Course Outline

Social Work Diploma Program

SOWK 110 A
Introduction to Human Services and Basic Counselling
Fall Term, 2014

3 CREDITS
3 HOURS PER WEEK

INSTRUCTOR: Sarah Heagy
SOWK 110A

INTRODUCTION TO HUMAN SERVICES AND BASIC COUNSELLING

COURSE OUTLINE

Instructor: Sarah Heagy BA, BSW, MSW, RSW
Office Number: S205D
Phone: 780-791-4976
Email: sarah.heagy@keyano.ca
Office Hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>M</td>
<td>11:00-12:00 pm</td>
</tr>
<tr>
<td>T</td>
<td>12:00-1:00 pm</td>
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<tr>
<td>W</td>
<td>5:30-6:30 pm</td>
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<tr>
<td>T</td>
<td>9:00-10:00 am</td>
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<tr>
<td>F</td>
<td>12:00-1:00 pm</td>
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HOURS OF INSTRUCTION: Thursdays 10:00-1:50 pm

LOCATION: S205

COURSE DESCRIPTION

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 the fundamentals of basic counselling providing them with some skills and knowledge to prepare them to enter into a professional helping role. As an introductory course, we will discuss skills of interpersonal communication as well as techniques used in the helping interview. Traditional Aboriginal helping methods and Western counselling theories will be examined.

LEARNING OBJECTIVES

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


LEARNING OUTCOMES
On the successful completion of this course students will be able to:

1. Understand how their values and beliefs impact their practice
2. Describe characteristics of effective helpers
3. Identify fundamental techniques used in the helping interview
4. Identify and understand commonly used mainstream counselling theories
5. Identify traditional and contemporary ways of helping and healing
6. Demonstrate awareness and understanding of acculturation differences
7. Identify differences in communication style
8. 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.
9. Describe the elements of a holistic helping orientation

This course will touch on topics that maybe 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 impact on his/her ability to either complete his/her course or program.

EVALUATION

<table>
<thead>
<tr>
<th>Written assignment One</th>
<th>Oct. 2</th>
<th>20%</th>
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<tbody>
<tr>
<td>In class exam</td>
<td>Oct. 9</td>
<td>20%</td>
</tr>
<tr>
<td>Written Assignment Two</td>
<td>Dec. 4</td>
<td>20%</td>
</tr>
<tr>
<td>Interviewing activities</td>
<td>Oct 16-Nov 4</td>
<td>20%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>During Exam Period</td>
<td>20%</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>100%</td>
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1. Written Assignments: Who Am I as a Helper?

Reflective writing assignments are an opportunity for the 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 selected question. Using “I” statements to express your thoughts, feelings, and what you have learnt through your life and within the course.

Assignment One: Student will receive written instructions in class.
Due: Oct. 2 2014
Weight: 20%

Assignment Two: Student will receive written instructions in class.
Due: Dec. 4 2014
Weight: 20%

3. Exams

In Class Exam: Chapters 1-6 plus any material (videos, handouts, etc) covered in class. Multiple choice, short answers, true or false.

Date: October 9th 2014
Weight 20%

Final Exam: All chapters not covered in the in class exam, handouts, videos & class discussions. Multiple choice, short answer, true or false.

Date: During Final Exam Period
Weight 20%
4. Interviewing activities and in class assignments

Student will receive instructions in class.

Due: October 16th to November 3rd

Weight: 20%

PERFORMANCE REQUIREMENTS

Classroom Behaviour and Cell phone/Laptop Policy
Social work students are held to professional standards at all times while in the Keyano Social Work Diploma Program. Class and practicum settings are considered professional work settings and students are expect to behave according to professional standards. Students should at all times be acting the same way as they would in a meeting. This includes use of cell phones and lap tops. You are asked to kindly turn off cellphones during class time. If you are expecting an important call please let your instructor know prior to the class. If you are unsure of what constitutes professional behaviour please ask your instructor. Students are asked to take written records of classroom material but are strictly prohibited from audio or video recording classroom sessions. This is due to the sensitive nature of social work classes and to respect fellow classmates privacy and confidentiality.

