

# Prairie View A&M University

## PROFESSIONAL ORIENTATION AND DEVELOPMENT

*Dept. of Educational Leadership and Counseling*

*College of Education*

**Instructor Name:** Mary Rue McGowen, Ph.D.  
**Cell Phone:** (972) 233-2796  
**Email Address:** Web-ct course email

**Office Hours:** By appointment.

**Course Location:** Urban League

**Class Meeting Days & Times:** Thursdays : 5:30-8:20

**Course Abbreviation and Number:** CNSL 5053 OU9

**Catalog Description:** This course is a study of obligations and problems in the professional practice of guidance, counseling, human development services, and research. Professional ethics, legal considerations, relationship with other professionals and with the public will be studied. Current trends and issues will be emphasized.

**Required Text:** Nugent, F. A. & Jones, K.R. (2005). Introduction to the Profession of Counseling. 4<sup>th</sup> ed. Upper Saddle River, N.J.: Pearson Prentice Hall.

**Access to Learning Resources:** PVAMU Library:  
phone: (936) 261-1500;  
web: <http://www.tamu.edu/pvamu/library/>  
University Bookstore:  
phone: (936) 261-1990;  
web: <https://www.bkstr.com/Home/10001-10734-1?demoKey=d>

### **Course Goals or Overview:**

The goal of this course is to introduce the student to the foundation, principles, services, and philosophy of counseling. The students will acquire the knowledge of basic concepts through experiential learning and didactic experiences that will enhance self-awareness and increase skills in effectively helping others.

### **TrueOutcomes:**

**TrueOutcomes** is a tool that Prairie View A&M University uses for assessment purposes. Three of your assignments will be considered an "artifact" (an item of coursework that serves as evidence that course objectives are met) and will be loaded into both WebCT and TrueOutcomes. The assignment(s) to be used as TrueOutcomes artifacts will be *Assignment One: Resume*, *Assignment Two: Professional Counselor*, and *Assignment Three: Article Critique on Counseling Ethics*.

Students are required to complete an electronic portfolio (e-portfolio) in order to complete their program. This document can be used for future employment and/or educational endeavors. More information will be provided during the semester, but for general information, you can visit the TrueOutcomes website at [www.trueoutcomes.net](http://www.trueoutcomes.net).

### **Course Objectives/Accrediting Body**

At the end of this course, the student will

1. Be able to demonstrate knowledge of a comprehensive developmental guidance program which includes the history and philosophy of the counseling profession/NCATE Standard.
2. Be able to demonstrate knowledge of professional roles, functions, and relationships with other human service providers/NCATE Standard.
3. Obtain knowledge of professional organizations, its divisions, branches, and affiliates, including membership, benefits, activities, services to members, and current emphasis/NCATE Standard.



### 3. PROFESSIONAL ETHICAL ARTICLE CRITIQUE (20)

Summarize and critique one professional journal article on **ETHICS** in counseling. The professional journals should be no less than five (5) years old. **Due 2/7/08**

### 4. COUNSELING CONFERENCE AND REPORT (Total of 20 points)

During the course of the semester, students will be studying counseling from a multicultural perspective and will be required to **write a biographical sketch** on Dr. Na'im Akbar (**five points**) and attend the Counseling Conference featuring this researcher. Afterwards, students will be required to type a four-page, double-spaced and **well-written paper** on the topic(s) of the conference. The paper should be detailed in content and write any personal reflections in the concluding paragraph. If unable to attend the conference, students are required to write a research paper on one of Dr. Na'im Akbar's books (**fifteen points**). **Due March 20, 2008**

### 5. INTERVIEW PAPER (20 points)

Students will be required to interview two practicing counselors in different settings and then write a paper comparing and contrasting various aspects of the roles, functions, nonverbal behavior, etc. of the counselors' interviewed. See **Appendix A** for specific instructions. **Due April 10, 2008**

**All assignments to be submitted thru Web-CT and Assignments #1 & 3 Must also be submitted to TrueOutcomes. Assignments must be typed, grammatically correct, and follow APA style as much as possible. Any quoted information from other resources should be appropriately cited on a reference page.**

#### **Formatting Documents:**

Microsoft Word is the standard word processing tool used at PVAMU. If you're using other word processors, be sure to use the "save as" tool and save the document in either the Microsoft Word, Rich-Text, or plain text format.

#### **Exam Policy:**

Exams should be taken as scheduled. No makeup examinations will be allowed except under documented emergencies (See Student Handbook).

