

**SOWK 110A – Introduction to Human Services and Basic Counselling**

*3 credits, 3 hours*

This course will introduce the student to the broad range of opportunities available in the Human Services field. Additionally, the course will introduce the student to basic professional counselling skills, preparing them to enter into a professional helping role.

**Instructor**

Instructor Name: Alexis Laird  
Office location: CC205K  
Phone number: 780.790.4976  
[alexis.laird@keyano.ca](mailto:alexis.laird@keyano.ca)

**Office Hours**

Monday: 1:00 – 2:00 PM  
Tuesday: 10:00 – 11:00 AM  
Wednesday: 9:00 – 10:00 AM  
Thursday: 5:00 – 6:00 PM  
Friday: 2:00 – 3:00

**Hours of Instruction**

Wednesday: 1:00 – 3:50 PM  
Room: S205

**Required Resources**

**Textbook title**, Corey, M. & Corey, G. (2016). *Becoming a helper (7<sup>th</sup> Edition)*. Pacific Grove, CA: Brooks/Cole.

### Course Outcomes

This course will introduce students to basic counseling skills and the role of the helping profession in the context of social work practice.

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

- Understand how their values and beliefs impact their practice
- Describe characteristics of effective helpers
- Identify fundamental techniques used in the helping interview
- Identify and understand commonly used mainstream counselling theories
- Identify traditional and contemporary ways of helping and healing
- Demonstrate awareness and understanding of acculturation differences
- Identify differences in communication style
- Demonstrate basic counselling skills and interviewing skills: appropriate use of open and closed questions, paraphrasing, reframing, reflection, summarizing, clarification, confrontation, use of empathy and immediacy.
- Describe the elements of a holistic helping orientation.

This course will touch on topics that may be of a sensitive nature to some participants and may trigger some traumatic memories. Time has been set aside at the end of each day for students to debrief as a class. Debriefing will take the form of discussing the topics objectively and non-judgmentally, in an environment of learning and change. However, it is recommended that a student who continues to experience discomfort in the course, discuss his/her feelings with the instructor to address any residual issues which may otherwise impact his/her ability to complete his/her course or program.

### Evaluation

Written assignment due October 3	20%
In class midterm exam October 10	25%
Interview assignment due November 28	30%
Final Exam during Exam Period	25%
<b>TOTAL</b>	<b>100%</b>

#### 1) **Written Assignments: Who Am I as a Helper?**

Reflective writing assignments are an opportunity for students to access, analyze, and review his/her learning and personal growth as he/she enters the field of Human Services. The text has questions for that purpose at the end of each chapter. The questions grow out of the major points developed in the chapter. Once you have read the chapter, commit yourself to completing the below listed questions. Use "I" statements to express your thoughts, feelings, and what knowledge you have gained through your life and within the course. Your writing should be free-flowing: write whatever comes to mind rather than censoring your thoughts and the flow of your writing.

**Student will receive written instructions in class. Due October 3, 2018 20%**

#### 2) **In Class Midterm Exam: Chapters 1-5** plus any material covered in class. The exam will consist of multiple choice, short answers, long answers and true or false questions. **October 10, 2018 25%**

- 3) **Final exam: Chapters 6-10 and Chapters 12 and 13** plus any material covered in class. The exam will consist of multiple choice, short answers, long answers and true or false questions **During Final Exam Period December 10-18, 2018 25%**

- 4) **Interview assignment**  
Student will receive written instructions in class. **Due November 28, 2018 30%**

*A grade of C- is required for progression or transfer.*

### Grading System

Descriptor	Alpha Grade	4.0 Scale	Percent	Rubric for Letter Grades
Excellent	A+	4.0	> 92.9	Work shows in-depth and critical analysis, well developed ideas, creativity, excellent writing, clarity and proper format.
	A	4.0	85 – 92.9	
	A-	3.7	80 – 84.9	
Good	B+	3.3	77 – 79.9	Work is generally of high quality, well developed, well written, has clarity, and uses proper format.
	B	3.0	74 – 76.9	
	B-	2.7	70 – 73.9	
Satisfactory <b>Progression</b>	C+	2.3	67 – 69.9	Work has some developed ideas but needs more attention to clarity, style and formatting.
	C	2.0	64 – 66.9	
	C-	1.7	60 – 63.9	
Poor	D+	1.3	55 – 59.9	Work is completed in a general way with minimal support, or is poorly written or did not use proper format.
<b>Minimum Pass</b>	D	1.0	50 – 54.9	
Failure	F	0.0	< 50	Responses fail to demonstrate appropriate understanding or are fundamentally incomplete.

