions, **click on the Discussions button on the Blackboard.**
11. **Student Lounge** in the Discussions folder provides a forum for an ongoing discussion to interact with other students and discuss topics and questions prior to exams.
12. **Study Guide:** Please use the Study Guide to prepare for the text exams. The test cues are provided for each exam in the Study Guide.
13. **Ten Important Points:** Please read these points carefully. They are listed in the Announcements folder on the Blackboard.

Grade Determination

126-140 raw scores (90% - 100%) = A

98-111.99 raw scores (70% and <80%) = C

83.99 or less raw scores (<60%) = F

112-125.99 raw scores (80% and <90%) = B

84-97.99 raw scores (60% and <70%) = D



Special Notes

1. **Your Professor's Philosophy:** Teaching is not just a job for me; it is a calling, an “educational ministry.” I am here to guide you, help you, and inspire you to do your best to earn a grade you desire in this course. However, you have the personal responsibility to apply yourself and be an active learner, especially in an online course. For more information about Dr. Singg, please see “My Professor” folder on the Blackboard.
2. **Academic Honesty:** Academic honesty is expected on all work. Students are expected to maintain complete honesty and integrity in their online experiences. Any student found guilty of any form of dishonesty in academic work is subject to disciplinary action and possible expulsion from ASU.

The Department of Psychology and Sociology adheres to the academic honesty statement as set forth in the Angelo State University Student Handbook. University "faculty expects all students to engage in all academic pursuits in a manner that is above reproach and to maintain complete honesty and integrity in the academic experience both in and out of the classroom setting and may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials."

Plagiarism at ASU is a serious topic. The Angelo State University's Honor Code gives specific details on plagiarism and what it encompasses. Plagiarism is the action or practice of taking someone else's work, idea, etc., and passing it off as one's own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word for word without quotation marks and the source of the quotation. We use the APA Style Manual of the American Psychological Association as a guide for all writing assignments. Quotes should be used sparingly. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list. Papers are subject to be evaluated for originality via Bb Turnitin. For more information, see ASU Writing Center. http://www.angelo.edu/dept/writing_center/academic_honesty.php.

Students with Disabilities: “Angelo State University is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and subsequent legislation.”



The Office of Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student's responsibility to initiate such a request by contacting the Office of Student Affairs, University Center, Room 112 at (325) 942-2047 or (325) 942-2211 (TDD/FAX) or by e-mail at studentservices@angelo.edu to begin the process. The Office of Student Affairs will establish the particular documentation requirements necessary for the various types of disabilities. Reasonable accommodations will be made for students determined to be disabled or who have documented disabilities.

3. **Absence for Observance of Religious Holy Days:** A student who intends to observe a religious holy day should make that intention known in writing to Dr. Singg prior to the absence. This should not be a problem in this online class because we don't take attendance and all assignments have a week (including a Saturday and a Sunday) to complete.
4. **Syllabus Changes:** I reserve the right to make changes as necessary to this syllabus throughout the semester. If changes become necessary during this course, I will notify students of such changes by email or via announcement on the Blackboard.
5. **Email Policy:** If you need to communicate with me via e-mail, please do so from your [angelo.edu](mailto:studentservices@angelo.edu) email account. As per ASU policy, I will not respond to emails from your personal email address. Please use good e-mail manners and include the following information in your message.
 - A clear subject line, including the course number (Psy 3313) and section number.
 - A clear message (check grammar and spellings) with one issue at a time.
 - A proper salutation including my name (Dr. Singg) and signing off with your full name.
6. **IDEA Evaluation:** Students are provided the opportunity and are strongly encouraged to participate in course evaluation at the end of the semester. Areas of evaluation include:
 - Gaining a basic understanding of the subject (e.g., factual knowledge, methods, principles, generalizations, theories).
 - Developing knowledge and understanding of diverse perspectives, global awareness, or other cultures.
 - Learning to *apply* course material (to improve thinking, problem solving, and decisions).
7. **Task Preview:** Please see this folder on the Blackboard for assignments and instructions.



8. **Student Responsibility:** It is your responsibility to read/understand the course syllabus and ALL announcements posted on the Blackboard and meet the deadlines for all assignments. This will be the key to doing well in the course. Ignorance about details given in the syllabus and various announcements on the Blackboard cannot be accepted as excuse in any manner.
9. **Title IX at Angelo State University:** Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. Sex discrimination, sexual misconduct, public indecency, interpersonal violence, sexual assault, sexual exploitation, sexual harassment, and stalking are not tolerated at ASU. As a faculty member, I am a Responsible Employee meaning that I will report any allegations I am notified of to the Office of Title IX Compliance in order to connect students with resources and options in addressing the allegations reported. You are encouraged to report any incidents to ASU's Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator. You may do so by contacting:

Michelle Boone, J.D.
Director of Title IX Compliance/Title IX Coordinator
Mayer Administration Building, Room 200
Phone: 325-942-2022; Email: michelle.boone@angelo.edu

You may also file a report online 24/7 at www.angelo.edu/incident-form.

If you are wishing to speak to someone about an incident in confidence you may contact the University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345.

The Office of Title IX Compliance also provides accommodations related to pregnancy (such as communicating with your professors regarding medically necessary absences, modifications required because of pregnancy, etc.). If you are pregnant and need assistance or accommodations, please contact the Office of Title IX Compliance utilizing the information above. For more information about Title IX in general you may visit www.angelo.edu/title-ix.

"People don't care how much you know until they know how much you care"
Theodore Roosevelt

