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|  | University of North Texas  College of Health and Public Service  Department of Rehabilitation & Health Services  Microcounseling  Online |

**COURSE INFORMATION**

RHAB 3000, 3-hours

Online - Canvas

Pre-requisites: None

**Course Description**

This course will address micro-counseling skills and case presentation. Students learn and practice specific interpersonal communication and microcounseling skills related to human service delivery. Satisfies a portion of the Understanding the Human Community requirement of the University Core Curriculum.

**Course Objectives**

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

1. Understand and explain the concept of interviewing and microcounseling in rehabilitation and human services.
2. Review and identify essential communication skills that are a part of the interviewing or microcounseling process.
3. Review and explain the core ethical principles relevant to the helping professions.
4. Review multiple multicultural identities such as race, ethnicity, gender, disability, sexuality, spirituality, and socioeconomic status as they interact in the counseling process.
5. Review and explain personal accountability concepts involved in the practice of multi-culturally, sensitive interpersonal communication in the human services, including professional ethics, scope of practice, confidentiality, & professional disclosure.
6. Demonstrate competency in listening skills required for entry-leveling helping professionals.
7. Demonstrate effective responding skills (e.g., minimal encouragers, questioning, paraphrases, reflection of feeling) that effectively communicate understanding of a problem situation.
8. Communicate accurate empathy, unconditional regard, and genuineness with another individual.
9. Demonstrate communication skills necessary to assist another individual in identifying, clarifying, and operationalizing a personal problem situation using a brief, solution-focused approach.
10. Demonstrate ability to use a cognitive behavioral approach to assist in changing a pattern of dysfunctional thinking and behaviors in response to a stressful situation.
11. Demonstrate the ability to plan, organize, prepare, and present a presentation on utilizing coping skills in a particular area of trauma or psychosocial distress.
12. Demonstrate ability to plan, organize, and write a comprehensive and thoughtfully written self-reflection paper on why the student “fits” into a rehabilitation/human service career, and in what ways various psychosocial factors, such as the student’s strengths, limitations, values, needs, culture, and experiences, may influence his or her work in human services and in helping relationships.
13. Demonstrate competence at consciously reducing experience of stress through utilization of self-regulation skills.

**Required Materials**

Garland, P. (2020). *Microcounseling Skills, 3rd Edition*. Dubuque: Kendall Hunt.

This is an online text that can be obtained through [**Kendall Hunt**](https://he.kendallhunt.com/product/microcounseling-skills).

ISBN: 9781524981358

\*\*DO NOT purchase a hard copy version of this textbook as you will not have the access codes for the Workbook, which are an essential part of this course. Purchase only through the Kendall Hunt website above. If this presents as a concern, please contact Professor Stone.\*\*

**COURSE INSTRUCTOR**

**Professor Stone**

**PRONOUNS: SHE/HER/HERS**

Jessica N. Stone has worked professionally in the rehabilitation field since 2011.  Professor Stone is a Certified Rehabilitation Counselor (CRC) and Licensed Professional Counselor (LPC). She has worked in many different capacities in the rehabilitation field including:

* Apple with assistive technology
* Texas Workforce Solutions - Vocational Rehabilitation Services as a Vocational Rehabilitation Counselor and Subject Matter Expert
* As a private practice therapist
* Multiple capacities at the University of North Texas

Professor Stone currently serves as the Assistant Director of Accessible Instruction and Assistive Technology in the Office of Disability Access at UNT and as an Adjunct Instructor for the Department of Rehabilitation and Health Services at UNT. Professor Stone is the UNT Staff Advisor for the Blind and Visually Impaired Alliance (BVIA), a student organization by students with visual impairments, for students with visual impairments.

Professor Stone has a strong passion for utilizing evidenced based practices in her professional roles and ensuring the student or client is at the forefront of everything she does and practices. Professor Stone also highly values being a multiculturally responsive practitioner and continuing to learn how to best serve her clients of all identities. Professor Stone has traditionally focused on serving individuals who are blind/low vision, d/Deaf or Hard of Hearing, have a neurodevelopmental disability, or mental health concerns. Professor Stone is fluent in American Sign Language and has been involved in this community for over 20 years.

In her free time, Professor Stone enjoys traveling, disability advocacy work, cooking, and spending time with her husband, infant son, and 3 dogs. Professor Stone has a disability herself, as she is blind due to Retinitis Pigmentosa. She travels with her guide dog, Genio, from Guide Dogs for the Blind.

