

**DEPARTMENT OF PSYCHOLOGY, FACULTY OF HEALTH, YORK  
UNIVERSITY**

**COURSE:** PSYC 4062 3.0 N SKILLS AND TECHNIQUES  
IN COUNSELLING AND PSYCHOTHERAPY

**TERM:** WINTER 2014

**PREREQUISITES:** AK/AS/HH/SC/PSYC 1010 6.00 or AK/HH/PSYC  
2410 6.00, with a minimum grade of C;  
AK/AS/HH/SC/PSYC 2030 3.00 or AK/HH/PSYC  
2530 3.00; one of AK/AS/HH/SC/PSYC 2021 3.00,  
AK/AS/HH/SC/PSYC 2020 6.00, AK/HH/PSYC  
2510 3.00.; AK/AS/HH/SC/PSYC 4061 3.00 or  
AK/HH/PSYC 4210 3.00. Course credit exclusions:  
AK/AS/HH/SC/PSYC 4060 6.00, AK/PSYC 4240  
3.00 (prior to Summer 2002).

**COURSE INSTRUCTOR:** Dr. Vasanthi Valoo  
Email: [valoo@yorku.ca](mailto:valoo@yorku.ca) (Always include PSYC  
4062N in the subject line)  
Office Hours: By Appointment

Secretary: Ms. Agnes Levstik, 416-736-5125 (Ext 55125)

**TIME AND LOCATION:** Wednesdays: 8:30AM – 11:30AM  
Location: FC 103  
Course Duration: January 6 – April 24, 2014

**EXPANDED COURSE DESCRIPTION**

The goal of this course is to introduce students to the counselling/psychotherapy process. The experiential course format will provide an opportunity for you to develop foundational skills and techniques in counselling/psychotherapy. Students will increase their understanding of how life experiences, values, and biases influence the counselling/psychotherapy process. Given the likelihood that personal information will be disclosed in class, students are required to adhere strictly to rules of confidentiality. The lectures may be supplemented by films and videos and invited guest/s.

**Course Learning Objectives**

- To understand and develop foundational skills and techniques used in counselling/psychotherapy.
- To develop the ability to reflect on the influence of one's life experiences, values, and biases on the helping process.
- To critically evaluate the adequacy of current practice and research related to the counseling/psychotherapy process with members of identified groups.

**REQUIRED TEXTS**

Young, M. E. *Learning the Art of Helping: Building Blocks and Techniques*. (5<sup>th</sup> ed.). Upper Saddle River, NJ: Pearson Prentice Hall.

**COURSE EVALUATION**

Participation	30%
Class Presentation	20%
Transcript Assignment	20%
In-class Exam	30%

*PLEASE NOTE: Final course grades may be adjusted to conform to Program or Faculty grades distribution profiles. The grade profile for this course is already high. Grades will NOT be rounded off or raised at the request of students.*

*The last day to drop the course without receiving a final grade is **March 7<sup>th</sup>, 2014.***

**ORGANIZATION OF THE COURSE****PARTICIPATION - 30%**

Your grade will be determined by attendance, timeliness, familiarity with and comprehensiveness of readings, active participation in group activities, critical thinking and usefulness of your comments, and participation in in-class exercises/activities.

**IN-CLASS EXAM – 30%**

Multiple Choice and Short Answer

***IMPORTANT NOTE: For tests you must bring York sessional and photo ID!***

**GROUP PRESENTATION (GROUPS OF 3-4) - 20%**

- You will investigate the adequacy of the counseling/psychotherapy process by exploring whether skills/techniques may be adapted for more effective work with members of an identified group.
- Each group will focus on an identified group.
- You will review the literature (minimum 5 references) to investigate the adequacy of the helping process with members of an identified group.
- Presentations (40-45 minutes) will be based on your review of relevant literature and will be graded according to the following criteria:
  - The applicability/limitations of the use of specific skills and techniques with members of an identified group.
  - Factors that facilitate the counselling/psychotherapy process with members of an identified group.

