

<b>Course</b>	COUN 5820 Consultation and Supervision
<b>Term, Day, Time</b>	Fall 1, 2008 Saturdays; 8am – 5pm
<b>Instructor</b>	Name: Dr. Wanda Bethea Phone: (321) 427- 5181 Email: wandabethea41@webster.edu
<b>Catalog Description</b>	<b>COUN 5820: Consultation and Supervision:</b> This course examines consultation theory and practice as employed by counselors working and supervising in mental health facilities, educational institutions, and other counseling settings. The various forms of consultation and supervision will be explored, examining the framework for consultation with other professionals, educators, parents, and administrators.
<b>Course Level Outcome Objectives</b>	<i>Upon successful completion of this class students will be able to:</i> <ol style="list-style-type: none"> <li>1. Demonstrate knowledge of the roles, functions, preparation standards, credentialing, licensure and professional identify of community counselors and the relationships with other human service providers (<b>CACREP CC-A.2: II.K-1.b</b>).</li> <li>2. Demonstrate understanding of the relationships between community counselors and other mental health professionals serving in a variety of practice and supervisory settings (<b>CACREP CC-B.1</b>).</li> <li>3. Demonstrate understanding of the theories and techniques of community needs assessment to design, implement, and evaluate community counseling interventions, programs, and systems (<b>CACREP CC-B.3</b>).</li> <li>4. 4. Demonstrate knowledge of public and private policy processes, including the role of the professional counselor in advocating on behalf of both the client and the profession (<b>CACREP II.K-1.f</b>)</li> </ol>
<b>Materials</b>	<b>REQUIRED TEXT:</b> Brown, D., Pryzwansky, W., & Schulte, A. (2006), <i>Psychological Consultation and Collaboration: Introduction to Theory and Practice</i> , Sixth Edition, ISBN #0-205-41179-7 Ally & Bacon.
<b>Grading</b>	<b><u>COURSE REQUIREMENTS: % OF GRADE</u></b> <ol style="list-style-type: none"> <li>a. Group Presentations (3) 30% (10% each)</li> <li>b. Chapter Quizzes 40% (10% each)</li> <li>c. Required Paper 10%</li> <li>d. Final Exam 20%</li> </ol> <p>Taking the numerical score from the formula above and converting it to the appropriate letter grade from the chart determine the student's letter grading for the course.</p>

Letter Grade	Numerical Score
A	96-100% (4.0)
A-	91-95% (3.67)
B+	87-90% (3.33)
B	82-86% (3.0)
B-	78-81% (2.67)
C	70-77% (2.0)
F	69 & below (0)
I	Incomplete (0)
W	Withdrew

The Graduate catalogue provides these guidelines and grading option:

Grades in the program are A, A-, B, B-, C, F, CR, I, ZF, and W

A/A- Superior graduate work

B+/B/B- Satisfactory graduate work

C Marginal work

F Unsatisfactory work

CR Credit given for practica/internships

I Incomplete work

ZF Permanent grade for unfinished incomplete grade which treated as an F

W Withdrawn from the course

### Activities

1. Read all assigned chapters for each class **on time**.
2. Participate in class discussions.
3. Prepare and present important concepts & information from chapters for group presentations. At the end of each chapter presentation, the **group will review the main concepts with the class by using their prepared questions in a second PowerPoint presentation**. The first and second presentations are to be on the same disk to be turned in to instructor.
4. Each group **will rehearse a rough draft** of its presentation with the instructor before leaving for the evening. Presentations will include the following:
  - a. PowerPoint slides (15 maximum) on a disk to be turned in to the instructor after the presentation in class and handouts for the instructor and all students.
  - b. 10 questions for group's post-presentation review. Some of those questions will be used also for Chapter Quiz (**to be given at the beginning of the PM session each class**).
  - c. Participation and instruction to the class **by all** group members.
5. Take all Chapter Quizzes & Final Exam **on the scheduled dates**

	<p>6. Write one 4-page paper, using APA Style, on a topic determined by the instructor &amp; student. All papers must be turned in <b>on time</b>.</p>
<p><b>Policy Statements: University Policies</b></p>	<p>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university's published policies. The following policies are of particular interest:</p> <p><b>Academic Honesty</b>  The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university's academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p> <p><b>Drops and Withdrawals</b>  Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals in the Graduate Studies Catalogue to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p> <p><b>Special Services</b>  If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p> <p><b>Disturbances</b>  Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.</p> <p><b>Student Assignments Retained</b>  From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.</p>

