Course Syllabus

DIVISION: Theoretical and Behavioral Foundations

PROGRAM AREA: Counselor Education

COURSE NUMBER: 35012

COURSE TITLE: CED 7030 Counseling & Consulting Services in Community Agencies

SECTION NUMBER: 001

COURSE CREDIT: Three (3) Credit Hours

TERM/YEAR: Spring 2016

COURSE LOCATION: 0171 Education

DAY: Tuesday  TIME: 7:00 – 9:45 pm

INSTRUCTOR: Rachael Evans, PhD, LPC, LLP

OFFICE ADDRESS Suite 3 North College of Education

E-MAIL: ap4791@WAYNE.EDU

OFFICE HOURS: By appointment [contact me directly] Available by e-mail and phone

OFFICE PHONE #: (313) 577-1613

SECRETARY: Lei Juan Stewart-Walker (313) 577-1613  Counselor Education E-mail: ab2628@wayne.edu
Course Description:
Prereq: CED 6070. Not open to students in school counseling specializations. Consultation theory and processes in agencies and post-secondary educational institutions. Roles and functions of counselors in program and proposal development; conflict management; organization; administration; and evaluation of services; public relations; knowledge of community referral resources and referral process.

Course Outcomes:
1. To facilitate personal and professional development as reflective, innovative professionals who have the commitment and competence to help clients, colleagues, and themselves acquire knowledge, skills, and understandings necessary to participate in and contribute to the quality in a complex changing society.

2. To provide an understanding of consultation theories, and consultation methods and skills by increasing:
   a) Students’ ability to discriminate among the various models of consultation, particularly those where the consultant-consultee approaches are useful.
   b) Students’ knowledge and technical skills in consultation and leadership and the application of these skills.
   c) Students’ knowledge of consultation methods including consultation stages and processes, evaluation of effectiveness, and ethical and legal considerations.
   d) Students’ sensitivity and awareness of cultural, ethical, age, gender, physical disabilities, socioeconomic and value differences and how they affect consultation issues.
   e) Students’ knowledge of the status of research on different consultation techniques and processes and the relevant research on the validity and usefulness.
   f) Students’ competence in the interpretation and application of the legal requirements and ethical codes related to practice consultation.

3. To assist students in developing their own working theory of consultation and to learn methods of evaluation of the effectiveness of their approach and ultimately to be able to integrate theoretical concepts and consultation skills.

4. To experience individual and/or group consulting in field setting.

5. To practice special skills learned in the course. These include active listening, behavioral assessment, goal-setting, referral and critical thinking skills.

These learning outcomes were designed to meet CACREP, CMHC standards A.3, A.8, B.2, C.3, C.9, D.2, D.4, F.1, and J.2
Required Text:

Additional References:
Specific Books and Journals:


Counseling Psychologist (last 10 years)
Journal of Counseling & Development (last 10 years)
Journal of Consulting Psychologists (last 10 years)
Journal of Mental Health Counseling (last 10 years)
Journal of Multicultural Counseling & Development (last 10 years)

Course Assignments:

1. Attendance and participation in class meetings and participation in online assignments.

2. For online sessions, you will use Blackboard to answer specific questions assigned to you and provide feedback to responses from others in your group. Precise instructions in class.

3. **MID-TERM EXAM: June 22, 2016**

4. **CONSULTATION/COLLABORATION Experience, Write-up & Presentation**

   **Contact** a mental health professional in an agency (e.g., school, mental health center, DHS, etc.). Obtain permission of professor for consultee/fellow collaborator selection. Set up a brief meeting with the consultee/fellow collaborator to orient him/her.

   **Engage** that person in a consultation/collaboration relationship of at least two sessions (more if necessary).

   **Write up** your session according to the following format using APA style:

   A. Who the consultee/fellow collaborator was
B. Who constituted the client system

C. The nature of the service or problem dealt with

D. A description of what happened at each stage of consultation/collaboration
   - Goal of the stage
   - Roles each party took on
   - What transpired
   - Please include case notes e.g. correspondence of each encounter, meeting, phone call, e-mail etc.