**TRANSCRIPT ASSIGNMENT – 20%**

Each student will conduct, record, and transcribe a 15-minute interview with a member of the class. The interview will demonstrate the use of at least 10 skills and techniques. Proper academic performance depends on the students doing their work not only well, but on time. Accordingly, assignments for this course must be received on the due date specified for the assignment. Assignments are to be handed to the Course Director in class on the due date.

**GRADING, ASSIGNMENT SUBMISSION, LATENESS PENALTIES AND MISSED TESTS**

**Grading:** The grading scheme for the course conforms to the 9-point grading system used in undergraduate programs at York (e.g. A+ = 9, A = 8, B+ = 7, C+ = 5, etc.). Assignments and tests will bear a number grade (e.g. A+ = 90 to 100, A = 80 to 90, B+ = 75 to 79, etc.).

(For a full description of York grading system see the York University Undergraduate Calendar - <http://calendars.registrar.yorku.ca/2010-2011/academic/index.htm> )

**Missed Presentations:** Students will not be able to defer their presentation. If a student is absent on the day of their presentation, he or she will receive a zero. For the presentation, the remaining group members will still be expected to complete the presentation and will be graded accordingly. Students are also expected to be aware of York's policies regarding academic dishonesty and any other policies of relevance.

**Missed In-Class Exam:** Students with a documented reason for missing an exam, such as illness, compassionate grounds, etc., which is confirmed by supporting documentation (e.g., doctor's letter) may request accommodation from the Course Instructor. Accommodations may be permission to write a make-up test, or reweighting of course evaluations. Further extensions or accommodations will require students to submit a formal petition to the Faculty. Students who miss a test must notify the course instructor prior to the test and will only be able to write a make-up test if they have valid documentation to support their absence. Serious illnesses and family tragedies are the only acceptable justifications for missing a test. **Please note** that there is no guarantee that the make-up test will follow the same format as the original and the date of the make-up test will be assigned by the course Instructor.

**Late Assignments:** Assignments received later than the due date will be penalized (1 grade point per day that the assignment is late). Students with a documented reason for missing the due date, such as illness, compassionate grounds, etc., which is confirmed by supporting documentation (e.g., doctor's letter) may request accommodation from the Course Instructor.

### **IMPORTANT COURSE INFORMATION FOR STUDENTS**

All students are expected to familiarize themselves with the following information, available on the Senate Committee on Curriculum & Academic Standards webpage (see Reports, Initiatives, Documents) -

[http://www.yorku.ca/secretariat/senate\\_cte\\_main\\_pages/ccas.htm](http://www.yorku.ca/secretariat/senate_cte_main_pages/ccas.htm)

- York's Academic Honesty Policy and Procedures/Academic Integrity Website
- Ethics Review Process for research involving human participants
- Course requirement accommodation for students with disabilities, including physical, medical, systemic, learning and psychiatric disabilities
- Student Conduct Standards
- Religious Observance Accommodation

**TENTATIVE COURSE OUTLINE**

<b>Week</b>	<b>Date</b>	<b>Topic</b>	<b>Readings</b>
1	01/0 8	Introduction, Helping as a Personal Journey Nuts and Bolts of Helping	Chapter 1 Chapter 2
2	01/15	The Therapeutic Relationship	Chapter 3
3	01/22	Helping Someone who is Different	Chapter 4
4	01/29	Invitational Skills	Chapter 5
5	02/0 5	Reflecting Skills	Chapter 6
6	02/12	Reflecting Skills	Chapter 7 Chapter 8
7	02/19	<b>NO CLASS – Co-curricular Week</b>	-
8	02/26	<b>Student Presentations (20%)</b>	-
9	03/05	<b>Student Presentations (20%)</b>	-
10	03/12	Challenging Skills Assessment and the Initial Interview	Chapter 9 Chapter 10
11	03/19	Goal Setting Skills Solution Skills <b>Transcript Assignment Due (20%)</b>	Chapter 11 Chapter 12
12	03/26	Outcome Evaluation and Termination Skills	Chapter 13
13	04/0 2	<b>In-Class Exam (30%)</b>	