	<p><b>Contact Hours for this Course</b> It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.</p>
<b>Course Policies</b>	<p>Attendance at <b>all</b> classes is expected. All students are expected to be active participants in class discussions. All students must be <b>active participants</b> in group presentations and <b>perform at the same effort level</b> as all other group members. Any student not participating equally will have her/his grade adjusted accordingly. <b>Late papers</b> will be accepted only if prior arrangements have been made with the instructor and <b>will be given reduced points.</b></p>
<b>Class 1</b>	<p><u>AM Class Session (8 AM-12 Noon): Preparation for class</u> <b>Chapters 1 &amp; 12 readings due &amp; to be discussed by students and instructor.</b> Instructor will review course objectives, assignments and requirements, particularly criteria for grades (<b>e.g. Professional vs. Creative Achievements Levels</b>) Bring copy of your course text and course syllabus. Be familiar with <b>PowerPoint</b> for group presentations. Students will select/be assigned groups for 3 presentations throughout the course. Be familiar with <b>APA Style Writing</b> to be used for required paper.</p> <p><u>PM Class Session (1PM- 5PM): Preparation for class</u> <b>Quiz:</b> Chapters 1 &amp; 12 Assigned groups begin preparations for group presentations for Class 2. Rehearse presentation with instructor before leaving class for the evening.</p>
<b>Class 2</b>	<p><u>AM Class Session: Preparation for class</u> <b>Chapters 2, 3 &amp; 4 readings due.</b> All students should be ready to discuss content of all chapters. <b>Group Presentations for Chapters 2,3 &amp; 4</b></p> <p><u>PM Class Session: Preparation for class</u> <b>Quiz:</b> Chapters 2, 3 &amp; 4 Students <b>select a possible paper topic</b> to be discussed with instructor Assigned groups <b>prepare for group presentations due class 3.</b> <b>Rehearse presentation with instructor before leaving for evening</b></p>
<b>Class 3</b>	<p><u>AM Class Session: Preparation for class</u> <b>Chapters 5, 6 &amp; 7 readings due.</b> All students should be ready to discuss content of all chapters. <b>Group Presentations for Chapters 5,6 &amp; 7</b></p> <p><u>PM Class Session: Preparation for class</u> <b>Quiz:</b> Chapters 5, 6 &amp; 7 Students <b>should have completed an outline</b> of paper. Outline must be typed and will be given to instructor for review &amp; feedback during class.</p>

	Assigned groups <b>prepare for group presentations due class 4</b> <b>Rehearse presentation with instructor before leaving for evening</b>
<b>Class 4</b>	<u>AM Class Session: Preparation for Class</u> <b>Chapters 8, 9 &amp; 10 readings due.</b> All students should be ready to discuss content of all chapters. <b>Group Presentations for Chapters 8, 9 &amp; 10</b>  <u>PM Class Session: Preparation for Class</u> <b>Quiz:</b> Chapters 8, 9 & 10 <b>Paper (along with outline) due.</b> <b>Highlights/important points of paper to be presented in class.</b> <b>Final Exam Review</b>
<b>Class 5</b>	<b>FINAL EXAM (only in the AM)</b>
<b>Additional Information</b>	<b>Course Requirements:</b>  <b><u>Course Attendance:</u></b> The University reserves the right to drop students who do not attend class the first two weeks of the term/semester. Students are expected to attend all class sessions of every course. In the case of unavoidable absence, the student must contact the instructor. The student is subject to appropriate academic penalty for incomplete or unacceptable makeup work, or for excessive or unexcused absences.  <b><u>Conduct:</u></b> Students enrolling in a degree program at Webster University assume the obligation of conducting themselves in a manner compatible with the University's function as an education institution. Misconduct for which students are subject to discipline may be divided into the following categories: <ol style="list-style-type: none"> <li>1. All forms of dishonesty, cheating, plagiarism, or knowingly furnishing false information to the University.</li> <li>2. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities or of other authorized activities on University premises.</li> <li>3. Classroom disruption. Behavior occurring within the academic arena, including but not limited to classroom disruption or obstruction of teaching, is within the jurisdiction of Academic Affairs. In case of alleged campus and/or classroom disruption or obstruction, a faculty member and/or administrator may take immediate action to restore order and/or to prevent further disruption (e.g. removal of student[s] from class or other setting). Faculty members have original jurisdiction to address the immediacy of a situation, as they deem appropriate. When necessary and appropriate, Public Safety and/or the local [or military] police may be contacted to assist with restoring peace and order. Faculty response is forwarded to the academic dean (or his or</li> </ol>

her designee) for review and, if necessary, further action. Further action might include permanent removal from the course. Repeated offenses could lead to removal from the program and/or the University.

