PSYC201

Counselling Approaches and Principles

S1 Day 2018

Department of Psychology

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General Information

Unit convenor and teaching staff Unit Co-Ordinator Carolyn Schniering carolyn.schniering@mq.edu.au Contact via 9850 6741 C3A 711 By appointment
Credit points 3
Prerequisites PSYC104 and PSYC105
Corequisites
Co-badged status
Unit description The aim of this unit is to provide an introduction to contemporary approaches to counselling, and to teach basic interviewing skills for use in the workplace. There will be a balanced focus on theory, research and practice throughout the unit. Theoretical frameworks used in counselling will be reviewed, followed by a step-by-step introduction to conducting a counselling interview. Role-plays, demonstrations and case examples will be used to teach basic therapeutic skills. The unit will also involve self-reflective exercises, and will have a focus on ethical and professional practice.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at https://www.mq.edu.au/study/calendar-of-dates

Learning Outcomes

On successful completion of this unit, you will be able to:

- Show understanding of theories of counselling.
- Articulate methods of interviewing in counselling settings.
- Demonstrate basic interviewing skills around a given problem.
- Show working knowledge around the principles of ethical and professional practice.
- Apply critical thinking and independent learning to solve problems related to counselling

in the workplace.

General Assessment Information

All tutorial material is assessable either in the assignment and/or in the final exam.

Attendance at tutorials is compulsory in order to achieve a Pass grade or higher in this unit. Tutorial participation is essential to the learning outcomes of this unit. Live demonstrations and role-modelling will be used to teach the practical application of the counselling skills covered in this unit. You can only attend the tutorial you are enrolled in and you will not be allowed to attend any other tutorial due to Occupational Health and Safety Policy Laws. Students are expected to be present for the entirety of the tutorial session.

The material covered in tutorials will not be posted on iLearn nor given to students in any form. Thus it is the student's responsibility to attend tutorials and to take notes on the material covered.

If students miss a tutorial, it is University Policy that students MUST make a Request for Special Consideration through https://ask.mq.edu.au/ with appropriate documentation (e.g., medical certificates etc). To be eligible for Special Consideration, a student must notify the University of a serious and unavoidable disruption no later than five (5) working days of the due date (see University Policy https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/disruption-to-studies).

Assessment Tasks

Name	Weighting	Hurdle	Due
Assignment	40%	No	Week 8, Mon 30th April
Final Exam	40%	No	During the Examination Period
Class Presentation	20%	No	To be advised

Assignment

Due: **Week 8, Mon 30th April**
Weighting: **40%**

A written assignment (maximum 1500 words), will be due on Monday of Week 8 (30th April). Students should submit their assignment via Turnitin on the iLearn webpage for the unit. Information on the assignment will be provided in Week 1 of the lecture.

Penalties will be levied for late submission of the assignment and for exceeding the word limit.

- Lateness. Unless you have medical (or other) documentation verifying illness prior to the due date and covering all of the days that the assignment is late, late assignments will be

penalised at the rate of 5% of the maximum assignment mark (i.e., 40/100) for every day late. That is, 2 marks will be deducted from the assignment mark for every day the assignment is late. If you have documentation supporting late submission, you must request an extension (see below) – **do not simply attach medical certificates to your submitted assignment**.

- Exceeding the word limit. The assignment has a strict word limit of 1500 words (double spaced, Times New Roman 12 point font, 2.54 cm margins). Penalties for writing over the word limit will be levied: 5% of the maximum assignment mark (i.e., 40/100) for every 100 words written over the word limit. The word limit excludes the title page, tables and figures, and References pages. So, for example, if you write 100-199 words over the word limit, you will have 2 marks deducted from your assignment mark, if you write 200-299 words over the word limit, you will have 3.5 marks deducted from your assignment mark, etc.

Requests for extensions:

Ordinarily, no extensions of time for submission of written work will be granted since ample time for its preparation will have been given. If an extension is required for medical or other extenuating circumstances, students may request this in writing through ask.mq.edu.au with supporting documentary evidence (such as medical certificate, counsellor note, or similar). The staff in the Student Centre will make all decisions regarding extensions. Neither individual tutors nor the unit convenor will grant extensions. **All requests for extensions must be made prior to the due date for the assignment.** If an extension is granted **the approval must be emailed to the Unit Chair**. Failure to do so will result in a late penalty being applied as the marker will not know that an extension has been granted.

On successful completion you will be able to:

- Show understanding of theories of counselling.
- Articulate methods of interviewing in counselling settings.
- Show working knowledge around the principles of ethical and professional practice.
- Apply critical thinking and independent learning to solve problems related to counselling in the workplace.

Final Exam

Due: **During the Examination Period**
Weighting: **40%**

During the final exam period, students will complete a 1 hour exam, which will assess recall, understanding and application of material presented in lectures, and in tutorials, as well as any required reading associated with those lectures and tutorials.

The PSYC201 exam will be held during the University Examination period.

The University Examination period in Session 1 is from 11th June to 29th June, 2018.

You are advised that it is Macquarie University policy not to set early examinations for individuals or groups of students. All students are expected to ensure that they are available until the end of the teaching Session, which is the final day of the official examination period. You are expected to present yourself for examination at the time and place designated in the University Examination Timetable. The timetable will be available in Draft form approximately eight weeks before the commencement of the examinations and in Final form approximately four weeks before the commencement of the examinations.