### Proposed Schedule of Topics

Week	Activity
Sept 5	Review of course outline and introduction to the course and textbook.
Sept 12	Chapter 1 and 2
Sept 19	1:00 – 1:30 Waypoints Guest Speaker, Chapter 3 and Library Tour
Sept 26	Chapter 4 and 5
Oct 3	Chapter 5 ACSW Guest Speaker <b>Written assignment due in class 20%</b>
Oct 10	Guest Speaker and Midterm Exam Review.
Oct 17	<b>Midterm exam 25% covers Chapter 1-5</b>
Oct 24	All class to work on interview assignment (in class)
Oct 31	Chapter 6 and 7
Nov 7	All class to work on interview assignment (in class) Chapter 8 and 9
Nov 14	Chapter 8 and 9
Nov 21	Chapter 10 and 12
Nov 28	<b>Interview Assignment Due today in class 30%</b>
Dec 5	Chapter 13 and final exam review
December 10- 18 (Final Exam Period)	<b>Final Exam 25% Covering Chapters 6-10 and Chapters 12 and 13</b>

**In Class Participation and Group Work**

Adult learners are self-directed. However, there are certain mandatory expectations of you as a student in this course and this includes attendance in all classes. Participation will optimize your learning experience. Your presence serves as an additional resource in the classroom, which lends itself to greater experiential learning for everyone. As well, consistent attendance and participation increases individual growth, group dynamics, develops professionalism and good personal work ethic. However, if you are unable to attend due to illness, it is the expectation that you will telephone or email at the earliest possible time to advise your instructor. You are also expected to keep current with the course material and get copies of any missed assignments or lectures. Individual participation includes:

- Participation and contributions to in-class group work
- Engaging positively in class discussions
- Participation in all class activities individually, in pairs, or in groups
- Demonstrating active listening skills
- Demonstrating respect for others by listening and accepting each person's contribution to class discussion in a positive and supportive manner
- Attending class prepared to participate in discussions of the assigned readings

**Please Note:**

Date and time allotted to each topic is subject to change.

**Performance Requirements****Student Responsibilities**

It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College credit calendar.

More specific details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

**Student Attendance**

Class attendance is useful for two reasons. First, class attendance maximizes a students' learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and / or notes that may be due.

### Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person
- Handing in the same unchanged work as submitted for another assignment
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on [ilearn.keyano.ca](http://ilearn.keyano.ca). Then print the certificate, sign it, and show it to each of your instructors. Your course work will not be graded until you show this signed certificate.

### Specialized Supports

The Student Academic Support Services (SASS) department: Accessibility Services, Skill Centre and Wellness Services, work together to support student success at Keyano College.

**Accessibility Services (CC167)** supports student success through group and individualized instruction of learning, study and test taking strategies, and adaptive technologies. Students with documented disabilities, or who suspect a disability, can meet with the Learning Strategists to discuss accommodation of the learning barriers that they may be experiencing. Students who have accessed accommodations in the past are encouraged to visit our office at their earliest opportunity to discuss the availability of accommodations in their current courses. Individual appointments can be made by calling 780-791-8934

**Skill Centre (CC119)** provides a learning space where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff. Students visiting the centre have access to one-to-one or group tutoring, facilitated study groups, and assistance in academic writing. The Skill Centre's Peer Tutor program provides paid employment opportunities for students who have demonstrated academic success and want to share what they have learned. Tutoring is available free to any students registered at Keyano College on a drop in basis, from 9:00 am to 5:00 pm Monday through Friday. Additional evening hours are subject to tutor availability and are posted in the Skill Centre.

**Wellness Services (CC260)** offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental Health Coordinators offer a safe and confidential environment to seek help with personal concerns. The Mindfulness Room in CC260 is available as a quiet space for students to relax during regular office hours. Wellness Service welcomes students to participate in any of the group sessions offered throughout the academic year addressing such topics as Mindfulness and Text Anxiety. Individual appointments can be made by calling 780-791-8934.

**Please watch your Keyano email for workshop announcements from our Student Academic Support Services team.**