



University of North Texas
College of Health and Public Service
Department of Rehabilitation & Health Services
Micro-counseling
Online

Winter Semester

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 micro-counseling 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 micro-counseling in rehabilitation and human services.
2. Review and identify essential communication skills that are a part of the interviewing or micro-counseling 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-level 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.

COURSE MATERIALS

Garland, P. (2020). Micro-counseling Skills, 3rd Edition. Dubuque: Kendall Hunt.
ISBN: 9781524981358

This is an online text that can be obtained through [Kendall Hunt](#).

COURSE INSTRUCTOR

As an addiction professional since 1993, Professor Heller Garland has worked in multiple treatment milieu and has provided training on the local, state, national, and international level. She has served as President of the Dallas Chapter and the Texas state board for the Texas Association of Addiction Professionals, as well as on the board for NAADAC, the National Association for Addiction Professionals.

Heller Garland is currently a Senior Lecturer at The University of North Texas in the Department of Rehabilitation and Health Service in the College of Health and Public Service. She is the Coordinator of Addiction Studies and Faculty Advisor to Eagle Peer Recovery (EPR) at UNT. EPR is a student organization for students interested in addiction and mental health recovery events, initiatives, support, advocacy, and information.

In August 2016 she was inducted into the Texas Counselor Hall of Fame. This award recognizes the body of work of an individual in the field of addictions counseling and is awarded based on the many facets of their contributions over an extended period of time, the varied scope of services provided, and the populations these services reached.

In her free time, Professor Heller Garland enjoys traveling, cooking, writing, spending time with her family and their dachshunds, Max & Marshall.

Email: Paula.Heller-Garland@unt.edu

OFFICE HOURS

Virtual appointments available by appointment.

TEACHING PHILOSOPHY

My approach to teaching is based on my deep regard of the addiction and recovery profession. I believe my role is to equip students with the most current and accurate information possible. My goal is for students to become ethical, compassionate, and sought-after professionals in the field of addiction and recovery. I desire to help students accomplish his or her goals by providing information, introducing respected clinicians into the classroom, mentoring, and role modeling. In addition to reading materials and lectures, I provide ethical decision-making opportunities and counseling scenarios from my more than twenty-five years of clinical experience.

I believe students learn from a multi-faceted approach and a practical application of information. I provide opportunities for students to actively participate through brainstorming the new information and debating old ideas.

ASSIGNMENTS

This course will include discussions, workbook activities, quizzes, a Case Presentation, a Final Paper, and an Interview.

WRITING QUALITY

Writing submissions should reflect that of a college junior. Format of a formal paper is as important as the content. The same is true for meeting length requirements. Combat senseless point deductions by reading assignment directions carefully. The [UNT Writing Center](#) is available to all students wishing to improve their writing. Other resources will be provided within the Canvas classroom.

WORKBOOK

Entries into your workbook do not need to be formal. Entries are personal and are checked only for completion. The course textbook contains an electronic workbook. Whether diving into counseling for the first time or studying to become a counselor, the first step is self-assessment to gain insight. Compassion Fatigue in the helping profession is high, thus, students are encouraged to begin exploring their own lives in-depth prior to practicum, internship, or employment.

GRADING

30% - Workbook Activities, Discussions & Quizzes
25% - Interview & Related Assignments
25% - Resource Presentation
20% - Final Paper

GRADING BREAKDOWN

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

B: 80-89% (Good. The student performs above the minimum criteria.)
C: 70-79% (Solid. 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.)

ROUNDING UP FINAL GRADE

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

LATE WORK / EXTRA CREDIT / MAKE UP WORK

Late work is not accepted in this course. All work turned in after the deadline will receive a grade of zero unless the student has a university excused absence and provides documentation with 48-hours of the missed deadline. There are no extra credit opportunities or make up work in this course. Please do not ask for an exception.

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, email me 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.

COLLABORATIVE WORK

Collaborative work is only allowed when indicated by an assignment. Please do your own work. Do not post course content on study sites, such as Quizlet. Action will be taken through the university if cheating is brought to the attention of the instructor.

WORKING AHEAD

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. Please reach out to me if you have any issues in this area. I can only assist when I am aware.

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

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 by emailing helpdesk@unt.edu or by calling 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.

STUDENT SUPPORT

Code of Student Conduct: provides Code of Student Conduct along with other useful links

Office of Disability Access: exists to prevent discrimination based on disability and to help students reach a higher level of independence

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

UNT Learning Center: provides a variety of services, including tutoring, to enhance the student academic experience

UNT Writing Center: offers free writing tutoring to all UNT students, undergraduate and graduate, including online tutoring

Succeed at UNT: information regarding how to be a successful student at UNT

UNT 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.]

UNT ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's 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 obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at disability.unt.edu.

UNT 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.

UNT 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.

University Acceptable Student Behavior Policy

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.

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: 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/

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) 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.

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 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 or at (940) 565 2759.