**COUN 3100: COUNSELING AND HUMAN SERVICES**

**SYLLABUS: FALL 2020**

**Instructor:** Kevin White (he/him/his)

**Class Meetings:** T/R 11-12:15

**Office:** Haley Center 2072, https://doxy.me/kwhiteapc

**Office Hours:** T/R 10-11 or by appointment

**E-mail:** klw0070@auburn.edu

**Class Location:** Online/Haley 1435

**Prerequisite:** Junior/Senior standing

**COURSE DELIVERY DURING COVID**

**This course is being offered in a “blended” format. Much of the course will be offered using both synchronous (Zoom) and asynchronous online formats (Canvas). However, we will also meet in-person later in the course (October 1st) assuming that circumstances are conducive to doing so.**

**Required Texts:**

Neukrug, E. (2017). *Theory, practice, and trends in human services: An introduction* (6th ed*.*). Boston, MA: Cengage Learning

**Course Description:**

This course is designed for non-counseling undergraduate students pursuing human services careers. Students are taught counseling concepts and skills that are appropriate for the helping professions.

**Course Objectives:**

All outcomes and objectives are commensurate to face-to-face class outcomes and objectives.

Upon completion of this course, students will:

* Be able to identify human service professionals and the history of human services.
* Be able to identify standards in the profession.
* Be able to identify theoretical approaches to human service work.
* Be able to demonstrate skills when conducting an interview in the helping profession.
* Be able to understand the development of a person’s mental and physical state.
* Be able to identify needs and aspects of couple, family, and group counseling.
* Be able to assess community change and the role of consultation/supervision.
* Be able to identify strategies and skills for working with diverse populations.
* Be able to identify barriers to service access and delivery for underserved populations
* Be able to demonstrate cultural competencies in the helping field.
* Be able to develop a basic understanding of research and assessment in the helping field

**Course Requirements and Assignments:**

**Exams (30 points – 15 Midterm, 15 Final)**

Two exams will be given to ensure that you understand the concepts covered in this course. Exams will cover reading assignments and/or lecture materials. They may consist of multiple choice, matching, listing, short answer, and/or essay questions. Exams will be given at midterm and during final exam period.

**Underserved Populations Paper (25 points – 20 Final Paper, 5 Outline)**

One of the major shifts in the human services field is that of an orientation to improving access and service delivery for underserved and vulnerable populations. This will be a 4-5 page paper in which you will identify an underserved or vulnerable population and, using relevant and recent research, you will outline historical barriers to access and service, identify any major risk areas, limitations of traditional services (e.g. inadequate testing measures, financial/geographical barriers, culturally uninformed practice, etc.), trends in research, and you will provide your own opinion, thoughts, and reflection on the topic.

An outline of this paper will be turned in for review prior to the final due date. Please refer to the Course Content Outline for specific due dates. This outline will be worth 5 points of the overall 25 dedicated to this assignment. The final paper will be worth 20 points. I will provide feedback and suggestions for your final paper based on your outline.

Your paper must utilize APA-format (typed, double-spaced, 12-point Times New Roman, and use 1.0 inch margins). Detailed instructions, templates, and rubrics will be provided to assist in guiding your writing on a separate handout that will be posted on Canvas and discussed in detail during a class lecture.

**Psychosocial Project (20 Points)**

These are projects on selected topics relevant to the helping professions. Topics, project dates, and project requirements will be covered in a separate handout that will be posted on Canvas and discussed in detail during a class lecture.

**Reflections (20 Points – 5 per Reflections)**

These will be short papers within which you will reflect on the content of the class and discussions. Reflections do not require citations or references, and instead will be 1 page (although you are welcome to write more) in which you will consider your own feelings and thoughts. You may find that reflecting on the content causes you to consider things in a new way. I encourage you to be honest about your thoughts on the topics and ideas we explore to further your own growth and perspective.

There will be 4 reflections throughout the semester. Please refer to the Course Content Outline for specific due dates. Details on specific questions to reflect on will be posted on Canvas in the Assignment that you will upload your reflection to and discussed in details during a class lecture for the Human Service, Humanity, and Diversity and Multiculturalism Reflections.

**For the Professional Interview Reflection**, videos of recorded interviews between myself and a human service professional will be uploaded to Canvas throughout the semester. These human service professionals may include individuals from counseling, psychology, education, special education, rehabilitation, human and family studies, social work, etc. You will select one of the videos (although you are welcome to watch more than one if you are interested) and reflect on the interview sharing your thoughts and reactions. This reflection will be due towards the end of the semester in order to provide time for professionals to be interviewed, videos to be uploaded with appropriate accommodations such as captioning and/or a transcript, and for students to watch their selected interview and reflect. Students will be notified when new interviews are uploaded to Canvas.