**COURSE TEACHING ASSISTANT (TA)**

Rongfang Zhan  
Email: [RongfangZhan@my.unt.edu](mailto:rongfangzhan@my.unt.edu)  
(Please use Canvas messaging for communications)

**CONTACT INFORMATION**

Jessica N. Stone  
Email: [Jessica.Stone@unt.edu](mailto:Jessica.Stone@unt.edu)   
(Please use Canvas messaging for all communications)

**OFFICE HOURS**

Available by appointment only (Zoom, telephone, or in person)

Zoom link: https://unt.zoom.us/my/jessicanstone

**TEACHING PHILOSOPHY**

*My approach to teaching is based on my deep passion for and work in the rehabilitation profession. I am a multiculturally responsive professional who values diversity, equity, and inclusion. My goal is to equip my students with evidenced based practices and share current practices, trends, and events in the field. I strive to assist my students in becoming involved in the field during their academic careers and to develop into well-informed, ethical, passionate, and skilled professionals. I also believe it is my role to learn from my students and to encourage dialogue in my classroom for my students to learn from each other. It is my goal to be available for my students to assist them in their academic journeys and to help them accomplish their goals. I will incorporate my professional experience into the classroom to provide them real-world case scenarios and experiences involving the course content or current events. Finally, I believe in the universal design framework and that students learn in many different ways and aim to incorporate this framework into my courses.*

## GRADING

22% - Workbook Activities

23% - Discussions

25% - Homework Activities

* Quizzes
* 4-Minute Thoughts
* Course Reflection

30% - Interview

**A:** 90-100% (Outstanding, excellent work. The student performs well above the minimum criteria.)

**B:** 80-89% (Good, impressive work. The student performs above the minimum criteria.)

**C:** 70-79% (Solid, college-level work. The student meets the criteria of the assignment.)

**D:** 60-69% (Below average work. The student fails to meet the minimum criteria.)

**F:** 59 and below (Sub-par work. The student fails to complete the assignment.)

.5 and above are rounded up on final grade.

.04 and below are not rounded up on final grade.

**LATE WORK**

I **will not** accept late work in this course. All work turned in after the deadline will receive a grade of zero unless the student has a disability related accommodation (from the Office of Disability Access) for occasional extension of due dates OR a university-excused absence and provides documentation with 48-hours of the missed deadline.

**TURNAROUND TIME**

I aim to return graded work to you within one week of the due date. When this is not possible, I will send an announcement to the class.

**GRADE DISPUTES**

You are required to wait 24 hours before contacting me to dispute a grade. Within that time, I expect that you will review the assignment details and reflect on the quality of the work you turned in. If you would still like to meet, please send me a message through **Canvas** to set up a meeting. You should present to our scheduled meeting with specific examples that demonstrate that you earned a higher grade than you received. If you miss your scheduled meeting, you forfeit your right to a grade dispute. If you do not contact me to schedule a meeting within seven days of receiving your grade, you also forfeit your right to a grade dispute.

**EXTRA CREDIT / MAKE UP WORK**

There are **no** extra credit opportunities or make up work in this course.

**COLLABORATIVE WORK**

This course does not require collaborative work. Action will be taken through the university if cheating is brought to the attention of the instructor.

**WORKING AHEAD**

If/when modules and assignments are open early, you are welcome to work ahead. This does not, however, afford you the opportunity to re-do or re-submit assignments if the score is less than you desire.

**CITIZENSHIP**

I believe the only way to grow is to interact and exchange ideas with people dissimilar to us. Student interaction throughout this course is encouraged. However, there will be no tolerance for name-calling, condemnation, or other forms of aggression.

**MINIMAL TECHNICAL SKILLS**

This is an online course, therefore, you must have minimum technical skills and the ability to reach out to technical support, when needed.

Students in this course must:

* Have ongoing access to internet
* Have familiarity with or be willing to become familiar with Canvas
* Be able to create and attach Word Documents
* Be able to create and attach jpegs
* Be able to create and attach PowerPoint presentations
* Be able to create original Discussions in Canvas
* Be able to respond to Discussion in Canvas
* Know how to open and complete quizzes in Canvas

**COPYRIGHT INFRINGEMENT**

It is a violation of Copyright to reproduce information from this course, as well as upload the contents to a website that is not university sponsored. Should information be found online that originated in this course, cease and desist will be filed, followed by all legal options.

This includes posting material from the course onto “study” websites, such as Quizlet.

**TECHNICAL ASSISTANCE**

For UNT related technical issues:   
Help Desk: <http://www.unt.edu/helpdesk/index.htm>

The University of North Texas provides student technical support. The student help desk may be reached at:

Email: [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

Phone: 940.565-2324

Canvas technical requirements: <https://clear.unt.edu/supported-technologies/canvas/requirements>

Contact tech support immediately if you encounter issues submitting an assignment or taking a quiz. Follow up with an email to the instructor that includes the ticket number from tech support.   
  