***Professional Organizations Relevant to the Counseling Profession***

**<http://www.counseling.org/>** (American Counseling Association)

**<http://www.apastyle.org/previoustips.html>** (APA Style of Editorial Writing)

**<http://www.psychwww.com/resource/apacrib.htm>** (APA Style Resources)

**<http://www.amhca.org/>** (American Mental Health Counseling Association)

**<http://www.txca.org/tca/Default.asp>** (Texas Counseling Association)

**<http://www.dshs.state.tx.us/counselor/default.shtm>**  
(Texas Licensed Professional Counselor/LPC)

**<http://www.houstonlpcassociation.org/>** (Houston LPC Association)

**<http://www.nbcc.org/>** (National Board for Certified Counselors/NCC)

**<http://studentworks.nbcc.org/>**  
(Student Works - Resources for Counseling Students)

**<http://www.tea.state.tx.us/>** (Texas Education Agency)

**<http://www.schoolcounselor.org/>** (American School Counselor Association)

**<http://www.collegecounseling.org/>** (American College Counseling Association)

**<http://www.acesonline.net/>**  
(Association for Counselor Education and Supervision)

**<http://www.bgsu.edu/colleges/edhd/programs/AMCD/>**  
(Association for Multicultural Counseling and Development / AMCD)

**<http://www.americanpsychotherapy.com/index.php>**  
(American Psychotherapy Association)

**<http://www.cgjunghouston.org/>**  
(The Jung Center, Houston, Texas)

## Prairie View A&M University Rules and Procedures

### **Disability statement (See Student Handbook):**

Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

### **Academic misconduct (See Student Handbook):**

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

### **Forms of academic dishonesty:**

1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

### **Nonacademic misconduct (See Student Handbook)**

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

### **Sexual misconduct (See Student Handbook):**

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

### **Attendance Policy:**

Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class.

### **Student Academic Appeals Process**

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

## Technical Considerations for Online and Web-Assist Courses

### **Minimum Hardware and Software Requirements:**

- Pentium with Windows XP or PowerMac with OS 9
- 56K modem or network access

- Internet provider with SLIP or PPP
- 8X or greater CD-ROM
- 64MB RAM
- Hard drive with 40MB available space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Netscape Communicator ver. 4.61 or Microsoft Internet Explorer ver. 5.0 /plug-ins
- Participants should have a basic proficiency of the following computer skills:
  - Sending and receiving email
  - A working knowledge of the Internet
  - Proficiency in Microsoft Word
  - Proficiency in the Acrobat PDF Reader
  - Basic knowledge of Windows or Mac O.S.

**Netiquette (online etiquette):** students are expected to participate in all discussions and virtual classroom chats when directed to do so. Students are to be respectful and courteous to others in the discussions. Foul or abusive language will not be tolerated. When referring to information from books, websites or articles, please use APA standards to reference sources.

**Technical Support:** Students should call the Prairie View A&M University Helpdesk at 936-261-2525 for technical issues with accessing your online course. The helpdesk is available 24 hours a day/7 days a week. For other technical questions regarding your online course, call the Office of Distance Learning at 936-261-3290 or 936-261-3282

**Communication Expectations and Standards:**

All emails or discussion postings will receive a response from the instructor within 48 hours.

You can send email anytime that is convenient to you, but I check my email messages continuously during the day throughout the work-week (Monday through Friday). I will respond to email messages during the work-week by the close of business (5:00 pm) on the day following my receipt of them. Emails that I receive on Friday will be responded to by the close of business on the following Monday.

**Submission of Assignments:**

Assignments, Papers, Exercises, and Projects will distributed and submitted through your online course. Directions for accessing your online course will be provided. Additional assistance can be obtained from the Office of Distance Learning.

**Discussion Requirement:**

Because this is an online course, there will be no required face to face meetings on campus. However, we will participate in conversations about the readings, lectures, materials, and other aspects of the course in a true seminar fashion. We will accomplish this by use of the discussion board.

Students are required to log-on to the course website often to participate in discussion. It is strongly advised that you check the discussion area daily to keep abreast of discussions. When a topic is posted, everyone is required to participate. The exact use of discussion will be determined by the instructor.

**It is strongly suggested** that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it should be copied and pasted to the discussion board.