**Course Activities (5 points)**

Participation in exercises and activities is crucial because this class is designed to build both your communication and thinking skills. Activities may include posting on a discussion post on Canvas, completing a reading quiz, or completing a worksheet based on questions related to course content or readings. Activities may be pre-determined and indicated to students before, during, or after lectures and some may relate to a discussion had during a class lecture meeting. All students will be informed when there is an activity available to be completed. At least 5 activities will occur across the semester.

**SONA Extra Credit:**

The College of Education has a subject pool operated through SONA system. The system provides students access to sign up for research studies for course extra credit. These studies can be in person or online. You received an email from the SONA administrator asking that you login to the system and create a password. If you are struggling to access this, please emailsona@auburn.edu.

For every SONA credit you earn, you earn 2 cumulative bonus points to be added towards your lowest grade in the course at the end of the semester (i.e., NOT points on your final grade). No more than 6 extra credit points can be applied to your grade through SONA. If you have questions about how these extra credit points are applied, please email me. If you have questions about participating in studies, please emailsona@auburn.edu

**Grading Procedure**

**Exams……………………..……………………...30 points**

* Midterm (15 points)
* Final (15 points)

**Underserved Populations Paper………………..25 points**

* Outline (5 points)
* Final Paper (20 points)

**Psychosocial Project……………………………..20 points**

**Reflections………………………………………..20 points**

* Human Service (5 points)
* Humanity (5 points)
* Diversity and Multiculturalism (5 points)
* Professional Interview (5 points)

**Class Activities …………………………………...5 points**

**Your final course grade will be based on the scale listed below.**

A = 90-100 pts.; B = 80-89 pts.; C = 70-79 pts.; D = 60-69 pts.; F = 59 pts. or less

**Course Policy Statements:**

**Attendance:** Attendance is required, necessary and expected, as this course is an advanced, experiential course. Students are allotted **1 unexcused absence** over the course of the semester. More than 1 unexcused absence will result in a deduction in attendance/participation points. Proper notice and/or documentation **within 48 hours of the missed class** is required to consider an absence excused. If you are aware ahead of time that you will be unable to meet through Zoom, contact me as soon as you know. Zoom meetings will be scheduled and integrated in Canvas. Be sure to check canvas to see when these class meetings will take place!

**Assignments:**

All assignments must be submitted on Canvas by the date and time specified on canvas. All papers and written assignments must be **12-point font, double-spaced, APA format.**

Exams will be administered at the beginning of the class in which they are scheduled. Students arriving to class more than 15 minutes late will not be admitted to take the exam. The exam may consist of multiple choice, matching, listing, or short answer items. Exams will be given at midterm and during final exam period. In the event that we are unable to meet in person for the exams, you will be allowed 1 full class day to take the exam.

**Late Assignments:**

As part of professionalism in the classroom, it is expected that students submit all assignments and paperwork on time. Due to previously established deadlines at the start of the semester for all assignments, **late assignments are not accepted** except under extreme emergency situations. They will only be excused with proper documentation. If you are having problems submitting to Canvas, you must email both the instructor and tech support. **If you are unable to submit to Canvas, you must email the assignment directly to the instructor**.

**Make-up Exams:**

If students miss a midterm or final exam due to a university approved absence, they will be allowed to make up the exam only if they have made arrangements with the course instructor *before the day of the exam*. Students who attempt to make arrangements for a make-up exam after the examination period has passed will not be allowed to make up the exam, even if they have a university approved absence.

**Cell phones/beepers/pagers and laptops:**

These items are to be turned on silent or vibrate during class. Students are permitted to answer calls/texts during class **as long as they are not disruptive and are respectful of others** (i.e. stepping out of class to answer calls). If an electronic device goes off in class, a warning will be given. If after the warning is given the device continues to go off, the student will be asked to leave the class for the remainder of the class session. Use of laptops, cell phones, etc may not be used during class presentations or when guest speakers present.

**Lecture Materials:**

These itemswill be posted on Canvas before each class (PowerPoint handouts, articles, etc.) It will be your responsibility to read, review, and watch the lecture for EACH class session in which we do not meet synchronously.