Student Attendance
Class attendance is mandatory for students in the social work program. The chair of the program will be aware of students with multiple absences. You may be requested to provide a note from your doctor.

Late Assignments
Assignment are due on dates as assigned throughout the semester. Late assignments may not be accepted dependent on the nature of the work or may be subject to a 5% late penalty per day. If a student expects that an assignment will be late, he or she is urged to consult with the course instructor prior to the due date.

Student Preparation
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
- 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

Penalties for academic offences may range from a verbal reprimand to dismissal from the College, and in certain circumstances may involve legal action. Please refer to the 2014-2015 Credit Calendar for more information.

Plagiarism

Plagiarism means submitting someone else’s work as your own. For example, copying material from the Internet, a book or other source without acknowledging that the words or ideas are someone else's and not your own is plagiarism. If you copy an author’s words, exactly, treat the passage as a direct quotation and supply the appropriate citation. If you use someone else’s ideas, even if you paraphrase the wording, appropriate credit should be given. You have committed plagiarism if you purchase a term paper or submit a paper as your own that you did not write. Please see the Student Rights and Responsibilities document, regarding Academic Misconduct in the 2014-2015 credit calendar for more information.

Accommodation for Students with Disabilities

The College will provide reasonable accommodation to students with disabilities in order to promote academic success. If you require accommodation, contact the Learner Assistance Program (LAP) Office at 780-792-5608 to initiate the process for documenting, assessing and implementing your individual accommodation needs. In addition, tutoring services are available at the SKILL Centre.

Student Rights & Responsibilities

Students should consult the Keyano College Credit Calendar for more information.
IMPORTANT DATES TO REMEMBER

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>Sept. 2</td>
<td>Orientation Day, No classes.</td>
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<tr>
<td>Sept. 3</td>
<td>First Day of Classes</td>
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<td>Sept. 9</td>
<td>Last day to add for academic programs</td>
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<tr>
<td>Sept. 16</td>
<td>Last day to drop courses for academic programs.</td>
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<td>Sept. 30</td>
<td>Fall Awards Application deadline.</td>
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<tr>
<td>Oct. 10</td>
<td>Last day to withdraw with a 50% refund</td>
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<tr>
<td>Oct. 24</td>
<td>Last day to withdraw without academic penalty.</td>
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<tr>
<td>Nov. 11</td>
<td>Remembrance Day Holiday, No classes.</td>
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<tr>
<td>Nov. 25</td>
<td>Fall Awards Celebration</td>
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<tr>
<td>Dec. 5</td>
<td>Last day of classes for students in Certificate, Diploma, and University Programs</td>
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<tr>
<td>Dec. 8-17</td>
<td>FINAL EXAM PERIOD.</td>
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COURSE SCHEDULE

WEEK 1:  (Sept. 4)  Student and Course Introductions
WEEK 2:  (Sept. 11)  Readings: Chapter 1 & Chapter 2
WEEK 3:  (Sept. 18)  Readings: Chapter 3 and Chapter 4
WEEK 4:  (Sept. 25)  Readings: Chapter 5
WEEK 5:  (Oct. 2)  Readings: Chapter 6
            *****Assignment One Due*******
WEEK 6:  (Oct. 9)  Readings: Chapter 7
            *****TEST********
WEEK 7:  (Oct. 16)  Interviewing and Communication Class Workshop
            Class activity: Video analysis and student video tapes
WEEK 9:  (Oct. 30)  Readings: Process Recording Hand Out
            Process Recording Reading *TBD

WEEK 11:  (Nov.  6)  Last day of Interviewing Workshop
            Readings *TBD

WEEK 12:  (Nov. 13)  Readings: Chapter 8

WEEK 13:  (Nov. 20)  Readings: Chapter 9

WEEK 14:  (Nov. 27)  Readings: Chapter 10 & 11

WEEK 15:  (Dec. 4)  Readings: Chapter 13
            **********Assignment Two due******
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Fall, 2014

3 CREDITS
3 HOURS PER WEEK

Sarah Heagy, Instructor
Date

Reviewed and approved by:

Vincella Thompson, Dean
Date