E. A critique (personal reaction) of your performance in terms of:
   - Relationship skills
   - Communication skills
   - Professional behavior skills
   - Skills in working with diverse populations/organizations
   - Problem solving skills

F. A statement about how you would do things differently if you had to do it all over again

G. A statement of what you learned about consultation/collaboration from this experience

H. A statement of what you learned about yourself as a result of this experience

I. Copies of presentation materials can be included.

Paper due: July 20, 2016
Oral Presentations: July 20 & July 27

5. FINAL EXAM: August 3, 2016

Academic Dishonesty/Plagiarism

The College of Education has a “zero tolerance” approach to plagiarism and other forms of academic dishonesty. (See Student Code of Conduct http://doso.wayne.edu/assets/student-code-of-conduct-brochure.pdf). Plagiarism includes copying material (any more than 5 consecutive words) from outside texts or presenting outside information as if it were your own by not crediting authors through citations. It can be deliberate or unintended. Specific examples of academic dishonesty, including what constitutes plagiarism, can be found in the University’s Undergraduate Bulletin (http://bulletins.wayne.edu/ubk-output/index.html) and Graduate Catalog (http://www.bulletins.wayne.edu/gbk-output/index.html) under the heading “Student Ethics.” These university policies are also included as a link on Blackboard within each course in which students are enrolled. It is every student’s responsibility to read these documents to be aware which actions are defined as plagiarism and academic dishonesty. Sanctions could include failure in the course involved, probation and expulsion, so students are advised to think carefully and thoroughly, ask for help from instructors if it is needed, and make smart decisions about their academic work.
### Class Schedule

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>CHAPTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 11</td>
<td>Introduction &amp; Overview of Syllabus</td>
<td>CMHC A.3, A.8, B.2, C.3, C.9, D.2, D.4, F.1, J.2</td>
</tr>
<tr>
<td>May 18</td>
<td>Introduction to Consultation/Collaboration Consultants, Consultees and Collaborators</td>
<td>Chapters 1 &amp; 2</td>
</tr>
<tr>
<td>May 25</td>
<td>Overview of Generic Model Entry Stage, Diagnosis Stage</td>
<td>CMHC A.3, A.8, B.2, C.3, C.9, D.2, D.4, F.1, J.2</td>
</tr>
<tr>
<td>June 1</td>
<td>Consultation Project</td>
<td>CMHC A.3, A.8, B.2, C.3, C.9, D.2, D.4, F.1, J.2</td>
</tr>
<tr>
<td>June 8</td>
<td>Implementation, Disengagement, Pragmatic Issues</td>
<td>Chapters 6, 7 &amp; 8</td>
</tr>
<tr>
<td>June 15</td>
<td>Ethical and Legal Issues</td>
<td>Chapter 14</td>
</tr>
<tr>
<td>June 22</td>
<td>Mid-Term Exam</td>
<td></td>
</tr>
<tr>
<td>June 29</td>
<td>Mental Health Consultation, Behavioral Consultation</td>
<td>CMHC A.3, A.8, B.2, C.3, C.9, D.2, D.4, F.1, J.2</td>
</tr>
<tr>
<td>July 6</td>
<td>Organizational Consultation, School-Based Consultation</td>
<td>CMHC A.3, A.8, B.2, C.3, C.9, D.2, D.4, F.1, J.2</td>
</tr>
<tr>
<td>July 13</td>
<td>Consultation Project</td>
<td>CMHC A.3, A.8, B.2, C.3, C.9, D.2, D.4, F.1, J.2</td>
</tr>
<tr>
<td>July 20</td>
<td>Paper Due and Presentations</td>
<td>CMHC A.3, A.8, B.2, C.3, C.9, D.2, D.4, F.1, J.2</td>
</tr>
<tr>
<td>August 3</td>
<td>Final Exam</td>
<td>CMHC A.3, A.8, B.2, C.3, C.9, D.2, D.4, F.1, J.2</td>
</tr>
</tbody>
</table>

**Special Note: Course Syllabus may be adjusted within reason at the discretion of the instructor.**
Grading System

<table>
<thead>
<tr>
<th></th>
<th>%</th>
<th>94 - 100% = A</th>
<th>90 - 93% = A-</th>
<th>87 - 89% = B+</th>
<th>83 - 86% = B</th>
<th>80 - 82% = B-</th>
<th>77 - 79% = C+</th>
<th>73 - 76% = C</th>
<th>70 - 72% = C-</th>
<th>Below 70 = F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consulting Paper</td>
<td>30%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Midterm</td>
<td>20%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group Presentation</td>
<td>15%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>On-line Assignments</td>
<td>15%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CLASS POLICIES:

ATTENDANCE: Attendance is mandatory, you may lose 2 points for every absence. Timely online participation is required, you will lose 1 point for every question you fail to answer.