**Students with Disabilities:**

Any student needing accommodations should inform the instructor(s) and/or The Program for Students with Disabilities, in 1244 Haley Center as soon as possible. If you already have accommodations, it will be your responsibility to set up a conference with the instructor. Students in need of reasonable accommodations due to some other need or hardship are encouraged to meet with the instructor as soon as possible. All requests will be considered equitably regarding the other students enrolled in the course.

**Canvas/Email:**

All course documents (i.e. syllabus, schedule) and PowerPoint handouts will be available on Canvas. The instructor will make a good faith effort to keep all students’ grades up-to-date on the course’s Canvas page.

**Tigermail is the preferred means of communication between student and instructor throughout this course.** The instructor will notify you via email and Canvas announcements of any course changes. The instructor will respond to emails within a 24-hour period. Emails will not be checked after 7pm by instructor.

**Academic Honesty:**

Auburn University expects students to pursue their academic work with honesty and integrity. The Academic Honesty Code is outlined in the Tiger Cub and contains a list of those actions that are considered cheating and the possible consequences that those actions carry. Violations of the Academic Honesty Code will NOT be tolerated in this course. If you are found in violation of the Academic Honesty Code, it will result in your receiving a failing grade.

**Title 1X:**

Auburn University is committed to providing an environment that is free from discrimination and harassment based on protected class. If you believe you have been the victim of harassment or discrimination based on race, color, religion, national origin, disability, age, or sex (including sexual orientation, gender identity, and gender expression), we encourage you to report it. If you report sexual assault or sexual misconduct to a faculty member, the faculty member is obligated to notify the University’s Title IX Coordinator about the basic facts of the incident. For more information about your Title IX reporting and resource options at Auburn University, please go to: www.auburn.edu/titleix

**Classroom Behavior:**

Students are expected to be considerate of other perspectives and experiences in all class discussions and interactions. It should be obvious that insulting language, minimization, and personal attacks are unacceptable. Though, none of us are perfect, and at times we may say something that causes harm because of our own lack of awareness. I expect everyone in this class, even myself, to be open to recognizing how we can be better and more aware of microaggressions and biased or marginalizing language. This is an inclusive class environment. This class values the individual identities of its students. Many people might go by a name in daily life that is different from their legal name. In this classroom, we will refer to people by the names that they go by. Pronouns are a way to affirm someone's identity. They are simply a public way in which people are referred to in place of their name (e.g. "he" or "she" or "they" or "ze" or something else). In this classroom, you are invited to share what pronouns you go by, and we will refer to people using the pronouns that they share.

**Respect for Diversity:**

I intend this class to meet the needs of students from all backgrounds and perspectives. As such, the diverse experiences, and perspectives of students in this course should be seen as a valuable resource for the growth of understanding of the human experience and unique needs of different groups. I encourage you to offer me your thoughts on ways to better serve your needs and the overall effectiveness of course delivery and content.

I expect everyone to be respectful and open to the experience of others and will do my best to create an environment where this is the case. A major part of working in counseling and human services is the development of effective empathy. This means that we must be aware of and sensitive to the lived experiences of others and how that informs their way of navigating the world. At times we may be challenged by other perspectives, but I encourage you to take a moment to consider why you feel challenged and how your own life experience informs that feeling. Please let me know if something said or done in the classroom, by either myself or other students, is particularly troubling or causes discomfort or offense. It may not be our intention may to cause discomfort or offense, but it sometimes happens. Addressing these instances is important and the impact of them can be lasting. If, and when, this occurs, there are several ways to alleviate some of the discomfort or hurt you may experience:

1. Discuss the situation privately with me. I am always open to listening to students' experiences and want to work with students to find acceptable ways to process and address the issue.
2. Discuss the situation with the class. Chances are there is at least one other student in the class who had a similar response to the material. Discussion enhances the ability for all class participants to have a fuller understanding of context and impact of course material and class discussions.
3. Notify me of the issue through another source such as your advisor, a trusted faculty member, or a peer. If you do not feel comfortable discussing the issue directly with me, I encourage you to seek out another, more comfortable avenue to address the issue.

**COVID RELATED POLICIES**

**Health and Participation in Class:**

You are expected to complete your Healthcheck screener daily.

Your health and safety, and the health and safety of your peers, are my top priorities. If you are experiencing any symptoms of COVID-19, or if you discover that you have been in close contact with others who have symptoms or who have tested positive, you must follow the instructions on the Healthcheck app. My hope is that if you are feeling ill or if you have been exposed to someone with the virus, you will stay home to protect others.