The only exception to not sitting an examination at the designated time is because of documented illness or unavoidable disruption. In these circumstances you may wish to consider applying for Disruption to Studies(formerly known as Special Consideration). Information about unavoidable disruption is available at http://www.students.mq.edu.au/student_admin/manage_your_study_program/disruption_to_studies/. Applications for Disruption to Studies are made via ask.mq.edu.au within 5 days of the start of the disruption. If a supplementary final exam is granted as a result of the Disruption to Studies application, the examination will be scheduled after the conclusion of the official examination period.

Supplementary Examinations in the Department of Psychology will be held on the 12th and 13th of July, for Session One 2018. The format of the supplementary examination is at the unit convenor's discretion and is subject to change from the original final examination. Supplementary Exams are only offered to students who have satisfactorily completed all other assessments for the unit and were unable to sit the final exam because of documented illness or unavoidable disruption. Students who are granted permission to sit for a supplementary exam must make themselves available to sit for the supplementary exam on the specified date; there will be no alternative supplementary exam times.

On successful completion you will be able to:

- Show understanding of theories of counselling.
- Articulate methods of interviewing in counselling settings.
- Show working knowledge around the principles of ethical and professional practice.
- Apply critical thinking and independent learning to solve problems related to counselling in the workplace.

Class Presentation

Due: **To be advised**
Weighting: **20%**

Details about the class presentation will be given in Tutorials.

On successful completion you will be able to:

- Articulate methods of interviewing in counselling settings.
- Demonstrate basic interviewing skills around a given problem.
- Apply critical thinking and independent learning to solve problems related to counselling in the workplace.

Delivery and Resources

Lectures

There will be one 1-hour lecture per week each week of the Session. The lecture will be held on Monday 2-3pm in Y3A T1 Theatre.

All lecture material is examinable, including the chapters set for reading from the recommended text.

You will get the most out of this unit by attending lectures in person. My teaching style involves live demonstrations, didactic exercises and points for self-reflection. Some of these exercises will be more difficult to capture on Echo.

Recordings of lectures will be made available via Echo. You can download the lecture recording from the iLearn page for the unit.

Tutorials

There are six 2-hour tutorials associated with this unit. Every student will attend one two-hour tutorial each fortnight. You will be allocated to either stream A or stream B. Tutorials for stream A begin in week 2, and tutorials for stream B begin in week 3.

Set reading will be required prior to each tutorial.

All tutorial material is assessable either in the assignment and/or in the final exam.

Attendance at tutorials is compulsory and essential to the learning outcomes of this unit. Live demonstrations and role-modelling will be used to teach the practical application of the counselling skills covered in this unit. You can only attend the tutorial you are enrolled in and you will not be allowed to attend any other tutorial due to Occupational Health and Safety Policy Laws. Students are expected to be present for the entirety of the tutorial session.

The material covered in tutorials will not be posted on iLearn nor given to students in any form. Thus it is the student's responsibility to attend tutorials and to take notes on the material covered. All tutorial material is examinable.

Recommended Text

The recommended text for this unit is:

Ivey, A.E., Ivey, M.B, & Zalaquett, C.P. (2014). *Intentional Interviewing and Counseling: Facilitating Client Development in a Multicultural Society.* (9th Ed.). Boston, USA: Cengage Learning.

Earlier editions of this text are also acceptable. It is recommended that you purchase this text book if you intend on pursuing a career working with people in a counselling or other workplace setting. This is a core textbook which covers foundational counselling and interviewing skills. It is relevant for a range of further psychology units offered at the University, and is a good book to have in your "library".

Unit Web Page

You can access the online materials for this unit via iLearn. Announcements will be available once you have logged in. You can link to lecture recordings from the web page as well as download the overheads for each lecture. There will be an active student Forum.

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central (https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- Academic Appeals Policy
- Academic Integrity Policy
- Academic Progression Policy
- Assessment Policy
- Fitness to Practice Procedure
- Grade Appeal Policy
- Complaint Management Procedure for Students and Members of the Public
- Special Consideration Policy *(**Note:** The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.)*

Undergraduate students seeking more policy resources can visit the Student Policy Gateway (https://students.mq.edu.au/support/study/student-policy-gateway). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit Policy Central (https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central).

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/study/getting-started/student-conduct

Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in eStudent. For more information visit ask.mq.edu.au.

Student Support

Macquarie University provides a range of support services for students. For details, visit http://students.mq.edu.au/support/

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- Workshops
- StudyWise
- Academic Integrity Module for Students
- Ask a Learning Adviser

Student Services and Support

Students with a disability are encouraged to contact the Disability Service who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

IT Help

For help with University computer systems and technology, visit http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/.

When using the University's IT, you must adhere to the Acceptable Use of IT Resources Policy. The policy applies to all who connect to the MQ network including students.

Graduate Capabilities

Capable of Professional and Personal Judgement and Initiative

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:

Learning outcome

- Show working knowledge around the principles of ethical and professional practice.

Assessment task

- Final Exam

Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

Learning outcomes

- Show understanding of theories of counselling.
- Articulate methods of interviewing in counselling settings.
- Demonstrate basic interviewing skills around a given problem.
- Show working knowledge around the principles of ethical and professional practice.

Assessment tasks

- Assignment
- Final Exam
- Class Presentation

Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

Learning outcomes

- Show understanding of theories of counselling.
- Apply critical thinking and independent learning to solve problems related to counselling in the workplace.

Assessment task

- Final Exam

Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to

read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

Learning outcomes

- Articulate methods of interviewing in counselling settings.
- Demonstrate basic interviewing skills around a given problem.

Assessment tasks

- Assignment
- Final Exam
- Class Presentation