MESSAGES: The instructor may be reached through e-mail [suggested], text or voice mail. Messages may also be left with one of the secretaries.

LATE ASSIGNMENTS: Assignments are due as scheduled unless the instructor is informed and arrangements made. Late assignments may not be accepted. If they are accepted they are subject to reduced points.

INCOMPLETES: Incomplete grades will only be given under extreme circumstances and require prior discussion with the instructor. They must be completed within a year. Incompletes become “F” if not completed.

DUE DATES

ASSIGNMENT DUE DATES ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE INSTRUCTOR

Enrollment/ Withdrawal Policy
Beginning in Fall 2011, students must add classes no later than the end of the first week of classes. This includes online classes. Students may continue to drop classes (with full tuition cancellation) through the first two weeks of the term.

Students who withdraw from a course after the end of the 4th week of class will receive a grade of WP, WF, or WN.
- WP will be awarded if the student is passing the course (based on work due to date) at the time the withdrawal is requested
- WF will be awarded if the student is failing the course (based on work due to date) at the time the withdrawal is requested
- WN will be awarded if no materials have been submitted, and so there is no basis
for a grade
Students must submit their withdrawal request on-line through Pipeline. The faculty member must approve the withdrawal request before it becomes final, and students should continue to attend class until they receive notification via email that the withdrawal has been approved. Beginning in Fall 2011, the last day to withdraw will be at the end of the 10th full week of classes. The withdrawal date for courses longer or shorter than the full 15-week terms will be adjusted proportionately.

**Attention Students with Disabilities:**

If you have a documented disability that requires accommodations, you will need to register with Student Disability Services (SDS) for coordination of your academic accommodations. The Student Disability Services (SDS) office is located at 1600 David Adamany Undergraduate Library in the Student Academic Success Services department. SDS telephone number is 313-577-1851 or 313-202-4216 (video phone). Once you have your accommodations in place, I will be glad to meet with you privately during my office hours to discuss your special needs. Student Disability Services’ mission is to assist the university in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at Wayne State University.

Please be aware that a delay in getting SDS accommodation letters for the current semester may hinder the availability or facilitation of those accommodations in a timely manner. Therefore, it is in your best interest to get your accommodation letters as early in the semester as possible.

**Religious Observance Policy:**

Because of the extraordinary variety of religious affiliations represented in the University student body and staff, the Wayne State University calendar makes no provision for religious holidays. It is University policy, however, to respect the faith and religious obligations of the individual. Students who find that their classes or examinations involve conflicts with their religious observances are expected to notify their instructors well in advance so that alternative arrangements as suitable as possible may be worked out.

Wayne State University Writing Center:

The Writing Center (2nd floor, UGL) provides individual tutoring consultations free of charge for students at Wayne State University. While the center serves both graduate and undergraduate students, undergraduate students in General Education courses, including composition courses, receive priority for tutoring appointments. The Writing Center serves as a resource for writers, providing tutoring sessions on the range of activities in the writing process – considering the audience, analyzing the assignment or genre, brainstorming, researching, writing drafts, revising, editing, and preparing documentation. The Writing Center is not an editing or proofreading service; rather, students are guided as they engage collaboratively in the process of academic writing, from developing an idea to correctly citing sources. To make an appointment, consult the Writing Center website: [http://www.clas.wayne.edu/writing/](http://www.clas.wayne.edu/writing/).

To submit material for online tutoring, consult the Writing Center HOOT website (Hypertext One-on-One Tutoring) [http://www.clas.wayne.edu/unit-inner.asp?WebPageID=1330](http://www.clas.wayne.edu/unit-inner.asp?WebPageID=1330).