4. Theft of or damage to property of the University. Students who cheat or plagiarize may receive a failing grade for the course in which the cheating or plagiarism took place.

Students who engage in any of the above misconducts may be subject to dismissal from the University on careful consideration by the executive vice president of the University or his designee. To the extent that penalties for any of these misconducts (e.g. theft or destruction of property) are prescribed by law, the University will consider appropriate action under such laws.

Students are subject to the Student Code of Conduct and Judicial Procedure described in the Online Student Handbook.

**Course Contact Hours:**

Unless a course has enrolled fewer than four students, faculty has a contractual obligation to meet the full complement of contact/meeting hours (36 for graduate courses). Not to meet this full complement of hours may be construed as a breach of contract and may also endanger Webster University's accreditation by The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, and its licensure by the State. Finally, course meetings which are missed for any reason must be made up.

**Determination of Grades is Based On the Following Criteria:**

**Minimum Requirements:**

Products (papers, case studies, projects) must be on time, in the correct format, corrected for spelling and grammar, appropriate materials included and referenced to-the-point and on topic and conclusions must be supported.

Examinations must be complete, accurate, neat, evidence clear thought, and exhibit concise and to-the-point responses.

Behavior in class discussions and group activities should be responsible, should exhibit open communication, be constructive, and helpful.

**Mastery Level (Grade of "B"): *Professional Achievement***

Products must meet the requirements stated above for minimum requirements and additionally meet professional criteria. For example, documentation should be included to support research papers, the APA

format should be used consistently throughout the paper, and substantially more than the minimum number of references should be included. Presentations should be logical, organized, and comprehensive.

Examinations should be organized, in depth, comprehensive, logical and complete, and evidence thorough understanding of the subject /topic through application of principles.

Classroom behavior should exhibit very focused activity and thought on the subject at hand, be motivated, and assist in discovery of new insights and relationships concerning the subject/topic of discussion.

Mastery Level Plus (Grade of “A”): Creative Achievement

Products must meet all requirements stated above and additionally meet creative criteria. These criteria include unique topic or subject selection, synthesis of ideas, evaluation of subject matter and positions found in the literature, be creative in approach, establish new relationships with ideas and provide new insights.

Examination responses indicate insightfulness of understanding, a synthesis of information and unique ideas, and rationale for application of principles following careful analysis.

Classroom behavior should exhibit very focused activity and thought on the subject at hand, be motivated, and assist in discovery of new insights and relationships concerning the subject/topic of discussion.

The grade of “A” represents the best work of students, accomplished in a unique and professional manner.

**Note:**

To achieve the objectives of this course, this syllabus may be revised at the discretion of the instructor without prior notification or consent of the student.

For Webster University policies and procedures, please refer to the Catalog and Student Handbook. If you have a documented disability as described in Section 504 of the 1973 Rehabilitation Act of the Americans with Disability Act (ADA), you can contact our Academic Resource Center (ARC) at [www.webster.edu/acadaffairs/asp/arc.htm](http://www.webster.edu/acadaffairs/asp/arc.htm), or call 800-981-9801, ext. 7620 to make arrangements for services. Also, please notify your site administrator if you are attending an extended campus.

**PURCHASING TEXTBOOKS**--Most textbooks can be purchased through **MBS Direct**. Check the syllabus for textbook information. Give MBS Direct the campus location (for the purpose of ordering books the

campus is **Space Coast Campus**, course name, number and section number (i.e. Space Coast Campus, COMP5000/64) and most important, the **title, author, edition, and ISBN** of the book you are ordering. MBS Direct will buy back your book at the end of the term should you elect not to retain it as a reference book. Order by phone or online. Orders should be placed no earlier than 4 weeks prior to the start of the term.

**MBS Direct:** 1-800-325-3252

MBS Direct Website: [www.mbsdirect.net/webster](http://www.mbsdirect.net/webster)

Monday-Thursday, 7am-10pm (Central Time)

Friday, 7am-6pm (Central Time)

Saturday, 8am-5pm (Central Time)

Sunday, noon-4pm (Central Time)

In order to meet the course objectives this syllabus may be modified at the discretion of the instructor without approval of the students.

**Original approved by:**

Dr. Calvin D. Fowler Academic Dean Space Coast Region, June 24, 2008