For Kendall Hunt (Workbook) related technical concerns:   
Email: [websupport@greatriverlearning.com](mailto:websupport@greatriverlearning.com?subject=RHAB3000.910%20(Professor%20Stone))

**STUDENT SUPPORT**

[Code of Student Conduct:](https://deanofstudents.unt.edu/conduct) provides Code of Student Conduct along with other useful links

[Office of Disability Access:](http://disability.unt.edu/) exists to prevent discrimination based on disability and to help students reach a higher level of independence

[Counseling and Testing Services:](http://studentaffairs.unt.edu/counseling-and-testing-services) provides counseling services to the UNT community, as well as testing services, such as admissions testing, computer-based testing, career testing, and other tests

[UNT Libraries](http://www.library.unt.edu/)

[UNT Learning Center:](https://learningcenter.unt.edu/home) provides a variety of services, including tutoring, to enhance the student academic experience

[UNT Writing Center:](http://writingcenter.unt.edu/) offers free writing tutoring to all UNT students, undergraduate and graduate, including online tutoring

[Succeed at UNT:](https://success.unt.edu/) information regarding how to be a successful student at UNT

[COVID-19](https://healthalerts.unt.edu/) Health Alerts

*The instructor reserves the right to amend syllabus when the need may arise.*

**UNT Policies**

**Academic Integrity Policy**

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. [Insert specific sanction or academic penalty for specific academic integrity violation.

**ADA Policy**

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified and the student requests their letters of accommodation for the course through AIM, the ODA will email an accommodation letter to the faculty. The student will then begin a private discussion regarding their specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must request letters of accommodation for each course in which they intend to utilize accommodations and also must meet with each faculty member prior to implementation in each class. For additional information see the [ODA website (Links to an external site.)](https://disability.unt.edu/). You may also contact them by email at [Apply.ODA@unt.edu](mailto:Apply.ODA@unt.edu) or phone at 940-565-4323.

**Emergency Notification & Procedures**

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

**Retention of Student Records**

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student’s records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University’s policy. See UNT Policy 10.10, Records Management and Retention for additional information.

**Acceptable Student Behavior**

Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at [deanofstudents.unt.edu/conduct](https://deanofstudents.unt.edu/conduct).

**Access to Information - Eagle Connect**

Students’ access point for business and academic services at UNT is located at: [my.unt.edu](https://my.unt.edu/). All official communication from the University will be delivered to a student’s Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail: [eagleconnect.unt.edu/](http://it.unt.edu/eagleconnect)

**Student Evaluation Administration Dates**

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 [insert administration dates] of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" ([no-reply@iasystem.org](file:///C:\Users\gs\AppData\Local\Packages\Microsoft.MicrosoftEdge_8wekyb3d8bbwe\pjh0057\AppData\Local\Local\Packages\AppData\Local\AppData\Local\Packages\Microsoft.MicrosoftEdge_8wekyb3d8bbwe\TempState\Downloads\no-reply@iasystem.org)) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey, they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website at <http://spot.unt.edu/> or email [spot@unt.edu](file:///C:\Users\gs\AppData\Local\Packages\Microsoft.MicrosoftEdge_8wekyb3d8bbwe\pjh0057\AppData\Local\Local\Packages\AppData\Local\AppData\Local\Packages\Microsoft.MicrosoftEdge_8wekyb3d8bbwe\TempState\Downloads\spot@unt.edu).

**Sexual Assault Prevention**

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT’s Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim’s compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](file:///C:\Users\gs\AppData\Local\Packages\Microsoft.MicrosoftEdge_8wekyb3d8bbwe\pjh0057\AppData\Local\Local\Packages\AppData\Local\AppData\Local\Packages\Microsoft.MicrosoftEdge_8wekyb3d8bbwe\TempState\Downloads\SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at [oeo@unt.edu](file:///C:\Users\gs\AppData\Local\Packages\Microsoft.MicrosoftEdge_8wekyb3d8bbwe\pjh0057\AppData\Local\Local\Packages\AppData\Local\AppData\Local\Packages\Microsoft.MicrosoftEdge_8wekyb3d8bbwe\TempState\Downloads\oeo@unt.edu) or at (940) 565 2759.

**COVID-19 Impact on Timely Submission of Assignments**

While timely assignment completion is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to complete coursework due to COVID-19 including symptoms, potential exposure, pending or positive test results, or if you have been given specific instructions to isolate or quarantine from a health care provider or a local authority. It is important that you communicate with me prior to missing an assignment so I may make a decision about accommodating your request.

If you are experiencing any [symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or [askSHWC@unt.edu](mailto:askSHWC@unt.edu)) or your health care provider PRIOR to coming to campus. (Note: This course is completely online and therefore does not require any campus contact.) UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or [COVID@unt.edu](mailto:COVID@unt.edu) for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While timely completion of assignments is an important part of succeeding in this class, your own health, and those of others in the community, is more important.