Please do the following in the event of an illness or COVID-related absence:

* Notify me in advance of your absence, if possible
* Provide me with medical documentation, if possible
* Keep up with coursework as much as possible
* Participate in class activities and submit assignments remotely as much as possible
* Notify me if you require a modification to the deadline of an assignment or exam
* Finally, if remaining in a class and fulfilling the necessary requirements becomes impossible due to illness or other COVID-related issues, please let me know as soon as possible so we can discuss your options.

Students with questions about COVID-related illnesses should reach out to the COVID Resource Center at (334) 844-6000 or at ahealthieru@auburn.edu.

**Health and Well-Being Resources:**

These are difficult times, and academic and personal stress is a natural result. Everyone is encouraged to take care of themselves and their peers. If you need additional support, there are several resources on campus to assist you:

* COVID Response Team ([ahealthieru.edu (Links to an external site.)](http://www.ahealthieru.edu/))
* Student Counseling and Psychological Services ([http://wp.auburn.edu/scs/ (Links to an external site.)](http://wp.auburn.edu/scs/))
* AU Medical Clinic ([https://cws.auburn.edu/aumc/ (Links to an external site.)](https://cws.auburn.edu/aumc/)

If you or someone you know are experiencing food, housing or financial insecurity, please visit the Auburn Cares Office ([http://aucares.auburn.edu/ (Links to an external site.)](http://aucares.auburn.edu/))

**A Healthier U Campus Community Expectations:**

We are all responsible for protecting ourselves and our community. Please read about student expectations for fall semester, including completing the daily GuideSafe™ Healthcheck ([https://ahealthieru.auburn.edu/ (Links to an external site.)](https://ahealthieru.auburn.edu/)).

You are expected to (1) take your temperature daily and (2) complete your Healthcheck screener to receive your A Healthier U pass. **You may be asked at any time during class to show your pass.**

**Course Expectations Related to COVID-19:**

* **Face Coverings**: As a member of the Auburn University academic community you are required to follow all university guidelines for personal safety with face coverings, physical distancing, and sanitation. Face coverings are required in this class and in all campus buildings. Note that face coverings must meet safety specifications, be worn correctly, and be socially appropriate.
You are required to wear your face coverings at all times. If you remove your face covering or are non-compliant with the university’s [policy on face coverings (Links to an external site.)](https://ocm.auburn.edu/news/coronavirus/updates/20200618-face-masks-required.php?ref=coronavirus), you will be instructed to leave the classroom and will be held to the protocols outlined in the [Auburn University Policy on Classroom Behavior (Links to an external site.)](https://sites.auburn.edu/admin/universitypolicies/Policies/PolicyonClassroomBehavior.pdf). Any student who willfully refuses to wear a face covering and does not have a noted accommodation may be subject to disciplinary action.
* **Physical Distancing**: Students should observe appropriate physical distancing and follow all classroom signage/avoid congregating around doorways before or after class. If the instructional space has designated entrance and exit doors, you should use them. **Students should exit the instructional space immediately after the end of instruction to help ensure social distancing and allow for the persons attending the next scheduled class session to enter.**
* **Course Attendance**: If you are quarantined or otherwise need to miss class because you have been advised that you may have been exposed to COVID-19, you will be expected to develop a plan to keep up with your coursework during any such absences.
* **Course Meeting Schedule**: This course might not have a traditional meeting schedule in Fall 2020. Be sure to pay attention to any updates to the course schedule as the information in this syllabus may have changed. Please discuss any questions you have with me.
* **Technology Requirements:**This course may require particular technologies to complete coursework. If you need access to additional technological support, please contact the AU Bookstore at aubookstore@auburn.edu.

*Disruptive or concerning classroom behavior involving the failure to wear a face covering, as directed by Auburn University, represents a potential Code of Student Conduct violation and may be reported as a non-academic violation. Please consult the*[*Classroom Behavior Policy* (Links to an external site.)](https://sites.auburn.edu/admin/universitypolicies/Policies/PolicyonClassroomBehavior.pdf)*.*

**Course Delivery Changes Related to COVID-19:**

Please be aware that the situation regarding COVID-19 is frequently changing, and the delivery mode of this course may adjust accordingly. In the event that the delivery method is altered, please be assured that the learning goals and outcomes of the course will not change; however, some aspects of the course will change in terms of the mode of delivery, participation, and testing methods. Those details will be shared via Canvas as soon as possible. Please be prepared for this contingency by ensuring that you have access to a computer and reliable Internet.