## COURSE OUTLINE

1/17/08	Introduction, orientation, and Overview of counseling Upload Resume on Web-Ct & TrueOutcomes	
1/24/08	Current Scene of Counseling Uploaded Resume Completed	N&J, Ch. 1
1/31/08	Professional, Ethical, and legal Issues	N&J, Ch 2
2/07/08	Professional, Ethical and Legal Assign. #3-Professional Article Critique Due	N&J, Ch.
2/14/08	The effective counselor, multicultural awareness Due Self Analysis	N&J Ch.4
2/21/08	Human development theories	N&J, Ch. 5
2/28/08	Counseling theories and techniques <i>Biographical Sketch Due</i>	N&J, Ch. 6
3/01/08	<b>Counseling Conference – Memorial Student Center, PVAMU</b>	
3/06/08	<b>MID-TERM EXAM</b>	
3/13/08	SPRING BREAK	
3/20/08	<i>Counseling Assessment</i> <i>Counseling Conference Report Due</i>	<i>N&amp;J, Ch.7</i>
3/27/08	<i>Prevention and Intervention</i>	<i>N&amp;J, Ch. 8</i>
4/03/08	Individual, marriage, family, and couples counseling	N&J, Ch. 9-10
4/10/08	Group, career and substance abuse counseling <i>Professional Counselor Interview Paper</i>	N&J, Ch. 11-12
4/17/08	Counseling ethnic groups, gender issues, older adults <b>Review for Final Exam</b>	N&J, Ch. 13-15
4/24/08	Counseling in elementary, middle, and secondary education; colleges and the community	N&J, Ch. 16-19
5/01/08	<b>FINAL EXAM</b>	

---

**NOTE:** Each week you should be prepared with the readings listed above. Be prepared to participate in didactic exercises in class in order to increase skills in these areas.

## APPENDIX A

### *Interviews Format*

#### **The Assignment**

Interviews with two practicing “helping professionals” in different settings (e.g., school, mental health agency, private practice) are required. The written paper will compare and contrast various aspects of the roles and functions of the professionals interviewed. (20% of final grade)

#### **Guidelines**

The guidelines for you to follow for the interviews of two currently practicing helping professionals are as follows:

1. Select to interview two professionals (e.g., counselors, social workers, clinical psychologists) who work in different settings (e.g., school mental health agency, private practice, hospital, employment agency, higher education counseling center, business and industry).
2. Call ahead to schedule an appointment. Ask for 45 minutes to an hour of the professional’s time. You may audio tape your interview provided the participating professional gives his/her permission. Should the individual offer to show you around the facility, this would be beneficial for information gathering.
3. Questions you may consider for the interviews should address the focus of the interview and provide relevant information for the paper you will write. Some questions you may want to ask are:
  - What is your job title?
  - What is your training/education and experience? In what ways did your training prepare you well for the job? In what areas was your training lacking?
  - To whom do you report? What is the attitude of your superior/s (e.g., principal to counselor) about counseling?
  - To what professional organizations do you belong? How are they useful/helpful to you?
  - What is the typical salary range for a position such as yours?
  - What is your client/case load? How are clients assigned to you? What types of clients do you typically work with? What kinds of problems or concerns do the clients most frequently bring to you?

- What referral sources do you use? What types of clients/problems do you typically refer?
- Who are your professional peers? Do you work with other “counselors” or do you work alone?
- What is your theoretical orientation? How did you select your particular orientation?
- What counseling techniques do you typically use? What techniques do you avoid using? Why? How would you describe your counseling style?

### **Format for Reporting Interviews**

*Use a narrative style to report what you have learned. The paper will consist of four sections:*

- a) An introduction to the assignment/paper that includes an overview of the paper contents
- b) Descriptive information for each counselor
  - date of interview
  - length of interview
  - type of setting
  - description of counselor
- c) Compare and contrast the two counselors and settings
  - education/training
  - work experience
  - structure of setting (e.g., who the counselor reports to, professional peers, types of clients, typical salary, professional organizations to which they hold membership, client load, referral resources)
  - theoretical orientation (e.g., structural framework, techniques they do/don't use, counseling style, problems/concerns they generally deal with)
  - describe the typical day (e.g., hours worked, client time, record keeping, on-site visits)
- d) Conclude with your personal reactions
  - what appeals to you about the work of each counselor
  - what you see as drawbacks or problems inherent in working in each setting
  - what you learned that surprised you. Use “I learned” statements which summarize what you gained from this interviewing experience, which will serve as the summary for the paper.

*The final paper should be typed and double-spaced with each page numbered in consecutive order.*

- ✓ The first line of each paragraph is to be indented one-half inch.
- ✓ Margins for each written page should be a minimum of one-inch at the top, bottom, right, and left.
- ✓ Pages are to be numbered consecutively beginning with the title page as page one. The page number should appear in the upper right-hand corner at least one-inch from the right-hand edge of the page.
- ✓ Lines of the text should *not* be justified.
- ✓ The cover sheet should identify you by name, the course title (i.e., Professional Orientation of Counseling), title of the paper (e.g., Interviews of Professional Helpers), and semester (i.e., Summer 2007)
- ✓ Remember to use standard written English, which includes adherence to the mechanics of written language.
- ✓ The paper should not exceed seven pages.