



## HSWR-103 – Counselling Skills

Health and Human Services

**Effective Term & Year:** Fall 2022

**Course Outline Review Date:** 2025-03-01

**Program Area:** Child Youth and Family Studies

### Description:

This course introduces students to introductory interviewing and counselling skills that are needed for developing rapport, trust, and empathy in relationships with the clients they serve. Students develop skills in using invitational strategies, reflecting feelings and content, summarizing information, challenging perceptions, conducting assessments, and goal setting. Throughout the course there is an emphasis on self-reflection and self-evaluation.

### Program Information:

This course is required for completion of the Child, Youth and Family Studies Program, Human Service Worker Specialty Certificate.

**Delivery Methods:** Hybrid – On-campus (Face-to-Face) and Online, Online

**Credit Type:** College of the Rockies Credits

**Credits:** 4

### Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	30
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	
Co-op/Work Experience	

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Other	30
Total	60

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**Course Requisites:**

- Complete all of the following
  - Earned a minimum grade of C+ (65%) in at least 1 of the following:
    - ENFP 12 – English First Peoples 12
    - ENST 12 – English Studies 12
    - ENGL090 – English – Provincial Level
  - Completed at least 1 of the following:
    - CYFS101 – Inclusive Interpersonal Communications (3)
    - PSYC151 – Interpersonal Communications (3)

**Flexible Assessment:** Yes

In some cases students may be able to apply for recognition of prior learning outside the classroom. This flexible assessment process provides equivalent course credit. It is a rigorous process that may include external evaluation, worksite assessment, demonstration, standardized test, self-assessment, interview, products/portfolio, and challenge exam, or other measures as appropriate. Tuition fees apply. Contact an education advisor for more information.

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**Course Transfer Credit:**

For information about receiving transfer credit for courses taken at either British Columbia or Alberta institutions, please see <https://www.bctransferguide.ca/> or <https://transferalberta.alberta.ca> . For more transfer credit information, please visit <https://www.cotr.bc.ca/Transfer>

All requests for course transfer credit from institutions in British Columbia or elsewhere should go to the College of the Rockies Enrolment Services office.

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**Textbook Resources:**

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

Young, M. E. (2013). *Learning the art of helping: Building blocks and techniques (5th ed.)*. Boston: Pearson.

Haig, J., Raikes, G., & MacMillan, V. (2010). *Cites & sources: An APA documentation guide* (3rd ed) Toronto, Ontario: Nelson Publishing.

Please see the instructor's syllabus or check COTR's online text calculator <https://textbook.cotr.bc.ca/> for a complete list of the currently required textbooks.

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### **Learning Outcomes:**

Upon the successful completion of this course, students will be able to:

- demonstrate an awareness of your personal value system – beliefs, values, opinions and ethics – which influence how you form helping relationships;
  - identify and critique your own basic communication style, identifying areas of strength and areas in need of development;
  - identify and demonstrate non-verbal behaviours and skills which indicate therapeutic attending;
  - provide effective and constructive feedback on the skills of your peers and instructor, and receive feedback in kind;
  - demonstrate appropriate use of information-giving and self-disclosure within the learning environment;
  - integrate effective and therapeutic questions into your unique personality style;
  - effectively apply emotional vocabulary to accurately paraphrase and summarize client's concerns and feelings;
  - use observational skills to assess client's verbal and nonverbal behaviour; and
  - conduct a complete interview using only active listening skills.
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### **Course Topics:**

- Introduction to Interviewing and Counseling
- Attending Behaviour
- Questions
- Client Observation Skills
- Encouraging, Paraphrasing and Summarizing
- Noting and Reflecting Feelings
- Selecting and Structuring Skills to Meet Client Needs
- Confrontation
- Focusing
- Eliciting and Reflecting Meanings
- Special Issues in Counseling

*See instructor's syllabus for the detailed outline of weekly readings, activities and assignments.*

## Evaluation and Assessments

### Assessment Type: Online

Assessment Type	% of Total Grade
Video Assignment #1	15%
Video Assignment #2	25%
Video Assignment #3	35%
In Class or Online Activities	25%
Total	100%

### Grade Scheme

A+	A	A-	B+	B	B-	C+	C	C-	D	F
>=90	89-85	84-80	79-76	75-72	71-68	67-64	63-60			<60

### Exam Attendance:

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a "0" on the exam.

### Academic Policies:

College of the Rockies policies related to courses can be found at <https://cotr.bc.ca/about-us/college-policies/> and include the following:

- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
- Policy 2.5.8 Academic Performance
- Policy 2.5.3 Grade Appeal
- Policy 2.4.9 Student Concerns Re Faculty

### Course Changes:

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.