**Counseling and Human Service Course Schedule**

**(Instructor holds the right to alter or change the schedule throughout the semester)**

**Sections to read BEFORE CLASS**

**Assignments due**

**Holidays/No Class Meeting**

**Exams**

**08/18** Syllabus and Assignments Overview

**08/20** Defining the Human Service Professional (**Chapter 1**)

* Human Service Professionals; Roles, Functions, Competencies, and Skills; Mental Health Professionals

**08/25** Defining the Human Service Professional (**Chapter 1**)

* Effective Characteristics; EPL Issues; Chapter Review

**08/27** History of and Current Issues in Human Services (**Chapter 2**)

* Change and Paradigm Shifts; Psychology, social work, and counseling impacts; History of Human Service profession

**09/01** History of and Current Issues in Human Services (**Chapter 2**)

* Current Issues; EPL Issues; Effective Change; Chapter Review
* **REFLECTION #1 DUE IN CANVAS BY MIDNIGHT!**

**09/03** Standards in the Profession: Skill, Standards, Credentialing, Program Accreditation, and Ethical Standards (**Chapter 3**)

* Skill standards; Credentialing; Program Accreditation

**09/08** Standards in the Profession: Skill, Standards, Credentialing, Program Accreditation, and Ethical Standards (**Chapter 3**)

* Ethical Standards; EPL Issues; Effective Ethics; Chapter Review

**09/10** Theoretical Approaches to Human Service Work (**Chapter 4**)

* Counseling/Psychotherapy; Theory/Human Nature; EPL Issues; Effective Counseling Approach

**09/15** Theoretical Approaches to Human Service Work (**Chapter 4**)

* Theories: Psychodynamic, Existential/Humanistic, Cognitive-Behavioral, Postmodern; Integrative Approaches; Chapter Review
* **REFLECTION #2 DUE IN CANVAS BY MIDNIGHT!**

**09/17** The Helping Interview: Skills, Process, and Case Management (**Chapter 5**)

* Helping Environment; Counseling Techniques; EPL Issues
* **UNDERSERVED POPULATIONS PAPER OUTLINE DUE BY MIDNIGHT!**

**09/22** The Helping Interview: Skills, Process, and Case Management (**Chapter 5**)

* Stages of Helping Relationship; Case Management; Other EPL Issues; Chapter Review

**09/24** Mid Term Review

**09/29** **Mid Term Exam**

**10/01** Development of the Person (**Chapter 6**)

* Defining development; Physical development; Cognitive/Moral development; Lifespan theories

**10/06** Development of the Person (**Chapter 6**)

o Personality development; comparison of models; normal/abnormal development; EPL issues, chapter review

**10/08** School to Prison Pipeline

**10/13** Couples, Family, and Group Helping (**Chapter 7**)

* Systems theory/Cybernetics; understanding couples and families
* **REFLECTION #3 DUE IN CANVAS BY MIDNIGHT!**

**10/15** Couples, Family, and Group Helping (**Chapter 7**)

* Understanding groups; EPL issues, chapter review

**10/20** Organizational and Community Change and the Role of Consultation and Supervision (**Chapter 8**)

Community change efforts; agencies; Consultation

* **UNDERSERVED POPULATIONS PROJECT DUE IN CANVAS BY MIDNIGHT!**

**10/22** Organizational and Community Change and the Role of Consultation and Supervision (**Chapter 8**)

Supervision; EPL issues; chapter review

**10/27** Culturally Competent Helping (**Chapter 9**)

* Cultural diversity in the U.S.; need for cultural competence; defining cultural competence in helping
* **REFLECTION #4 DUE IN CANVAS BY MIDNIGHT!**

**10/29** Culturally Competent Helping (**Chapter 9**)

* Developing cultural competence; cultural sensitivity; EPL issues; chapter review

**11/03** Working with Varied Client Populations (**Chapter 10**)

* Varied clients; EPL issues; chapter review

**11/05** Research, Evaluation, and Assessment (**Chapter 11**)

* Research: Evaluation and needs assessment

**11/10** Research, Evaluation, and Assessment (**Chapter 11**)

* Assessment and testing; EPL Issues; Chapter review

**11/12** **Psychosocial Group Presentations**

**11/17** **Psychosocial Group Presentations**

**11/19** Final Exam Review

**11/24** Course review and wrap up

**12/03** **Final Exam**